



**CITY OF CORNING
CLOSED SESSION AGENDA**

**TUESDAY, APRIL 26, 2011
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 6:30 p.m.

B. ROLL CALL:

Council:

**Toni Parkins
John Leach
Darlene Dickison
Dave Linnet
Gary Strack**

Mayor:

The **Brown Act** requires that the Council provide the opportunity for persons in the audience to briefly address the Council on the subject(s) scheduled for tonight's closed session. Is there anyone wanting to comment on the subject(s) the Council will be discussing in closed session? If so, please come to the podium, identify yourself and give us your comments.

C. PUBLIC COMMENTS:

D. ADJOURN TO CLOSED SESSION:

**CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO SECTION 54957.6:
Agency Negotiator: William May, Labor Relations Consultant
Public Safety and Dispatch Units**

E. RECONVENE SPECIAL MEETING AND REPORT ON CLOSED SESSION:

F. ADJOURN TO REGULAR MEETING OF THE CITY COUNCIL:

POSTED: APRIL 21, 2011



**CITY OF CORNING
CITY COUNCIL AGENDA
TUESDAY, APRIL 26, 2011
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 7:30 p.m.

B. ROLL CALL:

Council:

**Toni Parkins
John Leach
Darlene Dickison
Dave Linnet
Gary Strack**

Mayor:

C. PLEDGE OF ALLEGIANCE: Led by the City Manager.

D. INVOCATION: Led by John Leach.

Persons of no religious persuasion will not be expected in any manner to stand or to participate other than to remain quiet out of respect for those who do choose to participate.

E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:

1. PROCLAMATION: Relay for Life Month in the City of Corning. Present to accept the Proclamation will be event coordinator Judge Richard Scheuler.

2. PROCLAMATION: Tehama County Peace Officers' Memorial Day. Present to accept the Proclamation will be Dan White, Tehama County Peace Officer Association President.

F. BUSINESS FROM THE FLOOR: If there is anyone in the audience wishing to speak on items not already set on the Agenda, please come to the podium, and briefly identify the matter you wish to have placed on the Agenda. The Council will then determine if such matter will be placed on the Agenda for this meeting, scheduled for a subsequent meeting, or recommend other appropriate action. If the matter is placed on tonight's Agenda, you will have the opportunity later in the meeting to return to the podium to discuss the issue. The law prohibits the Council from taking formal action on the issue, however, unless it is placed on the Agenda for a later meeting so that interested members of the public will have a chance to appear and speak on the subject.

G. CONSENT AGENDA: It is recommended that items listed on the Consent Agenda be acted on simultaneously unless a Councilmember or members of the audience requests separate discussion and/or action.

3. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.

4. Waive the Reading and Approve the Minutes of the April 12, 2011 Regular City Council Meeting with any necessary corrections:

5. April 20, 2011 Claim Warrant - \$148,246.43.

6. April 20, 2011 Business License Report.

7. Approve Addition of the Corning Youth Tennis Camp to the City's Recreation Program.

H. ITEMS REMOVED FROM THE CONSENT AGENDA:

I. PUBLIC HEARINGS AND MEETINGS:

- 8. CDBG Block Grant Application: First Public Hearing to Receive Comments for the Fiscal Year 2011-2012 Community Development Block Grant (CDBG) Application.**

J. REGULAR AGENDA:

- 9. Adoption of Sanitary Sewer Management Plan in Accordance with the General Waste Discharge Requirements of the State Water Resources Control Board.**

K. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:

L. COMMUNICATIONS, CORRESPONDENCE AND INFORMATION:

- M. REPORTS FROM MAYOR AND COUNCIL MEMBERS: City Councilmembers will report on attendance at conferences/meetings reimbursed at City expense (Requirement of Assembly Bill 1234).**

Parkins:

Leach:

Dickison:

Linnet:

Strack:

N. ADJOURNMENT!:

POSTED: THURSDAY, APRIL 21, 2011

PROCLAMATION
MAY 2011
RELAY FOR LIFE MONTH
IN THE CITY OF CORNING

WHEREAS, the fight against cancer has caused a declining cancer rate and a declining mortality rate for diagnosed cases; and

WHEREAS, the American Cancer Society has become the world's largest non-governmental source for cancer research funding and is the nationwide community-based voluntary health organization dedicated to eliminating cancer through research, education, advocacy, and patient services, and

WHEREAS, "Relay for Life" is the national signature event of the American Cancer Society; and

WHEREAS, "Relay for Life" is unique in this Community in that it blends fundraising, fellowship, cancer awareness and prevention activities, and support for cancer survivors and their family members; and

WHEREAS, the Tehama County Unit of the American Cancer Society will hold its 14th annual "Relay for Life" on May 21st and 22nd, 2011, honoring over 250 cancer survivors.

NOW, THEREFORE I, GARY R. STRACK, AS MAYOR OF THE CITY OF CORNING, DO HEREBY PROCLAIM THE CITY OF CORNING TO BE AN OFFICIAL "RELAY FOR LIFE" CITY, AND FURTHER PROCLAIM THE MONTH OF MAY 2011 TO BE "RELAY FOR LIFE" MONTH IN THE CITY OF CORNING AS WE JOIN THE AMERICAN CANCER SOCIETY IN THE FIGHT AGAINST CANCER.

**IN WITNESS WHEREOF, I have
hereunto set my hand and caused the
Seal of the City of Corning to be
affixed this 26th day of April 2011.**

GARY R. STRACK, MAYOR

PROCLAMATION
MAY 18, 2011
TEHAMA COUNTY PEACE OFFICERS'
MEMORIAL DAY

WHEREAS, of all the promises America offers, none is more precious or more elusive than the right to be free from crime and violence; and

WHEREAS, the dedicated men and women who have chosen Law Enforcement as a career face extraordinary risk and danger in preserving our freedom and security; and

WHEREAS, in conjunction with the observance of National Peace Officer Week and California Peace Officers' Memorial Day, May 18, 2011 will be observed as Tehama County Peace Officers' Memorial Day in commemoration of those noble Officers who have tragically sacrificed their lives in the line of duty; and

WHEREAS, this special observance will provide all Citizens of Tehama County the opportunity to appreciate the heroic men and women who have dedicated their lives to preserving public safety.

NOW, THEREFORE I, Gary R. Strack, as Mayor of the City of Corning do hereby proclaim, in conjunction with National Police Officer Week and California Peace Officers' Memorial Day, **Wednesday, May 18, 2011** to be observed in the City of Corning as: **TEHAMA COUNTY PEACE OFFICERS' MEMORIAL DAY.**

I DO FURTHER PROCLAIM that the City Hall and Transportation Center flags will be flown at half-staff on this day in honor of all Peace Officers killed in the line of duty, and that this Proclamation will be posted at the Corning Police Department for all to see.

**IN WITNESS WHEREOF, I have hereunto
set my hand and caused the Great Seal of
the City of Corning to be affixed this 26th
day of April 2011.**

Gary R. Strack, Mayor



**CITY OF CORNING
CITY COUNCIL MINUTES
TUESDAY, APRIL 12, 2011
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 7:30 p.m.

B. ROLL CALL:

Council:

**Toni Parkins
John Leach
Darlene Dickison
Dave Linnet
Gary Strack**

Mayor:

All members of the City Council were present.

C. PLEDGE OF ALLEGIANCE: Led by the City Manager.

D. INVOCATION: Led by John Leach.

Persons of no religious persuasion will not be expected in any manner to stand or to participate other than to remain quiet out of respect for those who do choose to participate.

