

I hereby certify that the following agenda was posted at least 72 hours prior to the time of the meeting so noticed below at 24251 Los Alisos Boulevard, Lake Forest, California.



DENNIS P. CAFFERTY, Secretary of the El Toro Water District and the Board of Directors thereof



AGENDA
EL TORO WATER DISTRICT
REGULAR MEETING OF THE
BOARD OF DIRECTORS

December 16, 2020

7:30 a.m.

This Meeting is being conducted in accordance with Governor Newsom's Executive Order N-29-20 (Paragraph 3) and the conditions specified therein which waive certain provisions of the Brown Act.

In an effort to protect public health and prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20, **there will be no public location for attending in person.**

The Order allows all Board Members to participate telephonically in the Meeting from remote locations. As such, Directors Monin, Gaskins, Vergara, Freshley and Havens will be participating telephonically.

Members of the public who wish to comment on any item within the jurisdiction of the District or on any item on the agenda, may observe and address the Meeting by joining at this link: <https://us02web.zoom.us/j/84474947039>. (Meeting ID: 844 7494 7039). Members of the public who wish only to listen to the telephonic meeting may dial in at the following numbers (669) 900-6833 or (346) 248-7799 with the same Meeting ID noted above. Please be advised the Meeting is being recorded.

CALL MEETING TO ORDER – President Monin

PLEDGE OF ALLEGIANCE – Director Vergara

ORAL COMMUNICATIONS/PUBLIC COMMENTS

Members of the public may address the Board at this time or they may reserve this opportunity with regard to an item on the agenda, until said item is discussed by the Board. Comments on other items will be heard at the time set aside for “COMMENTS REGARDING NON-AGENDA ITEMS.” The public may identify themselves when called on and limit their comments to three minutes.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize items which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present, or, if less than two-thirds of the Board members are present, a unanimous vote of those members present.)

1. CONSENT CALENDAR

(All matters under the Consent Calendar will be approved by one motion unless a Board member or a member of the public requests separate action or discussion on a specific item)

- a. Consider approving the minutes of the November 24, 2020 Board meeting.

Recommended Action: The Board will be requested to approve the subject minutes.

APPROVAL OF ITEMS REMOVED FROM TODAY’S CONSENT CALENDAR

The Board will discuss items removed from today’s Consent Calendar requiring further discussion.

Recommended Action: The Board will be requested to approve the items removed from today’s Consent Calendar.

2. Director Reports for Meetings Attended (Oral Report)

GENERAL MANAGER ACTION ITEMS

3. **South County Agencies Group Meeting** (Reference Material Included)

- a. Report on the November 24, 2020 South County Agencies Meeting
- b. The Board will consider approving the Board President's assignment of Director Jose Vergara as the District's representative on the South County Agencies Group MET Director Selection Committee.

Recommended Action: Staff recommends that the Board approve Director Jose Vergara as the Board President's assignment as the District's representative at the South County Agencies Group MET Director Selection Committee.

4. **ELECTION OF OFFICERS** (Oral)

a. **Office of President**

Section V-4 of the Bylaws of the El Toro Water District provides that the office of Vice President shall automatically succeed to the office of President when the office of President or the current President's term of office has expired. Vice President Gaskins will therefore succeed to the office of President. The term of office of the President shall be for one (1) calendar year.

Recommended Action: The Secretary will administer the Oath of Office to the President of the El Toro Water District Board of Directors.

b. **Election of Vice President**

Section V-5 of the Bylaws of the El Toro Water District provides that the Board shall elect a Vice President at the Board's organizational meeting in December of each year. At this time the Board members will accept nominations for the office of Vice President of the El Toro Water District and the Board of Directors thereof.

Recommended Action: The Board will elect a Vice President for the Board of Directors of the El Toro Water District to serve for one year or until the election of their successor. The Secretary will administer the Oath of Office to the newly elected Vice President of the El Toro Water District Board of Directors.

c. **Appointment of Treasurer**

Section V-7 of the Bylaws of the El Toro Water District provides the Board of Directors the authority to appoint an officer for the office of Treasurer. At this time the Board will appoint the Treasurer of the El Toro Water District.

Recommended Action: Staff recommends the Board appoint Jason Hayden as the Treasurer of the El Toro Water District. The Secretary will administer the Oath of Office to the Treasurer of the El Toro Water District.

d. **Ratification of Existing Officer Appointments**

Section V-6 of the Bylaws of the El Toro Water District provides the Board of Directors the authority to appoint officers for the offices of Secretary and Assistant Secretary. The existing appointments are:

Secretary – Dennis Cafferty
Assistant Secretary – Judy Cimorell

Recommended Action: Staff recommends that the Board ratify the existing appointments for the offices of Secretary and Assistant Secretary.

5. **Resolution No. 20-12-3 Establishing Date, Time, And Place of Regular Board Meetings and Board/Engineering & Finance/Insurance Committee Meetings For Calendar Year 2021** (Reference Material Included)

Staff will review and comment on the schedule of date, time and place of Regular Board Meetings and Board/Engineering & Finance/Insurance Committee Meetings for calendar year 2021.

Recommended Action: Staff recommends the Board of Directors consider adopting Resolution No. 20-12-3 which establishes date, time and place of Regular Board Meetings and Board/Engineering & Finance/Insurance Committee Meetings for calendar year 2021.

RESOLUTION NO. 20-12-3

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
ESTABLISHING DATE, TIME, AND PLACE OF
REGULAR BOARD MEETINGS AND
BOARD/ENGINEERING & FINANCE/INSURANCE COMMITTEE MEETINGS
FOR CALENDAR YEAR 2021

6. **Resolution No. 20-12-4 Approving the Updated ETWD Sewer System Management Plan** (Reference Material Included)

Staff will review and comment on the update of the District's Sewer System Management Plan to comply with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems as prescribed in the State Water Resources Control Board Order No. 2006-0003.

Recommended Action: Staff recommends that the Board of Directors adopt Resolution No. 20-12-4 which approves the updated El Toro Water District Sewer System Management Plan consistent with State Water Resources Control Board Order No. 2006-0003. Staff further recommends that the Board of Directors receive and file the SSMP document.

RESOLUTION NO. 20-12-4

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
APPROVING THE UPDATED EL TORO WATER DISTRICT
SEWER SYSTEM MANAGEMENT PLAN (SSMP)
AS PRESCRIBED IN
SWRCB ORDER NO. 2006-0003

7. **Resolution No. 20-12-5 Commemorating the Retirement of MWDOC/MET Director Larry McKenney from the Metropolitan Water District Board**
(Reference Material Included)

Staff will comment on Resolution No. 20-12-5 which commemorates Larry McKenney's service on the Metropolitan Water District of Southern California Board of Directors.

Recommended Action: Staff recommends that the Board of Directors adopt Resolution No. 20-12-5 commemorating the accomplishments and service of Larry McKenney.

RESOLUTION NO. 20-12-5

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
COMMEMORATING THE RETIREMENT OF
MWDOC/MET DIRECTOR LARRY MCKENNEY
FROM THE METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA BOARD OF DIRECTORS

8. **Resolution No. 20-12-6 Directors Compensation Policy** (Reference Material Included)

Staff will review and comment on an amendment to the Directors Compensation Policy to add health insurance as a benefit provided to the District's Board of Directors.

Recommended Action: Staff recommends that the Board of Directors consider Resolution No. 20-12-6 which proposes changes to the Directors Compensation Policy to add health insurance as a benefit provided to the District's Board of Directors.

RESOLUTION NO. 20-12-6

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE DISTRICT'S
DIRECTORS COMPENSATION POLICY 1993-10 (IV)

GENERAL MANAGER INFORMATION ITEMS

9. **COVID-19 Update** (Reference Material Included)

Staff will provide an update on the status of the District response to the COVID-19 pandemic.

10. **General Manager's Monthly Report** (Report Included)

Staff will review and comment on the General Manager's Monthly Report.

11. **Public Education and Outreach & Water Conservation Reports**
(Reference Material Included)

Staff and will review and comment on the Public Education and Outreach & Water Conservation Reports.

12. **SOCWA Reports** (Reference Material Included)

- a. SOCWA Finance Committee Meeting – December 8, 2020
- b. SOCWA Engineering Committee Meeting – December 10, 2020

13. **Municipal Water District Of Orange County (MWDOC) Report**
(Reference Material Included)

- a. MWDOC Administration & Finance Committee – December 9, 2020
- b. MWDOC Planning/Operations Meeting – December 14, 2020
- c. MWDOC Board Meeting – December 16, 2020

14. **Local Agency Formation Commission (LAFCO) Report**

- a. Report on the December 9, 2020 meeting.

15. **South Orange County Watershed Management Area (SOCWMA)
Management and/or Executive Committee Report**

- a. The December 7, 2020 Management Committee meeting was canceled.

16. **ISDOC Meetings** (Reference Material Included)

- a. Report on the December 1, 2020 ISDOC Executive Committee meeting.

17. **WACO Meetings** (Reference Material Included)
 - a. Report on the December 4, 2020 WACO meeting
 - b. Report on the December 15, 2020 WACO Planning Committee meeting

18. **City Coordination Meetings** (Reference Material Included)
 - a. Report on the November 25, 2020 Lake Forest Quarterly Utility Coordination Meeting

COMMITTEE AND GENERAL INFORMATION

19. **Dates to Remember for December 2020/January 2021** (Reference Material Included)

COMMENTS REGARDING NON-AGENDA ITEMS

ATTORNEY REPORT

CLOSED SESSION

At this time the Board will go into Closed Session as follows:

1. At this time the Board will go into Closed Session pursuant to Government Code Section 54956.9 (d) (1) to consult with legal counsel and staff on a matter of pending litigation. *El Toro Water District v. Rossmoor Sanitation, Inc. et al and Does 1 through 50 inclusive- Orange County Superior Court- Case No. 30-2020-01152257-CU-OR—CJC.*
2. At this time the Board will go into Closed Session pursuant to Government Code Section 54956.9 (d) (1) to consult with legal counsel and staff on a matter of pending litigation. [Class Action] *Kessner et al. v. City of Santa Clara, et al. (Santa Clara County Superior Court - Case No. 20 CV 364054).*
3. At this time the Board will go into Closed Session pursuant to Government Code Section 54956.9 (d) (1) to consult with legal counsel and staff on a matter of pending litigation. *The People of the State of California, acting by and through the Department of Transportation. Plaintiff, vs. Laguna Hills Investment Company, L.P., a Delaware Limited Liability Company, et al. inclusive of El Toro Water District and Does 1 through 20, inclusive. Defendants- Orange County Superior Court- Case No. 30-2020-01140132-CU-EI-CXC.*
4. At this time the Board will go into Closed Session pursuant to Government Code Section 54957(b)(1) to conduct the General Manager's annual performance evaluation.

REGULAR SESSION

REPORT ON CLOSED SESSION (Legal Counsel)

Mr. Granito will provide an oral report on the Closed Session.

20. General Manager Compensation

Board Action: The District's Board of Directors will discuss and consider granting the District's General Manager a compensation increase in the amount and form as determined by the Board.

ADJOURNMENT TO 7:30 a.m., Thursday, January 28, 2021.

The agenda material for this meeting is available to the public at the District's Administrative Office, which is located at 24251 Los Alisos Blvd., Lake Forest, Ca. 92630. If any additional material related to an open session agenda item is distributed to all or a majority of the board of directors after this agenda is posted, such material will be made available for immediate public inspection at the same location.

Request for Disability-Related Modifications or Accommodations

If you require any disability-related accommodation, including auxiliary aids or services, in order to participate in this public meeting, please telephone the District's Recording Secretary, Polly Welsch at (949) 837-7050, extension 225 at least forty-eight (48) hours prior to said meeting. If you prefer, your request may be submitted in writing to El Toro Water District, P.O. Box 4000, Laguna Hills, California 92654, Attention: Polly Welsch.

MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS
OF THE
EL TORO WATER DISTRICT
November 24, 2020

President Monin called the meeting of the Board of Directors of the ELTORO WATER DISTRICT to order via Zoom at 7:30 a.m. on November 24, 2020.

Director Freshley led in the Pledge of Allegiance to the flag.

Committee Members JOSE F. VERGARA, MARK MONIN, KATHRYN FRESHLEY, MIKE GASKINS, and KAY HAVENS participated.

Also present were DENNIS P. CAFFERTY, General Manager, JUDY CIMORELL, Human Resources Manager, JASON HAYDEN, CFO, GILBERT J. GRANITO, General Counsel, SHERRI SEITZ, Public Relations/Emergency Preparedness Administrator, POLLY WELSCH, Recording Secretary, STEVE HANCOCK, Employee, RAULLY RUSSELL, Employee, and KEITH STRIBLING, HIGHMARK Representative.

Oral Communications - Public Comments

President Monin stated that at this time members of the public may address the Board or they may reserve this opportunity with regards to an item on the agenda, until the Board discusses said item later in today's meeting.

Items Received Too Late To Be Agendized

President Monin asked if there are any items that came to the attention of the District after the agenda was posted that require consideration and action at today's meeting. Mr. Cafferty replied no.

Presentation of Awards, Recognitions, and Introductions

Service Awards

Mr. Cafferty recognized and congratulated Raully Russell, Maintenance Worker 1 for 10 years of service with the District.

Mr. Cafferty recognized and congratulated Jake Knoke, Maintenance Worker III for 5 years of service with the District.

Continuing Education & Training, Degree and Certification Program

Acknowledgement

Mr. Cafferty recognized and congratulated Jake Knoke, Maintenance Worker III for obtaining his Water Utility Science – Water Distribution Certificate.

Mr. Cafferty recognized and congratulated Steve Hancock, Maintenance Worker III for obtaining his Water Utility Science – Water Distribution Certificate.

The Board members congratulated and thanked staff for taking the time to attend classes beyond their job descriptions.

Consent Calendar

All matters under the Consent Calendar will be approved by one motion unless a Board member or a member of the public requests separate action or discussion on a specific item.

1. Consider approving the October 22, 2020 Board meeting minutes.
2. Consider approving the November 9, 2020 Special Board meeting minutes.

Motion: Director Freshley made a Motion, seconded by Director Havens, and unanimously carried across the Board to approve the Consent Calendar.

Roll Call Vote:

Director Freshley	aye
Director Havens	aye
President Monin	aye
Vice President Gaskins	aye
Director Vergara	aye

Quarterly Review of the District's 401(k) Retirement Savings Plan

Mr. Stribling stated that it was a good quarter with the portfolios being up between 2.5% for the conservative to 6.5% for the most aggressive one. He further stated that in terms of relative performance the benchmarks are mostly in line, plus or minus 20 basis points.

Mr. Stribling stated that year to date in one year are still trailing the benchmark due to first quarter Fixed Income getting hammered. He further stated that the Alternative Strategies have also trailed and some active management did well while others did not.

Mr. Stribling stated that October was a negative quarter so all portfolios were down between 60 basis points to 160 basis points. He further stated that some of the fluctuation has to do with the elections and changes in Chairmen.

Mr. Stribling stated that we are also experiencing changes in the economy with vaccines in sight for Covid-19, a flood of liquidity, and the possibility of a stimulus package. He further stated that Growth Style has vastly outperformed Value Style through September, which is rare.

Mr. Stribling stated that Growth funds have done well, but the Small Cap Value fund has underperformed because it is dominated by higher leverage and interest-sensitive stocks. He further stated that since September it has recovered.

Mr. Stribling stated that Alternatives have also struggled. Director Havens stated that the Alternative funds seem to be low quality. Mr. Stribling replied that the firms are very good and the strategies are sound, but liquid Alternatives are hedge-fund strategies that have to have daily liquidity.

President Monin said traditionally Alternatives are a cushion on the down side, and there hasn't been much down side since March, and when Morningstar rates things if you are not doing well on your numbers even though you are a good Manager, you will get a 1 or 2 rating. He further stated that traditionally AQR has been a good Alternative, and Black Rock is one of the biggest money managers in the world, so it's a tough sector.

Director Vergara stated that Mr. Stribling mentioned that the vaccines made by Pfizer and Moderna are not following the same process that other vaccine producers have, and he understood that they will be injecting the RNA of the virus into the body. Mr. Stribling replied that their healthcare analyst has discussed this and noted that they plan to inject messenger RNA

which instructs your body how to combat and create its own defenses again against the virus.

At approximately 8:10 a.m. Mr. Stribling left the meeting.

Director Reports for Meetings Attended

Director Havens stated that she attended the MWDOC/MET Directors workshop, the South Orange County Watershed Management meeting, WACO, the Special Board meeting, a tour of R-6, the WaterReuse meeting, a Clarke prize meeting, City of Mission Viejo City Council meeting, the CAG meeting, the South Orange County Flow Ecology Study Workshop, the MWDOC Public Affairs meeting, the MWDOC Board meeting, the OCWA meeting, the regular Engineering/FIC meeting, and the regular Board meeting.

Director Freshley stated that she attended the WACO meeting, the MWDOC Planning/Operations meeting, the MWDOC/MET Directors workshop, the MWDOC Board meeting, the regular Engineering/Finance meeting, the Special Board meeting, the CAG meeting, the RRC meeting, the SOCWA Finance meeting, the SOCWA Board meeting, the ACWA Engineering Committee meeting, the Laguna Woods City Council meeting, the OCWA meeting, a CALAFCO seminar, the regular Board meeting, and plans to attend the JPIA Board meeting.

Director Vergara stated that he attended the MWDOC Planning/Operations meeting, the MWDOC/MET Directors workshop, the WACO meeting, the Special Board meeting, the MWDOC Admin/Finance

meeting, the CAG meeting, the WACO Planning Committee meeting, the MWDOC Board meeting, the OCWA meeting, the South Orange County Economic Coalition, the regular Engineering/FIC meeting, the regular Board meeting, and he has an upcoming interview with TV-6.

Vice President Gaskins stated that he attended the ISDOC Executive Committee meeting, the RRC meeting, the SOCWA Board meeting, WACO, the Special Board meeting, CAG, a President/VP/GM meeting, the Agenda Review meeting, the MWDOC Public Affairs meeting, the regular Engineering/FIC meeting, the regular Board meeting, the JPIA Board meeting, the OCWA meeting, a tour of R-6, and the demolition of the filtration plant.

President Monin stated that he attended the CAG meeting, the South Orange County Coalition meeting, the ISDOC Executive Committee meeting, the MWDOC/MET Directors workshop, the WACO meeting, the Special Board meeting, the MWDOC Admin/Finance meeting, the CAG meeting, the President/VP/GM meetings, the Agenda Review, WACO Planning, the OCWA meeting, the MWDOC Board meeting, the regular Engineering/FIC meeting, the regular Board meeting, and the upcoming TV-6 interview and ACWA Fall Conference.

General Manager Action Items

COVID-19 Update

Mr. Cafferty stated that staff is asking to extend the ability for use of the Emergency Administrative Leave until the February Board meeting.

Director Havens stated that our non-payments are holding relatively steady. Mr. Cafferty replied that recently the Division of Drinking Water put out a statewide survey to determine which water agencies are struggling financially, and the District estimate of delinquent billing was not a huge number.

President Monin asked for a Motion.

Motion: Director Vergara made a Motion, seconded by Director Freshley and unanimously carried across the Board to grant the General Manager discretion to extend the use of Emergency Administrative Leave, as necessary up to 160 hours per employee, until the February 25, 2021 meeting of the Board of Directors.

Roll Call Vote:

Vice President Gaskins	aye
Director Vergara	aye
Director Freshley	aye
Director Havens	aye
President Monin	aye

Resolution No. 20-11-2 – Operational Area Agreement

Mr. Cafferty stated that this agreement makes changes to the original 1995 document to reflect current operational practices of the Orange County Emergency Management Organization.

Director Vergara asked if there is a cost to sign this agreement. Mr. Cafferty replied no.

President Monin asked for a Motion.

Motion: President Monin made a Motion, seconded by Vice President Gaskins and unanimously carried across the Board to 1) adopt Resolution 20-11-2 which approves the 2020 Orange County Operational Area Agreement with the County of Orange and Political Subdivisions, and 2) to authorize the General Manager to execute the 2020 Orange County Operational Area Agreement with the County of Orange and Political Subdivisions by completing and submitting the signature page.

Roll Call Vote:

Vice President Gaskins	aye
Director Vergara	aye
Director Freshley	aye
Director Havens	aye
President Monin	aye

Resolution No. 20-11-3 – Directors Compensation Policy

Mr. Cafferty stated that this policy proposes changes to the Directors Compensation Policy to reflect the benefits currently provided to the District's Board of Directors. He further stated that the Long-term care portion of the policy was previously amended by resolution to reflect that when a Board member leaves the Board the District no longer pays for the Long-term care.

Mr. Cafferty stated that JPIA made a change that Board members can now be covered individually instead of as a whole Board with an option to opt out.

Mr. Cafferty stated that some of the other agencies offer Medical coverage to their Board members. He further stated that an individual Director could cost the District \$8400-\$9600 per year, with coverage of a

family being more costly.

Director Vergara suggested that we defer this item to allow giving the Directors more time to review the numbers and the difference in medical insurance costs.

Mr. Cafferty stated that the Directors Compensation Policy could be approved as written as it documents the existing benefits, and further discussion would be had to determine whether or not to change the policy to provide medical insurance.

Director Freshley stated that Long-term care doesn't pay for 90 days, and she doesn't see the benefit of offering it to the Directors.

Director Havens stated that she is happy with her health savings account which has a high deductible, and she suggests we check with JPIA to see if they have something similar to help offset some costs. Mr. Cafferty stated that JPIA has a similar plan and staff is reviewing the program and the possibility of adding the health savings account option in the future.

Vice President Gaskins stated that he has health insurance through VA and does not need additional coverage.

President Monin stated that he does not find Long-term care beneficial, but he does think it is a good idea to add the health savings account option.

Vice President Gaskins mentioned HIPPA and how much medical information that can be shared.

Director Freshley stated that she is supportive of the health savings plan option becoming part of the cafeteria plan.

Director Vergara stated that the Long-term care policy provides 3-years of coverage at \$100/day, and he doesn't feel much benefit in keeping it.

Mr. Cafferty stated that he suggests approving the policy as written, defining existing benefits.

President Monin asked for a Motion.

Motion: Director Vergara made a Motion, seconded by Director Freshley and unanimously carried across the Board to adopt Resolution No. 20-11-3 which proposes adopting the policy as it is now to reflect the benefits provided to the District's Board of Directors.

Roll Call Vote:

Vice President Gaskins	aye
Director Vergara	aye
Director Freshley	aye
Director Havens	aye
President Monin	aye

Resolution No. 20-11-4 – Establishing Date, Time, and Place of Regular Board Meetings for Calendar Year 2020

Mr. Cafferty stated that this Resolution approves moving the December Board meeting from Thursday, December 17th to Wednesday, December 16th at 7:30 a.m.

President Monin asked for a Motion.

Motion: Director Havens made a Motion, seconded by Vice President Gaskins and unanimously carried across the Board to adopt Resolution No. 20-11-4 which establishes date, time and place of Regular Board Meetings for calendar year 2020.

Roll Call Vote:

Vice President Gaskins	aye
Director Vergara	aye
Director Freshley	aye
Director Havens	aye
President Monin	aye

Resolution No. 20-11-5 Commemorating the Retirement of MWDOC

Assistant General Manager Karl Seckel

President Monin asked for a Motion.

Motion: Director Vergara made a Motion, seconded by Director Havens and unanimously carried across the Board to adopt Resolution No. 20-11-5 commemorating the accomplishments and service of Karl Seckel, MWDOC's Assistant General Manager.

Roll Call Vote:

Vice President Gaskins	aye
Director Vergara	aye
Director Freshley	aye
Director Havens	aye
President Monin	aye

General Manager Information Items

General Manager's Monthly Report

President Monin stated that he appreciates the Customer Service department and their handling of non-payments with customers.

District of Distinction

Mr. Cafferty stated that we are in the process of renewing our District of Distinction certification, and within the past few years SDLF created levels of the certification. There are Basic, Silver, Gold, and Platinum levels.

Mr. Cafferty stated that the Board and General Manager would need to take additional trainings to be eligible to move to the next levels.

President Monin stated that he approves of the additional trainings and winning additional awards.

Vice President Gaskins stated that he has taken all modules of the trainings and is supportive of the District moving forward to the next level.

Director Freshley stated that she is concerned about costs to attend all of the trainings. Mr. Cafferty stated that the first module will be virtual next week, and then the additional modules will be offered at conferences that are planned to be held in person in April in San Diego, and September in Lake Tahoe.

Director Vergara stated that he feels we already received the District of Distinction and feels that now we aren't getting as much out of this as originally thought. He further stated that he would like to know the reason SDLF has created these new levels.

Director Havens stated that she feels SDLF created a revenue stream by breaking into different levels of membership, and what will the benefit be for the District by moving to higher levels of membership.

Legislative Reports

There were no comments.

Public Education and Outreach & Water Conservation Reports

Ms. Seitz stated that President Monin is scheduled for TV-6 on December 8th with tentative topics of discussing CAG and how to get more participants, and Fats, Oils, & Grease (FOG).

Ms. Seitz stated that staff is working with MWDOC and MET to sponsor a local high school for the MET Solar Cup 2021. She further stated that the sponsorship is non-monetary and includes coordinating with a high school group to participate in the program. Ms. Seitz stated that due to the pandemic, MET has moved away from the traditional boat race and is now an online STEAM-focused where students learn skills by working as a team and selecting from a wide range of fields including robotics, solar power vehicles, utilizing CAD software, building online gaming, social media messaging, visual arts, and dream job skills.

SOCWA Reports

Mr. Cafferty stated that at the SOCWA Finance meetings they approved their Use Audit and Reconciliation of their budget and expenses. He further stated that they are continuing to work on resolving their capital cash issue.

Director Freshley stated that at the SOCWA Board meeting they sent out a separate letter from the General Managers about the future of SOCWA, as IRWD wants to no longer participate in SOCWA. Mr. Cafferty stated that this issue will be discussed further at the Managers meeting.

Vice President Gaskins stated that SOCWA takes on all environmental reporting requirements.

Director Vergara suggested that the General Managers discuss what works for all concerned participating agencies.

MWDOC

Director Vergara stated that at the MWDOC Planning/Operations meeting they approved the Allen-McColloch pipeline capacity flow waiver for East Orange County Water District, South Coast Water District, and the City of San Clemente. He further stated that they also approved some Homeland Security Grants, provided an update on COVID-19, and they also discussed the SARCCUP Agreement, and the Orange County Groundwater Basin storage.

Director Vergara stated that at the MWDOC/MET Directors workshop the Chair of MET's Board provided an update, they also had a presentation on MET's Regional Recycled Water Program, and the Southern California Integrated Resources Plan (IRP).

Director Vergara stated that at the MWDOC Admin/Finance meeting they hired a Consultant for rate study services, they awarded a contract for audio visual equipment and installation, renewed membership in the Association of Metropolitan Water Agencies (AMWA), and had a farewell for Joan Finnegan.

Director Freshley stated that the presentation on the Carson plant was interesting as an alternate for us compared to participating in the Poseidon plant.

LAFCO

There was no meeting.

SOCWMA

There was no meeting.

ISDOC

President Monin stated that writing a letter to the new MET General Manager was discussed.

WACO

Director Vergara stated that there was a presentation on the affordability of water, and a speaker from the State Water Resources Control Board. He further stated that future topics will include asset replacement and pipeline integrity.

Director Vergara stated that there will not be a June 2021 meeting.

City Coordination Efforts

There was no meeting.

Committee and General Information

Dates to Remember for November/December 2020

There were no comments.

Carry Over Pending Matters

There were no comments.

Comments Regarding Non-Agenda Items

Director Vergara stated that at the South Orange County Economic Coalition they had Neal Kelly, Registrar of Voters office as a speaker. He further stated that they also had a head of the Democratic party and head of the Republican party to discuss how election results ended up.

Director Havens stated that the National Water Research Institute gave a Clarke Prize to Professor Karl Linden of University of Colorado for his research in UV light and disinfecting water, and looking at chlorine in the water today.

President Monin stated that there was a space launch at Vandenberg and will launch again in 5 years.

Mr. Cafferty stated that he received a request that we send a letter to MET encouraging them to approve the funding of the Environmental Review and Planning process for the Delta Conveyance project. He further stated that it will be on their Board agenda December 8th, so the template letter is going out to all MWDOC agencies.

Mr. Cafferty stated that at the MWDOC Managers meeting they discussed issues between MWDOC and OCWD that involves several agencies. He further stated that there was an agreement that they needed MET to approve.

Break

At approximately 10:00 a.m. the Board took a short recess. Also at this time, Mr. Cafferty, Mr. Hayden, Ms. Seitz, Ms. Cimorell, and Ms. Welsch left the meeting.

Regular Session

At approximately 10:10 a.m. the Board returned to regular session.

Attorney Report

Mr. Granito reported that there is a need for a Closed Session today to discuss item #4 of today's Closed Session agenda.

Closed Session

At approximately 10:10 a.m. the Board went into Closed Session.

At approximately 11:00 a.m. Mr. Cafferty was invited to the Closed Session.

Open Session Report

At approximately 11:20 a.m. the Board returned to Open Session.

Mr. Granito reported that the Board went into Closed Session only with regard to Item 4 of today's Closed Session Agenda to conduct the General Manager's annual performance evaluation pursuant to Government Code Section 54957 (b) (1). During the 1st Phase of the Closed Session, the General Manager was excused and the Board initiated the performance evaluation. Following Phase 1, the General Manager was invited into the Closed Session (2nd Phase) to discuss the Board's summary evaluation and discussions followed. No further reportable action was taken.

General Manager Compensation

President Monin stated that the Board feels that Mr. Cafferty should receive a fair compensation increase.

Vice President Gaskins asked what percentage increase the highest ranking employee received. Mr. Cafferty replied that the performance evaluations have not yet been completed. He further stated that we budgeted a 5.2% raise for every employee, and some employees will do better and some will do worse.

President Monin asked what is the top end. Mr. Cafferty replied that based on historic experience where the top ends up being relative to what we budget could be 7-7.5%.

Vice President Gaskins stated that in light of this information, he suggested deferring any action until the employee performance reviews are complete.

The Board took action to defer a compensation increase for the District's General Manager until the employee's performance reviews are complete.

Roll Call Vote:

Director Havens	aye
Director Freshley	aye
Director Vergara	aye
Vice President Gaskins	aye
President Monin	aye

Adjournment

There being no further business to come before the Board the meeting was adjourned at 11:55 a.m. to Wednesday, December 16, 2020 at 7:30 a.m. at the District's Administrative Offices at 24251 Los Alisos Blvd, Lake Forest, CA. 92630.