Mayor Strack asked Jerry Lequia and Dean Blankenship to join him on the Council dais to unveil the completed wall with the City Seal and "In God We Trust" statement. Mayor Strack asked, and City Clerk Lisa Linnet confirmed, that the City of Corning will now be listed as a participant on the "In God We Trust" webpage initiated by President/Founder Jacquie Sullivan, Bakerfield City Councilwoman.

E. PROCLAMATIONS, RECOGNITION'S, APPOINTMENTS, PRESENTATIONS:

1. Proclamation: April 10 - 16, 2011 Public Telecommunications Week.

Following the reading of the Proclamation by City Clerk Lisa Linnet, Mayor Strack presented the Proclamations to Fire Chief Spannaus and Police Chief Cardenas.

2. Proclamation: April 2011 Child Abuse Prevention Month.

Following the reading of the Proclamation by City Clerk Lisa Linnet, Mayor Strack presented the Proclamations to Corning Exchange Club representative Randy Wright, and Lavonne Fawver, Child Abuse Prevention Council Coordinator for the Northern Valley Catholic Social Service and representative of the Tehama County Child Abuse Prevention Council.

3. Proclamation: April 2011 Sexual Assault Awareness Month.

Following the reading of the Proclamation by City Clerk Lisa Linnet, Mayor Strack presented the Proclamation to Jessie Trotter from the Rape Crisis and Intervention Program.

F. BUSINESS FROM THE FLOOR:

Ruby Tapp read a statement from Gladys Nelson in which Mrs. Nelson offers her property for sale to the City for \$600,000. Ms. Tapp then asked the following questions:

1. If it was illegal to have an electric fence within the City of Corning explaining that her neighbor's fence had shocked her. Mayor Strack referred this question to the Planning Director. Following some discussion Planning Director John Stoufer stated he would research the Municipal Codes to confirm whether an electric fence was legal within the City.
2. She then asked if it was illegal for someone to video tape someone without permission because her neighbor video tapes everything that they do. City Attorney Michael Fitzpatrick stated that a blanket answer cannot be provided during a public meeting, however he would be willing to schedule a meeting with them to discuss these issues and possibly provide an answer. Ruby stated that would be fine, she would be willing to meet with Mr. Fitzpatrick.

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY EMPLOYER

G. CONSENT AGENDA: It is recommended that items listed on the Consent Agenda be acted on simultaneously unless a Councilmember or members of the audience requests separate discussion and/or action.

4. **Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
5. **Waive the Reading and Approve the Minutes of the March 22, 2011 City Council Meeting with any necessary corrections:**
6. **April 6, 2011 Claim Warrant - \$341,782.24.**
7. **April 6, 2011 Business License Report.**
8. **March 2011 Building Permit Valuation - \$76,608.48.**
9. **March 2011 Wages and Salaries - \$314,707.62.**
10. **March 2011 – Treasurer’s Report.**
11. **City of Corning Wastewater Operation Summary Report – March 2011.**
12. **Approve Waiver of Recreational Use Fees for 4th Annual Westside American Legion Men’s Softball Tournament Fundraiser.**
13. **Recommend the following Appointments:**
 - a) **Councilman John Leach as City’s Representative to Senior Center Board;**
 - b) **Councilman Dave Linnet to Marijuana Advisory Ad-Hoc Committee; and**
 - c) **Planning Commissioner Doug Hatley to Marijuana Advisory Ad-Hoc Committee.**
14. **Approve the Memorandum of Understanding with the Corning Miscellaneous Unit for the Period July 1, 2011 through June 30, 2012 and the Sideletter to Continue Furloughs for another year through June 30, 2012.**

Councilor Parkins moved to approve Consent Agenda Items 4-14 and Councilor Dickison seconded the motion. **Ayes: Strack, Parkins, Leach, Dickison and Linnet. Opposed: None. Absent/Abstain: None. Motion was approved by a vote of 5-0.**

H. ITEMS REMOVED FROM THE CONSENT AGENDA: None.

I. PUBLIC HEARINGS AND MEETINGS: None.

J. REGULAR AGENDA:

15. **Approve Resolution No. 04-12-2011-01 Adopting Records Management Guidelines and Retention Schedule.**

Mayor Strack introduced this item by title and City Clerk Lisa Linnet explained that City Attorney Michael Fitzpatrick researched possible records management guidelines and recommended the proposed guidelines which are from the Secretary of State Debra Bowen. She stated that these guidelines include the August 1999 City Clerk’s Association of California, Local Government Records Retention Guidelines (California State Archives 2002 Version) which outlines records retention for Administration, Public Works, Public Safety, Finance, etc. It encompasses all of the records, provides the timeline for retention and instructions on how to properly dispose of these records. Councilor Parkins moved to adopt Resolution No. 04-12-2011-01, a Resolution adopting Records Management Guidelines and Retention Schedule for the City of Corning. Councilor Dickison seconded the motion. **Ayes: Strack, Parkins, Leach, Dickison and Linnet. Opposed: None. Absent/Abstain: None. Motion was approved by a vote of 5-0.**

16. **Approve Resolution No. 04-12-2011-02 Adopting Revisions to the City’s Conflict of Interest Code.**

Mayor Strack introduced this item by title explaining that this revision to the existing Conflict of Interest Code removes the Airport, Recreation and Library Commissioners from the yearly

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY EMPLOYER

requirement of filing the Fair Political Practice Commission Form 700 as they are advisory commissions only. Councilor Linnet moved to adopt Resolution 04-12-2011-02 making revisions to the existing City of Corning Conflict of Interest Code. Councilor Leach seconded the motion.

Ayes: Strack, Parkins, Leach, Dickison and Linnet. Opposed: None. Absent/Abstain: None. Motion was approved by a vote of 5-0.

17. Approve a Design and Construction Phasing Plan for Corning Community Park.

Mayor Strack introduced this item by title and referred to Planning Director John Stoufer for the information on the Phasing schedule. Mr. Stoufer stated that the City has now completed the purchase of the properties and once surveying and the topographic maps are completed, City Engineer Ed Anderson will begin preparing the final design and engineered plans for construction of the Park. Mr. Stoufer explained due to the significant amount of engineering involved, Staff recommends designing and constructing the Park in two phases. This will expedite both processes and allow construction to begin on Phase I while the design and engineering on Phase II is being completed. He then outlined the timeline for the two phases explaining that the City would seek bids and begin construction on Phase I as soon as late summer - early fall of 2011. We will then complete plans for Phase II during the fall and winter of 2011 and seek bids and commence construction of Phase II in the spring of 2012.

Councilor Linnet moved to approve the design and phasing plan for development of the Corning Community Park and direct Staff to commence with the preparation of Plans and execute a Contract with the California State Parks, Office of Grants and Local Services for the development of Phase I of the Corning Community Park. Councilor Parkins seconded the motion. **Ayes: Strack, Parkins, Leach, Dickison and Linnet. Opposed: None. Absent/Abstain: None. Motion was approved by a vote of 5-0.**

K. ITEMS PLACED ON THE AGENDA FROM THE FLOOR: None.

L. COMMUNICATIONS, CORRESPONDENCE AND INFORMATION: None.

M. REPORTS FROM MAYOR AND COUNCIL MEMBERS: City Councilmembers will report on attendance at conferences/meetings reimbursed at City expense (Requirement of Assembly Bill 1234).

Parkins: None.

Leach: April 21st the Community Action Agency Meeting will be here with the Board Meeting at 3:00 p.m. and the Public Meeting at 5:00 p.m.

Dickison: LAFCO meeting canceled again.

Linnet: None.

Strack: We'll miss Walter Dodd and Gene May.