Respectfully submitted,

POLLY WELSCH
Recording Secretary

APPROVED:

MARK L. MONIN, President of
the El Toro Water District and the
Board of Directors thereof

DENNIS P. CAFFERTY, Secretary
of the El Toro Water District and
the Board of Directors thereof

SOUTH ORANGE COUNTY AGENCIES GROUP MEETING
TUESDAY, NOVEMBER 24, 2020
12:00 P.M. to 1:30 P.M.

AGENDA

TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA 92679
ADMINISTRATIVE FACILITY, BOARD ROOM

1. Welcome and Introductions
2. 2021 Meeting Calendar
3. MWDOC Update/Discussion
 - a. MWDOC Current Issues
 - i. Presentation on Santa Ana River Conservation and Conjunctive Use Program (SARCCUP)
 - b. Other Matters
 - i. Nomination of Candidates for MWDOC MET Director South County Seat
4. MET Update/Discussion
 - a. MET Current Issues
 - b. Signature Process for Final Letter on MET General Manager Selection Process
 - c. Other Matters
5. Legislative Information
 - a. Local
 - b. State
 - c. Federal
6. Regional Project Interests/Updates
 - a. South Orange County Water Storage Coalition Update
 - b. OCWD/MNWD Storage & Conveyance Pilot Project Update
 - c. City of San Juan Capistrano Successor Agency Update
 - d. Doheny Ocean Desalination Project Update
 - e. Other Project Interests/Updates
7. Any Agency/City Updates
 - a. COVID-19 Return to Work Updates

Adjournment

SOUTH ORANGE COUNTY AGENCIES' GROUP CONSISTS OF MEMBERS AND REPRESENTATIVES FROM
City of San Clemente • City of San Juan Capistrano • El Toro Water District • Emerald Bay Service District •
Irvine Ranch Water District • Laguna Beach County Water District • Moulton Niguel Water District •
Santa Margarita Water District • South Coast Water District • Trabuco Canyon Water District

RESOLUTION NO. 20-12-3

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE ELTORO WATER DISTRICT
ESTABLISHING DATE, TIME, AND PLACE OF
REGULAR BOARD MEETINGS AND
BOARD/ENGINEERING & FINANCE/INSURANCE COMMITTEE
MEETINGS OF THE BOARD OF DIRECTORS
FOR CALENDAR YEAR 2021**

RESOLVED that the Regular 2021 Board meetings and Board/Engineering & Finance/Insurance Committee meetings of the Board of Directors of the El Toro Water District shall be held at the Administrative Offices of the El Toro Water District located at 24251 Los Alisos Boulevard, El Toro, California as set forth in Exhibit "A" to this Resolution unless otherwise changed by this Board by appropriate Resolution.

ADOPTED, SIGNED AND APPROVED, this 16th day of December 2020.

MIKE GASKINS, President
El Toro Water District and of the
Board of Directors thereof

(SEAL)

ATTEST:

DENNIS P. CAFFERTY, Secretary
El Toro Water District and of
the Board of Directors thereof

Exhibit “A” to Resolution No. 20-12-3

ETWD SCHEDULED MEETINGS 2021
EFFECTIVE DECEMBER 16, 2020

REGULAR BOARD MEETINGS

Board/E & F/I Committee Meetings (1)

Board Meetings

1.	January 25, Monday	7:30 a.m.	January 28, Thursday	7:30 a.m.
2.	February 22, Monday	7:30 a.m.	February 25, Thursday	7:30 a.m.
3.	March 22, Monday	7:30 a.m.	March 25, Thursday	7:30 a.m.
4.	April 19, Monday	7:30 a.m.	April 22, Thursday	7:30 a.m.
5.	May 24, Monday	7:30 a.m.	May 27, Thursday	7:30 a.m.
6.	June 21, Monday	7:30 a.m.	June 24, Thursday	7:30 a.m.
7.	July 19, Monday	7:30 a.m.	July 22, Thursday	7:30 a.m.
8.	August 23, Monday	7:30 a.m.	August 26, Thursday	7:30 a.m.
9.	September 20, Monday	7:30 a.m.	September 23, Thursday	7:30 a.m.
10.	October 25, Monday	7:30 a.m.	October 28, Thursday	7:30 a.m.
11.	November 22, Monday	7:30 a.m.	November 23, Tuesday*	7:30 a.m.
12.	December 13, Monday	7:30 a.m.	December 16, Thursday	7:30 a.m.

(1) Board/Engineering & Finance/Insurance Committee (E & F/I Committee)

* Meeting date change due to Thanksgiving holiday.



STAFF REPORT

TO: BOARD OF DIRECTORS

MEETING DATE: December 16, 2020

FROM: Dennis Cafferty, General Manager

SUBJECT: Sewer System Management Plan Update

In September, 2005 the El Toro Water District completed and submitted the District's Sewer System Management Plan (SSMP) to the Regional Water Quality Control Board (Region 8 – Santa Ana) in compliance with the Waste Discharge Requirements enacted by Region 8.

In 2006 the State Water Resources Control Board adopted Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems as prescribed in the State Water Resources Control Board Sanitary Sewer Order No. 2006-0003-DWQ (Order). The Order required sanitary sewer systems enrolled under the Statewide General Waste Discharge Requirements to develop and implement a Sewer System Management Plan.

In 2009 the ETWD Board of Directors approved an update to the 2005 SSMP to comply with the Order. In 2014 the Board approved a subsequent update to the SSMP, complying with the requirement of the Order for periodic updates. ETWD staff has once again updated the SSMP document to ensure it is current and compliant with the requirements of the Order. The following reference material is attached:

- Resolution No. 20-12-4 Approving the SSMP Update
- Clean SSMP document (Exhibit A to Resolution 20-12-4)
- Redline SSMP document identifying the revisions

Recommended Action: Staff recommends that the Board of Directors adopt Resolution No. 20-12-4 which approves the updated El Toro Water District Sewer System Management Plan consistent with State Water Resources Control Board Order No. 2006-0003. Staff further recommends that the Board of Directors receive and file the SSMP document.

RESOLUTION NO. 20-12-4

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
APPROVING THE UPDATED EL TORO WATER DISTRICT
SEWER SYSTEM MANAGEMENT PLAN (SSMP)
AS PRESCRIBED IN
SWRCB ORDER NO. 2006-0003

RESOLUTION NO. 20-12-4

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
APPROVING THE UPDATED EL TORO WATER DISTRICT
SEWER SYSTEM MANAGEMENT PLAN (SSMP)
AS PRESCRIBED IN
SWRCB ORDER NO. 2006-0003**

WHEREAS, State Water Resources Control Board, per Order No. 2006-0003, requires agencies operating sanitary sewer systems who are enrolled under the Statewide General Waste Discharge Requirements to develop and implement a Sewer System Management Plan; and

WHEREAS, the District last adopted an update to the Sewer System Management Plan consistent with Order No. 2006-0003 on November 25, 2014; and

WHEREAS, Order No. 2006-0003 requires that Sewer System Management Plans be updated every five (5) years and be certified/approved by the governing board; and

WHEREAS, the District's staff has updated the El Toro Water District Sewer System Management Plan, consistent with Order No. 2006-0003, as set forth and attached hereto as Exhibit A, which is incorporated herein by reference; and

WHEREAS, the District's Board of Directors has today reviewed the updated Sewer System Management Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the El Toro Water District hereby certifies and approves the updated Sewer System Management Plan in the form reviewed today which is attached to this Resolution.

ADOPTED, SIGNED AND APPROVED this 16th day of December 2020.

MIKE GASKINS, President
El Toro Water District and the
Board of Directors thereof

ATTEST:

DENNIS P. CAFFERTY, Secretary
El Toro Water District and the
Board of Directors thereof

**EXHIBIT A
TO RESOLUTION 20-12-4**

**EL TORO WATER DISTRICT
SEWER SYSTEM MANAGEMENT PLAN**

EL TORO WATER DISTRICT

SEWER SYSTEM MANAGEMENT PLAN

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

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



2019

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APPENDICES

- Appendix A State Water Resources Control Board Order No. R8-2025-0023
Statewide General Waste Discharge Requirements for Wastewater Collection
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- Appendix B State of California Water Resources Control Board Order No. WQ2013-0058
EXEC. - Monitoring & Reporting Program for Statewide General Waste Discharge
Requirements for Sanitary Sewer Systems
- Appendix C Order No. WQ2013-0058 - Fact Sheet

ABBREVIATIONS / ACRONYMS

AB	Assembly Bill
BMP	Best Management Practice
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CFRRP	Capital Facilities Replacement and Refurbishment Plan
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
ERP	Emergency Response Plan
ETWD	El Toro Water District
FOG	Fats, Oils, and Grease
I/I	Infiltration and Intrusion
MRP	Monitoring and Reporting Program
O&M	Operation and Maintenance
OCHCA	Orange County Health Care Agency
OES	Office of Emergency Services
Order	SWRCB Order No. 2006-0003-DWQ
Order (MRP)	California Integrated Water Quality System W.Q. 2013-0058-EXEC
PM	Preventative Maintenance
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SOP	Standard Operating Procedure <u>or</u> Standard Maintenance Procedure
SSO	Sanitary Sewer Overflow and any sewer spill or overflow of sewage
SSMP	Sewer System Management Plan
SSRP	Sewer Spill Response Plan
SSOPP	Sanitary Sewer Overflow Prevention Plan
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements
WRP	Wastewater Recycling Plant

EXECUTIVE SUMMARY

Regulatory Background

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003, Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. This Order requires that owners of wastewater collections systems with more than one mile of pipeline have in place a Sewer System Management Plan (SSMP) to comply with the terms of this Order, which is to reduce the number and severity of Sanitary Sewer Overflows (SSO's), to audit the program every two years, and update the SSMP every five years.

On February 20, 2008, the State Water Resources Control Board adopted Order No. 2008-0002-EXEC, amending the monitoring and reporting requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSO's discharged into waters of the state.

On September 9, 2013, the State Water Resources Control Board adopted Order No. 2013-0058-EXEC, which amends the Monitoring and Reporting Program (MRP) for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, by adding a third sanitary spill category. In prior versions of the MRP, SSO's have been categorized as Category 1 or Category 2. This MRP implemented changes to SSO categories by adding a Category 3 SSO type. This change improved data management and notification requirements.

The Districts Sewer System Management Plan (SSMP) addresses the prevention and cleanup of sanitary sewer overflows (SSO's). All wastewater collection agencies, with more than one mile of pipe are required to comply with the State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ, , Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. The purpose of the Order is to prevent SSO's, and to provide a plan and schedule for measures to be implemented to prevent SSO's, as well as measures to effectively clean up and report any spills.

The Order requires that each agency properly fund, manage, operate, and maintain the sewage collection system for which it is responsible. The El Toro Water District (ETWD) is required, as an "Enrollee" by the Order, to use trained staff (and/or contractors) possessing adequate knowledge, skills, and abilities to complete necessary collection system work and maintenance.

The essence of this Order is:

- ETWD must proactively manage the sanitary sewer system it operates in a way that prevents SSOs.
- To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP) in compliance with the Order.
- The Enrollee must comply with all conditions of the Order. Any noncompliance with the Order constitutes a violation of the California Water Code and is grounds for SWRCB enforcement action.

This SSMP report is organized to correspond to the sections of the Order. The report consists of 12 chapters. In general, each chapter begins with a summary of Order requirements, followed, where appropriate, by these subsections:

- Compliance Summary – A description of how compliance was achieved
- Compliance Documents – A listing of source documents that support compliance
- Roles and Responsibilities – A listing of relevant staff roles and responsibilities

CHAPTER 1 – PROHIBITIONS AND PROVISIONS

This chapter describes the sewage discharge prohibitions and fifteen provisions prescribed in the Order.

1.1 Prohibitions

The Order provides that:

- Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
- 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 grounds for enforcement action.

1.2 Provisions

The Enrollee must meet the following fifteen provisions:

1. The Enrollee must comply with all conditions in the Order. Any noncompliance with the 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 via the California Integrated Water Quality System (CIWQS) in accordance with the SWRCB Order No. 2013-0058 EXEC.
 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 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 professional, 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) Goals
 - (ii) Organization
 - (iii) Legal Authority
 - (iv) Operation and Maintenance Program
 - (v) Design and Performance Provisions
 - (vi) Overflow Emergency Response Plan
 - (vii) FOG Control Program
 - (viii) System Evaluation and Capacity Assurance Plan
 - (ix) Monitoring, Measurement, and Program Modifications
 - (x) SSMP Program Audits
 - (xi) Communications Program
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.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database (CIWQS) 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 (CIWQS) SSO Database and mail the form to the State Water Board, as described above.

CHAPTER 2 – GOALS

This chapter describes the goals of the SSMP. The El Toro Water District is required to comply with the “State Water Resources Control Board, Order No. 2006-0003-DWQ” (Order) on General Waste Discharge Requirements for Sewage Collection Agencies, including the adopted amendments, Order No. 2008-0002-EXEC, amending the monitoring and reporting requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems and Order No. 2013-0058-EXEC, which amends the Monitoring and Reporting Program (MRP) for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

2.1 Purpose

The purpose of the Order is to prevent SSOs. ETWD is required to prepare and maintain the SSMP to support this purpose.

The District shall properly fund, manage, operate and maintain, with adequately trained staff and/or contractors possessing adequate knowledge, skills and abilities, as demonstrated through a validated program at all times, all parts of the sewage collection system owned and/or operated by the discharger.

2.2 Goals

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.

As required by the SWRCB, a copy of the Order is maintained at appropriate locations, including the offices of the Operations Superintendent, the Compliance Program Coordinator, and the Collection System Supervisor/Industrial Waste Inspector, and is available to sanitary sewer system operating and maintenance personnel at all times. A copy of the Order is included as **Appendix A** of this SSMP.

2.3 About This Document

The El Toro Water District has prepared and updated this SSMP to ensure compliance with the State Order. The SSMP provides a general description of how ETWD complies with the various provisions of the Order and provides references to supporting documents. Generally, the support materials are not physically included in the SSMP. References will be provided within the SSMP that identifies the appropriate support materials.

CHAPTER 3 – ORGANIZATION

This chapter describes El Toro Water District's organization and chain of communication.

3.1 Authorized Representative

The Order requires the SSMP identify the name of the responsible or authorized representative as described in Section J of the Order. Section J requires:

- (i) All reports required by the 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 below.
- (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.

The authorized representative for the El Toro Water District, in compliance with the requirements of the Order, is the District's General Manager, Dennis Cafferty.

3.2 Management, Administrative and Maintenance Positions

The Order requires that the SSMP include 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.

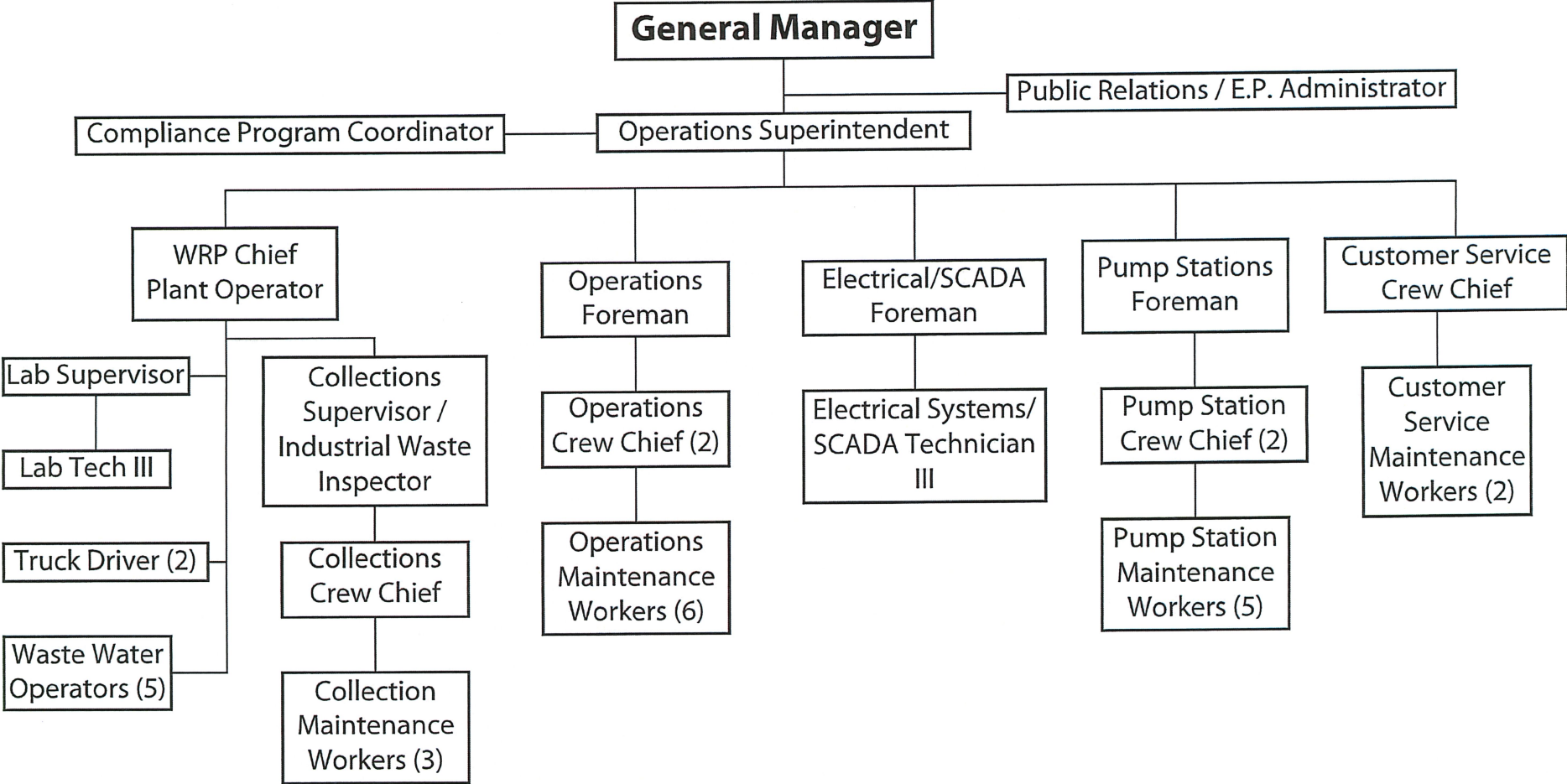
3.2.1 Compliance Summary. The currently staffed positions are described in this section. The positions described provide sufficient staffing to operate the sanitary sewer system on a sustainable basis, and to comply with all requirements of this Order.

3.2.2 Compliance Documents. The organization chart described in Figure 3-1 details the filled positions of the ETWD organizational structure.

3.2.3 Roles and Responsibilities. The high maintenance standards imposed on each of the various components of the ETWD collection system are fulfilled by several departments within the ETWD Operations Department. The Operations Superintendent oversees the cooperative efforts of each department, as indicated on the following Collection System Maintenance Organization Chart.

EL TORO WATER DISTRICT COLLECTION SYSTEM MAINTENANCE ORGANIZATION CHART

Revised September 2020



Industrial Waste/FOG Control Department: The Collection System Supervisor/Industrial Waste Inspector also serves as the FOG Control Manager, and reports to the Chief Plant Operator. The Collection System Supervisor/Industrial Waste Inspector is charged with the maintenance and enforcement of the ETWD Pretreatment program, the ETWD Fats, Oils and Grease (FOG) program and ETWD standards.

Collection System Maintenance Department: The Collection System Maintenance Department, is also headed by the Collection System Supervisor/Industrial Waste Inspector. The Collections System Maintenance Department performs the actual maintenance of the sewer collection system including line cleaning, CCTV inspection, root abatement and response to customer sewer complaints.

Pump Stations Department: The Pump Stations Department is headed by the Pump Stations Foreman, who reports directly to the Operations Superintendent. The Pump Stations Department performs all preventative and corrective maintenance on the ETWD sewage lift stations.

Operations Department: The Operations Department is headed by the Operations Foreman, who reports directly to the Operations Superintendent. The Operations department performs all repair work on sewer force mains, gravity collection system piping and sewer laterals.

Standby Personnel: The District maintains a system of standby or “On-Call” personnel to deal with collection system issues after normal business hours. At all times four trained ETWD personnel are on call to provide 24 hour response to any collection system or Water Recycling Plant problem. The first of the four is a representative from the Collection System Maintenance Department who is “On-Call” primarily to respond to SSOs. Two other “On-Call” personnel include the “Primary” On-Call person and the “Secondary” On-Call person. The person serving as the Primary is a representative from either the Pump Stations Department, the Electrical/SCADA Department, the Operations Department, or the Customer Service Field Department. The ETWD SCADA System is capable of immediate notification to the Primary On-Call person in the event of an alarm at any of the District’s Sewer Lift Stations. The Primary On-Call person is responsible to respond to any SCADA generated alarm or customer complaint after normal business hours. The Secondary On-Call person is a Foreman or Crew Chief from one of the Field Operation Departments mentioned above. The Secondary serves as a backup to the Primary and will respond either to assist the Primary On-Call person, or in the unlikely event the Primary On-Call person is unable to respond, the Secondary On-Call person will take the lead. The final On-Call Person is a certified Wastewater Operator assigned to respond to problems or alarms generated at the Water Recycling Plant.

3.2.3.1 Contact Information. The Order requires the SSMP to identify names and telephone numbers for management, administrative and maintenance positions responsible for implementing specific measures in the SSMP Program. The names and phone numbers for the positions identified above are as follows:

Position	Name	Telephone Number
General Manager	Dennis Cafferty	(949) 837-7050, ext. 223
Operations Superintendent	Scott Hopkins	(949) 837-7050, ext. 217
Chief Plant Operator	Mark Pade	(949) 837-7050, ext. 103
Collection System Supervisor	Ralph Palomares	(949) 837-7050, ext. 104
Collection System Crew Chief	Edward Peterson	(949) 837-7050, ext. 115
FOG Control Manager	Ralph Palomares	(949) 837-7050, ext. 104
Industrial Waste Inspector	Ralph Palomares	(949) 837-7050, ext. 104
Foreman – Pump Stations	Troy Davis	(949) 837-7050, ext. 226
Foreman – Operations	Jeff Webster	(949) 837-7050, ext. 218

3.3 Chain of Communication

The SWRCB Order No. W.Q. 2013-0058-EXEC requires a specified chain of communications for all Categories of SSO reporting, 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.

3.3.1 Compliance Summary. The following describes the chain of communication for reporting SSOs. It starts with the receipt of a complaint or other information, and includes the title of the person responsible for reporting SSOs to the SWRCB, RWQCB, Orange County Health Care Agency (OCHCA), and State Office of Emergency Services (OES). Reporting to the OES is required for all discharges that could potentially reach any storm drain conveyance system and Waters of the State.

When the District is notified of a possible sewage spill of any size, it is imperative that all information known about the spill and any potential impacts is communicated to the Operations Superintendent, Collection System Supervisor and the Compliance Program Coordinator as soon as possible. The Sewer Complaint Form and the Field Supervisor Sewer Spill Report Form should be used to record information regarding a spill as soon as that information is received by the District. The sewer complaint form shall be distributed to the General Manager, Operations Superintendent, Collection System Supervisor, Compliance Program Coordinator and the Collection System Crew Chief. The Operations Superintendent shall notify the General Manager of all sewer spills on the next working day. In the event of a major after-hours spill the Operations Superintendent shall notify the General Manager as soon as is practicably possible.

During normal working days and hours the individual designated as the On-Site Supervisor shall complete the Field Spill Report and submit it to the Operations Superintendent, Collection System Supervisor and the Compliance Program Coordinator on the same day as the occurrence. The Field Spill Report for spills which occur after normal work hours or on weekends shall be submitted to the Operations Superintendent, Collection System Supervisor and the Compliance Program Coordinator on the day after the occurrence or on the first scheduled workday immediately following the occurrence.

*The On-Site Supervisor, or their designee is responsible for contacting all necessary District personnel. Once the **essential** District personnel have been contacted, the required regulatory agencies must be contacted, based on the specific Spill Category requirements. The On-Site Supervisor is responsible for verifying that all required agencies have been contacted by either calling them himself, or by delegating the task to someone else. Those agencies include the following:*

<i>Office of Emergency Services</i>	<i>(OES)</i>
<i>Orange County Environmental Health Department</i>	<i>(OCHCA)</i>
<i>California Regional Water Quality Control Board</i>	<i>(CRWQCB)</i>
<i>South Orange County Wastewater Authority</i>	<i>(SOCWA)</i>
<i>Orange County Flood Control</i>	<i>(OCHED)</i>
<i>Any impacted City</i>	

It is ultimately the responsibility of the Operations Superintendent to ensure and verify the above described and any other appropriate contacts and notifications are made in a timely manner. The Operations Superintendent is also responsible for the preparation and submittal of the ensuing written report via the CIWQS on line database.

3.3.2 Compliance Documents. The chain of communication, as well as all applicable contact information, is defined in the ETWD Sewer Spill Response Plan.

3.3.3 Roles and Responsibilities. The roles and responsibilities of each chain (position) in the line of communications are described in detail in the ETWD Sewer Spill Response Plan.

CHAPTER 4 – LEGAL AUTHORITY

This chapter describes the legal authority to implement the SSMP plans and procedures.

The Order requires that each Enrollee must demonstrate, through sanitary sewer 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;
- (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 District;
- (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.

4.1 Compliance Summary

This SSMP complies with the Order requirements for legal authority under the following enacted ordinances/resolutions or agency policies defined below.

The control of infiltration, the requirement that sewers and connections be properly designed and constructed and the requirement for testing and inspection of new lateral connections and bypass piping facilities are each legally enforced through Ordinance No. 2004-1 adopted by the El Toro Water District Board of Directors on April 22, 2004. Standards for construction and inspection of sewer facilities are maintained in the El Toro Water District Standard Specifications for Construction of Water and Sewer System Facilities.

Legal authority for control of fats, oil and grease was enhanced on December 23, 2004 when the Fats, Oils & Grease Control Regulations Applicable to Food Service Establishments were adopted by the Board of Directors.

Legal authority for the control of industrial waste or any wastewater discharge is provided by Ordinance 2020-1, which was adopted by the Board of Directors on August 27, 2020, amending the El Toro Water District Waste Discharge Pretreatment and Source Control Program.

4.2 Compliance Documents

The legal authority for enacting the SSMP programs and policies are included in the following documents:

- Ordinance No. 2004-1 adopted April 22, 2004 - Ordinance of the Board of Directors of the El Toro Water District Providing for the Adoption of Rules and Regulations in Compliance with SWRCB Order No. 2006-0003-DWQ of the California State Water Resources Control Board.

- Fats, Oils & Grease Control Regulations Applicable to Food Service Establishments, Schedule 7-S of the El Toro Water District Rules and Regulations, adopted December 23, 2004.
- Ordinance No. 2020-1 adopted on August 27, 2020 – An Ordinance of Regulations for the Discharge of Wastewater to Facilities of the El Toro Water District.

4.3 Roles and Responsibilities

The roles and responsibilities for enforcement of the legal authority to enact the SSMP programs and policies are derived from acts of the District's governing Board of Directors. Interpretation of the enabling state legislation giving authority to the District is provided by the District's legal Counsel.

The El Toro Water District General Manager is specifically authorized by the above described Ordinances and Regulations to review, update and revise the District's SSOPP, Standard Specifications and FOG Control Program from time to time as deemed appropriate.

The following personnel are responsible for the implementation of the Sewer System Management Plan and the Enforcement of the District's construction Standards.

Operations Superintendent – Maintains ultimate responsibility, under the oversight of the General Manager, for the operation and maintenance of the collection system and sewage lift stations.

Principal Engineer – Maintains ultimate responsibility, under the oversight of the General Manager, for the installation of the infrastructure and maintenance of the Standard Specifications.

Compliance Program Coordinator – The Compliance Program Coordinator reports directly to the Operations Superintendent and is responsible for the reporting requirements associated with SSOs.

Collection System Supervisor/Industrial Waste Inspector– The Collection System Supervisor/Industrial Waste Inspector supervises the Collection System Crew Chief and is responsible for verification that the policies and procedures defined in the District's SSOPP are implemented. The Collection System Supervisor/Industrial Waste Inspector is responsible for inspections and the enforcement of the District's FOG Rules and Regulations and performs inspections and enforcement of the pretreatment Program.

Collection System Crew Chief – The Collection System Crew Chief reports to the Collections System Supervisor/Industrial Waste Inspector. The Collection System Crew Chief directly supervises the Collection System maintenance personnel. The Collections System Crew Chief is responsible for the daily implementation of the maintenance programs defined in the SSOPP. Inspector – The District Inspector reports to the Principal Engineer. The District Inspector is responsible for ensuring compliance with the District's Standard Specifications for the construction of any new sewer facilities.

CHAPTER 5 – OPERATION AND MAINTENANCE PROGRAM

This SSMP includes the elements listed below as required by the Order:

- (a) Maintain an up-to-date map of the sanitary sewer system showing all gravity line segments and manholes, pumping facilities, and pressure pipes and valves;
- (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 parts inventories, including identification of critical replacement parts.

5.1 Engineering Data Management

Section (iv) (a) of the Order requires the District maintain an up-to-date map of the sanitary sewer system showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves.

5.1.1 Compliance Summary. The District utilizes a computerized maintenance management system (CMMS), Geoviewer, to schedule and track all field work. The CMMS has a mapping feature that shows the sewer collection system including pump stations, forcemains, gravity lines, manholes and other conveyance facilities and surrounding reference features. The CMMS the District is utilizing also provides field access to record drawings for District Operations personnel. District sewer maintenance staff utilize I-pads to access the CMMS, assign work through a work order function, complete work orders and close them out.

The collection system mapping data is kept current through a closed-loop detailed change management process. This process ensures that newly constructed or reconfigured facilities, as well as field-discovered items needing a drawing or record change, are updated on the composite map and ultimately into the CMMS. The CMMS also provides a tool to “red line” the maps identifying any field-discovered items needing a drawing or record change. The sewer Atlas Map books are still updated, maintained and available for use. The CMMS is updated quarterly from the Districts GIS.

The District also maintains a hydraulic model of the sewer collection system that was prepared as part of the District's sewer system Master Plan update completed in December, 2004.

The District maintains record drawings of each sewer lift station in the Engineering office.

5.1.2 Compliance Documents. Documents which support compliance of this section include the following:

- Computerized Maintenance Management System, Geoviewer
- Sewer System Atlas Map Book
- Sewer System Geodatabase (GIS)
- Water and Sewer System Master Plan Final Report, December, 2004
- Pump station drawings are on file and available for staff use in the District's engineering office.

5.1.3 Roles and Responsibilities. Original collection system maps and record drawings are owned and maintained by the District Engineering Department. The District Principal Engineer is responsible for electronic updates of the GIS, Sewer Atlas Maps and the hydraulic model as well as maintenance of the District's record drawings.

5.2 Preventive Operations & Maintenance

Section (iv) (b) of the Order requires the District conduct routine preventive operation and maintenance activities.

5.2.1 Compliance Summary. The El Toro Water District has an on-going preventive and corrective maintenance program. The maintenance programs and procedures for the El Toro Water District sanitary sewer system are described in detail in the District's Sanitary Sewer Overflow Prevention Plan (SSOPP). The SSOPP is incorporated herein by reference. The District's preventive maintenance program, as documented in the SSOPP in considerable detail, consists of, but is not limited to, the following program components.

- a. The District conducts routine line cleaning with the objective of cleaning the entire system on a rotating basis every 24 months.
- b. The District conducts more frequent cleaning at specified locations to satisfy the objectives of the High Frequency Cleaning (Hot Spots) Program.
- c. The District visually inspects the entire collection system on a rotating basis every 5 years using CCTV equipment.
- d. The District conducts an on-going root abatement program to maintain, at scheduled frequencies, sections of pipe identified as vulnerable to root intrusion.
- e. The District conducts preventive maintenance at each lift station to ensure the active and backup facilities are in good working order at all times.
- f. The District continues to repair identified structural deficiencies in the collection system on a priority basis.

The District documents the progress of the sanitary sewer maintenance activities as described in Chapter 10.

5.2.2 Compliance Documents. Documents which support compliance of this section include the following:

- Sanitary Sewer Overflow Prevention Plan
- Hot Spots Program Manual

5.2.3 Roles and Responsibilities. The Collection System Maintenance staff inclusive of the Chief Plant Operator, the Collection System Supervisor and the Collection System Crew Chief and staff are responsible for the daily implementation of the collection system preventive maintenance programs as defined herein and further described in the SSOPP. The Pump Stations Department is responsible for the preventive and corrective maintenance of all sewer lift station facilities.

5.3 Sewer Rehabilitation and Replacement Plan

Section (iv) (c) of the Order requires the District 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.

5.3.1 Compliance Summary. The District performs on-going CCTV inspection of the collection system as described herein and in the SSOPP. The CCTV program is designed to visually inspect the entire sewer system over a five year period. District staff will complete its fourth full cycle by the end of 2020. Structural deficiencies identified in the CCTV program are either assigned to a qualified independent Contractor by way of a Construction Contract, or if more immediate action is required, assigned to the District's Operations Department for repair as part of the District's Sewer System Repair Project. The repairs are prioritized based on severity on a scale of 1 – 4. Repairs are scheduled according to the assigned priority. .

The current short-term rehabilitation plan for the entire system is the completion of the Sewer System Repair Project. Once each currently identified structural deficiency, as well as any identified in future CCTV inspections, has been repaired, the short-term rehabilitation plan will be complete.

Nothing in the existing CCTV inspections would lead the District to believe any of the system is approaching the end of its useful service life. Only the oldest portions of the ETWD service area are 55 years old and the majority of the system is significantly younger than that. It is typically expected that vitrified clay pipe, which comprises the majority of the ETWD collection system infrastructure, should provide in excess of 100 years of useful life. No part of the system is approaching this age nor shall it for many years. It is the District's intent to perform an asset management evaluation in the near future to project long-range replacement programs and costs. This analysis will be used to develop financial plans to accommodate the costs of future, long term, infrastructure rehabilitation needs.

Certain upgrade or rehabilitation projects at select sewer lift stations have been completed, while others are already identified in the District's 5-year Capital Replacement and

Refurbishment Program (CRRP). These projects are typically intended to replace aging mechanical or electrical facilities. The asset management analysis will consider the lift station facilities in addition to the collection system piping. The District purchased a new hydrocleaner vehicle in 2015.

The District maintains adequate capital reserves to fund the Capital Replacement and Refurbishment Program. In addition, the District has a dedicated revenue source for to fund capital projects in the form of the Capital Surcharge on the monthly customer bills.

5.3.2 Compliance Documents. The documents supporting compliance with the sewer system rehabilitation requirements are as follows:

- Sanitary Sewer Overflow Prevention Plan
- ETWD Mainline and Lateral Repair Log
- CRRP 5-Year Program

5.4 Training Program

Section (iv) (d) of the Order requires the El Toro Water District to provide training on a regular basis for staff in sanitary system operations and maintenance, and require contractors to be appropriately trained.

5.4.1 Compliance Summary. ETWD's collection system maintenance staff currently participates in the CWEA certification program for collection workers, Grades I through IV.

All of the District's field operations staff is regularly trained on the guidelines and principles described in the Districts Sewer System Management Plan, Sanitary Sewer Overflow Prevention Plan, and Sewer Spill Response Plan.

5.5 Inventories

Section (iv) (e) of the order requires the District provide equipment and replacement part inventories, including identification of critical replacement parts.

5.5.1 Compliance Summary. The District maintains adequate inventory of repair parts for the collection system piping. These parts typically include, pipe of various sizes and materials, repair clamps and other miscellaneous material necessary to position the District to effect immediate scheduled or emergency repairs.

The District also maintains an inventory of spare parts for each sewer lift station. The critical spare parts inventory includes one spare pump and motor for each lift station, spare flexible discharge piping and clamps for the submersible lift stations and spare drive shafts for the lift stations with drive shafts.

CHAPTER 6 – DESIGN AND PERFORMANCE PROVISIONS

The Order requires the Enrollee to maintain

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

6.1 Compliance Summary

The standards, specifications and procedures exist and are available for review at the District's Engineering office. All past and current work has been guided by these various standards and specifications that are on file and subject to change as needed. Major projects are guided and defined by specific project plans and specifications developed by design engineers under contract to the District.

6.2 Compliance Documents

The documents used for design and performance evaluations include the following:

- Standard Specifications for Construction of Water and Sewer System Facilities

6.3 Roles and Responsibilities

The positions, roles, and responsibilities of the Design and Performance staff are as follows:

Inspector – The District Inspector reports to the Principal Engineer. The District Inspector is responsible for ensuring compliance with the District's Standard Specifications for the construction of any new sewer facilities.

Principal Engineer – The Principal Engineer is responsible for the oversight of the inspection process as well as any appropriate updates to the Standard Specifications. The Principal Engineer also coordinates any contractual work by engineering consultants or outsourced inspectors.

Engineering Associate – The Engineering Associate, under the direction of the Principal Engineer, prepares updates to the text or drawings that comprise the Standard Specifications.

CHAPTER 7 – OVERFLOW EMERGENCY RESPONSE PLAN

Under the Order, 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 shall 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 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.

7.1 Compliance Summary

The El Toro Water District response to SSOs is guided and defined by the ETWD Sewer Spill Response Plan (SSRP). The SSRP is updated periodically as necessary with the most recent update occurring in October, 2017. A complete update of the SSRP will be completed by early 2021.

The SSRP includes detailed notification and response procedures. A copy of the SSRP has been distributed to each District employee that has the potential to participate in the response to an SSO. ETWD staff are trained on the policies and procedures described in the SSRP when they are hired. On-going training of all staff is conducted whenever the SSRP is updated.

The primary responders are notified immediately in the event of an SSO. Such notification typically comes from the automatic dialer component of the SCADA system for pump station failures or from customer calls. Notification of after-hours emergency customer calls is made to the on-call person immediately by the ETWD voicemail system.

7.2 Compliance Documents

The compliance documents are as follows:

- Sewer Spill Response Plan

7.3 Roles and Responsibilities

The positions, roles, and responsibilities are defined in the SSRP and are summarized as follows:

Primary On-Call Person – The District has four highly trained employees on call at all times.

The primary on-call person is typically the first to respond to an afterhours SSO. The District's primary on-call personnel are trained in the tenets of the Sewer Spill Response Plan. The personnel who stand call as the Primary On-Call person are equally likely to participate in any normal hours SSO response.

Secondary On-Call Person – The secondary on-call person is a Foreman or Crew Chief on-call to back up and supervise the primary on-call person. During an after-hours SSO the secondary on-call person functions as the on-site supervisor assuming primary management and coordination of all emergency response actions and reports. The Foremen or Crew Chiefs who stand call as the secondary on-call may also serve as the on-site supervisor during a normal hours SSO response.

Collections System On-Call Person – A member of the collections system maintenance department is also on-call at all times. The primary on-call person will notify the collections system on-call person in the event of an SSO. The collections system on-call person will respond with the appropriate maintenance and/or containment equipment.

Wastewater Operator On-Call Person – A Wastewater Treatment Plant Operator is also on-call and can provide assistance to sewer related emergencies when needed. Several of the wastewater operators have previous collections experience, allowing them to actively participate in any line clearing event by operating the hydro-cleaners or sewer vacuators.

Compliance Program Coordinator – The Compliance Program Coordinator and Operations Superintendent are also notified in the event of any SSO. The Compliance Program Coordinator will coordinate and verify all reporting procedures, as defined in the SSRP, are carried out and all regulatory requirements are met.

CHAPTER 8 – FATS, OILS, AND GREASE CONTROL PROGRAM

Under the Order, the El Toro Water District is responsible for preparing and implementing a fats, oil and grease (FOG) source control program to reduce the amount of these substances discharged to the sanitary sewer system. The plan shall include the following:

- (a) An implementation plan and schedule for a public education outreach program that promotes the 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 mechanical grease removal devices 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 that is subject to FOG blockages.

8.1 Compliance Summary

The El Toro Water District has a long history of operating a FOG Control Program. ETWD initiated FOG Control Activities in 1991 to prevent FOG related blockages and SSOs. The District conducts annual inspections of over 200 FSEs within the District service area and requires grease interceptors, or other mechanical grease removal devices, where appropriate, for new construction of FSEs.

ETWD also conducts an aggressive maintenance program of the sewer collection system in order to mitigate the impacts of FOG that does enter the system. The maintenance program, defined in more detail in SSOPP includes an extensive high frequency (Hot Spots) cleaning program consisting of 54 different Hot Spots.

While no SSO is acceptable, the relatively small number of FOG related SSOs experienced in the ETWD service area is a testament to the effectiveness of ETWD's existing maintenance program and the FOG Control and Source Control Programs. The District Board of Directors adopted the Fats, Oils & Grease Control Regulations Applicable to Food Service Establishments in December,

2004. At the same time, the District developed a FOG Control Program Operations Manual to serve as a guide to the implementation of the Board adopted FOG regulations.

ETWD's existing multi-faceted FOG program, including both FOG control and system maintenance, has been extremely successful in minimizing the number of FOG related SSOs as well as the associated volume of the overflows. During the period of this update, from January 1, 2014 through December 31, 2019 the District has experienced 7 FOG related SSOs. Of the 7 FOG related SSOs, only 2 were public with the other 5 being private lateral sewer discharges.

The FOG Control Program is based on ETWD's historical FOG control activities and the requirements of the WDR. This program integrates various elements into the program to accomplish the goal. These key elements of the program are: sewer line maintenance activities; FOG Control Regulations; a Permit and inspection process to minimize the discharge of FOG from FSEs; an educational outreach program to minimize the discharge of FOG from multi-family housing and single family homes; and the District's Waste Discharge Pretreatment and Source Control Program for discharge of FOG from the limited industrial sector served by the District. Further detail about the program may be found in the text of the regulations or in the FOG Control Program Manual.

8.2 Compliance Documents

The FOG control program activities are documented under the following ordinances, reports, and studies:

- Fats, Oils & Grease Control Regulations Applicable to Food Service Establishments, Schedule 7-S of the El Toro Water District Rules and Regulations, adopted December 23, 2004.
- FOG Control Program Operations Manual
- Hot Spots Program Manual

8.3 Roles and Responsibilities

The positions, roles, and responsibilities of the staff in the FOG control program are as follows:

Collection System Supervisor/Industrial Waste Inspector – The Collections System

Supervisor/Industrial Waste Inspector bears the primary responsibility for implementation and enforcement of the FOG Control Program. The Collection System Supervisor/Industrial Waste Inspector performs annual and semi-annual inspections of FSE's, or more frequently when needed, coordinates the FSE permitting program, reviews and comments on plan check submittals to assess the need for grease control devices, coordinates public outreach and education relative to FOG and monitors the effectiveness of the Hot Spot program.

CHAPTER 9 – SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

As prescribed by the Order, the El Toro Water District is required to prepare and implement a capital improvement plan 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 above to establish appropriate design criteria; and
- (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term capital improvement plan to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The capital improvement plan may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The capital improvement plan 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 plan. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements.

9.1 Compliance Summary

The El Toro Water District has performed a detailed hydraulic analysis of the entire sewer collection system. The ETWD Master Plan analysis determined that the existing collection system has adequate capacity to accommodate existing and future flows. No capacity enhancement projects are necessary at this time. The District will continue to evaluate the system to assess capacity, development and infrastructure replacement requirements.

Compliance with the specific requirements of the Order are described as follows:

9.1.1 Evaluation. Other than an isolated incident resulting from an extended duration *El Nino* event the El Toro Water District has never had an SSO resulting from I&I or insufficient capacity in the collection system. The evaluation of the ETWD collection system cannot, therefore, be based on analysis of previous SSOs. Instead, the District completed a detailed analysis of the entire collection system as part of an update to the ETWD Master Plan. A hydraulic model of the collection system was constructed and calibrated by multiple sewer flow meters to evaluate the capacity of the system and to identify any portions of the collection system that could experience or

contribute to an SSO discharge caused by hydraulic deficiency. Included in the hydraulic model are estimates of peak flows, flows from potential redevelopment within the ETWD service area and flows from anticipated wet weather events. The model shows that the ETWD sanitary sewer system contains sufficient capacity to accommodate current and projected future average and peak flows. The Sanitary Sewer System will continue to be analyzed on an ongoing basis with model updates.

9.1.2 Design Criteria. The ETWD Master Plan defines design criteria for the sewer collection system including peaking factors, I&I factors, slope, depth to diameter ratios and velocity criteria.

9.1.3 Capacity Enhancement Measures. The El Toro Water District, after a detailed analysis of the capacity of the collection system, has identified no hydraulic deficiencies that require capacity enhancement. The District will continue to evaluate the system and potential development to ensure sufficient capacity is maintained.

9.1.4 Schedule. This plan will be updated as necessary. The updates will describe any significant changes in proposed development or in hydraulic capacity of the system that may generate capacity enhancement projects.

9.2 Compliance Documents

The documents used for system evaluation and capacity assurance are as follows:

- Water and Sewer Master Plan, Final Report
- CRRP 5-Year

9.3 Roles and Responsibilities

The on-going evaluation of system capacity and the CRRP development, implementation, and update is the responsibility of the Principal Engineer.

CHAPTER 10 – MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

The Order requires the Enrollee to:

- (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.

10.1 Compliance Summary. The El Toro Water District continues to monitor the implementation of the SSOPP and each element of the SSMP. The following mechanisms are used in various forms to document and monitor the maintenance of the sanitary sewer system:

- CMMS Work Orders – CMMS Work Orders are used by ETWD maintenance personnel to document maintenance activities including:
 - Sewer Lift Station Maintenance Activities
 - CCTV Identified Repair Sites
 - Documentation of Sewer Repairs
- TV & Mainline Repair Report – Log describing sewer repair program including:
 - Repair Locations
 - Repair Priorities
 - Date Deficiency Identified
 - Date Repair Completed
 - Overall Production Status
- CCTV Logs – Documentation of daily production for the CCTV Inspection Program
- Line Cleaning Logs – Documentation of daily production for:
 - Sewer Line Cleaning
 - High Frequency Cleaning (Hot Spots)
 - Root Abatement
- Collection System Activity Report – Provides an overall summary of the collection system maintenance program on a monthly basis.
- FOG Inspection Reports – Monthly reports of inspections conducted by the Collections Supervisor/Industrial Waste Inspector including individual inspection reports and monthly summary.
- Unauthorized Sewer Discharge Summary – The District maintains an on-going summary log of SSOs on a monthly basis including, but not limited to, dates, locations, causes and volumes. The summary allows the District to identify and respond to any SSO trends.

CHAPTER 11 – SSMP PROGRAM AUDITS

As a part of the SSMP, the El Toro Water District 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 including identification of any deficiencies in the SSMP and steps to correct them.

11.1 Compliance Summary

The El Toro Water District has an internal audit program that will be expanded to cover the WDR program and its elements. Internal audits were conducted prior to the final submittal of the final SSMP to ensure that it meets all requirements. The last internal audit for 2012-2013 was completed in October 2014.

The Collections Supervisor/Industrial Waste Inspector will conduct agency-wide internal audits. The audits will include evaluation of monthly production, attainment of goals and compliance with the policies and procedures defined in the SSOPP and referenced herein. Strategies to correct any identified deficiencies will be developed and implemented.

11.2 Compliance Documents

The documents used for audit evaluations include the following:

- Month End Logs and Reports
- SSO Log

11.3 Roles and Responsibilities

The positions, roles, and responsibilities of the audit staff are as follows:

The Collection System Supervisor/Industrial Waste Inspector will be responsible for audits to verify the implementation and success of the SSMP.

CHAPTER 12 – COMMUNICATIONS

The Order requires the discharger to communicate on a regular basis with interested parties on the implementation and performance of the SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

12.1 Compliance Summary. The El Toro Water District will communicate on a regular basis with any interested parties on the implementation and performance of this SSMP. The communication program will allow any interested parties to provide input as the program is developed and implemented.

ETWD Staff prepares and submits a monthly Collection System Activity Report to the District Board of Directors included in the Board package at monthly public meetings. The report identifies production for line cleaning, CCTV inspection and root abatement.

The El Toro Water District submits a report to the SWRCB for each occurrence of SSOs. In those months that no spill occurs the Operations Superintendent generates a “No Spill Certification” on the California Integrated Water Quality System (CIWQS) website.

The SSMP will be posted on the District’s website to allow the public access for review and input of the plan documents.

12.2 Compliance Documents

- Collection System Activity Report
- SSO Report Form
- SSMP

12.3 Roles and Responsibilities

The positions, roles, and responsibilities of the communications staff are as follows:

The Collections Crew Chief prepares and submits the data included in the Collection System Activity Report on a monthly basis.

The Operations Superintendent is responsible for the reporting of SSOs or the certification that no SSO has occurred.

APPENDIX A

STATE WATER RESOURCES CONTROL BOARD
Order No. 2006-0003 -DWQ

Statewide General Waste Discharge Requirements
for Wastewater Collection Agencies

**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

<u>Task and Associated Section</u>	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 30days 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



Song Her
Clerk to the Board

APPENDIX B

STATE WATER RESOURCES CONTROL BOARD

Order No. WQ 2013-0058-EXEC

**Statewide General Waste Discharge Requirements
for Wastewater Collection Agencies**

MONITORING AND REPORTING PROGRAM (MRP)

STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.
5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.

¹ Available for download at:

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wgo/wgo20060003.pdf

² Cal OES Hazardous Materials Spill Reports available Online at:

[http://w3.calema.ca.gov/operational/malhaz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/malhaz.nsf/$defaultview) and
<http://w3.calema.ca.gov/operational/malhaz.nsf>

8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re- designing the CIWQS3 Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program⁴ objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on September 9, 2013.

8/6/13

Date


Thomas Howard
Executive Director

³ California Integrated Water Quality System (CIWQS) publicly available at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

⁴ Statewide Sanitary Sewer Overflow Reduction Program information is available at: http://www.waterboards.ca.gov/water_issues/programs/ssr/

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM FOR 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 2006-0003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of <u>any volume</u> resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none">• Reach surface water and/or reach a drainage channel tributary to a surface water; or• Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee's sanitary sewer system failure or flow condition that <u>do not</u> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sewer Overflow (SSO) definition]
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems <u>within a privately owned sewer lateral</u> connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <u>voluntarily</u> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

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

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

RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none">• SSO event records.• Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.• Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.• Collection system telemetry records if relied upon to document and/or estimate SSO Volume.	Self-maintained records shall be available during inspections or upon request.
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B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).

4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. **REPORTING REQUIREMENTS**

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a “Username” and “Password” by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.
3. **SSO Categories**
 - i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
 - ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee’s sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
 - iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.
4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**
 - i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.

- b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.
- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.

- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

The enrollee shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- i. **Causes and Circumstances of the SSO:**
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.

- e. Copies of original field crew records used to document the SSO.
- f. Historical maintenance records for the failure location.

ii. **Enrollee's Response to SSO:**

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

iii. **Water Quality Monitoring:**

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

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

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

- a. **Draft Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
 1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.

16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a:
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
 10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.

- d. **Certified Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
 1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
 1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. **SSMP Availability**

The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

- a. Submit an **electronic** copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
 - a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.

- ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
 4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.


F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.
5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Resources Control Board.

7/30/13
Date


Jeanine Townsend
Clerk to the Board

APPENDIX C

STATE WATER RESOURCES CONTROL BOARD

Order No. WQ 2013-0058-EXEC

**Statewide General Waste Discharge Requirements
for Sanitary Sewer Systems**

FACT SHEET



Fact Sheet

STATE WATER RESOURCES CONTROL BOARD | 1001 I Street, Sacramento, CA 95814 | Mailing Address: P. O. Box 100, Sacramento, CA 95812-0100 | www.waterboards.ca.gov

AMENDED MONITORING AND REPORTING PROGRAM FOR THE STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

BACKGROUND

Water Code section 13193 (2001, A.B. 285) requires the State Water Resources Control Board (State Water Board) and Regional Water Quality Control Boards (collectively Water Boards) to gather comprehensive and specific Sanitary Sewer Overflow (SSO) information. Water Code section 13193 also requires the Water Boards to make available to the public information including but not limited to the cause, estimated volume, location, date, time, and duration of the SSO; whether the SSO reached or may have reached surface waters; the response and corrective action taken by the collection system owner or operator (hereafter, Enrollee) for each SSO event; and the contact information for each Enrollee.

On May 2, 2006 the State Water Board adopted Water Quality [Order 2006-0003-DWQ](#), “[Statewide Waste Discharge Requirements for Sanitary Sewer Systems](#)” (hereafter, SSS WDRs) to address Water Code section 13193 requirements and develop the framework for the statewide Sanitary Sewer Overflow Reduction Program. The SSS WDRs’ Monitoring and Reporting Program (MRP) includes specific SSO notification and reporting and record keeping requirements to meet SSO reporting requirements in the Water Code and facilitate compliance monitoring and enforcement for violations.

The State Water Board Executive Officer issued a revised MRP for the SSS WDRs on February 20, 2008 to rectify notification deficiencies that occurred early in program implementation and to ensure that first responders (e.g., Water Boards, California Office of Emergency Services, and County Health Departments) are notified in a timely manner for SSOs discharged to surface waters. Based on over six years of implementation of the SSS WDRs, the State Water Board concluded that the February 20, 2008 revised MRP is no longer adequate to advance the Sanitary Sewer Overflow Reduction Program objectives, assess compliance, and enforce the requirements of the SSS WDRs.

Following its January 24, 2012 workshop with stakeholders for the review and update of the SSS WDRs, the State Water Board directed staff to review and evaluate the existing monitoring and reporting requirements and prepare an amended MRP for the Executive Director’s issuance. Staff worked with the key stakeholders (e.g., California Association of Sanitation Agencies) to revise the monitoring and reporting requirements. State Water Board staff distributed the draft versions of the MRP to all stakeholders registered on the Lyris e-mail list for the Sanitary Sewer Overflow Reduction Program, solicited comments on the draft versions of the MRP in January and March 2013, and considered all comments received in developing the final revised MRP.

INSPECTION AND AUDIT FINDINGS

Since January 2007, numerous violations of the SSS WDRs have been documented by the Water Boards through data review, compliance monitoring, and onsite inspections. The most common violations related to the MRP that the Water Boards have documented are:

- Failure to properly estimate and report SSO volumes discharged and recovered [violation of section G of the SSS WDRs]
- Failure of the Enrollee to comply with all minimum MRP record keeping requirements [violation of section G of the SSS WDRs]
- Failure of the Enrollee to implement feasible alternatives and actions necessary to identify and correct problems causing SSOs [violation of subsection D.6 of the SSS WDRs]
- Unauthorized use of legally responsible official's SSO Online Database login password and electronic signature; [violation of section J of the SSS WDRs]
- Failure of the Enrollee to develop and/or implement an Overflow Emergency Response Plan to ensure 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 accelerated or additional monitoring necessary to determine the nature and impact of the SSO [violation of subsection D.13(vi) of the SSS WDRs]
- Failure of the Enrollee to implement required training for sewer system operators and contractors [violation of subsections D.13(iv) and D.13(vi) of the SSS WDRs]

Amendments made to the MRP in Order 2013-0058-EXEC address these and other issues that have become apparent in the implementation of the SSS WDRs in over six years.

MONITORING AND REPORTING PROGRAM AMENDMENTS

State Water Board staff and other members of the Data Review Committee reviewed the current SSS WDRs reporting requirements as part of the SSS WDRs review and update process. The Data Review Committee is open to all stakeholders. Consequently, enrollees, non-governmental organizations, and other agencies have participated. As a result of this process, new reporting requirements have been developed that address the compliance and enforcement issues noted above and improve the quality and usefulness of SSO data collected.

While the proposed changes streamline the reporting process overall, some fields have been added to the reports. These additions address critical information gaps in the current reporting that have been identified both internally and by stakeholders.

For example, many enrollees have noted that we need to be able to separate sewer lateral spills from spills occurring in other asset types like main lines or pump stations. The "where did the failure occur" question on the electronic spill report form was not a required field in the original or revised 2008 MRP. Many SSO reports do not have this information, thus, we cannot differentiate lateral spills from main line, pump station, or other types of spills. This is one example of the additions in the required data entry that have been addressed in the 2013 MRP revisions.

The following is a summary of major changes made to the existing MRP (Order 2008-0002-EXEC) and incorporated in the final revised MRP (Order 2013-0058-EXEC):

1. Change in Notification Requirement for spills that reach surface water:
 - Three notification calls were required (California Office of Emergency Services, Regional Water Quality Control Boards, and local Health Departments). Required notification has been changed to call California Office of Emergency Services (Cal OES) only since Cal OES notifies the Regional Water Quality Control Boards and local Health Departments when a spill notification is received.
 - Elimination of requirement to submit a certification to Regional Water Quality Control Boards within 24 hours of making notification calls.
 - Alignment of notification requirement with California Code of Regulations section 2250, Reportable Quantity of Sewage, by requiring notification calls for only spills of 1,000 gallons or more. Notification of Cal OES was required for all spills to surface water.
 - Addition of requirement to update Cal OES when there are substantial changes to previously reported spill volume estimates or impacts.
2. Defined new spill categories and refined spill report fields:
 - Replacement of spill Categories 1 and 2 with Categories 1, 2, and 3. Spills are now classified as follows:
 - Category 1 – Spills of any volume that reach surface water
 - Category 2 – Spills greater than or equal to 1,000 gallons that do not reach surface water
 - Category 3 (formerly Category 2) – Spills less than 1,000 gallons that do not reach surface water

All spills to surface water will be in a distinct category with this change. Spill reporting fields were refined and streamlined with stakeholder input.
3. Addition of requirement to submit a technical report within 45 days of the end date for spills to surface water over 50,000 gallons.
4. Addition of requirement for all Permit enrollees to develop a Water Quality Monitoring plan to be implemented within 48 hours after initial notification for spills where 50,000 gallons or more reach surface water.
5. Addition of requirement for Permit enrollees to submit an electronic copy of their Sewer System Management Plan (SSMP) or provide the web address where their SSMP is posted.
6. Addition of enhanced record keeping requirements.
7. Elimination of requirement to certify Private Lateral Sewer Discharge reports.
8. Addition of a 120-day time limit for amending and re-certifying spill reports.

SEWER SYSTEM MANAGEMENT PLAN

REDLINE

EL TORO WATER DISTRICT

SEWER SYSTEM MANAGEMENT PLAN

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

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



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APPENDICES

Appendix A State Water Resources Control Board Order No. R8-2025-0023
Statewide General Waste Discharge Requirements for Wastewater Collection
Agencies

Appendix B State of California Water Resources Control Board Order No. WQ2013-0058
EXEC. - Monitoring & Reporting Program For Statewide General Waste Discharge
Requirements for Sanitary Sewer Systems
~~Order No. 2006-0003 - Fact Sheet~~

Appendix C ~~State of California Water Resources Control Board Order No. WQ2013-0058~~
~~EXEC. - Monitoring & Reporting Program For Statewide General Waste Discharge~~
~~Requirements for Sanitary Sewer Systems~~ Order No. WQ200613-000358 - Fact Sheet

ABBREVIATIONS / ACRONYMS

AB	Assembly Bill
BMP	Best Management Practice
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CFRRP	Capital Facilities Replacement and Refurbishment Plan
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
ERP	Emergency Response Plan
ETWD	El Toro Water District
FOG	Fats, Oils, and Grease
I/I	Infiltration and Intrusion
MRP	Monitoring and Reporting Program
O&M	Operation and Maintenance
OCHCA	Orange County Health Care Agency
OES	Office of Emergency Services
Order	SWRCB Order No. 2006-0003-DWQ
Order (MRP)	California Integrated Water Quality System W.Q. 2013-0058-EXEC
PM	Preventative Maintenance
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SOP	Standard Operating Procedure <u>or</u> Standard Maintenance Procedure
SSO	Sanitary Sewer Overflow and any sewer spill or overflow of sewage
SSMP	Sewer System Management Plan
SSRP	Sewer Spill Response Plan
SSOPP	Sanitary Sewer Overflow Prevention Plan
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements
WRP	Wastewater Recycling Plant

EXECUTIVE SUMMARY

Regulatory Background

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003, Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. This Order requires that owners of wastewater collections systems with more than one mile of pipeline have in place a Sewer System Management Plan (SSMP) to comply with the terms of this Order, which is to reduce the number and severity of Sanitary Sewer Overflows (SSO's), to audit the program every two years, and update the SSMP every five years.

On February 20, 2008, the State Water Resources Control Board adopted Order No. 2008-0002-EXEC, amending the monitoring and reporting requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSO's discharged into waters of the state.