N. ADJOURNMENT!: 8:13 p.m.

Lisa M. Linnet, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LORI SIMS
ACCOUNTING TECHNICIAN

DATE: April 19, 2011

SUBJECT: Cash Disbursement Detail Report for the
Tuesday, April 26, 2011 Council Meeting

PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:

A.	Cash Disbursements	Ending	04-13-11	\$	21,542.20
B.	Cash Disbursements	Ending	04-15-11	\$	11,724.51
C.	Cash Disbursements	Ending	04-19-11	\$	73,624.74
D.	Payroll Disbursements	Ending	04-19-11	\$	41,354.98
GRAND TOTAL				\$	<u>148,246.43</u>

REPORT.: Apr 13 11 Wednesday
 RUN....: Apr 13 11 Time: 16:29
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 04-11 Bank Account.: 1020

PAGE: 001
 ID #: PY-DP
 CTL.: COR

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
012274	04/07/11	WAT02	WATSON, THOMAS J.	176.00	.00	176.00	110407	PROF SVCS-POLICE
012275	04/12/11	DIA04	DIAZ ASSOCIATES	5118.00	.00	5118.00	040711-01	BLACKBURN IMPROV GRANT-PR
012276	04/12/11	RES03	RESIDENCE INN BY MARRIOTT	660.40	.00	660.40	110412	TRAINING/EDUCATION-POLICE
012277	04/12/11	SCC00	SCCSO	800.00	.00	800.00	110411	TRAINING/EDUCATION-POLICE
012278	04/12/11	RES03	RESIDENCE INN BY MARRIOTT	660.40	.00	660.40	110413	TRAINING/EDUCATION-POLICE
012279	04/13/11	AIR00	AIRGAS NCN	207.81	.00	207.81	102001472	MAT & SUPPLIES-FIRE
012280	04/13/11	ARA02	ARAMARK UNIFORM SRV.INC.	33.56	.00	33.56	1014538	Mat/Supplies-
				34.44	.00	34.44	1024518	Mat/Supplies-
				33.56	.00	33.56	1034555	Mat/Supplies-
				34.44	.00	34.44	1044376	Mat/Supplies-
				34.44	.00	34.44	1054575	Mat/Supplies-
			Check Total.....:	170.44	.00	170.44		
012281	04/13/11	BAS01	BASIC LABORATORY, INC	86.00	.00	86.00	1103290	ProfServices Water Dept
012282	04/13/11	CHE02	CHEM QUIP, INC.	67.08	.00	67.08	5075963	MAT & SUPPLIES-POOL
012283	04/13/11	COR13	CORNING VOLUNTEER FIRE	1215.00	.00	1215.00	422608	TRAINING/ED-FIRE
012284	04/13/11	COR23	CORNING CARPET STORE	2117.28	.00	2117.28	005419	BLD MAINT-AIRPORT
012285	04/13/11	DEP12	DEPT OF JUSTICE	32.00	.00	32.00	841053	PROF SVCS-POLICE
				175.00	.00	175.00	845120	PROF SVCS-POLICE
			Check Total.....:	207.00	.00	207.00		
012286	04/13/11	FIR02	FIRST NATIONAL BANK	286.71	.00	286.71	110330	OTS GRANT-
012287	04/13/11	FMR01	FM RICHELIEU ENGINEERING	4070.00	.00	4070.00	04-06-011	PROF SVCS-BLD & SAFETY
012288	04/13/11	IMA01	IMAGE SALES, INC.	16.13	.00	16.13	26571	PROF SVCS-POLICE
012289	04/13/11	JON02	JONES INSURANCE	125.00	.00	125.00	04112011	PROF SVCS-CITY ADMIN
012290	04/13/11	LAB01	LAB. CORP. OF AMERICA	489.75	.00	489.75	34206066	PROF SVCS-POLICE
012291	04/13/11	LNC01	LN CURTIS & SONS	1200.00	.00	1200.00	617162700	EQUIP MAINT-FIRE
012292	04/13/11	NOR14	NORTHWOOD BACKFLOW SERV	859.43	.00	859.43	11577	PROF SVCS-WTR
012293	04/13/11	OFF01	OFFICE DEPOT	190.67	.00	190.67	557362291	Office Supplies PoliceDis

REPORT.: Apr 13 11 Wednesday
 RUN....: Apr 13 11 Time: 16:29
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 04-11 Bank Account.: 1020

PAGE: 002
 ID #: PY-DP
 CTL.: COR

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
012293	04/13/11	OFF01	OFFICE DEPOT	9.46	.00	9.46	557362418	Office Supplies PoliceDis
				10.55	.00	10.55	558459349	Office Supplies PoliceDis
			Check Total.....:	210.68	.00	210.68		
012294	04/13/11	QUI02	QUILL CORPORATION	40.89	.00	40.89	3429498	Office Supplies-FINANCE
012295	04/13/11	REX01	REXEL INC.	82.88	.00	82.88	801260230	MAT & SUPPLIES-BLD MAINT
				41.07	.00	41.07	801260232	MAT & SUPPLIES-BLD MAINT
			Check Total.....:	123.95	.00	123.95		
012296	04/13/11	SUB01	SUBURBAN PROPANE	974.24	.00	974.24	188071	PROPANE-AIRPORT
012297	04/13/11	SWR01	SWRCB/AFRS	1008.00	.00	1008.00	SW0034478	Annual Permit WWTP
012298	04/13/11	TEH15	TEHAMA CO SHERIFF'S DEPT	24.50	.00	24.50	110407	PROF SVCS-POLICE
012299	04/13/11	TRI02	TRI-COUNTY NEWSPAPERS	90.89	.00	90.89	115249	Print/Advert. City Clerk
				87.37	.00	87.37	115473	Print/Advert. City Clerk
				111.99	.00	111.99	115791	Print/Advert. City Clerk
				75.06	.00	75.06	116277	Print/Advert. City Clerk
			Check Total.....:	365.31	.00	365.31		
012300	04/13/11	WAR05	WARREN, DANA KARL	262.20	.00	262.20	110411	REC INSTRUCTOR-REC
			Cash Account Total.....:	21542.20	.00	21542.20		
			Total Disbursements.....:	21542.20	.00	21542.20		

REPORT.: Apr 15 11 Friday
 RUN....: Apr 15 11 Time: 16:04
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 04-11 Bank Account.: 1020

PAGE: 001
 ID #: PY-DP
 CTL.: COR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
012301	04/15/11	91100	911TLC	85.00	.00	85.00	110414	TRAINING/ED-DISPATCH
012302	04/15/11	ACC00	ACCESS INFORMATION	42.00	.00	42.00	61049	EQUIP MAINT-GEN CITY
012303	04/15/11	BAS01	BASIC LABORATORY, INC	86.00	.00	86.00	1103540	ProfServices Water Dept
012304	04/15/11	CAR12	CARREL'S OFFICE MACHINES	1.76	.00	1.76	099440	MAT & SUPPLIES-LIBRARY
012305	04/15/11	CAR13	CAROLLO ENGINEERS	3633.25	.00	3633.25	0115633	NPDES PERMIT SPECIAL STUD
012306	04/15/11	CAS09	CASH & CARRY	999.99	.00	999.99	11-0415	CLEANING CONTRACT-STR PRO
012307	04/15/11	CON07	CONEXIS	30.00	.00	30.00	03110R348	MEDICAL INS-COBRA
012308	04/15/11	COR11	CORNING SAFE & LOCK	18.35	.00	18.35	3119	MAT & SUPPLIES-PARKS
012309	04/15/11	COR20	CORNING ELECTRONICS	23.79	.00	23.79	10094656	MAT & SUPPLIES-
012310	04/15/11	COR32	CORNING COLLISION & COLOR	213.75	.00	213.75	1446	VEH OP/MAINT-PARKS
012311	04/15/11	FIT01	FITZPATRICK LAW OFFICES	1284.00	.00	1284.00	28592	Consulting Serv LegalServ
				2436.00	.00	2436.00	28593	Consulting Serv LegalServ
				1584.00	.00	1584.00	28594	Consulting Serv LegalServ
			Check Total.....:	5304.00	.00	5304.00		
012312	04/15/11	HOL04	HOLIDAY MARKET #32	6.36	.00	6.36	37685	Mat/Supplies-
012313	04/15/11	INT00	INTERSTATE BATTERY SYSTEM	222.88	.00	222.88	618453	VEH OP/MAINT-STR
012314	04/15/11	MAI00	MAIRE & BURGESS	473.00	.00	473.00	41702	PROF SVCS-LEGAL SVCS
012315	04/15/11	MCD01	MCDANIEL SIGN COMPANY	103.92	.00	103.92	3191	MAT & SUPPLIES-STR
012316	04/15/11	NOR01	NORTH VALLEY BARRICADE	435.71	.00	435.71	14052	SIGN REPLAC-STR
012317	04/15/11	SCH01	LES SCHWAB TIRE CENTER	44.75	.00	44.75	443543	Veh Opr/Maint-
			Cash Account Total.....:	11724.51	.00	11724.51		
			Total Disbursements.....:	11724.51	.00	11724.51		

REPORT.: Apr 19 11 Tuesday
 RUN...: Apr 19 11 Time: 15:39
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 04-11 Bank Account.: 1020

PAGE: 001
 ID #: PY-DP
 CTL.: COR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
012318	04/19/11	ATT13	AT&T	720.57	.00	720.57	110411	COMMUNICATIONS-
012319	04/19/11	BEN01	BENBOW, W.B.	1430.00	.00	1430.00	00000152	CLARK PARK WELL/WTR IMPRO
012320	04/19/11	BRO08	BROOKS AUTO REPAIR	105.00	.00	105.00	5123	VEH OP/MAINT-FIRE
012321	04/19/11	BUT04	BUTTE CTY CREDIT BUREAU	14.00	.00	14.00	11204	PROF SVCS-DISPATCH
012322	04/19/11	DON05	DON AZEVEDO CONSTRUCTION,	21308.08	.00	21308.08	11-0419	THEATER RESTORATION-RODGE
012323	04/19/11	GRA02	GRAINGER, W.W., INC	1016.97	.00	1016.97	951063610	MAT & SUPPLIES-
012324	04/19/11	HIL15	HILTON GARDEN INN	133.28	.00	133.28	110418	TRAINING/ED-DISPATCH
012325	04/19/11	LNC01	LN CURTIS & SONS	171.14	.00	171.14	121066900	SAFETY ITEMS-FIRE
012326	04/19/11	MAY01	MAY, WILLIAM L.	3829.50	.00	3829.50	11-415201	EE RELATIONS-LEGAL SVCS
012327	04/19/11	REV01	REVIVAL ANIMAL HEALTH	21.98	.00	21.98	60991	MAT & SUPPLIES-ACO
012328	04/19/11	SIM02	SIMPLEX GRINNELL	526.00	.00	526.00	66441223	PROF SVCS-FIRE
012329	04/19/11	UND02	UNDERWRITERS LABS INC.	1250.00	.00	1250.00	710150689	VEH OP/MAINT-FIRE
012330	04/19/11	NEX02	NEXTEL	223.79	.00	223.79	086319113	COMMUNICATIONS-POLICE
012331	04/19/11	OFF01	OFFICE DEPOT	14.03	.00	14.03	133362821	Office Supplies PoliceDis
012332	04/19/11	SWW00	SWWC SERVICES, INC.	45087.79	.00	45087.79	17776	PROF SVCS-WWTP
				2696.38	.00	2696.38	17777	PRETREATMENT PROGRAM-SWR
Cash Account Total.....:				78548.51	.00	78548.51		

REPORT.: Apr 19 11 Tuesday
 RUN....: Apr 19 11 Time: 15:39
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 04-11 Bank Account.: 1025

PAGE: 002
 ID #: PY-DP
 CTL.: COR

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
Check Total.....:				47784.17	.00	47784.17		
3382	04/19/11	PERS4	Cal Pers 457 Def. Comp	-275.00	.00	-275.00	A80227u	Ck# 003382 Reversed
4512	04/19/11	STA04	STATE OF CALIFORNIA	-550.00	.00	-550.00	B00518u	Ck# 004512 Reversed
4670	04/19/11	ICM01	ICMA RETIREMENT TRUST-457	-4098.77	.00	-4098.77	B00824u	Ck# 004670 Reversed
Cash Account Total.....:				-4923.77	.00	-4923.77		
Total Disbursements.....:				73624.74	.00	73624.74		
Cash Account Total.....:				.00	.00	.00		

REPORT.: Apr 19 11 Tuesday
 RUN....: Apr 19 11 Time: 15:39
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 04-11 Bank Account.: 1025

PAGE: 003
 ID #: PY-DP
 CTL.: COR

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
4965	04/19/11	BAN03	POLICE OFFICER ASSOC.	350.00	.00	350.00	B10419	POLICE OFFICER ASSOC
4966	04/19/11	CAL37	CALIFORNIA STATE DISBURSE	138.46	.00	138.46	B10419	WITHHOLDING ORDER
4967	04/19/11	EDD01	EMPLOYMENT DEVELOPMENT	3583.14	.00	3583.14	B10419	STATE INCOME TAX
				1133.96	.00	1133.96	1B10419	SDI
			Check Total.....:	4717.10	.00	4717.10		
4968	04/19/11	ICM01	ICMA RETIREMENT TRUST-457	200.00	.00	200.00	B10419	ICMA DEF. COMP
4969	04/19/11	OEU03	OPERATING ENGINEERS	500.00	.00	500.00	B10419	CREDIT UNION SAVINGS
4970	04/19/11	PERS1	PUBLIC EMPLOYEES RETIRE	25672.27	.00	25672.27	B10419	PERS PAYROLL REMITTANCE
4971	04/19/11	PERS4	Cal Pers 457 Def. Comp	25.00	.00	25.00	B10419	PERS DEF. COMP.
4972	04/19/11	PRE03	PREMIER WEST BANK	7781.48	.00	7781.48	B10419	HSA DEDUCTIBLE
4973	04/19/11	STA04	STATE OF CALIFORNIA	366.27	.00	366.27	B10419	WAGE ASSN 553605213
4974	04/19/11	TEH15	TEHAMA CO SHERIFF'S DEPT	589.71	.00	589.71	B10419	WAGE ASSN # 43462
4975	04/19/11	VAL06	VALIC	1014.69	.00	1014.69	B10419	AIG VALIC P TAX
			Cash Account Total.....:	41354.98	.00	41354.98		
			Total Disbursements.....:	41354.98	.00	41354.98		

Date.: Apr 19, 2011
Time.: 4:01 pm
Run by: LORI

CITY OF CORNING
NEW BUSINESSES FOR CITY COUNCIL

Page.: 1
List.: NEWB
Group: WTFMB

Business Name	Address	CITY/STATE/ZIP	Contact Name	Business Desc. #1	Business Start Date	Primary Teleph
CERAMI & BROWNING CO	4475 TENAYA COURT #A	REDDING, CA 96003	CERAMI JOE	GENERAL BUILDING CONTRACTOR	04/14/11	(530) 222-2345
GARCIA, AURELIANO	1569 MEADOWBROOK	CORNING, CA 96021	GARCIA AURELIA	AUTO TRANSPORTING	04/14/11	(530) 586-1892
HALEY JANITORIAL & M	4142 MARY AVE	CORNING, CA 96021	HALEY JOHANNA	JANITORIAL & CLEANING	04/14/11	(530) 824-4402
JACKIE'S HAND MADE J	651 TOOMES AVE	CORNING, CA 96021	HOLDERFIELD JACKIE	SALES OF HAND MADE BEADED JEWELRY	04/18/11	(530) 838-0207

**ITEM NO: G-7
APPROVE ADDITION OF THE CORNING
YOUTH TENNIS CAMP TO THE CITY'S
RECREATION PROGRAM
APRIL 26, 2011**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS
OF THE CITY OF CORNING**

**FROM: STEPHEN J. KIMBROUGH, CITY MANAGER
LISA M. LINNET, ADMINISTRATIVE ASSISTANT**

Steve
LML

SUMMARY:

For the past five years Olive View Elementary School Teachers Daniel Drum and Terry Church have coordinated and supervised a 3 week youth tennis camp during the summer. Volunteering to supervise and coordinate the program this year is local teacher Daniel Drum, along with Red Bluff Principal Gordon Yates.