On September 9, 2013, the State Water Resources Control Board adopted Order No. 2013-0058-EXEC, which amends the Monitoring and Reporting Program (MRP) for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, by adding a third sanitary spill category. In prior versions of the MRP, SSO's have been categorized as Category 1 or Category 2. This MRP implemented changes to SSO categories by adding a Category 3 SSO type. This change improved data management and notification requirements.

The ~~This~~ Districts Sewer System Management Plan (SSMP) addresses the prevention and cleanup of sanitary sewer overflows (SSO's). All ~~wastewater~~ ~~sewage~~ collection agencies, with more than one mile of pipe are required to comply with the; State Water Resources Control Board (SWRCB) Order No. ~~2006-0003-DWQ, R8-2015-0023 for Region 8 and R9-2007-005 for Region 9,~~ on Statewide General Waste Discharge Requirements for ~~Sanitary Sewer Systems~~ ~~Wastewater Collection Agencies~~. The purpose of the Order is to prevent SSO's, and to provide a plan and schedule for measures to be implemented to prevent SSO's, as well as measures to effectively clean up and report any spills.

The Order requires that each agency properly fund, manage, operate, and maintain the sewage collection system for which it is responsible. The El Toro Water District (ETWD) is required, as an "Enrollee" by the Order, to use trained staff (and/or contractors) possessing adequate knowledge, skills, and abilities to complete necessary collection system work and maintenance.

The essence of this Order is:

- ETWD must proactively manage the sanitary sewer system it operates in a way that prevents SSOs.
- To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP) in compliance with the Order.
- The Enrollee must comply with all conditions of the Order. Any noncompliance with the Order constitutes a violation of the California Water Code and is grounds for SWRCB enforcement action.

This SSMP report is organized to correspond to the sections of the Order. The report consists of 12 chapters. In general, each chapter begins with a summary of Order requirements, followed, where appropriate, by these subsections:

- Compliance Summary – A description of how compliance was achieved
- Compliance Documents – A listing of source documents that support compliance
- Roles and Responsibilities – A listing of relevant staff roles and responsibilities

CHAPTER 1 – PROHIBITIONS AND PROVISIONS

This chapter describes the sewage discharge prohibitions and fifteen provisions prescribed in the Order.

1.1 Prohibitions

The Order provides that:

- Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
- 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 grounds for enforcement action.

1.2 Provisions

The Enrollee must meet the following fifteen provisions:

1. The Enrollee must comply with all conditions in the Order. Any noncompliance with the 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 via the California Integrated Water Quality System (CIWQS) in accordance with the SWRCB Order No. 2013-0058 EXEC.
 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 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 professional, 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) Goals
 - (ii) Organization
 - (iii) Legal Authority
 - (iv) Operation and Maintenance Program
 - (v) Design and Performance Provisions
 - (vi) Overflow Emergency Response Plan
 - (vii) FOG Control Program
 - (viii) System Evaluation and Capacity Assurance Plan
 - (ix) Monitoring, Measurement, and Program Modifications
 - (x) SSMP Program Audits
 - (xi) Communications Program
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.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database (CIWQS) 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 (CIWQS) SSO Database and mail the form to the State Water Board, as described above.

CHAPTER 2 – GOALS

This chapter describes the goals of the SSMP. The El Toro Water District is required to comply with the “State Water Resources Control Board, Order No. 2006-0003-DWQ” (Order) on General Waste Discharge Requirements for Sewage Collection Agencies, including the adopted amendments, Order No. 2008-0002-EXEC, amending the monitoring and reporting requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems and Order No. 2013-0058-EXEC, which amends the Monitoring and Reporting Program (MRP) for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

2.1 Purpose

The purpose of the Order is to prevent SSOs. ETWD is required to prepare and maintain the SSMP to support this purpose.

The District shall properly fund, manage, operate and maintain, with adequately trained staff and/or contractors possessing adequate knowledge, skills and abilities, as demonstrated through a validated program at all times, all parts of the sewage collection system owned and/or operated by the discharger.

2.2 Goals

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.

As required by the SWRCB, a copy of the Order is maintained at appropriate locations, ~~(including the offices of the Director of Operations Superintendent & Engineering, the office of the Technical Regulatory Analyst/Compliance Program Coordinator, Collection System Manager and the office of the Collection System Supervisor/Industrial Waste Inspector.)~~ and is available to sanitary sewer system operating and maintenance personnel at all times. A copy of the Order is included as **Appendix A** of this SSMP.

2.3 About This Document

The El Toro Water District has prepared and ~~revised~~updated this SSMP to ensure compliance with the State Order. The SSMP provides a general description of how ETWD complies with the various provisions of the Order and provides references to supporting documents. Generally, the support materials are not physically included in the SSMP. References will be provided within the SSMP that identifies the appropriate support materials.

CHAPTER 3 – ORGANIZATION

This chapter describes El Toro Water District's organization and chain of communication.

3.1 Authorized Representative

The Order requires the SSMP identify the name of the responsible or authorized representative as described in Section J of the Order. Section J requires:

- (i) All reports required by the 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 below.
- (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.

The authorized representative for the El Toro Water District, in compliance with the requirements of the Order, is the District's General Manager, ~~Robert Hill~~[Dennis Cafferty](#).

3.2 Management, Administrative and Maintenance Positions

The Order requires that the SSMP include 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.

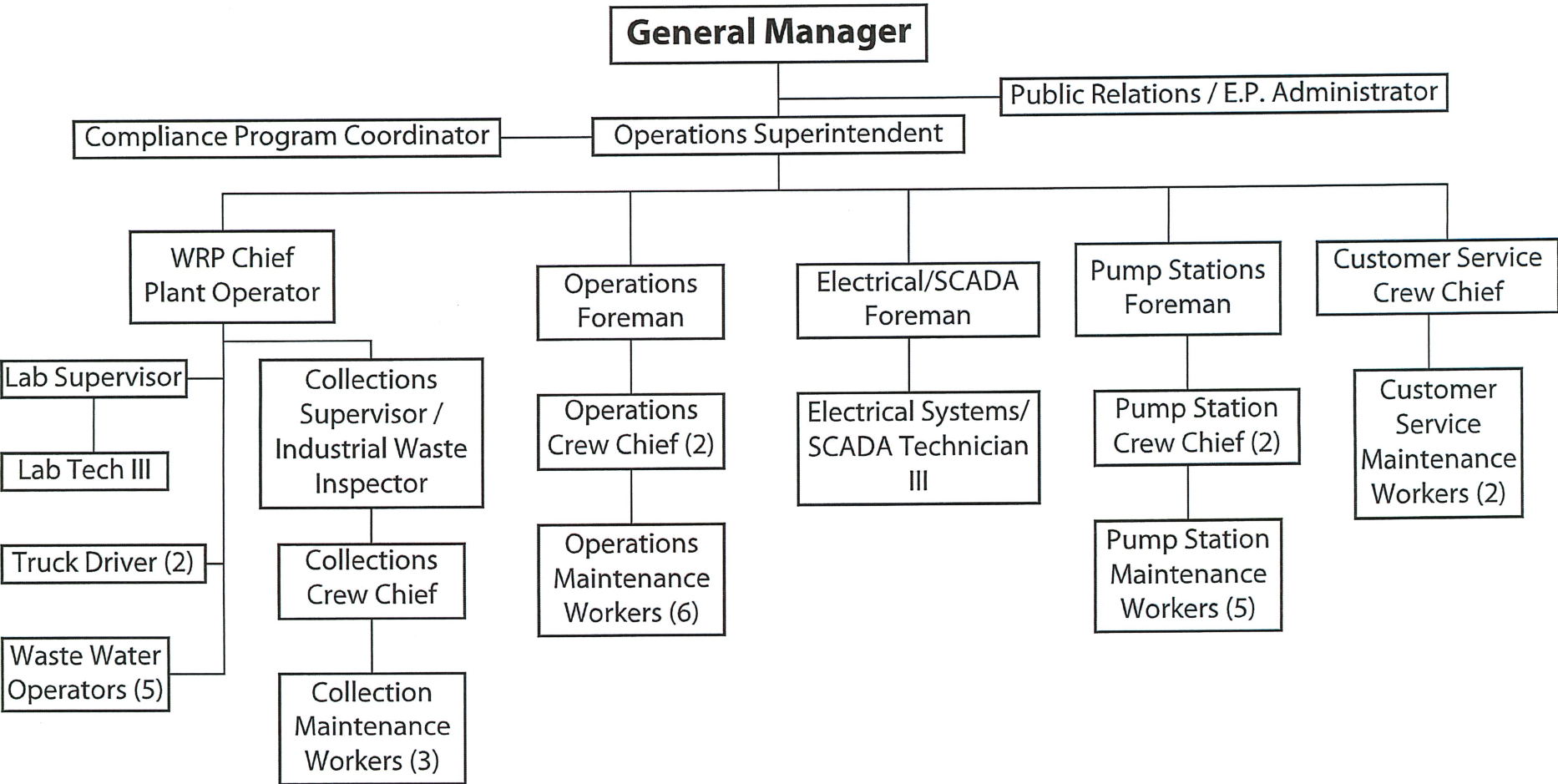
3.2.1 Compliance Summary. The currently staffed positions are described in this section. The positions described provide sufficient staffing to operate the sanitary sewer system on a sustainable basis, and to comply with all requirements of this Order.

3.2.2 Compliance Documents. The organization chart described in Figure 3-1 details the filled positions of the ETWD organizational structure.

3.2.3 Roles and Responsibilities. The high maintenance standards imposed on each of the various components of the ETWD collection system are fulfilled by several departments within the ETWD Operations Department. The ~~Director of Operations~~ [Superintendent & Engineering](#) oversees the cooperative efforts of each ~~of the following~~ departments, [as indicated on the following Collection System Maintenance Organization Chart.](#)

EL TORO WATER DISTRICT COLLECTION SYSTEM MAINTENANCE ORGANIZATION CHART

Revised September 2020



Industrial Waste/FOG Control Department: ~~—The Collections System Supervisor/Industrial Waste Inspector also serves as the FOG Control Manager, and reports to the Chief Plant Operator. The Collections System Supervisor/Industrial Waste Inspector is charged with the maintenance and enforcement of the ETWD Pretreatment program, the ETWD Fats, Oils and Grease (FOG) program and ETWD standards.~~

Collections System Maintenance Department: ~~—The Collections System Maintenance Department, is, is also headed by the Collection System Supervisor Collections System Supervisor/Industrial Waste Inspector; reports to the Technical Regulatory Analyst/Collection System Manager.—The Collections System Maintenance Department performs the actual maintenance of the sewer collection system including line cleaning, CCTV inspection, root abatement and response to customer sewer complaints.~~

~~**Industrial Waste/FOG Control Department:**—The Industrial Waste Inspector/FOG Control Manager reports to the Technical Regulatory Analyst/Collection System Manager. The Industrial Waste Inspector/FOG Control Manager is charged with the maintenance and enforcement of the ETWD Pretreatment program, the ETWD Fats, Oils and Grease (FOG) program and ETWD standards.~~

Pump Stations Department: ~~—The Pump Stations Department is;~~ headed by the Pump Stations Foreman, who reports directly to the ~~Director of Operations & Engineering~~ Operations Superintendent. The Pump Stations Department performs all preventative and corrective maintenance on the ETWD sewage lift stations.

~~**Operations Department**~~ **Operations Department:** ~~—The Operations Department is, headed by the Operations Foreman, who reports directly to the Director of Operations & Engineering~~ Operations Superintendent. The Operations department performs all repair work on sewer force mains, gravity collection system piping and sewer laterals.

Standby Personnel: The District maintains a system of standby or “On-Call” personnel to deal with collection system issues after normal business hours. At all times four trained ETWD personnel are on call to provide 24 hour response to any collection system or Water Recycling Plant problem. The first of the four is a representative from the Collections System Maintenance Department who is “On-Call” primarily to respond to SSOs. Two other “On-Call” personnel include the “Primary” On-Call person and the “Secondary” On-Call person. The person serving as the Primary is a representative from either the Pump Stations ~~Department~~ Division ~~Department~~ or, the Electrical/SCADA Division ~~Department~~, the Operations ~~Division~~ Department ~~Department~~, or the Customer Service Field Division ~~Department~~. The ETWD SCADA System is capable of immediate notification ~~of~~ to the Primary On-Call person in the event of an alarm at any of the District’s Sewer Lift Stations. The Primary On-Call person is responsible to respond to any SCADA generated alarm or customer complaint after normal business hours. The Secondary On-Call person is a Foreman or Crew Chief ~~supervisor~~ from one of either the Field Operation Divisions ~~departments mentioned above.~~ Pump Stations Department or the Operations Department. The Secondary serves as a backup to the Primary and will respond either to assist the Primary On-Call person, or in the unlikely event the Primary On-Call person is unable to respond, the Secondary On-Call person will take the lead. The final On-Call Person is a certified Wastewater Operator ~~assigned on standby~~ to respond to problems or alarms generated at the Water Recycling Plant.

3.2.3.1 ~~Contact Information~~ Contact Information. ~~– The Order~~ ~~The – requires~~ ~~Order – the requires~~ ~~SSMP~~ ~~the SSMP to identify~~ ~~– names~~ ~~identify~~ ~~– and~~ ~~names~~ ~~– telephone~~ ~~and telephone~~ numbers for management, administrative and maintenance positions responsible for implementing specific measures in the SSMP Program. The names and phone numbers for the positions identified above are [as follows](#):

Position	Name	Telephone Number
General Manager	Dennis Cafferty	(949) 837-7050, ext. 223
Operations Superintendent	Rick Olson Scott Hopkins	(949) 837-7050, ext. 217
Chief Plant Operator	Mark Pade	(949) 837-7050, ext. 103
Collection System Supervisor	Ralph Palomares	(949) 837-7050, ext. 104
Collection System Crew Chief	Edward Peterson	(949) 837-7050, ext. 115
FOG Control Manager	Ralph Palomares	(949) 837-7050, ext. 104
Industrial Waste Inspector	Ralph Palomares	(949) 837-7050, ext. 104
Foreman – Pump Stations	Troy Davis	(949) 837-7050, ext. 226
Foreman – Operations	Jeff Webster	(949) 837-7050, ext. 218

3.3 Chain of Communication

The SWRCB Order No. W.Q. 2013-0058-EXEC requires a specified chain of communications for all Categories of SSO reporting, 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.

3.3.1 Compliance Summary. The following describes the chain of communication for reporting SSOs. It starts with the receipt of a complaint or other information, and includes the ~~name and~~ title of the person responsible for reporting SSOs to the SWRCB, RWQCB, Orange County Health Care Agency (OCHCA), and State Office of Emergency Services (OES). Reporting to the OES is required for all discharges that could potentially reach any storm drain conveyance system and Waters of the State.

~~The following description is an excerpt from the ETWD Sewer Spill Response Plan.~~

When the District is notified of a possible sewage spill of any size, it is imperative that all information known about the spill and any potential impacts is communicated to the ~~Director of Operations Superintendent, and Engineering and the~~ Collection System ~~Manager Supervisor and the Compliance Program Coordinator~~ as soon as possible. The Sewer Complaint Form and the Field Supervisor Sewer Spill Report Form should be used to record information regarding a spill as soon as that information is received by the District. The sewer complaint form shall be distributed to the General Manager, ~~Director of Operations Superintendent and Engineering~~, Collection System ~~Manager Supervisor~~, ~~Compliance Program Coordinator~~ ~~Water Services Manager~~ and the Collection System ~~Crew Chief Supervisor~~. The ~~Director of Operations Superintendent & Engineering~~ shall notify the General Manager ~~and Assistant General Manager~~ of all sewer spills on the next working day. In the event of a major after-hours spill the ~~Director of Operations Superintendent & Engineering~~ shall notify the General Manager as soon as is practicably possible.

During normal working days and hours the individual designated as the On-Site Supervisor shall complete the Field Spill Report and submit it to the Operations Superintendent, Collection System ~~Supervisor~~Supervisor and the Compliance Program Coordinator~~Manager~~ on the same day as the occurrence. The Field Spill Report for spills which occur after normal work hours or on weekends shall be submitted to the Operations Superintendent, Collection System ~~Supervisor~~Supervisor and the Compliance Program Coordinator~~Collection System Manager~~ on the day after the occurrence or on the first scheduled workday immediately following the occurrence.

The On-Site Supervisor, or their designee is must contact, or one individual should be delegated by the On-Site Supervisor to be responsible for contacting; all necessary District personnel. _

Once the *essential* District personnel have been contacted, the required regulatory agencies must be contacted, based on the specific Spill Category requirements. In the event of any sewage spill the following agencies shall be contacted immediately. The On-Site Supervisor is responsible for verifying that all required~~these~~ agencies have been contacted by either calling them himself, or by delegating the task to someone else. Those agencies include the following:

Office of Emergency Services _____ (OES)
 Orange County Environmental Health Department (OCHD)~~verify~~
 CA
 California Regional Water Quality Control Board (CRWQCB)
 South Orange County Wastewater Authority (SOCWA)
Orange County Flood Control (OCHED)~~verify~~
Any impacted City

~~If the spill enters any storm drain facility the following agencies shall also be contacted immediately:~~

~~Office of Emergency Services _____ (OES)~~

It is ultimately the responsibility of the Collection System Manager~~Operations Superintendent~~ to ensure and verify the above described and any other appropriate contacts and notifications are made in a timely manner. The Collection System Manager~~Operations Superintendent~~ is also responsible for the preparation and submittal of the ensuing written report via the CIWQS on line database. ~~The position of Collections System Manager, as defined above, is currently held by Renzo Marin.~~

3.3.2 Compliance Documents. The chain of communication, as well as all applicable contact information, is defined in the ETWD Sewer Spill Response Plan.

3.3.3 Roles and Responsibilities. The roles and responsibilities of each chain (position) in the line of communications are described in detail in the ETWD Sewer Spill Response Plan.

CHAPTER 4 – LEGAL AUTHORITY

This chapter describes the legal authority to implement the SSMP plans and procedures.

The Order requires that each Enrollee must demonstrate, through sanitary sewer use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (a) ~~prevent~~Prevent illicit discharges into its sanitary sewer system;
- (b) ~~require~~Require that sewers and connections be properly designed and constructed;
- (c) ~~ensure~~Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District;
- (d) ~~limit~~Limit the discharge of fats, oils, and grease and other debris that may cause blockages;
~~and~~
And
- (e) ~~enforce~~Enforce any violation of its sewer ordinances.

4.1 Compliance Summary

This SSMP complies with the Order requirements for legal authority under the following enacted ordinances/resolutions or agency policies defined below.

The control of infiltration, the requirement that sewers and connections be properly designed and constructed and the requirement for testing and inspection of new lateral connections and bypass piping facilities are each legally enforced through Ordinance No. 2004-1 adopted by the El Toro Water District Board of Directors on April 22, 2004. Standards for construction and inspection of sewer facilities are maintained in the El Toro Water District Standard Specifications for Construction of Water and Sewer System Facilities.

Legal authority for control of fats, oil and grease was enhanced on December 23, 2004 when the Fats, Oils & Grease Control Regulations Applicable to Food Service Establishments were adopted by the Board of Directors.

Legal authority for the control of industrial waste or any wastewater discharge is provided by Ordinance ~~1997-2020-1, that was adopted by the Board of Directors on August 27, 2020,1, which was adopted by the Board of Directors on August 27, 2020, that establishes~~amending the El Toro Water District Waste Discharge Pretreatment and Source Control Program.

4.2 Compliance Documents

The legal authority for enacting the SSMP programs and policies are included in the following documents:

- Ordinance No. 2004-1 adopted April 22, 2004 - Ordinance of the Board of Directors of the El Toro Water District Providing for the Adoption of Rules and Regulations in Compliance with SWRCB Order No. 2006-0003-DWQ of the California State Water Resources Control Board.

- Fats, Oils & Grease Control Regulations Applicable to Food Service Establishments, Schedule 7-S of the El Toro Water District Rules and Regulations, adopted December 23, 2004.
- Ordinance No. ~~1997~~2020-1 adopted ~~in~~ on August 27, 19972020 – An Ordinance of Regulations for ~~the~~ Discharge of Wastewater to Facilities of the El Toro Water District.

4.3 Roles and Responsibilities

The roles and responsibilities for enforcement of the legal authority to enact the SSMP programs and policies are derived from acts of the District's governing Board of Directors. Interpretation of the enabling state legislation giving authority to the District is provided by the District's legal Counsel.

The El Toro Water District General Manager is specifically authorized by the above described Ordinances and Regulations to review, update and revise the District's SSOPP, Standard Specifications and FOG Control Program from time to time as ~~he~~ deems appropriate.

The following personnel are responsible for the implementation of the Sewer System Management Plan and the Enforcement of the District's construction Standards.

~~Director of Operations~~ Superintendent and Engineering – Maintains ultimate responsibility, under the oversight of the General Manager, for the operation and maintenance of the collection system and the sewage lift stations, installation of the infrastructure. ~~The Director of Operations & Engineering supervises the following personnel.~~

Principal Engineer – Maintains ultimate responsibility, under the oversight of the General Manager, for the installation of the infrastructure and maintenance of the Standard Specifications.

Compliance Program Coordinator – The Compliance Program Coordinator reports directly to the Operations Superintendent and is responsible for the reporting requirements associated with SSOs.

Collections System Supervisor/Industrial Waste Inspector~~Collection System Manager~~ – ~~The Collection System Manager reports to the Director of Operations and Engineering.~~ The Collections System Supervisor/Industrial Waste Inspector~~Collection System Manager~~ supervises the Collection System Supervisor Crew Chief and is responsible for verification that the policies and procedures defined in the District's SSOPP are implemented. The Collections System Supervisor/Industrial Waste Inspector is responsible for inspections and the enforcement of the District's FOG Rules and Regulations and performing inspections and enforcement of the pretreatment program. ~~Collection System Manager in his dual capacity as Technical Regulatory Analyst is also ultimately responsible for the reporting requirements associated with SSOs.~~

Collection System Supervisor Crew Chief – ~~The Collection System~~ Crew Chief~~Chief Supervisor~~ reports to the Collections System Supervisor/Industrial Waste Inspector~~Collection System Manager~~. The Collection System Supervisor Crew Chief directly supervises the Collection System maintenance personnel. The Collections System Supervisor Crew Chief is responsible for the daily implementation of the maintenance programs defined in the SSOPP. ~~The Collection System Supervisor also functions as the FOG Control Manager. In that capacity he is responsible for inspections and the enforcement~~

~~of the District's FOG Rules and Regulations. The Collection System Supervisor further functions as the Industrial Waste Inspector performing inspections and enforcement of the pretreatment program.~~

Inspector – The District Inspector reports to the ~~Director of Operations and Engineering~~Principal Engineer. The District Inspector is responsible for ensuring compliance with the District's Standard Specifications for the construction of any new sewer facilities.

CHAPTER 5 – OPERATION AND MAINTENANCE PROGRAM

This SSMP includes the elements listed below as required by the Order:

- (a) Maintain an up-to-date map of the sanitary sewer system showing all gravity line segments and manholes, pumping facilities, and pressure pipes and valves;
- (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 parts inventories, including identification of critical replacement parts.

5.1 Engineering Data Management

Section (iv) (a) of the Order requires the District maintain an up-to-date map of the sanitary sewer system showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves.

5.1.1 Compliance Summary. The District utilizes a computerized maintenance management system (CMMS), Geoviewer, to schedule and track all field work. The CMMS has a mapping feature that shows ~~maintains detailed sewer Atlas Map books showing~~ the sewer collection system including pump stations, forcemains, gravity lines, manholes and other conveyance facilities and surrounding reference features. The CMMS the District is utilizing also provides field access to record drawings for District Operations personnel.

~~Atlas Maps are maintained in most District sewer maintenance staff utilize I-pads to access the CMMS, assign work through a work order function, complete work orders and close them out. - operations vehicles and in a various locations in the District offices. The original hand drawn map sheets have been scanned and are now updated electronically as appropriate.~~

The collection system mapping data is kept current through a closed-loop detailed change management process. This process ensures that newly constructed or reconfigured facilities, as well as field-discovered items needing a drawing or record change, are updated on the composite map and ultimately into the CMMS. The CMMS also provides a tool to “red line” the maps identifying any field-discovered items needing a drawing or record change. The sewer Atlas Map books are still updated, maintained and available for use. The CMMS is updated quarterly from the Districts GIS.

The District also maintains a ~~digital composite map of the entire collection system in the form of an AutoCad drawing. This map serves as foundation for a~~ hydraulic model of the sewer collection system that was prepared as part of the District's sewer system Master Plan update completed in December, 2004. ~~The District is also in the process of implementing a GIS system that will provide field access to record drawings for District Operations personnel.~~

~~The collection system mapping data is kept current through a closed loop detailed change management process. This process ensures that newly constructed or reconfigured facilities, as well as field discovered items needing a drawing or record change, are updated in the map books and on the composite map.~~

The District maintains record drawings of each sewer lift station in the Engineering office.

5.1.2 Compliance Documents. Documents which support compliance of this section include the following:

- [Computerized Maintenance Management System, Geoviewer](#)
- [Sewer System Atlas Map Book](#)
- Sewer System [Geodatabase \(GIS\) Composite Map](#)
- Water and Sewer System Master Plan Final Report, December, 2004
- Pump station drawings are on file and available for staff use in the District's engineering office.

5.1.3 Roles and Responsibilities. Original collection system maps and record drawings are owned and maintained by the District ~~e~~Engineering ~~d~~Department. The District [Principal Engineering Associate, under supervision of the Director of Operations and Engineering](#), is responsible for electronic updates of ~~both~~ the [GIS](#), Sewer Atlas Maps and the [hydraulic model](#)~~Composite Map~~ as well as maintenance of the District's record drawings.

5.2 Preventive Operations & Maintenance

Section (iv) (b) of the Order requires the District conduct routine preventive operation and maintenance activities.

5.2.1 Compliance Summary. The El Toro Water District has an on-going preventive and corrective maintenance program. The maintenance programs and procedures for the El Toro Water District sanitary sewer system are described in detail in the District's Sanitary Sewer Overflow Prevention Plan (SSOPP). The SSOPP is incorporated herein by reference. The District's preventive maintenance program, as documented in the SSOPP in considerable detail, consists of, but is not limited to, the following program components.

- a. The District conducts routine line cleaning with the objective of cleaning the entire system on a rotating basis every ~~18-24~~ months.
- b. The District conducts [weekly more frequent](#) cleaning [at specified locations](#) to satisfy the objectives of the High Frequency Cleaning (Hot Spots) Program.

-
- c. The District visually inspects the entire collection system on a rotating basis every 5 years using CCTV equipment.
 - d. The District conducts an on-going root abatement program to maintain, at scheduled frequencies, sections of pipe identified as vulnerable to root intrusion.
 - e. The District conducts preventive maintenance at each lift station to ensure the active and backup facilities are in good working order at all times.
 - f. The District continues to repair identified structural deficiencies in the collection system on a priority basis.

The District documents the progress of the sanitary sewer maintenance activities as described in Chapter 10.

5.2.2 Compliance Documents. Documents which support compliance of this section include the following:

- Sanitary Sewer Overflow Prevention Plan
- Hot Spots Program Manual

5.2.3 Roles and Responsibilities. The Collection System Maintenance staff inclusive of the ~~Collection System Manager~~ Chief Plant Operator, the Collection System Supervisor and the Collection System Crew Chief and staff are responsible for the daily implementation of the collection system preventive maintenance programs as defined herein and further described in the SSOPP. The Pump Stations Department is responsible for the preventive and corrective maintenance of all sewer lift station facilities.

5.3 Sewer Rehabilitation and Replacement Plan

Section (iv) (c) of the Order requires the District 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.

5.3.1 Compliance Summary. The District performs on-going CCTV inspection of the collection system as described herein and in the SSOPP. The CCTV program ~~is designed to to~~ ~~has visually~~ inspected the entire sewer system ~~over a five year period.~~ District staff will complete its fourth full cycle ~~this year by the end of 2020, and is now working on a second cycle through the system.~~ Structural deficiencies identified in the CCTV program are ~~either assigned to a qualified independent Contractor by way of a Construction Contract, or if more immediate action is required,~~ assigned to the District's Operations Department for repair as part of the District's Sewer System Repair Projects. The repairs are prioritized based on severity on a scale of 1 – 4. ~~The Operations Department schedules~~ Repairs are scheduled according to the assigned priority. ~~The District has completed over 468 repairs to date and has dedicated manpower to continuing the repairs on a priority basis.~~

The current short-term rehabilitation plan for the entire system is the completion of the Sewer System Repair Project. Once each currently identified structural deficiency, as well as any identified in future CCTV inspections, has been repaired, the short-term rehabilitation plan will be complete.

Nothing in the existing CCTV inspections would lead the District to believe any of the system is approaching the end of its useful service life. Only the oldest portions of the ETWD service area are ~~40-55~~ years old and the majority of the system is significantly younger than that. It is typically expected that vitrified clay pipe, which comprises the majority of the ETWD collection system infrastructure, should provide in excess of 100 years of useful life. No part of the system is approaching this age nor shall it for many years. It is the District's intent to perform an asset management evaluation in the near future to project long-range replacement programs and costs. This analysis will be used to develop financial plans to accommodate the costs of future, long term, infrastructure rehabilitation needs.

Certain upgrade or rehabilitation projects at select sewer lift stations have been completed, while others are already identified in the District's 5-year ~~and 10-year~~ Capital Facility Replacement and

Refurbishment ~~Program Plans~~ (CFRRP). These projects are typically intended to replace aging mechanical or electrical facilities. The asset management analysis will consider the lift station facilities in addition to the collection system piping. The District ~~recently~~ purchased a new ~~CCTV vehicle and inspection system. A replacement of the District's existing~~ hydrocleaner vehicle ~~in 2015 is included in the 2014/15 fiscal year CFRRP budget.~~

The District maintains adequate capital reserves to fund the Capital ~~Facility~~ Replacement and Refurbishment ~~Program Plan~~. In addition, the District has a dedicated revenue source for to fund capital projects in the form of the Capital Surcharge on the monthly customer bills.

5.3.2 Compliance Documents. The documents supporting compliance with the sewer system rehabilitation requirements are as follows:

- Sanitary Sewer Overflow Prevention Plan
- ETWD Mainline and Lateral Repair Log
- CFRRP 5-Year ~~and 10-Year Plans~~ ~~Program~~

5.4 Training Program

Section (iv) (d) of the Order requires the El Toro Water District to provide training on a regular basis for staff in sanitary system operations and maintenance, and require contractors to be appropriately trained.