BACKGROUND:

The City has approved this program in the past and brought it under the City's Worker's Compensation and Liability umbrella in the same way that we helped the City's other approved Recreation Programs. The City is self-insured in Workers Compensation up to the first \$100,000 of each claim, and self-insured up to the first \$50,000 of cost for a liability claim. There is no additional cost for adding volunteer programs unless the programs under the actuarial formula that sets our rates based upon annual City employee payroll.

CURRENT APPROVED RECREATION PROGRAMS:

Kenpo Karate	Kenpo Robics	Yoga
Line Dancing	Photography	Lifeguard Training
Mommy-n-Me	Groove-n-Tunes	Storybook Friends
Musical Theater	Youth Basketball	

In order for any of these Recreation Programs to utilize the Corning Elementary School District Facilities under the existing Facilities Use Agreement, each program must be an officially sponsored City Recreation Program approved by the City Council. The City no longer has a Facilities Use Agreement with the Corning Union High School District.

All Instructors for City approved programs must complete a Corning City Employee Packet and successfully complete the LiveScan process. All current Recreation Department Instructors have completed the Police Background and LiveScan process. Contract Instructors must also obtain and complete a Corning Elementary School District Facility Use Form (see attached) prior to the start of the program. These completed forms must be approved and signed by the City Manager, and then submitted for final approval by the school site where the program is to take place.

The Contract Instructors will be named the onsite Supervisors. They will contact either Lisa Linnet, Administrative Assistant at 824-7033 or Dawn Grine, Public Works Secretary at 824-7029 if they need assistance.

The contract Instructors will be responsible for collecting fees for their individual programs. They will drop collected fees off at the Corning Finance Department on a biweekly basis for ongoing programs (i.e. Karate). For other programs, fees will be dropped off after the first week of class. The Finance Department will create an invoice identifying the total amount of participant fees, the 5% that the City retains, and the amount the Contract Instructors are to be paid. They will also complete an accounts payable sheet and mail the Contract Instructors their payment.

The 5% the City absorbs as an overhead cost goes into the General Fund.

New Instructors wishing to use the School's facilities must contact the Principal at the School they wish to use for their program and gain their approval. The new Instructor must then send a letter to City Manager Steve Kimbrough describing the Program, including dates, time, fee, program description, etc. The City Manager will then take the letter to Council for approval as a City sponsored recreation program. The Instructor must then complete a Corning Elementary School District Facility Use Form, have the completed form signed by the City Manager, then have the completed and signed form approved by School Principal or his representative at the site where the program is to take place.

There will be **no** City Staff supervision provided for these programs. The City will no longer advertise for the programs, nor will they assist with copies, flyers, handouts, etc. The City will be responsible for counting and depositing participant fees and sending payments to Program Instructors only.

FINANCIAL:

Mr. Drum and Mr. Yates propose doing this as volunteers without any intent on paying themselves, as was done in previous years. After expenses, they plan to share the money amongst the student instructors who will help them; this has proven to be very successful.

RECOMMENDATION:

MAYOR AND COUNCIL APPROVE THE ADDITION OF THE "CORNING YOUTH TENNIS CAMP" TO THE LIST OF APPROVED RECREATION PROGRAMS PROVIDED BY THE CITY.

To: Corning City Council

April 11, 2011

For the past five years we have provided our community with The Corning Youth Tennis Camp. We have greatly appreciated the city's support in of providing accident insurance for the camp. We would at this time ask for the city's continued support of this worthwhile summer activity. The camp will be supervised by Dan Drum, a local Teacher and Gordon Yates, a Principal from Red Bluff. Both of whom are volunteering their time.
Thank you for your support:

A. Daniel Drum

A handwritten signature in black ink, appearing to read "A. Daniel Drum", with a long horizontal flourish extending to the right.

**ITEM NO: I-8
PUBLIC HEARING; FISCAL YEAR 2011-
2012 COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) APPLICATION**

April 26, 2011

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: JOHN STOUFER; PLANNING DIRECTOR

BACKGROUND:

This is the first of two required Public Hearings on the Fiscal year 2011-2012 Community Development Block Grant program and to solicit citizen input.

Maximum award limits normally include a total of \$800,000 per year from the General and Economic Development Components combined. Up to \$500,000 per application per year may be awarded from the General and also the Economic Development component. Grants up to \$70,000 per year from the General Planning and Technical Assistance allocation and \$70,000 per year from the Economic Development Planning and Technical Assistance allocation may be awarded and do not count toward the normal \$800,000 per year cap.

The major activity categories are General and Economic Development Planning and Technical Assistance; Housing-Acquisition; Housing – New Construction; Housing – Rehabilitation; Community Facilities/Public Services; Public Works; and Economic Development. Projects funded with CDBG funds must meet at least one of the following National Objectives: Benefit to Targeted Income Group (TIG) persons, elimination of slums and blight or emergency and urgent need.

ALTERNATIVES/OPTIONS:

This is an on-going State/Federal program that offers the City the opportunity to apply annually for community development grant funds, or apply on behalf of a single business (Over-the Counter Application). There are other project specific or targeted grant programs available from the Department of Housing & Community Development. The City may not qualify for all programs, or rank well for limited competitive funding.

RECOMMENDATION/REQUESTED ACTION:

Discussion only, no action is required. This public hearing is the first of two required by the State Department of Housing & Community Development (H & CD) prior to submittal of a grant application.

ITEM NO.: J-9

**ADOPTION OF SANITARY SEWER
MANAGEMENT PLAN IN ACCORDANCE
WITH THE GENERAL WASTE DISCHARGE
REQUIREMENTS OF THE STATE WATER
RESOURCES CONTROL BOARD.**

APRIL 26, 2011

TO: CITY COUNCIL OF THE CITY OF CORNING, CALIFORNIA

**FROM: STEPHEN J. KIMBROUGH, CITY MANAGER
ED ANDERSON, CITY ENGINEER
JOHN L. BREWER, AICP; PUBLIC WORKS DIRECTOR**



SUMMARY:

Staff recommends the City Council adopt the required Sanitary Sewer Management Plan (SSMP). The SSMP is a document that the State Water Resources Control Board (WRCB) requires for each operator of a sanitary sewer system.

The SSMP totals over 300 pages and is quite technical. For those reasons, the entire document is not attached to this staff report. Instead, a copy of what amounts to the Table of Contents is attached as well as part of the WRCB General Order 2006-0003-DWQ, requiring SSMP's. A complete copy is available for review at the Public Works Director's office at City Hall and will be on hand at the Council meeting.

BACKGROUND:

The State Water Resources Control Board reviews, conditions and approves all treatment plant discharges into waters of the state. Our WWTP discharges into the Sacramento River at a point downstream of Woodson Bridge. A recent requirement applicable to all municipal discharges is the preparation and implementation of a Sanitary Sewer Management Plan. In a nutshell, the plan documents an agency's program to properly operate and maintain its sanitary sewer system.

The plan is intended to be a "reference manual" available at all times to the operators and administrators of the Wastewater Treatment Plant. It addresses current inspection reports, typical operational issues as well as emergency spill procedures and notification requirements.

The document was largely compiled by Bob Boone and Mitch Ampf of Southwest Water Company, our contract plant operator with oversight from Plant Manager Kathy Stone. City Engineer Ed Anderson and the Public Works Director contributed as well. Note that SWWC completed the work without additional charges to the City.

RECOMMENDATION:

That the City Council:

- **FIND THAT THE SANITARY SEWER MANAGEMENT PLAN PREPARED FOR THE CITY OF CORNING IS IN COMPLIANCE WITH THE APPLICABLE GENERAL WASTE DISCHARGE REQUIREMENTS, AND,**
- **ADOPT THE SANITARY SEWER MANAGEMENT PLAN FOR THE CITY OF CORNING, AND,**
- **PUBLICLY ACKNOWLEDGE AND THANK SOUTHWEST WATER COMPANY IN GENERAL, AND BOB BOONE AND MITCH AMPI IN PARTICULAR, FOR THEIR EXTRA WORK TO COMPILE THE SSMP.**



Navigate to:

You are logged-in as: jbrewer . If this account does not belong to you, pl

SSO - Sewer System Management Plan (SSMP) [?]

SSO Menu

Regional Water Board: Region 5R - Redding
Agency: Corning City
Sanitary Sewer System: Corning Indust/Domestic CS
WDID: 5SSO10805

Last Updated:

SSMP Element	Certification Date
Development Plan and Schedule	<input type="text" value="02/01/2008"/> (Date Format: MM/DD/YYYY)
Section I - Goal	<input type="text" value="02/01/2008"/> (Date Format: MM/DD/YYYY)
Section II - Organization	<input type="text" value="02/01/2008"/> (Date Format: MM/DD/YYYY)
Section III - Legal Authority	<input type="text" value="08/18/2009"/> (Date Format: MM/DD/YYYY)
Section IV - Operation & Maintenance Program	<input type="text" value="08/15/2009"/> (Date Format: MM/DD/YYYY)
Section V - Design & Performance Provisions	<input type="text" value="11/23/2010"/> (Date Format: MM/DD/YYYY)
Section VI - Overflow Emergency Response Plan	<input type="text" value="08/18/2009"/> (Date Format: MM/DD/YYYY)
Section VII - FOG Control Program	<input type="text" value="11/01/1999"/> (Date Format: MM/DD/YYYY)
Section VIII - System Evaluation & Capacity Assurance Plan	<input type="text" value="11/23/2010"/> (Date Format: MM/DD/YYYY)
Section IX - Monitoring, Measurement, and Program Modifications	<input type="text" value="11/23/2010"/> (Date Format: MM/DD/YYYY)
Section X - SSMP Program Audits	<input type="text" value="11/23/2010"/> (Date Format: MM/DD/YYYY)
Section XI - Communication Program	<input type="text" value="11/23/2010"/> (Date Format: MM/DD/YYYY)
Complete SSMP Implementation	<input type="text"/> (Date Format: MM/DD/YYYY)

Note: 'Complete SSMP Implementation' is only available for input only if all its above sections filled.

Certification Note:

5-Year Update (Date Format: MM/DD/YYYY)

*** Certified by:**

Note: Questions with "*" are required to be answered before CERTIFY.

STATE WATER RESOURCES CONTROL BOARD

MONITORING AND REPORTING PROGRAM NO. 2006-0003-DWQ STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order No. 2006-2003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." Revisions to this MRP may be made at any time by the Executive Director, and may include a reduction or increase in the monitoring and reporting.

A. SANITARY SEWER OVERFLOW REPORTING

SSO Categories

1. Category 1 - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:
 - A. Equal or exceed 1000 gallons, or
 - B. Result in a discharge to a drainage channel and/or surface water; or
 - C. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.
2. Category 2 - All other discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system.
3. Private Lateral Sewage Discharges - Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

SSO Reporting Timeframes

4. Category 1 SSOs - All SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in section 9 below, except for item 9.K. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.

The above reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (local

County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES)) or State law.

5. Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January must be entered into the database by March 1st).
6. Private Lateral Sewage Discharges – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee's discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.
7. If there are no SSOs during the calendar month, the Enrollee will provide, within 30 days after the end of each calendar month, a statement through the Online SSO Database certifying that there were no SSOs for the designated month.
8. In the event that the SSO Online Database is not available, the enrollee must fax all required information to the appropriate Regional Water Board office in accordance with the time schedules identified above. In such event, the Enrollee must also enter all required information into the Online SSO Database as soon as practical.

Mandatory Information to be Included in SSO Online Reporting

All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.

At a minimum, the following mandatory information must be included prior to finalizing and certifying an SSO report for each category of SSO:

9. Category 2 SSOs:
 - A. Location of SSO by entering GPS coordinates;
 - B. Applicable Regional Water Board, i.e. identify the region in which the SSO occurred;
 - C. County where SSO occurred;
 - D. Whether or not the SSO entered a drainage channel and/or surface water;
 - E. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;

- F. Estimated SSO volume in gallons;
- G. SSO source (manhole, cleanout, etc.);
- H. SSO cause (mainline blockage, roots, etc.);
- I. Time of SSO notification or discovery;
- J. Estimated operator arrival time;
- K. SSO destination;
- L. Estimated SSO end time; and
- M. SSO Certification. Upon SSO Certification, the SSO Database will issue a Final SSO Identification (ID) Number.

10. Private Lateral Sewage Discharges:

- A. All information listed above (if applicable and known), as well as;
- B. Identification of sewage discharge as a private lateral sewage discharge; and
- C. Responsible party contact information (if known).

11. Category 1 SSOs:

- A. All information listed for Category 2 SSOs, as well as;
- B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
- C. Estimated SSO amount recovered;
- D. Response and corrective action taken;
- E. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be selected.
- F. Parameters that samples were analyzed for (if applicable);
- G. Identification of whether or not health warnings were posted;
- H. Beaches impacted (if applicable). If no beach was impacted, NA must be selected;
- I. Whether or not there is an ongoing investigation;
- J. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
- K. OES control number (if applicable);
- L. Date OES was called (if applicable);
- M. Time OES was called (if applicable);
- N. Identification of whether or not County Health Officers were called;
- O. Date County Health Officer was called (if applicable); and
- P. Time County Health Officer was called (if applicable).

Reporting to Other Regulatory Agencies

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant to California state law. These reporting requirements do not replace other Regional Water Board telephone reporting requirements for SSOs.

1. The Enrollee shall report SSOs to OES, in accordance with California Water Code Section 13271.

Office of Emergency Services
Phone (800) 852-7550

2. The Enrollee shall report SSOs to County Health officials in accordance with California Health and Safety Code Section 5410 et seq.
3. The SSO database will automatically generate an e-mail notification with customized information about the SSO upon initial reporting of the SSO and final certification for all Category 1 SSOs. E-mails will be sent to the appropriate County Health Officer and/or Environmental Health Department if the county desires this information, and the appropriate Regional Water Board.