5.4.1 Compliance Summary. ETWD's collection system maintenance staff currently participates in the CWEA certification program for collection workers, Grades I through IV.

All of the District's field operations staff is regularly trained on the guidelines and principles described in the Districts [Sewer System Management Plan, Sanitary Sewer Overflow Prevention Plan, and Sewer Spill Response Plan](#).

5.5 Inventories

Section (iv) (e) of the order requires the District provide equipment and replacement part inventories, including identification of critical replacement parts.

5.5.1 Compliance Summary. The District maintains adequate inventory of repair parts for the collection system piping. These parts typically include, pipe of various sizes and materials, repair clamps and other miscellaneous material necessary to position the District to effect immediate scheduled or emergency repairs.

The District also maintains an inventory of spare parts for each sewer lift station. The critical spare parts inventory includes one spare pump and motor for each lift station, spare flexible discharge piping and clamps for the submersible lift stations and spare drive shafts for the lift stations with drive shafts.

CHAPTER 6 – DESIGN AND PERFORMANCE PROVISIONS

The Order requires the Enrollee to maintain

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

6.1 Compliance Summary

The standards, specifications and procedures exist and are available for review at the District's Engineering office. All past and current work has been guided by these various standards and specifications that are on file ~~now~~ and subject to change as needed. Major projects are guided and defined by specific project plans and specifications developed by design engineers under contract to the District.

6.2 Compliance Documents

The documents used for design and performance evaluations include the following:

- Standard Specifications for Construction of Water and Sewer System Facilities

6.3 Roles and Responsibilities

The positions, roles, and responsibilities of the Design and Performance staff are as follows:

Inspector – The District Inspector reports to the ~~Director of Operations and Engineering~~ Principal Engineer. The

District Inspector is responsible for ensuring compliance with the District's Standard Specifications for the ~~construction~~ of any new sewer facilities.

~~Director of Operations & Engineering~~ Principal Engineer – The ~~Director of Operations and Engineering~~ Principal Engineer is responsible for the oversight of the inspection process as well as any appropriate updates to the Standard Specifications. The ~~Director of Operations and Engineering~~ Principal Engineer also coordinates any contractual work by engineering consultants or outsourced inspectors.

Engineering Associate – The Engineering Associate, under the direction of the ~~Director of Operations and Engineering~~ Principal Engineer, prepares updates to the text or drawings that comprise the Standard Specifications.

CHAPTER 7 – OVERFLOW EMERGENCY RESPONSE PLAN

Under the Order, 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 shall 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 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.

7.1 Compliance Summary

The El Toro Water District response to SSOs is guided and defined by the ~~existing~~-ETWD Sewer Spill Response Plan (SSRP). The SSRP is updated periodically as necessary with the most recent update occurring in ~~June~~October, 2013~~7~~. ~~A complete update of the SSRP will be completed by December 31, 2020~~early 2021.

The SSRP includes detailed notification and response procedures. A copy of the SSRP has been distributed to each District employee that has the potential to participate in the response to an SSO. ETWD staff are trained on the policies and procedures described in the SSRP when they are hired. On-going training of all staff is conducted whenever the SSRP is updated. ~~The SSRP is generally updated on an annual basis or more frequently as necessary.~~

The primary responders are notified immediately in the event of an SSO. Such notification typically comes from the automatic dialer component of the SCADA system for pump station failures or from customer calls. Notification ~~by pager~~of after-hours emergency customer calls is made to the on-call person immediately by the ETWD voicemail system, ~~which puts the calls into the emergency on-call cell phone.~~

7.2 Compliance Documents

The compliance documents are as follows:

- Sewer Spill Response Plan

7.3 Roles and Responsibilities

The positions, roles, and responsibilities are defined in the SSRP and are summarized as follows:

Primary On-Call Person – The District has four ~~people~~ highly trained employees on call at all

times. The primary on-call person is typically the first to respond to an ~~after-hours~~ afterhours SSO. The District’s primary on-call personnel are trained in the tenets of the Sewer Spill Response Plan. The personnel who stand call as the Primary On-Call person are equally likely to participate in any normal hours SSO response.

Secondary On-Call Person – The secondary on-call person is a ~~f~~Foreman or ~~e~~Crew ~~e~~Chief on-call to back up and supervise the primary on-call person. During an after-hours SSO the secondary on-call person functions as the on-site supervisor assuming primary management and coordination of all emergency response actions and reports. The ~~f~~Foremen or ~~e~~Crew ~~e~~Chiefs who stand call as the secondary on-call may also serve as the on-site supervisor during a normal hours SSO response.

Collections System On-Call Person – A member of the collections system maintenance department is also on-call at all times. The primary on-call person will notify the collections system on-call person in the event of an SSO. The collections system on-call person will respond with the appropriate maintenance and/or containment equipment.

Wastewater Operator On-Call Person – A Wastewater Treatment Plant Operator is also on-call and can provide assistance to sewer related emergencies when needed. Several of the wastewater operators have previous collections experience, allowing them to actively participate in any line clearing event by operating the hydro-cleaners or sewer vacators.

~~Collection System Manager / Technical Regulatory Analyst~~ Compliance Program Coordinator – The ~~Collection System Manager / Technical Regulatory Analyst~~ Compliance Program Coordinator and Operations Superintendent ~~is~~ are also notified in the event of any SSO. ~~He~~ The Compliance Program Coordinator will coordinate and verify all reporting procedures, as defined in the SSRP, are carried out and all regulatory requirements are met.

CHAPTER 8 – FATS, OILS, AND GREASE CONTROL PROGRAM

Under the Order, the El Toro Water District is responsible for preparing and implementing a fats, oil and grease (FOG) source control program to reduce the amount of these substances discharged to the sanitary sewer system. The plan shall include the following:

- (a) An implementation plan and schedule for a public education outreach program that promotes the 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 mechanical grease removal devices 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 that is subject to FOG blockages.

8.1 Compliance Summary

The El Toro Water District has a long history of operating a FOG Control Program. ETWD initiated FOG Control Activities in 1991 to prevent FOG related blockages and SSOs. The District conducts annual inspections of over ~~470~~200 FSEs within the District service area and requires grease ~~interceptors, or interceptors, or other mechanical grease removal devices~~, where appropriate, for new construction of FSEs.

ETWD also conducts an aggressive maintenance program of the sewer collection system in order to mitigate the impacts of FOG that does enter the system. The maintenance program, defined in more detail in SSOPP includes an extensive high frequency (Hot Spots) cleaning program consisting of 54 different Hot Spots.

While no SSO is acceptable, the relatively small number of FOG related SSOs experienced in the ETWD service area is a testament to the effectiveness of ETWD's existing maintenance program and the FOG Control and Source Control Programs. The District Board of Directors adopted the Fats, Oils & Grease Control Regulations Applicable to Food Service Establishments in December,

2004. At the same time, the District developed a FOG Control Program Operations Manual to serve as a guide to the implementation of the Board adopted FOG regulations.

ETWD's existing multi-faceted FOG program, including both FOG control and system maintenance, has been extremely successful in minimizing the number of FOG related SSOs as well as the associated volume of the overflows. ~~During the period of this update, from January 1, 2014 through In the period from December 31, 2019~~⁰⁴ following the institution of the ETWD FOG Regulations and FOG Control Program the District has experienced ~~only 67~~ FOG related SSOs. Of the ~~67~~ FOG related SSOs, only ~~32~~ were public with the other ~~35 being private lateral sewer discharges originating from private sewer systems.~~

The FOG Control Program is based on ETWD's historical FOG control activities and the requirements of the WDR. This program integrates various elements into the program to accomplish the goal. These key elements of the program are: sewer line maintenance activities; FOG Control Regulations; a Permit and inspection process to minimize the discharge of FOG from FSEs; an educational outreach program to minimize the discharge of FOG from multi-family housing and single family homes; and the District's Waste Discharge Pretreatment and Source Control Program for discharge of FOG from the limited industrial sector served by the District. Further detail about the program may be found in the text of the regulations or in the FOG Control Program Manual.

8.2 Compliance Documents

The FOG control program activities are documented under the following ordinances, reports, and studies:

- Fats, Oils & Grease Control Regulations Applicable to Food Service Establishments, Schedule 7-S of the El Toro Water District Rules and Regulations, adopted December 23, 2004.
- FOG Control Program Operations Manual
- Hot Spots Program Manual

8.3 Roles and Responsibilities

The positions, roles, and responsibilities of the staff in the FOG control program are as follows:

~~FOG Control Program Manager~~Collection Systems Supervisor/Industrial Waste Inspector –

The ~~FOG Control Program Manager~~Collections System Supervisor/Industrial Waste Inspector

bears the primary responsibility for implementation and enforcement of the FOG Control Program. The Collection Systems Supervisor/Industrial Waste Inspector~~FOG Control Program Manager~~ performs annual and semi-annual inspections of FSE's, or more frequently when needed, coordinates the FSE permitting program, reviews and comments on plan check submittals to assess the need for grease control devices, coordinates public outreach and education relative to FOG and, ~~as Collection System Supervisor,~~ monitors the effectiveness of the Hot Spot program.

CHAPTER 9 – SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

As prescribed by the Order, the El Toro Water District is required to prepare and implement a capital improvement plan 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 above to establish appropriate design criteria; and
- (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term capital improvement plan to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The capital improvement plan may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The capital improvement plan 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 plan. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements.

9.1 Compliance Summary

The El Toro Water District has performed a detailed hydraulic analysis of the entire sewer collection system. The ETWD Master Plan analysis determined that the existing collection system has adequate capacity to accommodate existing and future flows. No capacity enhancement projects are necessary at this time. The District will continue to evaluate the system to assess capacity, development and infrastructure replacement requirements.

Compliance with the specific requirements of the Order are described as follows:

9.1.1 Evaluation. Other than an isolated incident resulting from an extended duration *El Nino* event the El Toro Water District has never had an SSO resulting from I&I or insufficient capacity in the collection system. The evaluation of the ETWD collection system cannot, therefore, be based on analysis of previous SSOs. Instead, the District completed a detailed analysis of the entire collection system as part of an update to the ETWD Master Plan. A hydraulic model of the collection system was constructed and calibrated by multiple sewer flow meters to evaluate the capacity of the system and to identify any portions of the collection system that could experience or

contribute to an SSO discharge caused by hydraulic deficiency. Included in the [hydraulic model evaluation](#) are estimates of peak flows, flows from potential redevelopment within the ETWD service area and flows from anticipated wet weather events. The [model shows analysis concluded](#) that the ETWD sanitary sewer system contains sufficient capacity to accommodate current and projected future average and peak flows. [The Sanitary Sewer System will continue to be analyzed on an ongoing basis with model updates.](#)

9.1.2 Design Criteria. The ETWD Master Plan defines design criteria for the sewer collection system including peaking factors, I&I factors, slope, depth to diameter ratios and velocity criteria.

9.1.3 Capacity Enhancement Measures. The El Toro Water District, after a detailed analysis of the capacity of the collection system, has identified no hydraulic deficiencies that require capacity enhancement. The District will continue to evaluate the system and potential development to ensure sufficient capacity is maintained.

9.1.4 Schedule. This plan will be updated as necessary. The updates will describe any significant changes in proposed development or in hydraulic capacity of the system that may generate capacity enhancement projects.

9.2 Compliance Documents

The documents used for system evaluation and capacity assurance are as follows:

- Water and Sewer Master Plan, Final Report
- CFFRRP 5-Year ~~and 10-Year Plans~~

9.3 Roles and Responsibilities

The on-going evaluation of system capacity and the CFFRRP development, implementation, and update is the responsibility of the [Director of Operations and Engineering Principal Engineer](#).

CHAPTER 10 – MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

The Order requires the Enrollee to:

- (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.

10.1 Compliance Summary. The El Toro Water District continues to monitor the implementation of the SSOPP and each element of the SSMP. The following mechanisms are used in various forms to document and monitor the maintenance of the sanitary sewer system:

- [Field Service Reports](#)[CMMS Work Orders](#) – [Field Service Reports](#)[CMMS Work Orders](#) are used by ETWD maintenance personnel to document maintenance activities including:
 - Sewer Lift Station Maintenance Activities
 - CCTV Identified Repair Sites
 - Documentation of Sewer Repairs
- TV & Mainline Repair Report – Log describing sewer repair program including:
 - Repair Locations
 - Repair Priorities
 - Date Deficiency Identified
 - Date Repair Completed
 - Overall Production Status
- CCTV Logs – Documentation of daily production for the CCTV Inspection Program
- Line Cleaning Logs – Documentation of daily production for:
 - Sewer Line Cleaning
 - High Frequency Cleaning (Hot Spots)
 - Root Abatement
- Collection System Activity Report – Provides an overall summary of the collection system maintenance program on a monthly basis.
- FOG Inspection Reports – Monthly reports of inspections conducted by the [FOG Control Program Manager](#)[Collections Supervisor/Industrial Waste Inspector](#) including individual inspection reports and monthly summary.
- Unauthorized Sewer Discharge Summary – The District maintains an on-going summary log of SSOs on a monthly basis including, but not limited to, dates, locations, causes and volumes. The summary allows the District to identify and respond to any SSO trends.

CHAPTER 11 – SSMP PROGRAM AUDITS

As a part of the SSMP, the El Toro Water District 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 including identification of any deficiencies in the SSMP and steps to correct them.

11.1 Compliance Summary

The El Toro Water District has an internal audit program that will be expanded to cover the WDR program and its elements. Internal audits were conducted prior to the final submittal of the final SSMP to ensure that it meets all requirements. The last internal audit for 2012-2013 was completed in October 2014.

The ~~Collection Supervisor/Industrial Waste Inspector~~ ~~Collection System Manager~~ will conduct agency-wide internal audits. The audits will include evaluation of monthly production, attainment of goals and compliance with the policies and procedures defined in the SSOPP and referenced herein. Strategies to correct any identified deficiencies will be developed and implemented.

11.2 Compliance Documents

The documents used for audit evaluations include the following:

- Month End Logs and Reports
- SSO Log

11.3 Roles and Responsibilities

The positions, roles, and responsibilities of the audit staff are as follows:

The ~~Collection Systems Supervisor/Industrial Waste Inspector~~ ~~Collection System Manager~~ will be responsible for audits to verify the implementation and success of the SSMP.

CHAPTER 12 – COMMUNICATIONS

The Order requires the discharger to communicate on a regular basis with interested parties on the implementation and performance of the SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

12.1 Compliance Summary. The El Toro Water District will communicate on a regular basis with any interested parties on the implementation and performance of this SSMP. The communication program will allow any interested parties to provide input as the program is developed and implemented.

ETWD Staff prepares and submits a monthly Collection System Activity Report to the District Board of Directors included in the Board package at monthly public meetings. The report identifies production for line cleaning, CCTV inspection and root abatement.

The El Toro Water District submits a report to the SWRCB—for each occurrence of SSOs. In those months that no spill occurs the [Collection System Manager Operations Superintendent](#) generates a “No Spill Certification” on the California Integrated Water Quality System (CIWQS) website.

The SSMP will be posted on the District’s website to allow the public access for review and input of the plan documents.

12.2 Compliance Documents

- Collection System Activity Report
- SSO Report Form
- SSMP

12.3 Roles and Responsibilities

The positions, roles, and responsibilities of the communications staff are as follows:

The Collections Crew Chief prepares and submits the data included in the Collection System Activity Report on a monthly basis.

The [Collection System Manager Operations Superintendent](#) is responsible for the reporting of SSOs or the certification that no SSO has occurred.

APPENDIX A

STATE WATER RESOURCES CONTROL BOARD

Order No. 2006-0003 -DWQ

**Statewide General Waste Discharge Requirements
for Wastewater Collection Agencies**

APPENDIX B

STATE WATER RESOURCES CONTROL BOARD

Order No. WQ 2013-0058-EXEC 2006-0003-DWQ

Statewide General Waste Discharge Requirements
for Wastewater Collection Agencies

MONITORING AND REPORTING PROGRAM (MRP)

~~**FACT SHEET**~~

APPENDIX C

STATE WATER RESOURCES CONTROL BOARD

Order No. WQ 2013-0058-EXEC

**Statewide General Waste Discharge Requirements
for Sanitary Sewer Systems**

FACT SHEET

~~MONITORING AND REPORTING PROGRAM (MRP)~~

RESOLUTION NO. 20-12-5

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
COMMEMORATING THE RETIREMENT OF
MWDOC/MET DIRECTOR LARRY MCKENNEY
FROM THE METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA BOARD OF DIRECTORS**

WHEREAS, Larry McKenney is retiring as Director of the Metropolitan Water District of Southern California (Metropolitan) after serving since his appointment in 2014. During his tenure, Larry was a faithful public servant exercising sound stewardship with strong leadership relative to California's most valuable resource; and

WHEREAS, prior to his appointment to the MWDOC/MET Board, Larry served on the Moulton Niguel Water District board for six years, during which time he also represented the District on the San Juan Basin Authority Board of Directors; and

WHEREAS, Larry's outstanding leadership experience in the water and wastewater industry provided invaluable knowledge on the Metropolitan committees as Chair of the Legal and Claims Committee and a member of the Executive Committee, Integrated Resources Plan Committee, Water Planning and Stewardship Committee, Audit and Ethics Committee, Conservation and Local Resources Committee, Communications and Legislation Committee, Organization, Personnel and Technology Committee, and the Bay-Delta Committee; and

WHEREAS, for the last decade, Larry has worked to address statewide water issues on the board of the Association of California Water Agencies; and

WHEREAS, Larry has worked to ensure the health and reliability of Southern California's water supply as a board of Trustee on the Southern California Water Coalition; and

WHEREAS, Larry demonstrated unwavering commitment to the United States serving 22 years in the U.S. Marine Corps, including 13 years of active duty and nine years in the Reserves.

NOW, THEREFORE, BE IT RESOLVED, the El Toro Water District offers a heartfelt thank you and appreciation to Larry for his service to the residents of Orange County and the Orange County Water Community for his leadership, stewardship and contributions in enhancing Orange County's water supply and reliability, and wish him the best in his next endeavor.

ADOPTED, SIGNED, and APPROVED this 16th day of December, 2020.

Mike Gaskins, President
El Toro Water District and the
Board of Directors thereof

ATTEST:

Dennis P. Cafferty, Secretary
El Toro Water District and the
Board of Directors thereof



STAFF REPORT

TO: BOARD OF DIRECTORS

MEETING DATE: December 16, 2020

FROM: Dennis Cafferty, General Manager

SUBJECT: Directors Compensation Policy / Board Benefits

At the November, 2020 Board meeting the Board approved an update to the Director's Compensation Policy that documented and defined the existing benefits currently provided to members of the El Toro Water District Board of Directors which include the following:

- Dental Insurance
- Vision Insurance
- Life Insurance
- Long Term Care Insurance
- Deferred Compensation Plan / Social Security

During the consideration of the amendment to the Directors Compensation Policy the Board engaged in a discussion of the possibility of providing health insurance as a benefit for Directors. The Board approved the policy documenting the existing benefits but deferred consideration of the health insurance option in an effort to provide ample time to fully consider the issue.

As noted at the November meeting, JPIA's rules requiring 100% participation has changed allowing Board members to opt in or out of a health insurance benefit as individuals. Staff also provided, at the November meeting, a presentation that defined a preliminary cost comparison of a health insurance benefit relative to the existing Long Term Care insurance benefit and noted that several other water agencies in Orange County provide health insurance to Directors similar to that provided to their employees.

It is staff's understanding that the consideration of health insurance would incorporate a form of cafeteria style selection between health insurance and the Long Term Care insurance. The cost comparison between these two benefits is summarized below.

Long Term Care Insurance

The current Long Term Care policies range in cost from \$2,500 per year to \$5,500 per year for single Directors and one policy that covers a Director and spouse at a cost of \$2,900. Some of these policies are several years old and benefit from the renewal cost based on original pricing. The District's most recent experience would suggest new Long Term Care policies cost is approximately \$5,500 and it is that cost that would serve as the better comparative relative to the cost of health insurance.

The District's current Long Term Care insurance cost for the Directors totals to approximately \$11,000. Only three Directors are currently benefitting from the Long Term Care insurance. The maximum potential annual cost of the existing benefit, assuming five Directors and spouses were covered, could amount to approximately \$55,000.

Health Insurance

Any health insurance benefit provided to the Board would need to mirror the health insurance options provided to the District's employees. These options include three different plan options and three different levels of dependent coverage. The cost matrix of these options, net of the employee (or Director) cost share, is summarized below.

Plan Option	Single	Couple	Family
HMO	\$9,590	\$19,180	\$25,430
PPO	\$9,275	\$18,550	\$24,580
Kaiser	\$8,375	\$15,720	\$22,160

The cost difference between Long Term Care insurance and health insurance for a single Director is approximately \$3,000 - \$4,000 per year. The cost difference would increase for Directors with dependents. As noted during the previous discussion, while in the employ of the District, the District health insurance remains primary even for those employees or Directors that reach Medicare eligible age. The health insurance benefit and associated costs would cease when a Director leaves the Board.

Summary

For purposes of consideration by the Board, a modified version of the Director's Compensation Policy is enclosed. This policy amendment provides the opportunity to add health Insurance, should that be the will of the Board. The language in the policy amendment identifies health Insurance as an option and suggests the health Insurance and Long Term Care insurance be mutually exclusive in a cafeteria style selection approach. This amendment was drafted to facilitate the discussion and provide the Board the option of taking action but is subject to any changes requested by the board.

The following attachments will serve as reference material for the subject item.

- Resolution 20-12-6
- Clean Version of the Directors Compensation Policy (Exhibit A to Resolution 20-12-6)
- Redline Directors Compensation Policy identifying the revisions

Recommended Action: Staff recommends that the Board of Directors consider adopting Resolution No. 20-12-6 which proposes changes to the Directors Compensation Policy.

RESOLUTION NO. 20-12-6

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE DISTRICT'S
DIRECTORS COMPENSATION POLICY 1993-10 (IV)

RESOLUTION NO. 20-12-6

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE DISTRICT'S
DIRECTORS COMPENSATION POLICY 1993-10 (IV)**

WHEREAS, the Directors of the El Toro Water District Board of Directors are provided certain benefits; and

WHEREAS, the benefits provided to the Directors represent a form of compensation for the service provided by the Directors; and

WHEREAS, the Board of Directors has determined it to be appropriate to provide health insurance as a benefit to El Toro Water District Directors; and

WHEREAS, the Board of Directors deems it to be in the best interest of the District to amend the existing Directors Compensation Policy 1993-10 (IV) to add health insurance as a Director benefit.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the El Toro Water District does hereby authorize and approve amending the above referenced Directors Compensation Policy 1993-10 (IV) as set forth in Exhibit "A" attached hereto, which Exhibit is by this reference incorporated herein.

ADOPTED, SIGNED AND APPROVED this 16th day of December 2020.

MIKE GASKINS, President
El Toro Water District and the
Board of Directors thereof

ATTEST:

DENNIS P. CAFFERTY, Secretary
El Toro Water District and the
Board of Directors thereof

**EXHIBIT A
TO RESOLUTION 20-12-6**

DIRECTORS COMPENSATION POLICY

Prepared by: Staff	EL TORO WATER DISTRICT POLICY STATEMENT 1993-10 (IV) DIRECTORS COMPENSATION POLICY	Pages 1 of 7 Item 7 Section IV
Approved by: Board of Directors		Date: 12/16/20 Revision: 10

I. PURPOSE

- A. Directors in their role of providing governance for the El Toro Water District ("District") are required to: (1) Attend regular, special and committee meetings of the Board of Directors ("Board"); (2) perform assigned duties and responsibilities, as officers; (3) represent the District at industry and community events; and (4) attend industry specific conferences and educational events.
- B. The El Toro Water District ("District") shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of director remuneration and reimbursement.

II. QUALIFIED EVENTS

Subject to the District's enabling statutes, attendance at the following qualifies a Director to be eligible to receive compensation.

- A. A meeting of the District's Board of Directors;
- B. A meeting of a Committee of the District's Board of Directors;
- C. A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234.

Approved by Resolution: 93-9-2	Date: 09/16/93
Superseded by Resolution: 94-5-2	Date: 05/19/94
Superseded by Resolution: 99-7-2	Date: 07/15/99
Superseded by Resolution: 03-4-2	Date: 04/24/03
Superseded by Resolution 06-02-01	Date: 02/23/06
Superseded by Resolution 06-9-1	Date: 09/28/06
Superseded by Resolution 07-9-2	Date: 09/27/07
Superseded by Resolution 18-3-3	Date: 03/22/18
Superseded by Resolution 20-5-1	Date: 05/28/20
Superseded by Resolution 20-11-3	Date: 11/24/20
Superseded by Resolution 20-12-6	Date: 12/16/20

Prepared by: Staff	EL TORO WATER DISTRICT POLICY STATEMENT 1993-10 (IV) DIRECTORS COMPENSATION POLICY	Pages 2 of 7 Item 7 Section IV
Approved by: Board of Directors		Date: 11/24/20 Revision: 9

- D. Official Business Representing the District (subject to the prior approval of the President or Board) at the following non-exclusive functions and activities:
1. South Orange County Wastewater Authority Board of Directors (SOCWA)
 2. SOCWA Finance Committee
 3. Santiago Aqueduct Commission (SAC)
 4. MWDOC Board Meeting
 5. MWDOC Administration & Finance Committee Meeting
 6. MWDOC Public Affairs & Legislation Committee Meeting
 7. MWDOC Planning & Operations Committee Meeting
 8. Local Agency Formation Commission (LAFCO)
 9. Water Advisory Committee of Orange County (WACO)
 10. WACO Planning Committee
 11. Independent Special Districts of Orange County (ISDOC)
 12. Local TV-Appearances
 13. Orange County Water Association (OCWA)
 14. WaterReuse of Orange County
 15. Joint Powers Insurance Authority
 16. South OC Watershed Management Area Executive Committee
 17. South Orange County Agencies' Group Meeting
 18. Local Chamber of Commerce Functions
 19. City Council Meetings in the Cities served by the District
 20. Meetings between Board President and Vice President
 21. Meetings between Board President and District General Manager or Attorney
 22. Other functions defined in the "Board/Staff Organizational and Standing Committee Assignments" as periodically revised and adopted by Resolution of the Board of Directors
- E. Other functions and activities determined on an Ad Hoc basis as being beneficial to the District as approved by the Board President or the Board.

Prepared by: Staff	EL TORO WATER DISTRICT POLICY STATEMENT 1993-10 (IV) DIRECTORS COMPENSATION POLICY	Pages 3 of 7 Item 7 Section IV
Approved by: Board of Directors		Date: 11/24/20 Revision: 9

III. COMPENSATION

- A. When serving in the above capacity a Director shall receive a per diem compensation as established by Ordinance of the District for “each day” so served, at the request of the Board. Only one per diem compensation will be paid for each calendar day (regardless of the number of meetings or events attended on a calendar day) up to the maximum number of days permitted by the District’s Ordinance (which presently is set at 10 in any calendar month – Ordinance No. 2018-1). Attendance at meetings and conferences shall be deemed to have been rendered “at the request of the Board” if (1) the Director’s attendance is requested through posting of a notice of a District meeting; (2) the Director’s attendance is requested by the President of the Board; or (3) the Director’s attendance is approved by Board action at a regular or special meeting of the Board of Directors.
- B. Directors shall submit their compensation report form to the District office within the first week of each month for the prior month. The Board President or the General Manager will approve and sign director compensation forms before payment can be processed. The Board President’s compensation Form shall be approved by the General Manager or Assistant General Manager.
- C. It is against the law to falsify compensation reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following:
1. Restitution to the District;
 2. Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
 3. Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years in prison.

Prepared by: Staff	EL TORO WATER DISTRICT POLICY STATEMENT 1993-10 (IV) DIRECTORS COMPENSATION POLICY	Pages 4 of 7 Item 7 Section IV
Approved by: Board of Directors		Date: 11/24/20 Revision: 9

- D. In the event of a dispute or misunderstanding regarding compensation, the matter shall be reviewed by two members of the Board appointed by the Board (other than the Board member whose account is being questioned) and their findings and recommendations will be transmitted to the Board for a determination. The Board determination shall be final.
- E. Changes in the compensation of Board members will require the approval of the Board during an open meeting of the Board held at least 60 days prior to the effective date of the change, no more than once in any twelve-month period.

IV. BOARD OF DIRECTORS BENEFITS PROGRAM

- A. While serving on the El Toro Water District Board of Directors, each Director is eligible for the Board of Directors Benefit Program. Benefit eligibility expires when Directors leave the Board. Benefit eligibility requirements may also be imposed by the individual benefit plans themselves.
- B. The District reserves the right to modify, amend or terminate Director benefits and to modify or amend Director benefits eligibility requirements at any time and for any reason, subject to any legal restrictions and approval by the Board.
- C. The District offers the following Director benefits
 - Health Insurance
 - Dental Insurance
 - Vision Insurance
 - Life Insurance and Accidental Death and Dismemberment Plan
 - Long Term Care Insurance
 - Deferred Compensation Plan / Social Security

Prepared by: Staff	EL TORO WATER DISTRICT POLICY STATEMENT 1993-10 (IV) DIRECTORS COMPENSATION POLICY	Pages 5 of 7 Item 7 Section IV
Approved by: Board of Directors		Date: 11/24/20 Revision: 9

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Directors, their spouses or Registered domestic partners and the Director's dependents are eligible to be provided health insurance through ACWA JPIA. The Directors' Health Insurance program is identical to that provided to the District's employees in the plan options and employee co-pay requirements. Eligibility for participation begins the first of the month following thirty days of continuous service on the Board of Directors of the District. Directors may opt in or out of the Health Insurance program.

The District will cease coverage and payments of Health Insurance premiums when a Director leaves office or is no longer serving on the Board of Directors.

2. Dental Insurance

Directors, their spouses or Registered domestic partners and the Director's dependents are covered by a group dental insurance plan. Eligibility for participation begins the first of the month following sixty days of continuous service on the Board of Directors of the District. There is no cost to the Director for this benefit.

3. Vision Insurance

Directors, their spouses or Registered domestic partners and the Director's dependents are covered by a group vision insurance plan. Eligibility for participation begins the first of the month following sixty days of continuous service on the Board of Directors of the District. There is no cost to the Director for this benefit.

4. Life Insurance and Accidental Death and Dismemberment

Directors are covered by a group life insurance and accidental death and dismemberment plan (Plan). The Plan benefit for Directors is \$10,000 each until the Director reaches 75 years of age after which the Plan benefit is \$5,000 each. Eligibility begins the first of the month following sixty (60) days of continuous service on the Board of Directors of the District.