B. Record Keeping

1. Individual SSO records shall be maintained by the Enrollee for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Board Executive Officer.
3. All records shall be made available for review upon State or Regional Water Board staff's request.
4. All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;
5. The Enrollee shall retain records of all SSOs, such as, but not limited to and when applicable:
 - a. Record of Certified report, as submitted to the online SSO database;
 - b. All original recordings for continuous monitoring instrumentation;
 - c. Service call records and complaint logs of calls received by the Enrollee;
 - d. SSO calls;
 - e. SSO records;
 - f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
 - g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;
 - h. A list and description of complaints from customers or others from the previous 5 years; and
 - i. Documentation of performance and implementation measures for the previous 5 years.
6. If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the Enrollee or its agent(s), as a result of any SSO, records of monitoring information shall include:

- a. The date, exact place, and time of sampling or measurements;
- b. The individual(s) who performed the sampling or measurements;
- c. The date(s) analyses were performed;
- d. The individual(s) who performed the analyses;
- e. The analytical technique or method used; and,
- f. The results of such analyses.

C. Certification

1. All final reports must be certified by an authorized person as required by Provision J of the Order.
2. Registration of authorized individuals, who may certify reports, will be in accordance with the CIWQS' protocols for reporting.

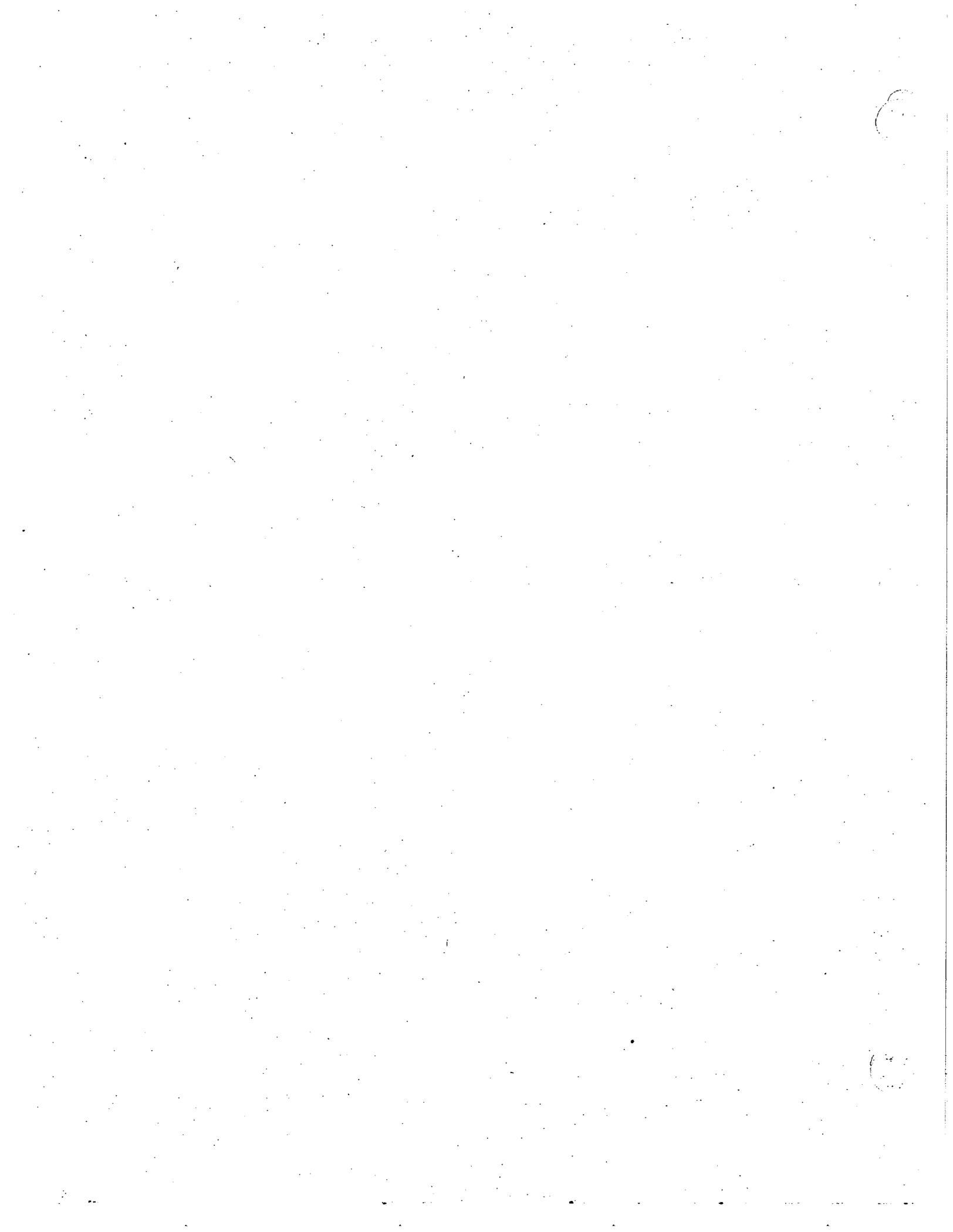
Monitoring and Reporting Program No. 2006-0003 will become effective on the date of adoption by the State Water Board.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Board held on May 2, 2006.



Song Her
Clerk to the Board



**STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-0003-DWQ**

**STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
SANITARY SEWER SYSTEMS**

The State Water Resources Control Board, hereinafter referred to as "State Water Board", finds that:

1. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order. Such entities are hereinafter referred to as "Enrollees".
2. Sanitary sewer overflows (SSOs) are overflows from sanitary sewer systems of domestic wastewater, as well as industrial and commercial wastewater, depending on the pattern of land uses in the area served by the sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. SSOs may cause a public nuisance, particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.
3. Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.
4. Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor-caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

SEWER SYSTEM MANAGEMENT PLANS

5. To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
6. Many local public agencies in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with this Order. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.
7. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.
8. It is the State Water Board's intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.
9. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).
10. Information regarding SSOs must be provided to Regional Water Boards and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion.
11. Some Regional Water Boards have issued WDRs or WDRs that serve as National Pollution Discharge Elimination System (NPDES) permits to sanitary sewer system owners/operators within their jurisdictions. This Order establishes minimum requirements to prevent SSOs. Although it is the State Water Board's intent that this Order be the primary regulatory mechanism for sanitary sewer systems statewide, Regional Water Boards may issue more stringent or more

prescriptive WDRs for sanitary sewer systems. Upon issuance or reissuance of a Regional Water Board's WDRs for a system subject to this Order, the Regional Water Board shall coordinate its requirements with stated requirements within this Order, to identify requirements that are more stringent, to remove requirements that are less stringent than this Order, and to provide consistency in reporting.

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general discharge requirements than individual discharge requirements.

This Order establishes requirements for a class of operations, facilities, and discharges that are similar throughout the state.

13. The issuance of general WDRs to the Enrollees will:

- a) Reduce the administrative burden of issuing individual WDRs to each Enrollee;
- b) Provide for a unified statewide approach for the reporting and database tracking of SSOs;
- c) Establish consistent and uniform requirements for SSMP development and implementation;
- d) Provide statewide consistency in reporting; and
- e) Facilitate consistent enforcement for violations.

14. The beneficial uses of surface waters that can be impaired by SSOs include, but are not limited to, aquatic life, drinking water supply, body contact and non-contact recreation, and aesthetics. The beneficial uses of ground water that can be impaired include, but are not limited to, drinking water and agricultural supply. Surface and ground waters throughout the state support these uses to varying degrees.

15. The implementation of requirements set forth in this Order will ensure the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each region and take into account the environmental characteristics of hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect

water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
18. California Water Code section 13050, subdivision (m), defines nuisance as anything which 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.
19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt

this Order is exempt from CEQA pursuant to Cal.Code Regs., title 14, §15301 to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in Section 15301, and §15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

21. The Fact Sheet, which is incorporated by reference in the Order, contains supplemental information that was also considered in establishing these requirements.
22. The State Water Board has notified all affected public agencies and all known interested persons of the intent to prescribe general WDRs that require Enrollees to develop SSMPs and to report all SSOs.
23. The State Water Board conducted a public hearing on February 8, 2006, to receive oral and written comments on the draft order. The State Water Board received and considered, at its May 2, 2006, meeting, additional public comments on substantial changes made to the proposed general WDRs following the February 8, 2006, public hearing. The State Water Board has considered all comments pertaining to the proposed general WDRs.

IT IS HEREBY ORDERED, that pursuant to California Water Code section 13263, the Enrollees, their agents, successors, and assigns, in order to meet the provisions contained in Division 7 of the California Water Code and regulations adopted hereunder, shall comply with the following:

A. DEFINITIONS

1. **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.
2. **Sanitary sewer system** - Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

For purposes of this Order, sanitary sewer systems include only those systems owned by public agencies that are comprised of more than one mile of pipes or sewer lines.

3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.
4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which 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.

B. APPLICATION REQUIREMENTS

1. **Deadlines for Application** – All public agencies that currently own or operate sanitary sewer systems within the State of California must apply for coverage under the general WDRs within six (6) months of the date of adoption of the general WDRs. Additionally, public agencies that acquire or assume responsibility for operating sanitary sewer systems after the date of adoption of this Order must apply for coverage under the general WDRs at least three (3) months prior to operation of those facilities.
2. **Applications under the general WDRs** – In order to apply for coverage pursuant to the general WDRs, a legally authorized representative for each agency must submit a complete application package. Within sixty (60) days of adoption of the general WDRs, State Water Board staff will send specific instructions on how to

apply for coverage under the general WDRs to all known public agencies that own sanitary sewer systems. Agencies that do not receive notice may obtain applications and instructions online on the Water Board's website.

3. Coverage under the general WDRs – Permit coverage will be in effect once a complete application package has been submitted and approved by the State Water Board's Division of Water Quality.

C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
2. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

D. PROVISIONS

1. The Enrollee must comply with all conditions of this Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.
3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.
4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into

flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.

5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;
 - (ii) The Enrollee can identify the cause or likely cause of the discharge event;
 - (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.
 - (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;
 - (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - Proper management, operation and maintenance;
 - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - Installation of adequate backup equipment; and
 - Inflow and infiltration prevention and control to the extent practicable.
 - (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.

(vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.

7. When a sanitary sewer overflow occurs, the Enrollee shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - (ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - (iii) Cleanup of debris at the overflow site;
 - (iv) System modifications to prevent another SSO at the same location;
 - (v) Adequate sampling to determine the nature and impact of the release; and
 - (vi) Adequate public notification to protect the public from exposure to the SSO.
8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.
11. The Enrollee shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.

12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP are specified below. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below.

Sewer System Management Plan (SSMP)

- (i) **Goal:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.
- (ii) **Organization:** The SSMP must identify:
 - (a) The name of the responsible or authorized representative as described in Section J of this Order.
 - (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
 - (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).
- (iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
 - (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

- (b) Require that sewers and connections be properly designed and constructed;
 - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
 - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
 - (e) Enforce any violation of its sewer ordinances.
- (iv) **Operation and Maintenance Program.** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
 - (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
 - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
 - (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and

- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

(v) Design and Performance Provisions:

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

(vi) Overflow Emergency Response Plan - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

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

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

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

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

- (a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs

that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

- (b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
 - (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
 - (d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.
- (ix) **Monitoring, Measurement, and Program Modifications:** The Enrollee shall:
- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
 - (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
 - (c) Assess the success of the preventative maintenance program;
 - (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
 - (e) Identify and illustrate SSO trends, including: frequency, location, and volume.
- (x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the

Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

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

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

14. Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

Sewer System Management Plan Time Schedule

Task and Associated Section	Completion Date			
	Population > 100,000	Population between 100,000 and 10,000	Population between 10,000 and 2,500	Population < 2,500
Application for Permit Coverage Section C	6 months after WDRs Adoption			
Reporting Program Section G	6 months after WDRs Adoption ¹			
SSMP Development Plan and Schedule No specific Section	9 months after WDRs Adoption ²	12 months after WDRs Adoption ²	15 months after WDRs Adoption ²	18 months after WDRs Adoption ²
Goals and Organization Structure Section D 13 (i) & (ii)	12 months after WDRs Adoption ²		18 months after WDRs Adoption ²	
Overflow Emergency Response Program Section D 13 (vi)	24 months after WDRs Adoption ²	30 months after WDRs Adoption ²	36 months after WDRs Adoption ²	39 months after WDRs Adoption ²
Legal Authority Section D 13 (iii)				
Operation and Maintenance Program Section D 13 (iv)				
Grease Control Program Section D 13 (vii)	36 months after WDRs Adoption	39 months after WDRs Adoption	48 months after WDRs Adoption	51 months after WDRs Adoption
Design and Performance Section D 13 (v)				
System Evaluation and Capacity Assurance Plan Section D 13 (viii)				
Final SSMP, incorporating all of the SSMP requirements Section D 13				

1. In the event that by July 1, 2006 the Executive Director is able to execute a memorandum of agreement (MOA) with the California Water Environment Association (CWEA) or discharger representatives outlining a strategy and time schedule for CWEA or another entity to provide statewide training on the adopted monitoring program, SSO database electronic reporting, and SSMP development, consistent with this Order, then the schedule of Reporting Program Section G shall be replaced with the following schedule:

Reporting Program Section G	
Regional Boards 4, 8, and 9	8 months after WDRs Adoption
Regional Boards 1, 2, and 3	12 months after WDRs Adoption
Regional Boards 5, 6, and 7	16 months after WDRs Adoption

If this MOU is not executed by July 1, 2006, the reporting program time schedule will remain six (6) months for all regions and agency size categories.

2. In the event that the Executive Director executes the MOA identified in note 1 by July 1, 2006, then the deadline for this task shall be extended by six (6) months. The time schedule identified in the MOA must be consistent with the extended time schedule provided by this note. If the MOA is not executed by July 1, 2006, the six (6) month time extension will not be granted.

E. WDRs and SSMP AVAILABILITY

1. A copy of the general WDRs and the certified SSMP shall be maintained at appropriate locations (such as the Enrollee's offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.

F. ENTRY AND INSPECTION

1. The Enrollee shall allow the State or Regional Water Boards or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Order;

- c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; and
- d. Sample or monitor at reasonable times, for the purposes of assuring compliance with this Order or as otherwise authorized by the California Water Code, any substances or parameters at any location.

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.
2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.
3. All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30 days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding a Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.
4. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

Any SSO greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

H. CHANGE IN OWNERSHIP

1. This Order is not transferable to any person or party, except after notice to the Executive Director. The Enrollee shall submit this notice in writing at least 30 days in advance of any proposed transfer. The notice must include a written agreement between the existing and new Enrollee containing a specific date for the transfer of this Order's responsibility and coverage between the existing Enrollee and the new Enrollee. This agreement shall include an acknowledgement that the existing Enrollee is liable for violations up to the transfer date and that the new Enrollee is liable from the transfer date forward.

I. INCOMPLETE REPORTS

1. If an Enrollee becomes aware that it failed to submit any relevant facts in any report required under this Order, the Enrollee shall promptly submit such facts or information by formally amending the report in the Online SSO Database.

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows:
 - (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
 - (ii) An individual is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

1. The California Water Code provides various enforcement options, including civil monetary remedies, for violations of this Order.
2. The California Water Code also provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this Order, or

falsifying any information provided in the technical or monitoring reports is subject to civil monetary penalties.

L. SEVERABILITY

1. The provisions of this Order are severable, and if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Order, shall not be affected thereby.
2. This order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, nor protect the Enrollee from liability under federal, state or local laws, nor create a vested right for the Enrollee to continue the waste discharge.

CERTIFICATION

The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



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Clerk to the Board