Prepared by: Staff	EL TORO WATER DISTRICT POLICY STATEMENT 1993-10 (IV) DIRECTORS COMPENSATION POLICY	Pages 6 of 7 Item 7 Section IV
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It is the Director's responsibility to notify the Human Resources Manager, in writing, if there is a change such as name, address, beneficiary etc.

5. Long Term Care Insurance

Upon election or appointment to the Board of Directors and while serving on the Board, Directors as well as their spouse or Registered domestic partner are covered by a Long Term Care Insurance plan. Directors that opt in to the District Health Insurance program are not eligible for the Long Term Care Insurance plan.

This policy provides for payment in the event that a Director requires professional home health care or nursing home care due to a disability. The eligibility for the Long Term Care Insurance Plan as well as the value of the coverage varies based on the individual age and health of individual Directors. There is no cost to the Directors for the Long Term Care Insurance benefit.

The District will cease coverage and payments of Long Term Care Insurance premiums when a Director leaves office or is no longer serving on the Board of Directors. Directors have the option of continuing the Long Term Care coverage after the Director leaves office. In this case, premiums would be paid by the Director directly to the insurance company.

6. Deferred Compensation Plan / Social Security

Directors may elect to participate in the District's deferred compensation plan or have the District contribute to Social Security with the Director's compensation subject to Social Security withholding.

D. Eligible Dependents

Eligible dependents for the above insurance plans are defined as set forth in the insurance enrollment materials.

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For an eligible dependent to be eligible for coverages, a copy of a marriage license, State of California Declaration of Domestic Partnerships form (NP/SF DP-1), birth certificate, or other identifying paperwork will be required.

It is the Director's responsibility to notify the Human Resources Manager, in writing upon divorce, termination of Domestic Partnership, over-age dependent, or any event that changes the status of dependency.

- E. A summary of benefits and information will be provided on these plans during the new Director orientation and each year thereafter.
- F. The District reserves the right and discretion to review, revise, or alter its insurance benefits, carriers, coverages and benefits provided subject to the approval of the Board of Directors.
- G. The adoption and continuation of any of the insurance programs referred to in this Policy are subject to and conditioned upon the District's ability to secure and maintain the required insurance coverage on terms satisfactory to the District unless mandated by law.
- H. Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) protects Directors and their eligible family members by allowing them to continue their group dental and vision insurance under the District's plan at affordable group rates for terms defined by State and Federal law. Directors are notified upon taking office of their rights under this law and it is the Director's responsibility to notify the Human Resources Manager of any qualifying event within 60 days of the event.

DIRECTORS COMPENSATION POLICY

REDLINE

Prepared by: Staff	EL TORO WATER DISTRICT POLICY STATEMENT 1993-10 (IV) DIRECTORS COMPENSATION POLICY	Pages 1 of 7 Item 7 Section IV
Approved by: Board of Directors		Date: 11/2/24 16/20 Revision: 9 10

I. PURPOSE

- A. Directors in their role of providing governance for the El Toro Water District ("District") are required to: (1) Attend regular, special and committee meetings of the Board of Directors ("Board"); (2) perform assigned duties and responsibilities, as officers; (3) represent the District at industry and community events; and (4) attend industry specific conferences and educational events.
- B. The El Toro Water District ("District") shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of director remuneration and reimbursement.

II. QUALIFIED EVENTS

Subject to the District's enabling statutes, attendance at the following qualifies a Director to be eligible to receive compensation.

- A. A meeting of the District's Board of Directors;
- B. A meeting of a Committee of the District's Board of Directors;
- C. A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234.

Approved by Resolution: 93-9-2	Date: 09/16/93
Superseded by Resolution: 94-5-2	Date: 05/19/94
Superseded by Resolution: 99-7-2	Date: 07/15/99
Superseded by Resolution: 03-4-2	Date: 04/24/03
Superseded by Resolution 06-02-01	Date: 02/23/06
Superseded by Resolution 06-9-1	Date: 09/28/06
Superseded by Resolution 07-9-2	Date: 09/27/07
Superseded by Resolution 18-3-3	Date: 03/22/18
Superseded by Resolution 20-5-1	Date: 05/28/20
Superseded by Resolution 20-11-3	Date: 11/24/20
<u>Superseded by Resolution 20-12-6</u>	<u>Date: 12/16/20</u>

Prepared by: Staff	EL TORO WATER DISTRICT POLICY STATEMENT 1993-10 (IV) DIRECTORS COMPENSATION POLICY	Pages 2 of 7 Item 7 Section IV
Approved by: Board of Directors		Date: 11/24/20 Revision: 9

- D. Official Business Representing the District (subject to the prior approval of the President or Board) at the following non-exclusive functions and activities:
1. South Orange County Wastewater Authority Board of Directors (SOCWA)
 2. SOCWA Finance Committee
 3. Santiago Aqueduct Commission (SAC)
 4. MWDOC Board Meeting
 5. MWDOC Administration & Finance Committee Meeting
 6. MWDOC Public Affairs & Legislation Committee Meeting
 7. MWDOC Planning & Operations Committee Meeting
 8. Local Agency Formation Commission (LAFCO)
 9. Water Advisory Committee of Orange County (WACO)
 10. WACO Planning Committee
 11. Independent Special Districts of Orange County (ISDOC)
 12. Local TV-Appearances
 13. Orange County Water Association (OCWA)
 14. WaterReuse of Orange County
 15. Joint Powers Insurance Authority
 16. South OC Watershed Management Area Executive Committee
 17. South Orange County Agencies' Group Meeting
 18. Local Chamber of Commerce Functions
 19. City Council Meetings in the Cities served by the District
 20. Meetings between Board President and Vice President
 21. Meetings between Board President and District General Manager or Attorney
 22. Other functions defined in the "Board/Staff Organizational and Standing Committee Assignments" as periodically revised and adopted by Resolution of the Board of Directors
- E. Other functions and activities determined on an Ad Hoc basis as being beneficial to the District as approved by the Board President or the Board.

Prepared by: Staff	EL TORO WATER DISTRICT POLICY STATEMENT 1993-10 (IV) DIRECTORS COMPENSATION POLICY	Pages 3 of 7 Item 7 Section IV
Approved by: Board of Directors		Date: 11/24/20 Revision: 9

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STAFF REPORT

TO: BOARD OF DIRECTORS

MEETING DATE: December 16, 2020

FROM: Dennis Cafferty, General Manager

SUBJECT: COVID-19 Response

The District continues in its effort to balance compliance with health officials' guidance and State, Federal and OSHA direction with the critical need to maintain the reliability of the essential services provided by the District. The following represents a summary of the current status of the District's response to the ever-changing challenges presented by the COVID-19 pandemic.

A new surge of COVID-19 cases and associated hospitalizations began in early November. Daily new cases in Orange County have been as high as 2,000 new cases per day with hospitalizations rising significantly.

On December 3, 2020 the Governor announced a new "Regional Stay Home Order" that now uses ICU available capacity as a trigger. The State grouped counties into five regions that will be subject to new more severe restrictions when available ICU capacity falls below 15%. The Southern California Region, of which Orange County is a part, became subject to the new restrictions on December 7, 2020.

Customer Billing – The suspension of non-pay shutoffs continues. The incidence of late payments or customers communicating that they are unable to pay their bill due to the financial crisis associated with the COVID-19 pandemic continues to be relatively minor. Staff will continue to closely monitor billing for any further indication of trends or patterns.

Staffing – The following descriptions provide an overall description of the current approach to staffing and schedules:

- Illness – The District has had only two employees test positive for the COVID-19 virus. One has fully recovered and returned to full time work while the other is currently recovering. Neither employee is believed to have contracted the virus at work.
- OSHA Requirements – Cal/OSHA recently enacted new regulations regarding COVID-19 safety protocols in the workplace. The District was already compliant with most of the requirements. The most impactful change imposed new requirements regarding face coverings. The OSHA regulations now require face coverings, indoors, with only few exceptions regardless of distance between employees. Employees working in their own office are excepted from the requirement to wear a face covering unless another employee enters the same space. That exception does not apply to cubicles, meaning that employees working in cubicles must wear face coverings the entire day.
- Work Safety Protocols – The District's management staff continues to emphatically remind and require all staff of the critical need to practice social distancing of a minimum of six feet as well as the need to follow CDC guidelines regarding hand washing and other personal hygiene.

The recently modified guidance regarding masks now requires masks when employees are indoors and more than one employee are in the same space or office, regardless of the distance. The District has advised the employees of the new requirements and of the District's strict adherence to the mask requirements. Staff has been informed and consistently reminded that the combination of masks, distance and hygiene are the most effective means to mitigate the potential of contracting the virus.

- Telecommuting – Staff has expanded its telecommuting capability encouraging additional staff to work remotely, further reducing the number of people in the Main Office at the same time. The majority of the Main Office staff is working remotely to various extents.
- Field Operations – The Operations Department is working the normal 9/80 schedule. Certain modifications such as staggered start times and lunch periods have been implemented to reduce traffic and interaction in locker rooms and the lunch room.
- Self-Certification – Staff continues to follow the requirement for daily self-certification that employees are not suffering from a fever or any of the typical COVID-19 symptoms. Employees are required to provide the daily certification on-line.

GENERAL MANAGER'S REPORT

December 2020

I. OFFICE OF THE GENERAL MANAGER

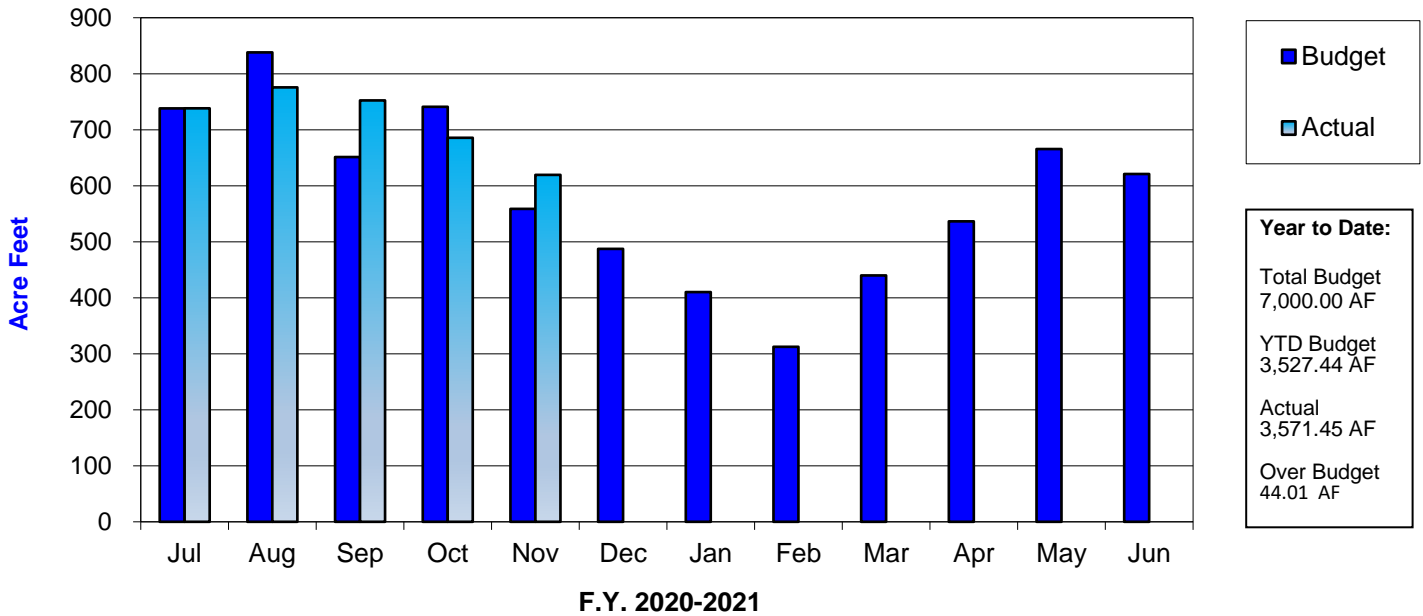
- Attended South Orange County Agencies Group Meeting
- Attended President/Vice President/GM Meetings
- Attended MWDOC AMP Participants Meeting
- Attended County of Orange Flow Ecology Study Meeting
- Attended ACWA Fall Conference Virtual Meetings
- Attended Agenda Review Meeting
- Attended SOCWA Finance Committee Meeting
- Attended RRC Meeting
- Attended MWDOC Admin/Finance Committee Meeting
- Attended MWDOC Planning/Operations Committee Meetings
- Attended ETWD Regular Engineering & Finance Committee Meetings
- Attended ETWD Regular Board Meeting

II. DOMESTIC AND RECYCLED WATER SALES

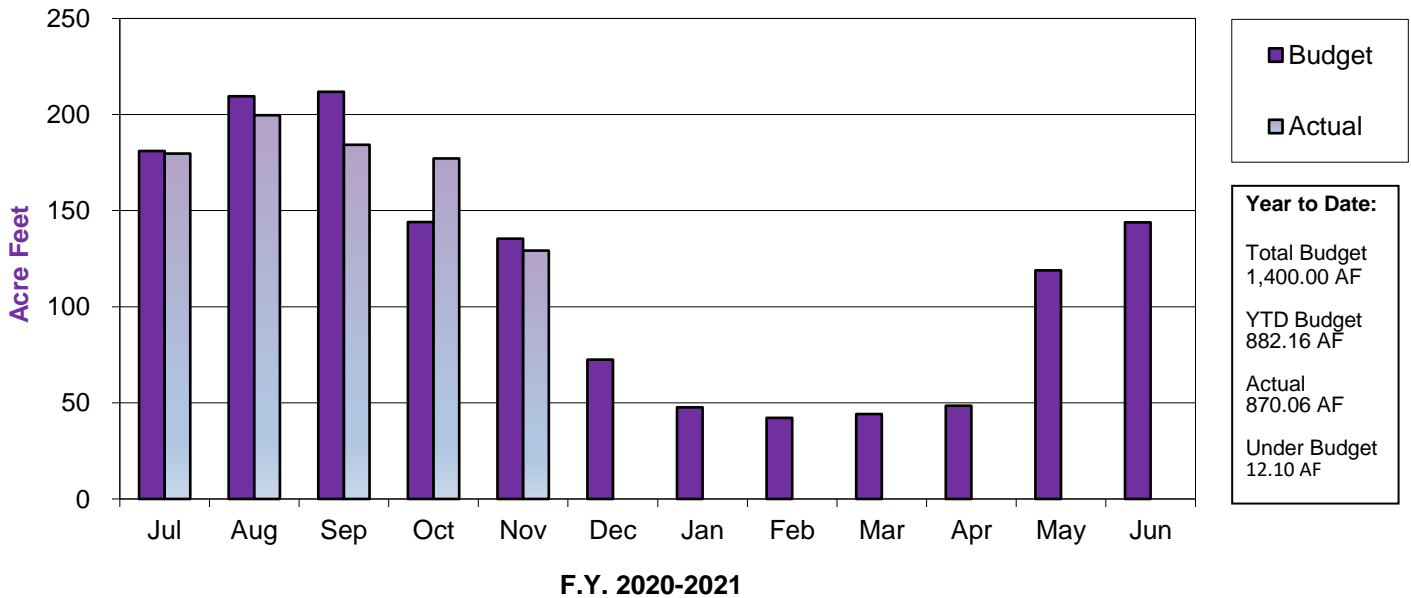
Actual domestic sales for the year-to-date as of November 30, 2020 are 3,571.45 acre-feet. This compares to year-to-date budgeted domestic sales of 3,527.44 acre-feet. The year-to-date variation in actual to budgeted sales reflects an increase of 44.01 acre-feet. Actual sales are 18.59 acre-feet higher than last year-to-date actual sales for the same period.

Actual recycled sales for the year-to-date as of November 30, 2020 are 870.06 acre-feet. This compares to year-to-date budgeted recycled sales of 882.16 acre-feet. The year-to-date variation in actual to budgeted sales reflects a decrease of 12.10 acre-feet. Actual sales are 81.35 acre-feet higher than last year-to-date actual sales for the same period.

POTABLE WATER SALES



RECYCLED WATER SALES



Customer Service Activity Report

Regular Service Calls	NOV 2020	NOV 2019	Telephone Calls	NOV 2020	NOV 2019
Serviceman Dispatched to Read, Connect/Disconnect Service	59	98	Change of Service: Connections and Disconnections	61	86
Field Investigations:			Billing / Payments & Graph Inquires	148	259
Check for leaks - calls to CS Office:(irrigation,meter,street leaks)			Assistance with online payments and ETWD's portal (cc, e-checks, other.)	16	7
Customer Responsible	20	18	Variance / Adjustment Inquiries	27	26
District Responsible	4	5	Variance / Adjustment Requests Processed	7	17
None found/other	12	9	Ordinance Infraction / Water Waste Complaints	1	0
High Reads Checked - High Consumption (Billing Dept.)	28	10			
Cust Leaks: _7_ No Leaks: _21_					
Check Stopped Slowed Meters-Low Consumption (Billing)	10	7	Outside Utility Districts	64	47
Re-Check Read	3	6	Phone calls Transfer to other Departments within ETWD	53	57
Ordinance Infraction	1	0	Phone calls for the Board of Directors	2	0
Recycled Water	0	0	Recycled Water	0	2
Water Quality: Taste / Odor / Color	3	2	Water Quality Taste - Odor - Color	4	1
Phone response: _3_ Field response: _0_			Leaks / Breaks	18	13
Flooding (Hydrant) Meters issued	1	4	Flooding Meter calls (Hydrant)	3	3
Sewer - Odor/Stoppage/ Manhole Covers	2	6	Sewer Problems (odor / spills)	3	7
Meter Box: Lids / Covers Replaced	18	8			
Meter Box Clean, Digout	4	7	Backflow / Cross Connection (questions or yearly testing forms)	1	0
Raised Meter Box	0	0	ETWD facilities inquiries: Boxes/Covers/Lids/Hydrants/Pump Stations/Graffiti/ "Gen. Maint"	9	7
Trim Bushes / Meter Obstruction	16	9			
General Maintenance Response	6	5	Tyco (ADT) Calls (Alarms to ETWD facilities)	0	0
Fire Hydrants: Hit / Leaks / Caps	1	0	ATT Calls (access to tower sites)	1	0
Pressure(psi) Checks / Reads	2	3	SCE Calls (access to tower sites)	0	0
CSSOV (Angle Meter/Ball Valve/Gate Valve/Globe Valve) chk,repair,replaced	8	5	Pager Calls specifically for Pump Stations - SCADA	0	0
AMS angle-meter-stop replace/repair	1	0			
Bees Removed	5	2	Payment Extensions	4	47
Backflow / Cross Connection	0	3	Delinquent Payment Calls to Customer 's prior to shut off per billing calendar (automatic courtesy dialer)	177	72
Fogged Registers	27	37	Return Calls from customers left on our voice mail system. Ext 500	9	8
OMCOP: Old Meter Change - Out Program	0	0	Email Correspondence:	71	57
Other: (uncommon non-maintenance calls)	2	1	Maintenance Service Order Requests (bees, psi, fogged-dirty registers)	8	2
On-Call After Hrs. CS Response	13	22	Misc. (other: employment, deliveries, sales calls)	23	37
# 48/24 Hr. Door Hangers Hung	0	162			
# Locked Off For Non-Pay (Disconnect)	0	16			
Removed Meter	2	0			
New Meter	2	11			
Unread Meters	12	11			
Total Field Investigations	262	467	Total Telephone Calls	710	755
Uncollectible Accounts:			Credit Card Payments	NOV 2020	NOV 2019
Budget YTD	\$ 8,333.00	\$ 8,333.00	REGULAR	888 \$104,564.29	753 \$79,896.65
Actual YTD	\$ 4,720.00	\$ 4,091.00			

(WRP) Tertiary Treatment Plant

November-20

Total Recycled Water Production

Flow, Units	G.C. Irrigation	Main Distribution	WRP Irrigation/Utility	Total, Production
Avg. Daily Q MGD	0.206	0.765	0.069	1.040
Total Q MG	6.183	22.959	2.072	31.214
Total Acre Feet	18.975	70.459	6.359	95.793

*** 503,000 Gallons of Potable Water Was Used to Supplement the Demand for Recycled Water.**

****Note: we are still experiencing a false zero with this flow meter.**

Based on flow trends we were able calculate the total amount of Potable Make-up water used.

We will work with MCR Technologies to have this flow meter properly zeroed & calibrated.

MICROBIOLOGICAL MONITORING

November 2020

PRESSURE ZONE LEGEND

GRAVITY 570	LOW 1 484	SPARTAN 620-710	MID 630
SHENANDOAH 894	LOW 2 465	REDUCED HIGH 537	ULTRA HIGH 800-920
CHERRY 770-815	LOW 3 409	HIGH 645-720	R-6 620

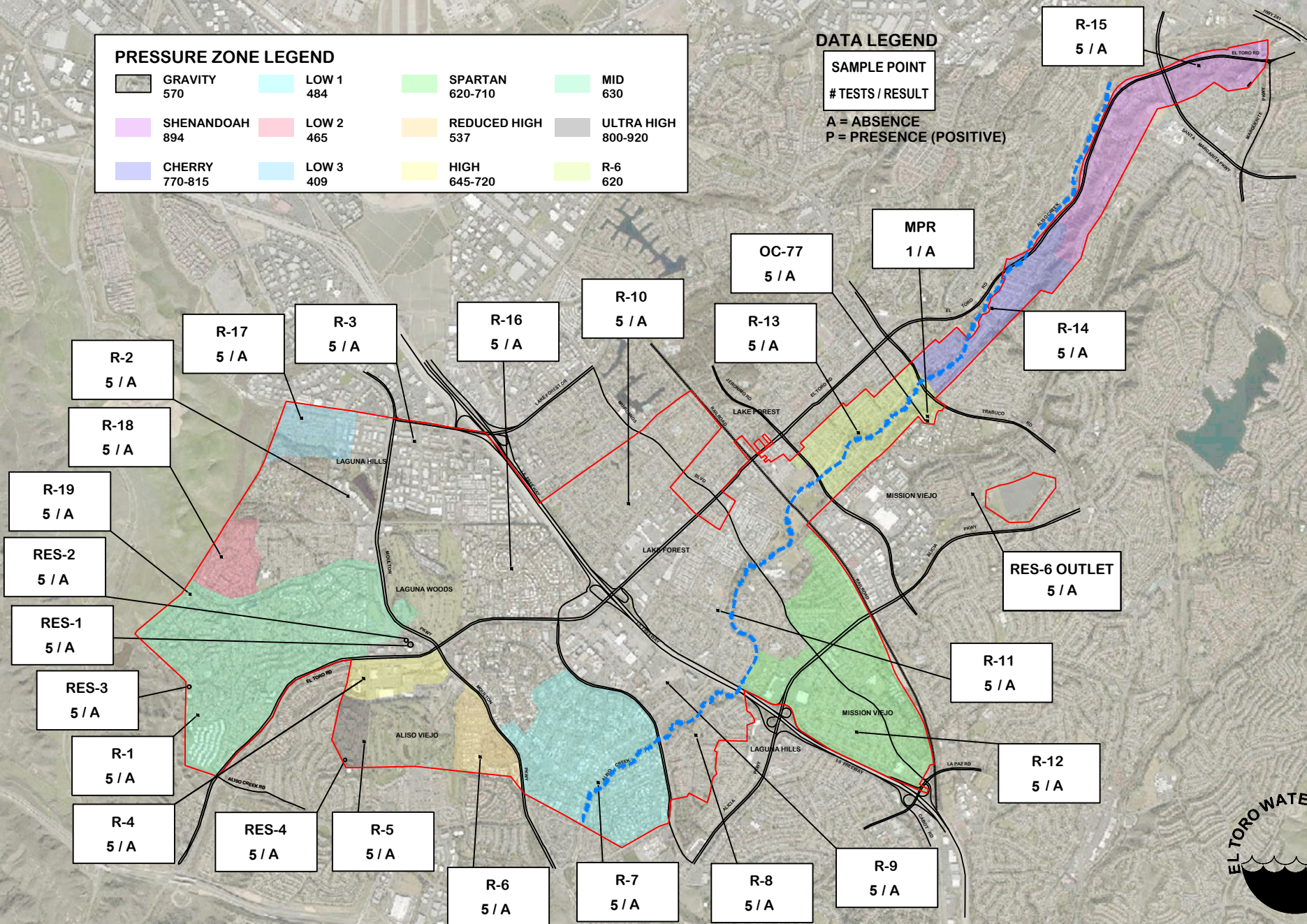
DATA LEGEND

SAMPLE POINT

TESTS / RESULT













A = ABSENCE




P = PRESENCE (POSITIVE)

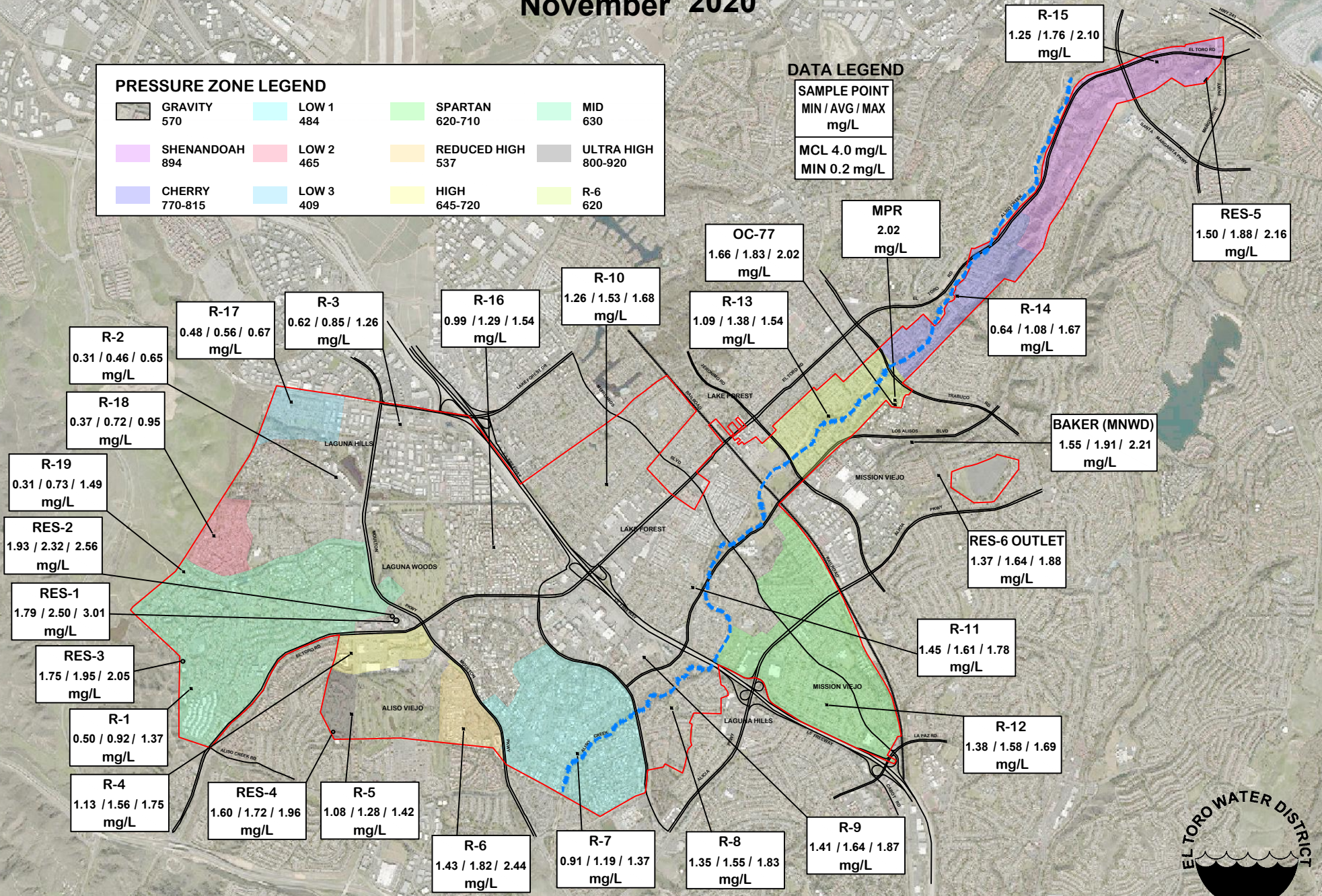


CHLORINE RESIDUAL MONITORING

November 2020

PRESSURE ZONE LEGEND			
	GRAVITY 570		LOW 1 484
	SPARTAN 620-710		MID 630
	SHENANDOAH 894		LOW 2 465
	REDUCED HIGH 537		ULTRA HIGH 800-920
	CHERRY 770-815		LOW 3 409
	HIGH 645-720		R-6 620

DATA LEGEND	
	SAMPLE POINT MIN / AVG / MAX mg/L
	MCL 4.0 mg/L
	MIN 0.2 mg/L

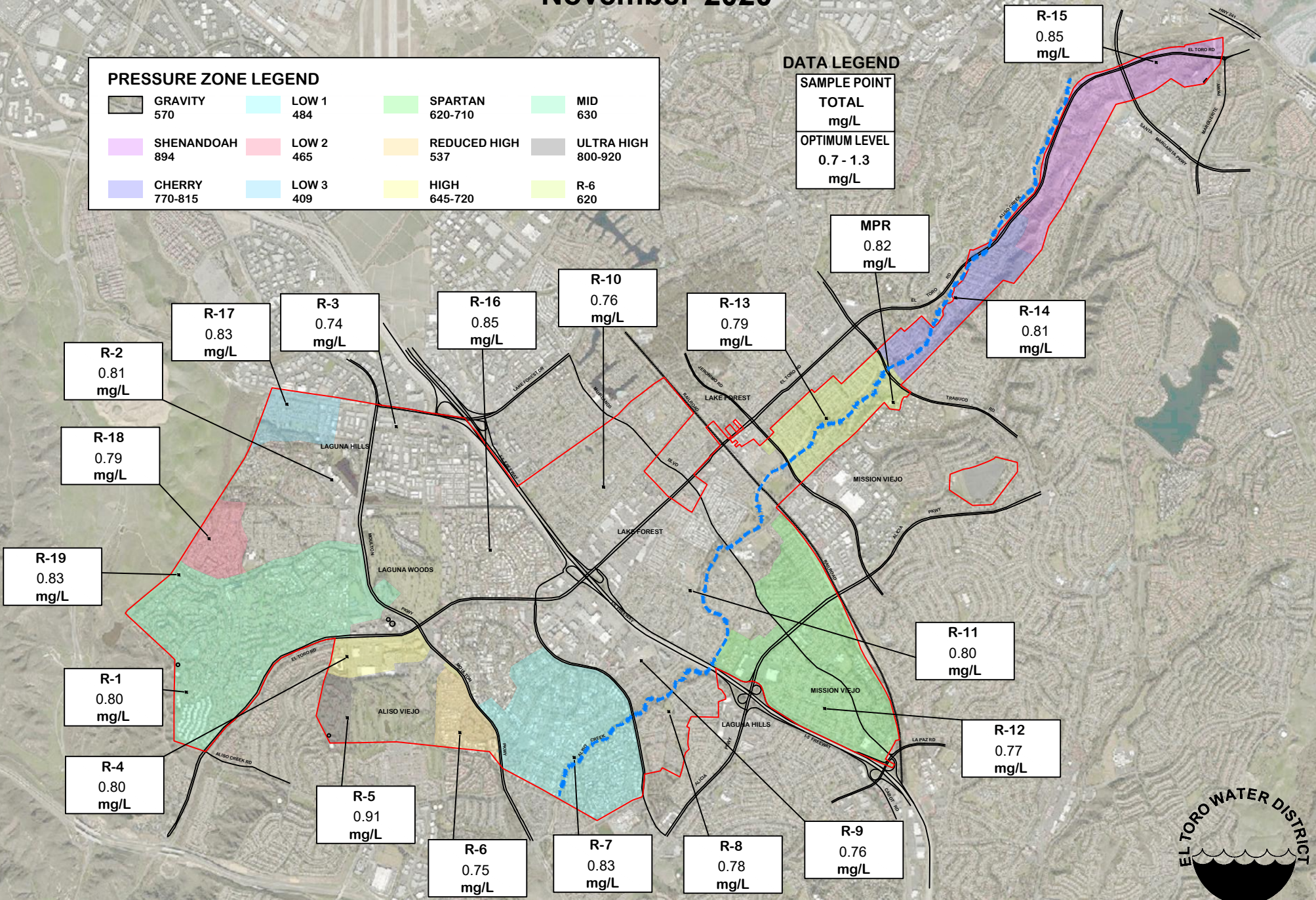


FLUORIDE MONITORING

November 2020

PRESSURE ZONE LEGEND			
	GRAVITY 570		LOW 1 484
	SHENANDOAH 894		LOW 2 465
	CHERRY 770-815		LOW 3 409
	SPARTAN 620-710		REDUCED HIGH 537
	HIGH 645-720		ULTRA HIGH 800-920
	MID 630		R-6 620

DATA LEGEND	
	SAMPLE POINT
	TOTAL mg/L
	OPTIMUM LEVEL 0.7 - 1.3 mg/L



NITRITE MONITORING

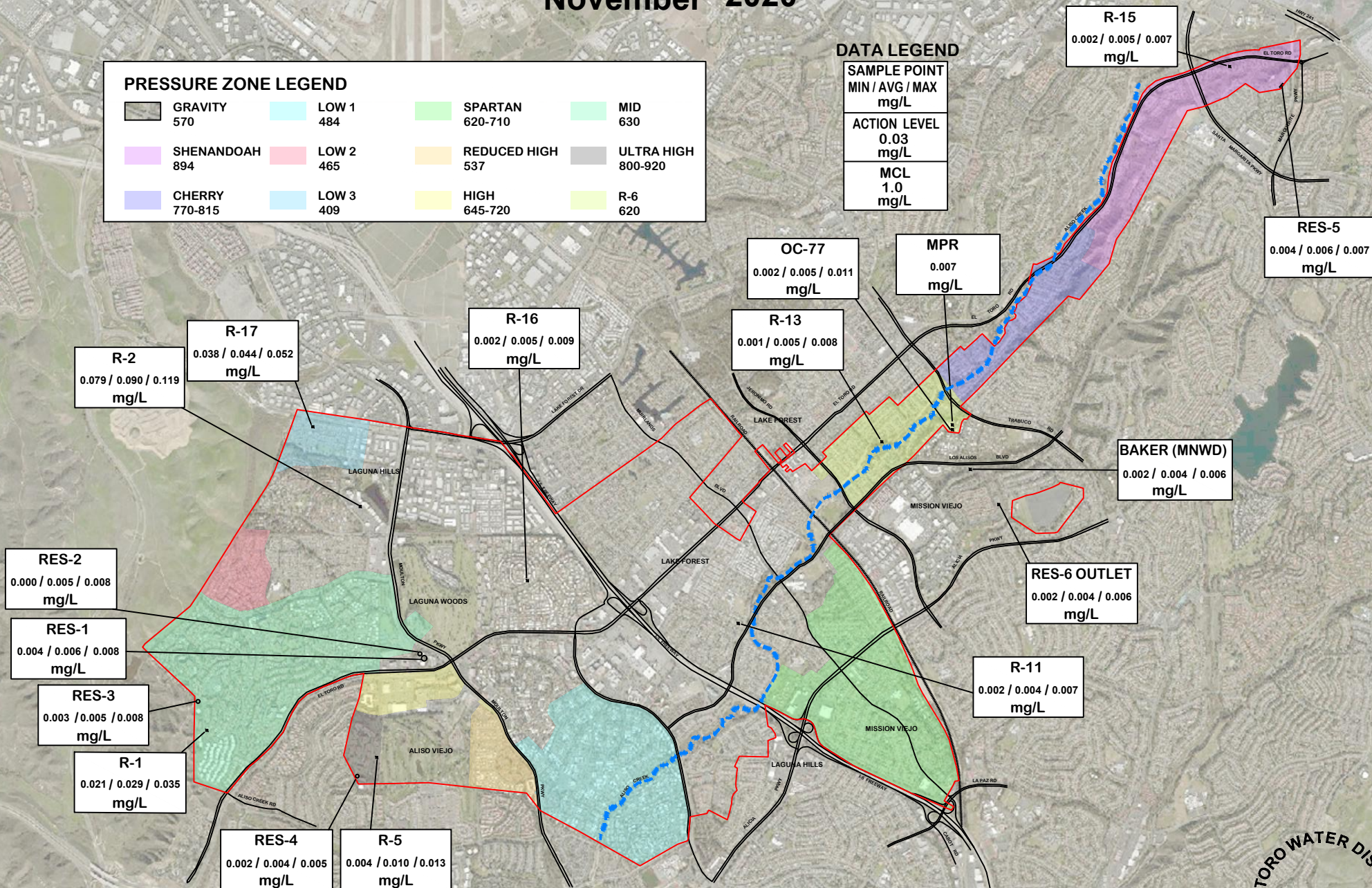
November 2020

PRESSURE ZONE LEGEND

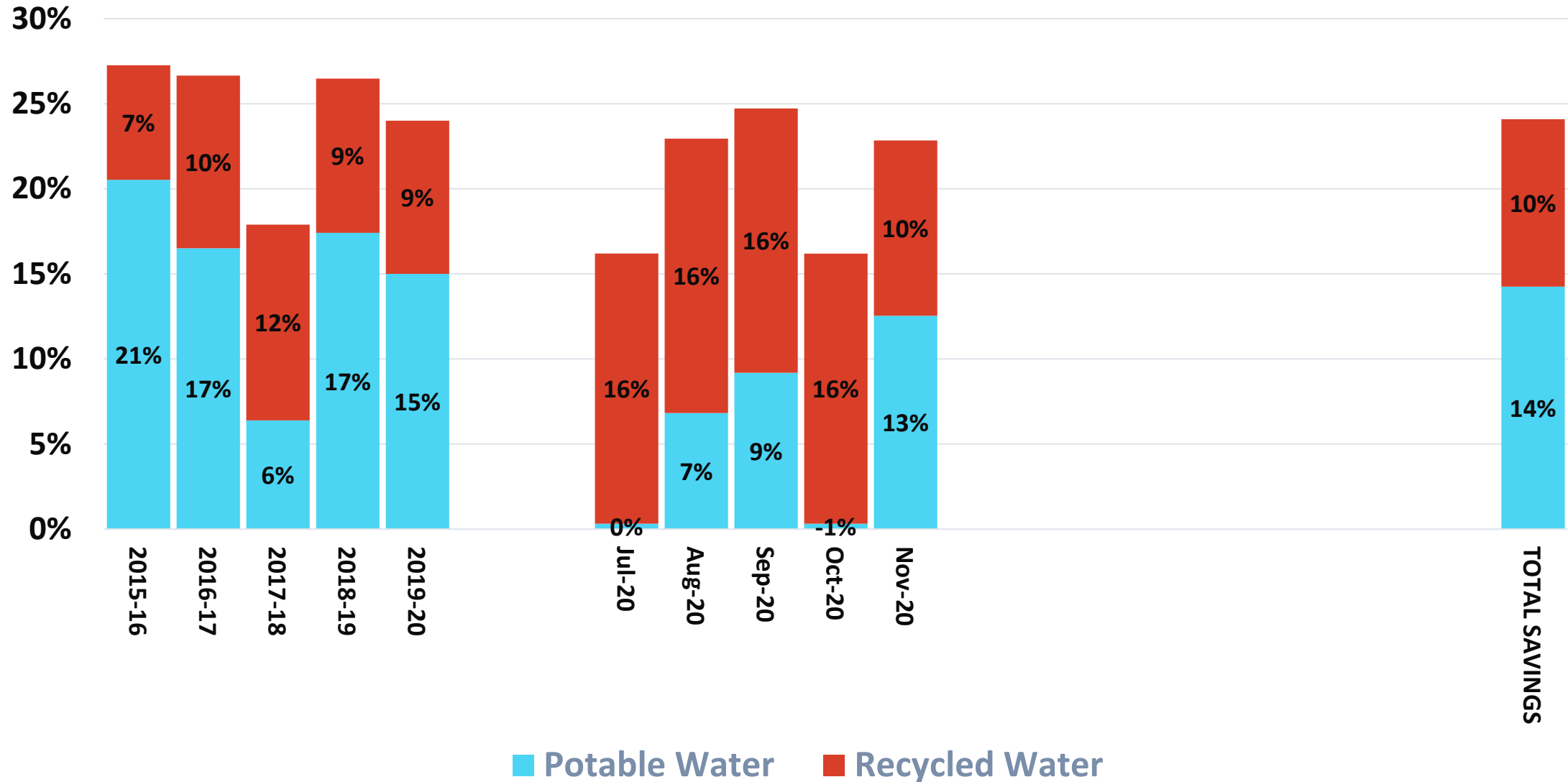
	GRAVITY 570		LOW 1 484		SPARTAN 620-710		MID 630
	SHENANDOAH 894		LOW 2 465		REDUCED HIGH 537		ULTRA HIGH 800-920
	CHERRY 770-815		LOW 3 409		HIGH 645-720		R-6 620

DATA LEGEND

SAMPLE POINT
MIN / AVG / MAX
mg/L
ACTION LEVEL
0.03
mg/L
MCL
1.0
mg/L



ETWD WATER SAVINGS COMPARED TO 2013



**EL TORO WATER DISTRICT
MONTHLY POTABLE WATER QUALITY REPORT**

The quality and safety of drinking water in the U.S. is regulated by the federal government through the U.S. Environmental Protection Agency (USEPA). In California, those standards are enforced by the California Department of Public Health (CDPH). Water Quality parameters must meet both primary and secondary water quality standards as established by the CDPH.

PRIMARY STANDARDS - are intended to protect public health against substances in the water that may be harmful to humans if consumed for long periods of time.

SECONDARY STANDARDS - are to ensure esthetic qualities of water such as taste, odor or clarity. Rather than its healthfulness, these standards govern substances that may influence consumer acceptance of water.

Given that 100% of ETWD's potable water resource is fully treated and delivered by Metropolitan Water District of Southern California (MWDSC) through an enclosed and protected conveyance system, the majority of the State and federal primary and secondary source water quality monitoring requirements are performed by MWDSC. The District's physical responsibility for water quality monitoring is associated with the distribution system. To monitor the distribution system water quality the District utilizes both in house and outside lab services. Routine distribution analysis conforming to CDPH requirements is conducted for the following constituents:

- 1) **Microbiological** - The number of microbiological samples and the frequency of analysis during the month is based on the population and/or service connections served. Utilizing a population of 50,000, the CDPH requires that 20 "representative" samples be collected and analyzed for coliform bacteria. The objective is to maintain water quality that is absent of coliform bacteria which is a general indicator for the existence of fecal coliform.
- 2) **Chlorine Residual** - The chlorine residual monitoring is performed in conjunction with the microbiological monitoring. The CDPH requirement for treated surface water mandates that the distribution system maintain a "detectable" residual. The number of and frequency of sampling is determined utilizing the same formula applied to microbiological requirements. At a minimum, we are obligated to collect and analyze for chlorine residual each time we collect the representative microbiological samples. Per EPA Disinfectants & Disinfection Byproduct Rule (D/DBP), which was effective January 2002, requires quarterly reporting for all sampling.
- 3) **TTHM & HAA5 Stage 2 DBPR Compliance** The U.S. Environmental Protection Agency (EPA) published the Stage 2 Disinfectants and Disinfection Byproducts Rule (Stage 2 DBPR) on January 4, 2006. The Stage 2 DBPR builds on existing regulations by requiring water systems to meet disinfection byproduct (DBP)* maximum contaminant levels (MCLs) at each monitoring site in the distribution system to better protect public health. The Stage 2 DBP rule is intended to reduce potential cancer and reproductive and developmental health risks from disinfection byproducts (DBPs) in drinking water, which form when disinfectants are used to control microbial pathogens. This final rule strengthens public health protection for customers of systems that deliver disinfected water by requiring such systems to meet maximum contaminant levels as an average at each compliance monitoring location (instead of as a system-wide average as in previous rules) for two groups of DBPs, trihalomethanes (TTHM) and five haloacetic acids (HAA5). The rule targets systems with the greatest risk and builds incrementally on existing rules. This regulation will reduce DBP exposure and related potential health risks and provide more equitable public health protection. The Stage 2 DBPR is being released simultaneously with the Long Term 2 Enhanced Surface Water Treatment Rule to address concerns about risk tradeoffs between pathogens and DBPs.

The mandatory requirement under the Stage 2 DBP rule, known as an Initial Distribution System Evaluation (IDSE) was completed by ETWD in 2008 and a Stage 2 monitoring plan has been approved by CDPH. Full Stage 2 compliance begins in 2012. The IDSE identified the locations with high disinfection byproduct concentrations. These locations will then be used by the District as the 8 sampling sites for Stage 2 DBP rule compliance monitoring. Compliance with the maximum contaminant levels for two groups of disinfection byproducts (TTHM and HAA5) will be calculated for each monitoring location in the distribution system. This approach, referred to as the locational running annual average (LRAA), differs from current requirements, which determine compliance by calculating the running annual average of samples from all monitoring locations across the system. The Stage 2 DBP rule also requires each system to determine if they have exceeded an operational evaluation level, which is identified using their compliance monitoring results. The operational evaluation level provides an early warning of possible future MCL violations, which allows the system to take proactive steps to remain in compliance. A system that exceeds an operational evaluation level is required to review their operational practices and submit a report to the state that identifies actions that may be taken to mitigate future high DBP levels, particularly those that may jeopardize their compliance with the DBP MCLs.

- 4) **Physical Quality** - Physical Quality analysis is associated with the esthetic qualities of the finished water. Primarily, we are performing analysis for taste, odor and Turbidity (Clarity). In accordance with CDPH requirements, the District collects a minimum of 15 samples per month.
- 5) **Nitrites** - Although the chloramine disinfection process has been effective in controlling TTHM levels, it requires increased monitoring and adjustment as a result of its susceptibility to the Nitrification process. Nitrification is a biological process caused by naturally occurring ammonia oxidizing bacteria. Nitrification in chloraminated drinking water can have various adverse impacts on water quality, the most serious of which is the loss of total chlorine residual which is required by the CDPH and the subsequent potential to increase bacteriological activity within the finished or treated water system. MWD has developed an effective nitrification monitoring and prevention program which ETWD staff have adopted and incorporated into the District's daily water quality monitoring and action plan. The number and frequency of this type of monitoring is not currently regulated by CDPH. Staff monitor the level of nitrites in source water, reservoirs and the distribution system daily and weekly in conjunction with the microbiological and chlorine sampling program. A nitrite level of between 0.015 and 0.030 would signal an alert. > 0.030 would require action such as the addition of chlorine to produce a chloramine residual.

EL TORO WATER DISTRICT MONTHLY POTABLE WATER QUALITY ANALYSIS					
MONTH:		NOVEMBER		YEAR : 2020	
CONSTITUENT ANALYSIS	MCL	INSIDE LAB		OUTSIDE LAB	
		NO.	RESULTS	NO.	RESULTS
1 Microbiological	Pres/Absence	174	Absence		Average
2 Chlorine (ppm)	Detectable Resid	207	Average = 1.24 ppm		
3 TTHM (ppb) (Stage 2)	80 ppb		N/A		(ppb)
3 HAA5 (ppb) (Stage 2)	60 ppb		N/A		(ppb)
4 Physical Quality:			RANGE		
Turbidity (ppm)	5 NTU	20	0.00 to 0.18		
Odor	3 Units	20	ND<1		
Color	15 Units	20	ND<5		
Temperature	No standard	20	73.0°F To 78.0°F		
5 Nitrite (Alert/Action level)ppm	0.015 to 0.030 ppm	104	0.000 to 0.008 Res.		

To ensure water quality compliance, the District annually performs approximately 8,750 water quality analytical evaluations of the samples collected from the distribution system.

Abbreviations:

RES	Indicates that the nitrification was isolated to a reservoir and treated
ND	None detected
Pres/Absence	Presence (P) or Absence (A) related to a positive or negative bacteriological result
MCL	Maximum Contaminant Level
NTU	Nephelometric Turbidity Units, a measure of the suspended material in the water
ppm	Parts per million
ppb	Parts per billion
Total Coliform	No more than 5% of the monthly samples may be total coliform-positive
N/A	Not available

**EL TORO WATER DISTRICT
COLLECTION SYSTEM ACTIVITY REPORT**

MONTH ENDING:

NOVEMBER

2020

ODOR COMPLAINTS	NUMBER	LOCATION, ORIGIN, ACTION:		
Outside Laguna Woods Village	1	23192 STELLA CT LAKE FOREST, CA 9260		
Outside Laguna Woods Village				
Outside Laguna Woods Village				
Laguna Woods Village				
New World				
Private System				
Other: WRP				
TOTAL	1			
ROOT FOAMING	FOOTAGE	CHEMICAL USED	CHEMICAL COST	COMMENTS:
Outside Laguna Woods Village				
Laguna Woods Village				
New World	6,675	274 CANS		
Other				
TOTAL	6,675			
ROOT CUTTING	FOOTAGE	COMMENTS:		
Outside Laguna Woods Village				
Laguna Woods Village	517			
New World				
TOTAL	517			
HYDRO-CLEANING	FOOTAGE	COMMENTS:		
Outside Laguna Woods Village	17,514			
Laguna Woods Village	5,155			
New World				
Private System				
Hot Spots	25,260			
ETWD TOTALS:				
SANTA MARGARITA TOTALS:				
COMBINED TOTALS:	47,929			
TV INSPECTIONS	FOOTAGE	COMMENTS:		
Outside Laguna Woods Village				
Laguna Woods Village	3,601			
New World				
Private System				
Other				
TOTAL	3,601			
Wet Wells	Number	3	MATHIS-WESTLINE-DELTA	
Flow Meter/Sampling	Number			
WATER TANK FILLS	55	55,000		

Weekly Water Quality System Status

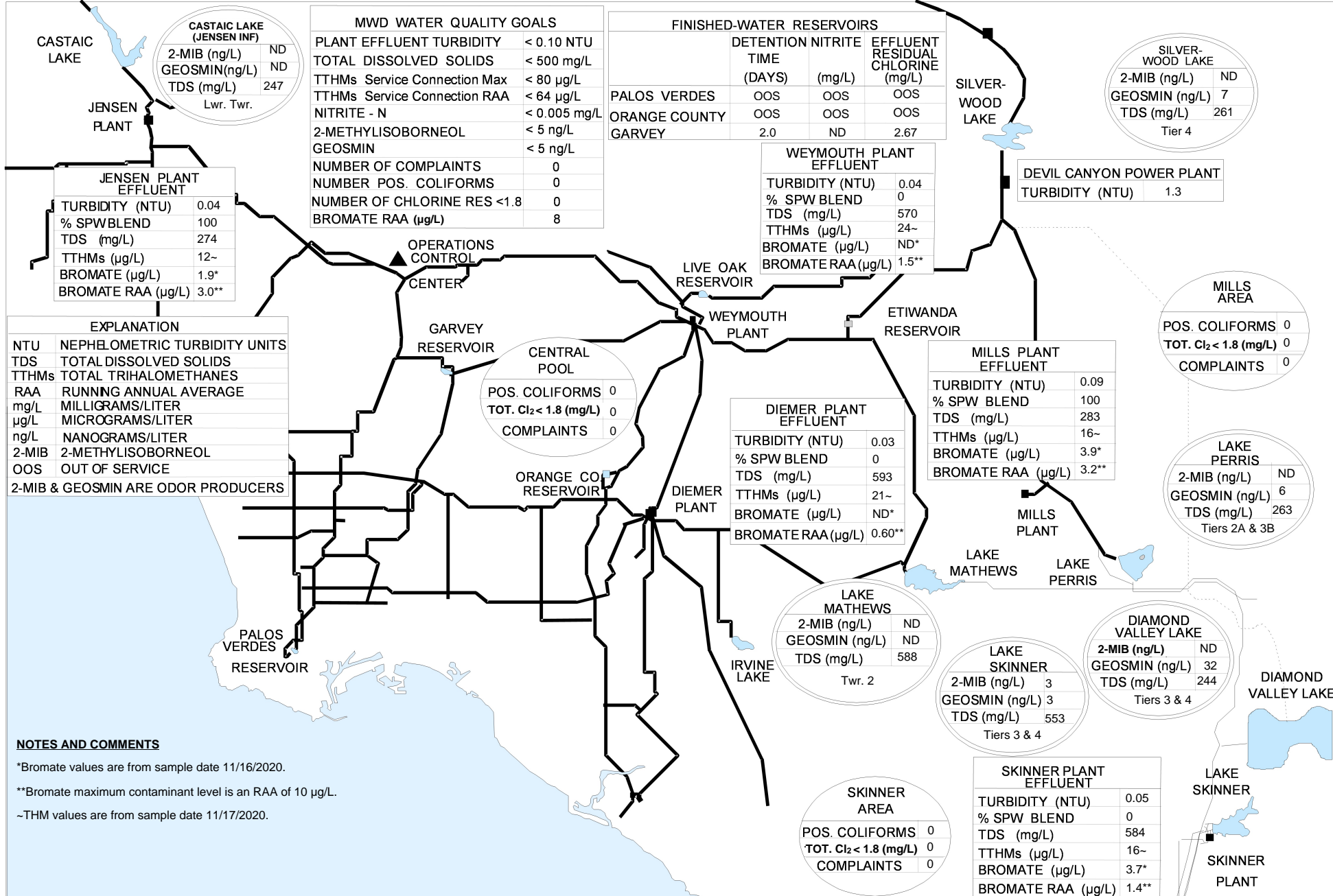
Wednesday, December 2, 2020

Generated On:12/2/2020 11:51:04 AM



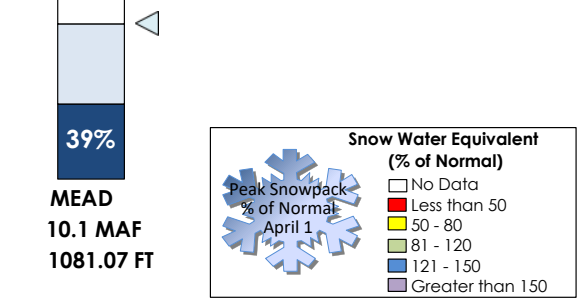
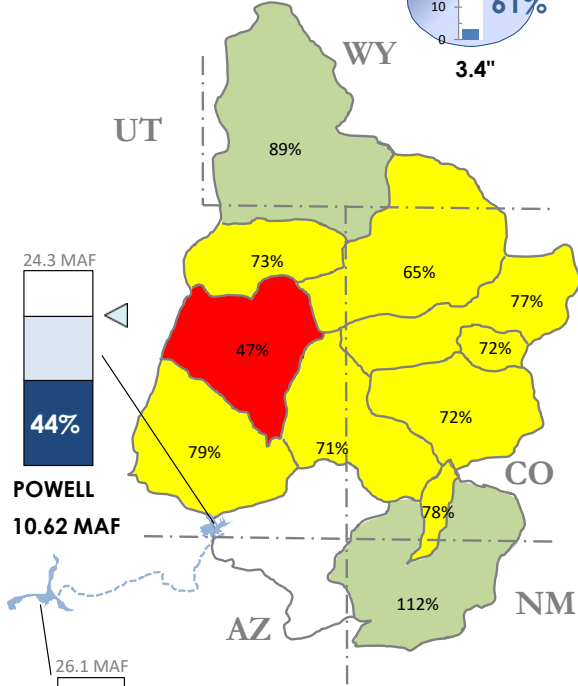
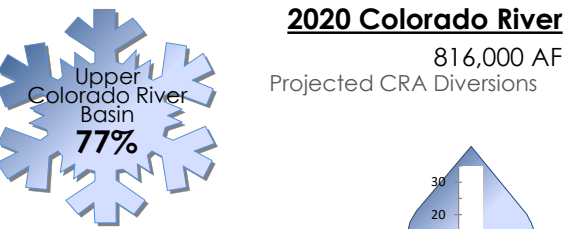
THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

No violations of State or Federal regulations were recorded during the current period.



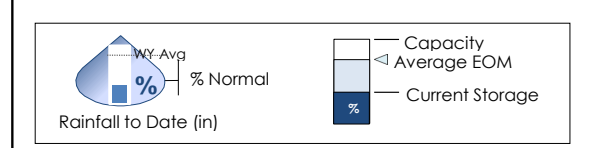
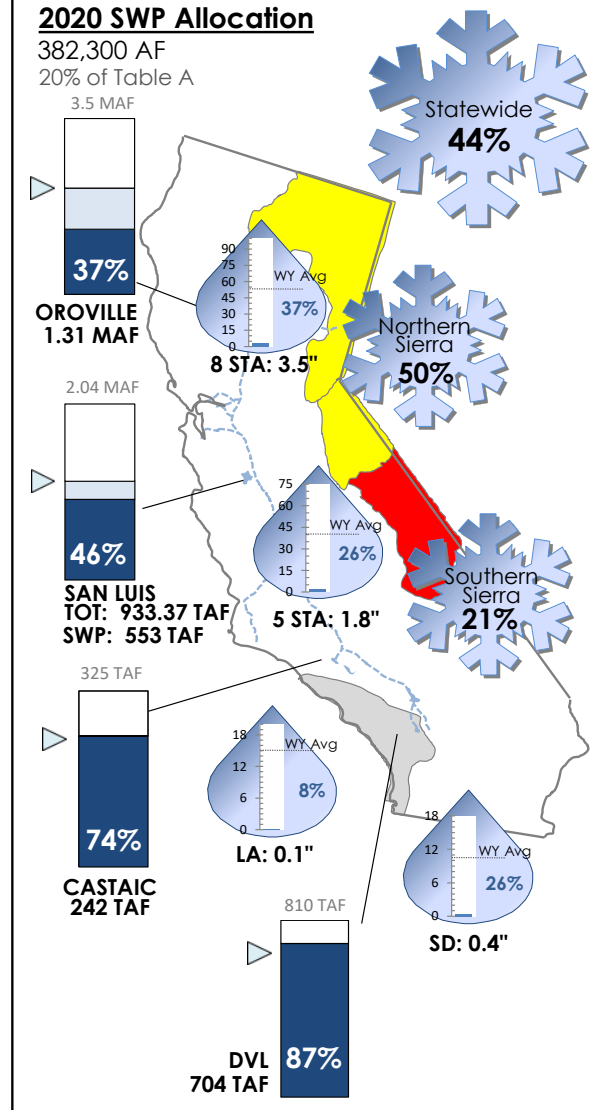
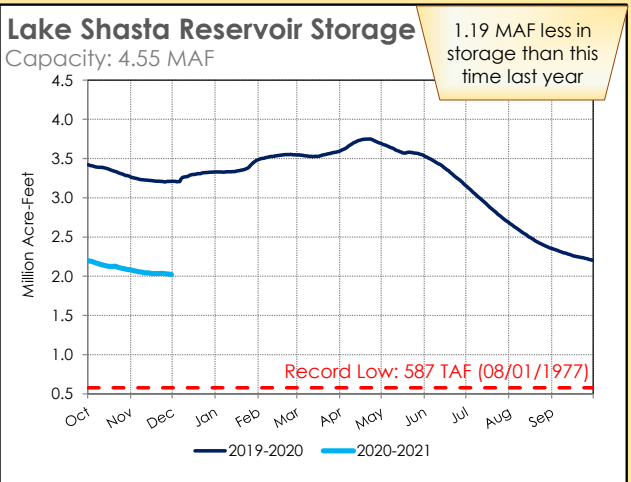
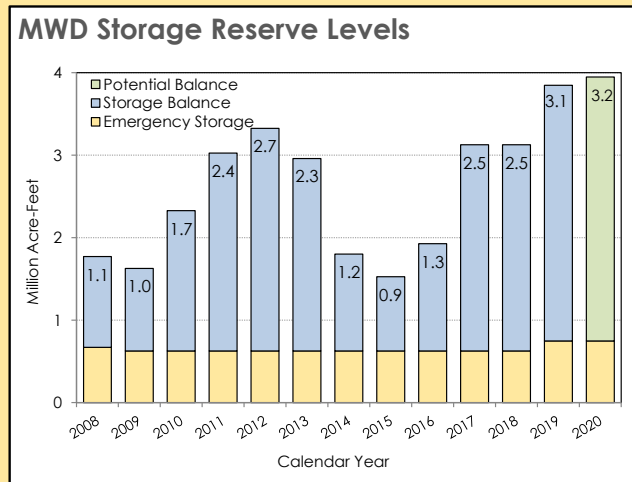
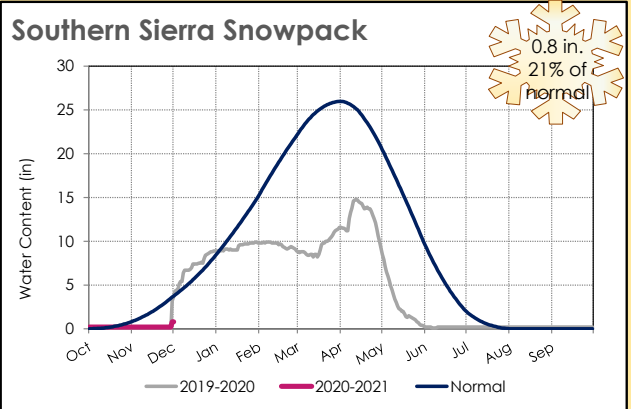
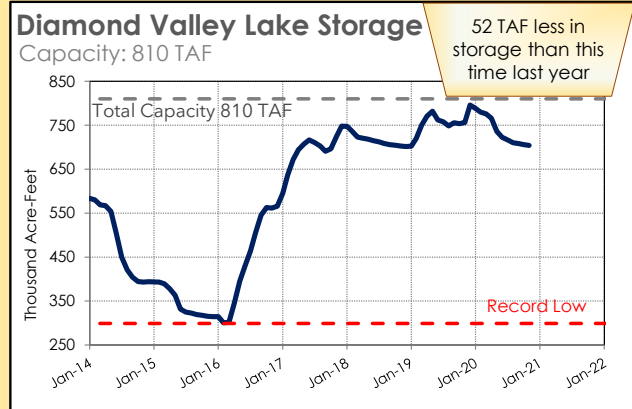
MWD water quality goals meet or exceed all State and Federal regulations.

WATER QUALITY INFORMATION LINE: (800) 354-4420
VISIT MWD ON THE WEB AT <http://www.mwdh2o.com>



Highlights

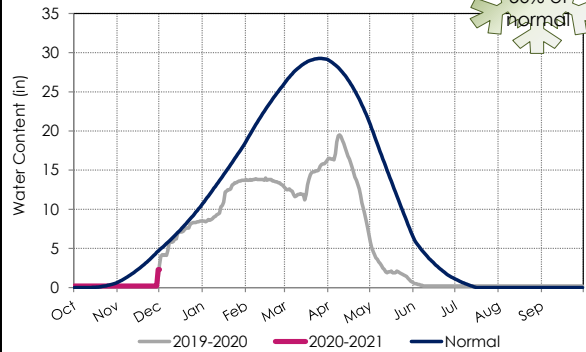
- ❖ Snowpack in the Sierra is at 44% of normal
 - ❖ Precipitation at the 8 Station Index is at 37% of normal
 - ❖ Snowpack in the Upper Colorado is at 77% of normal
- Precipitation in the Upper Colorado is at 61% of normal



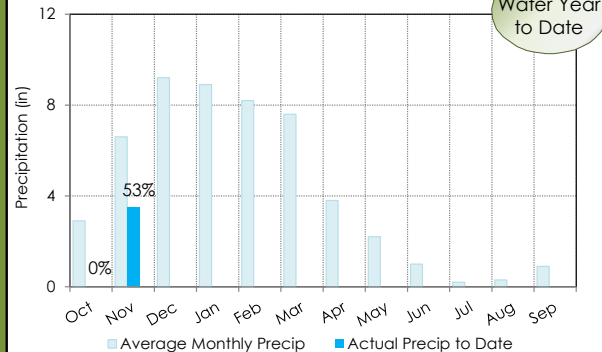
As of: 11/30/2020

State Water Project Resources

Northern Sierra Snowpack

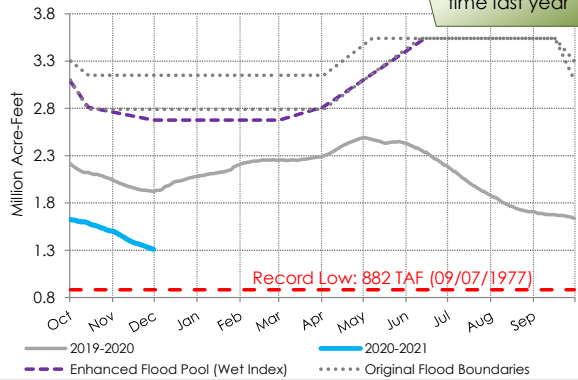


8 Station Index Precip

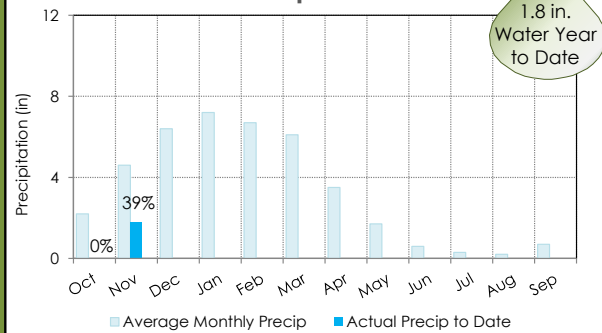


Oroville Reservoir Storage

Capacity: 3.5 MAF

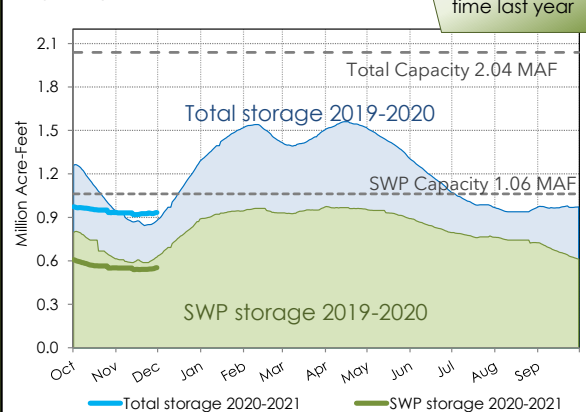


5 Station Index Precip



San Luis Reservoir Storage

Capacity: 2.04 MAF

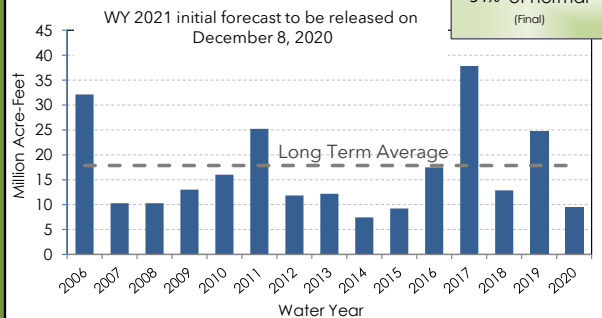


Other SWP Contract Supplies

Calendar Year 2020

Carryover 330,766 AF Transfer Supplies 5,000 (est.) AF

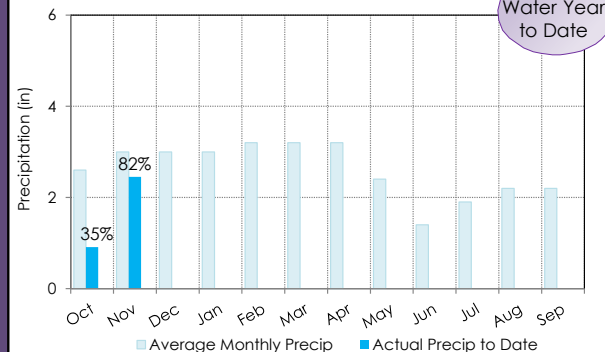
Sacramento River Runoff



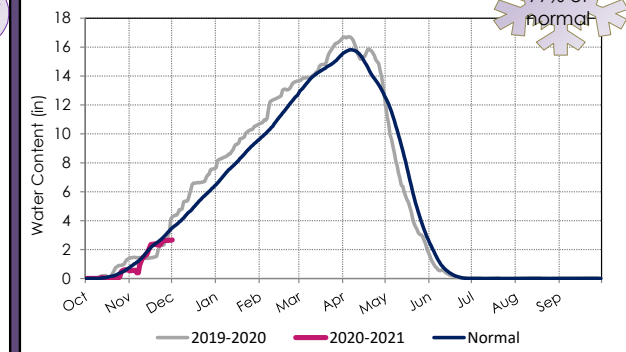
Colorado River Resources

As of: 11/30/2020

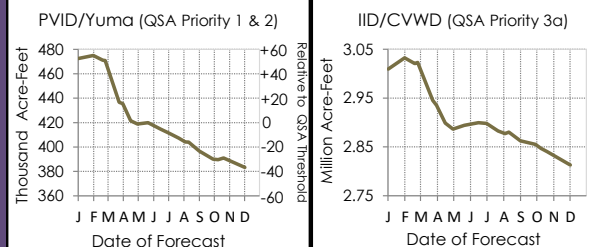
Upper Colorado Basin Precip



Upper Colorado Basin Snowpack

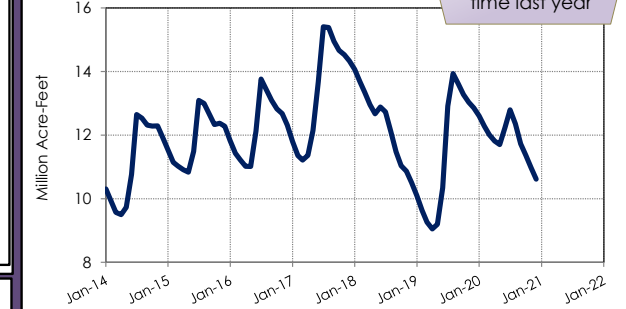


2020 Colorado River Ag Use



Lake Powell Storage

Capacity: 24.3 MAF



Lake Mead Shortage/Surplus Outlook

	2021	2022	2023	2024	2025
Shortage	0%	23%	44%	49%	53%
Surplus	0%	0%	4%	7%	11%

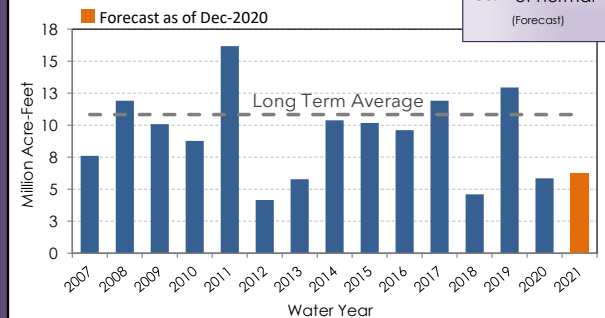
Likelihood based on results from the August 2020 CRSS model run. Includes DCP Contributions.

Projected Lake Mead ICS

Calendar Year 2020

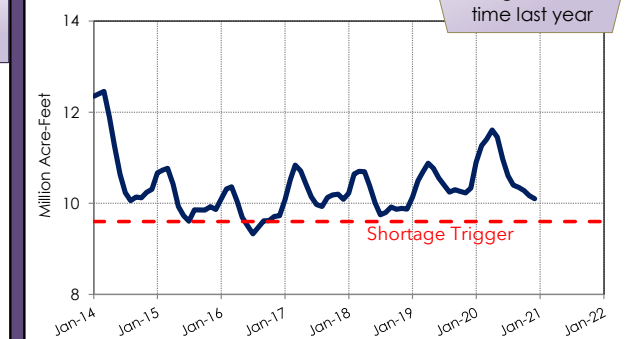
Put (+)/Take(-)
+ 360,000

Powell Unregulated Inflow



Lake Mead Storage

Capacity: 26.1 MAF



WILL SERVE REQUEST STATUS REPORT

(November 2020)

**All projects subject to previously issued Will Serve Letters are either Complete or the Will Serve Letter has Expired
(Will Serve Letters Expire One Year from Date of Issuance)**

Date Requested	Applicant	Project Description	Type	Location	Status	Date Issued
3/8/19	Target Corporation	Target Mission Viejo Redevelopment	ND	24500 Alicia Pkwy.	Issued	7/3/19
8/16/19	Burgertown USA	Burgertown Sewer Connection	TI	24418 Muirlands	Issued	11/20/19
8/29/19	Merlone Geier Partners	Hunter Court Utility Relocations	TI	24322 Rockfield Blvd	Issued	12/9/19
11/15/19	Kiddie Academy	New Daycare at previous Restaurant	TI	25521 Muirlands Blvd	Issued	1/7/20
6/1/20	Milestones Academy	Fire Service for expanded daycare	ND	23184 El Toro Frontage rd	Issued	10/1/20
6/11/20	National Community Renaissance	Mountain View Housing, 71 units	ND	24551 El Toro Rd	Pending	n/a
8/7/20	City of Laguna Woods	City Hall Public Library	TI	24264 El Toro Rd	Issued	9/23/20
8/13/20	Buchheim Properties III	Handels Ice Cream	TI	23615 El Toro Rd, Ste. Y2	Issued	9/1/20
8/27/20	Buchheim Properties III	Fuddruckers Redevelopment	TI	23621 El Toro Rd	Issued	9/22/20

ND = New Development

TI = Tenant Improvement

South Orange County Water Agencies

December 2, 2020

The Honorable Gloria Gray
Chair
Metropolitan Water District of Southern California
700 North Alameda St.
PO Box 54153
Los Angeles, CA 90054-0153

RE: Perspectives on Critical Issues for the Next Metropolitan General Manager

Dear Chair Gray:

Congratulations on your reelection as the Chair for a second term, your leadership comes at a critical time in Metropolitan's history with several key issues facing you and the Board. I am writing on behalf of our organization, the South Orange County Agencies Group. We represent a segment of the member agencies of the Municipal Water District of Orange County ("MWDOC"), primarily south Orange County agencies. In some cases, we rely on Metropolitan for as much as 100 percent of our water supplies. We have confidence in the Metropolitan Board and in our representation by MWDOC and take this opportunity to provide our perspectives directly on the top three issues that the next General Manager of Metropolitan must be able to address to be successful. We hope that our perspectives will help you through the recruitment process.

Candidates for the next General Manager must possess a unique expertise to work with the Board to successfully implement projects, agreements, and financial restructuring to ensure a continued resilient water supply for the entire Metropolitan service area. The successful candidate will face the following three most critical issues and must have the described requisite experience and skill sets to be able to address them:

1. State Water Project Issues:

- a. Ability to secure a Delta Conveyance Project and related agreements.
- b. Skill set to develop and execute water exchanges and transfers across the State with both State and Federal Contractors.
- c. Experience with key individuals and agencies (such as California Department of Water Resources, State Water Resources Control Board and the State Water Contractors).

AGENCIES

El Toro Water District
Emerald Bay Services District
Irvine Ranch Water District

Laguna Beach County Water District
City of San Clemente
City of San Juan Capistrano

Santa Margarita Water District
South Coast Water District
Trabuco Canyon Water District

South Orange County Water Agencies

2. Colorado River Issues:

- a. Understanding of the Law of the River.
- b. Ability to re-negotiate and provide leadership in the development of new Colorado River Guidelines for Lower Basin Shortages.
- c. Experience with key individuals at agencies (such as Southern Nevada Water Authority, Bureau of Reclamation, Arizona Department of Water Resources, Palo Verde Irrigation District, Imperial Irrigation District, Coachella Valley Water District, Tribes, etc.).
- d. Familiarity with major Colorado River issues including salinity control and the future of the Salton Sea.

3. Financial and Personnel Issues:

- a. Understanding of complex financing mechanisms including issuing bonds, derivatives (such as swaps), and requirements for maintaining high credit ratings with rating agencies.
- b. Understanding of rate setting along with the associated legal and political challenges and concerns.
- c. Ability to address challenges associated with lower revenues from reduced sales, and the balance between fixed and variable revenues.
- d. Experience in leading a large organization and a unionized workforce.

In addition to being able to address these three critical issues, we also believe it would be important for the next General Manager to be a strategic thinker and be familiar with Metropolitan Member Agency local water supply issues and needs.

We know that every Metropolitan Director is focused on this recruitment and we hope that the information provided above is helpful in the recruitment process. We appreciate the dedication of the Metropolitan leadership and staff and look forward to working with you.

Sincerely,



Don Chadd
Chairman
South Orange County Agencies Group

AGENCIES

El Toro Water District
Emerald Bay Services District
Irvine Ranch Water District

Laguna Beach County Water District
City of San Clemente
City of San Juan Capistrano

Santa Margarita Water District
South Coast Water District
Trabuco Canyon Water District

South Orange County Water Agencies

c:

Director Linda Ackerman

Director Larry Dick

Director Sat Tamaribuchi

AGENCIES

El Toro Water District
Emerald Bay Services District
Irvine Ranch Water District

Laguna Beach County Water District
City of San Clemente
City of San Juan Capistrano

Santa Margarita Water District
South Coast Water District
Trabuco Canyon Water District

ETWD Public Education and Outreach Report

December 16, 2020

Bill Message

Customer December/January bill message:

Per the state and local COVID-19 guidelines, ETWD continues to be closed to the public. We are here to serve you Monday – Thursday 7:30 a.m. – 4:00 p.m. and every other Friday 7:30 a.m. – 3:00 p.m. by phone at (949) 837-0660 or by email at CustomerService@etwd.com. You can view or pay your bill 24/7 online at <https://etwd.com/view-pay-yourbill/>. Thank you for your continued patience during this unprecedented time.

Laguna Woods Village Television

President Monin participated in a Zoom interview with Lisa Hart for Laguna Woods Village Television on December 8th. President Monin discussed the Community Advisory Group and Fats, Oil and Grease.

School Events

Unfortunately, the high school we reached out to did not respond to participating in the Metropolitan Water District of Southern California (MET) Solar Cup 2021. MET was only able to secure 3 high schools in Orange County to participate. Most of the feedback provided to MET and MWDOC was that schools and teachers are under pressure and do not have the extra time to commit to attending workshops and completing projects outside of the classroom or virtual classroom. Staff will continue to work with the schools to gain participation in next year's program.

**EL TORO WATER DISTRICT
CONSERVATION PROGRAM
Monthly
Status Report
December 16, 2020**

REBATE PROGRAMS

The SoCal WaterSmart regional rebate program is available to ETWD customers provided by the Metropolitan Water District of Southern California, the Metropolitan Water District of Orange County and ETWD.

The following tables reflect the current device rebates ETWD customers can apply for from August 1, 2020 through June 30, 2022.

Select device purchases are eligible for rebates while meeting eligibility requirements and subject to funding availability. Rebate information can be found at www.etwd.com/conservation/rebates.

1) Residential Rebate Program:

Device	MET Rebate	MWDOC Grant	ETWD Rebate	Total Rebate (up to)
High Efficiency Clothes Washer	\$85		\$115	\$200
Premium High Efficiency Toilet	\$40		\$60	\$100
Rotating Sprinkler Nozzles (min 30 per home)	\$2 ea		\$1	\$3
Smart Irrigation Timer	\$80	\$100	\$75	\$255
Turf Removal Program (up to 5,000 sq ft)*	\$2 sq. ft.		\$1 sq. ft.	\$3 sq. ft.
Soil Moisture Sensor System <1 Acre	\$80	\$100	\$75	\$255
>1 Acre	\$35/station			\$35/station
Hose Bib Irrigation Controller	\$35			\$35
Rain Barrels Cisterns	\$35		\$15	\$50
(200 -500 gallon)	\$250			\$250
(501-999 gallon)	\$300			\$300
(1,000 gallon or more)	\$350			\$350
Spray to Drip Irrigation (up to 5,000 sf of converted area per fiscal year)		\$0.25 sq. ft.		\$0.25 sq. ft.

*Designated recycled water sites are not eligible for turf removal rebates. MWDOC Grant funding based on availability. ETWD has discontinued funding of synthetic turf rebates.

2) Commercial Plumbing/Irrigation Devices Rebate Program:

Device	MET Rebate	MWDOC Grant	ETWD Rebate	Total Rebate (up to)
Premium High Efficiency Toilet	\$40			\$40
Multi-family Premium High Efficiency Toilet	\$40			\$40
Zero Water/Ultra Low Water Urinal	\$200			\$200
Plumbing Flow Control Valve (min. 10)	\$5			\$5
Smart Irrigation Timer/Central Computer Irrigation Controller/Soil Moisture Sensor System/Hose Bib Irrigation Controller	\$35/station			\$35/station
Rotating Sprinkler Nozzles (minimum quantity of 15)	\$2		\$1	\$3
Rotating Nozzles – Large Rotary	\$13			\$13
Turf Removal Program (up to 50,000 sq ft)*	\$2 sq. ft*			\$2 sq. ft.*
Spray to Drip Irrigation (up to 45,000 sq. ft)		\$0.20 sq. ft.		\$0.20 sq. ft.

*Designated recycled water sites are not eligible for turf removal rebates. Synthetic turf is not eligible for the turf removal rebate. Additional commercial rebates available online at ocwatersmart.com. MWDOC Grant funding based on availability.

WATER USE EFFICIENCY PLAN UPDATE (Water Conservation Plan)

The District Water Budget-Based Tiered Conservation Rate Structure (WBBTCRS) pricing structure is the primary plan that gives customers the incentive needed to be efficient. The Plan efforts initially will concentrate on those customers continually in the Inefficient and Excessive Tiers (Tiers 3 and 4). [As of November 2020 year-to-date sales, residential accounted for 64% of the overall Tier 3 usage and dedicated irrigation accounted for 60% of Tier 4 usage.](#)

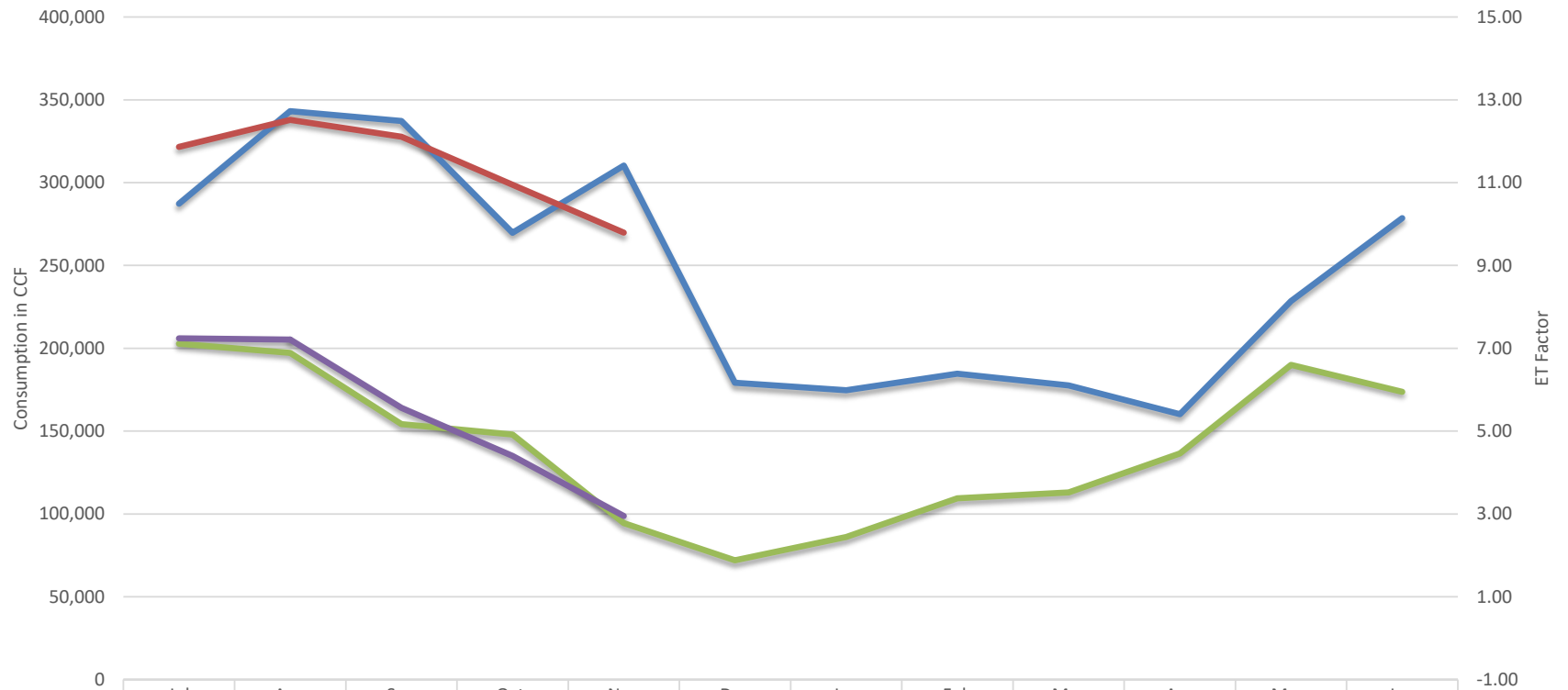
TOTAL CONSUMPTION COMPARISON TO EVAPOTRANSPIRATION (ET) FACTOR

Included in this month's Conservation Report is a chart comparing the current fiscal year 2020/21 consumption and ET factor to the fiscal 2019/20 consumption and ET factor. The ET factor increased 5.77% from November 2019 when compared to November 2020. There was a 13% decrease in consumption reflected in November 2020.

MWDOC's—WATER USE EFFICIENCY PROGRAMS SAVINGS AND IMPLEMENTATION REPORT / ETWD's—WATER USE EFFICIENCY PROGRAM SAVINGS REPORT

The current MWDOC and ETWD's Program Savings Reports follow this report. MWDOC's report show all their client agencies current participation levels in water use efficiency programs and savings calculations. ETWD's report show current District customer participation in water use efficiency programs along with savings provided in acre/feet per year, million gallons per year and avoided water costs based on those calculations.

Total Consumption Comparison



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 2019-2020	287,207	343,163	337,247	269,666	310,344	179,155	174,596	184,609	177,526	160,199	228,443	278,527
FY 2020-2021	321,599	337,881	327,731	298,688	269,822							
FY 19/20 ET	7.11	6.89	5.17	4.92	2.78	1.88	2.44	3.38	3.52	4.46	6.60	5.95
FY 20/21 ET	7.24	7.21	5.56	4.40	2.95							
%	112%	98%	97%	111%	87%							

El Toro Water District Water Use Efficiency Program Savings

Program	Program Start Year	Program/Total Years	Avoided Water Use Acre Feet/Annual	Avoided Water Use Million Gallons/Annual	Avoided Water Costs Based on MWDOC Rate (\$2.16 CCF) Annual
High Efficiency Toilet (HET)	2005	14	56.3	18.3	\$52,984
High Efficiency Clothes Washers--Residential	2001	18	27.6	9.0	\$25,974
*SoCal Water Smart Commercial Plumbing Fixtures Rebate Program (ULFT's, HET's, Urinals, HECW, Cooling Tower Conductivity Controllers)	2002	17	54.6	17.8	\$51,384
SmarTimer Program--Irrigation Timers	2004	15	198.9	64.8	\$187,185
Rotating Nozzles Rebate Program	2007	12	148.9	48.5	\$140,130
Turf Removal Program	2010	9	66.9	21.8	\$62,960
**Water Smart Landscape Program - Ended 2016	1997	20	242.9	79.2	\$228,594
Synthetic Turf Rebate Program--Ended 2011	2007	8	0.9	0.3	\$847
***Ultra Low Flush Toilets (ULFT)--Ended 2009	1992	16	193.2	58.0	\$167,487
Computer Controlled Irrigation System--Gate 11--Ended 2006	2001	6	8.9	2.9	\$8,357
Totals			999.1	325.6	\$940,236

* Formerly the Save Water Save a Buck - Commercial Rebate Program

** Formerly the Landscape Performance Certification Program

*** Correction on date and total

Because of our participation in Water Use Efficiency Programs, the District will not be using an estimated 325.6 million gallons of water per year.

Orange County

Water Use Efficiency Programs Savings and Implementation Report

Retrofits and Acre-Foot Water Savings for Program Activity

Program	Program Start Date	Retrofits Installed in	Month Indicated		Current Fiscal Year		Overall Program		
			Interventions	Water Savings	Interventions	Water Savings	Interventions	Annual Water Savings[4]	Cumulative Water Savings[4]
High Efficiency Clothes Washer Program	2001	November-20	264	0.76	1,148	8.18	122,580	4,229	37,478
Smart Timer Program - Irrigation Timers	2004	October-20	421	3.46	1,025	22.84	28,448	9,013	64,167
Rotating Nozzles Rebate Program	2007	October-20	453	1.81	573	2.17	571,391	2,792	23,765
Commercial Plumbing Fixture Rebate Program	2002	November-20	0	0.00	206	2.82	110,508	5,295	60,678
Industrial Process/Water Savings Incentive Program (WSIP)	2006	November-20	0	0.00	1	11.48	38	1,284	5,577
Turf Removal Program ^[3]	2010	November-20	51,130	0.58	235,709	16.21	23,171,375	3,245	19,072
High Efficiency Toilet (HET) Program	2005	November-20	15	0.05	69	2.39	60,636	2,241	24,456
Water Smart Landscape Program [1]	1997						12,677	10,621	72,668
Home Water Certification Program	2013						312	7,339	15,266
Synthetic Turf Rebate Program	2007						685,438	96	469
Ultra-Low-Flush-Toilet Programs ^[2]	1992						363,926	13,452	162,561
Home Water Surveys ^[2]	1995						11,867	160	1,708
Showerhead Replacements ^[2]	1991						270,604	1,667	19,083
Total Water Savings All Programs			7	238,731	66	25,409,800	54,102	491,697	

(1) Water Smart Landscape Program participation is based on the number of water meters receiving monthly Irrigation Performance Reports.

(2) Cumulative Water Savings Program To Date totals are from a previous Water Use Efficiency Program Effort.

(3) Turf Removal Interventions are listed as square feet.

(4) Cumulative & annual water savings represents both active program savings and passive savings that continues to be realized due to plumbing code changes over time.

HIGH EFFICIENCY CLOTHES WASHERS INSTALLED BY AGENCY

through MWDOC and Local Agency Conservation Programs

Agency	FY 12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	Total	Current FY Water Savings Ac/Ft (Cumulative)	Cumulative Water Savings across all Fiscal Years	15 yr. Lifecycle Savings Ac/Ft
Brea	93	115	114	76	57	55	53	36	15	2,026	0.10	619.36	1,048
Buena Park	105	106	91	76	54	50	46	28	19	1,661	0.14	497.08	859
East Orange CWD RZ	10	8	8	8	3	1	6	2	-	201	0.00	64.88	104
El Toro WD	134	121	111	65	47	50	40	29	14	1,654	0.11	496.17	856
Fountain Valley	115	102	110	76	65	48	39	34	19	2,540	0.15	806.97	1,314
Garden Grove	190	162	165	251	127	87	70	63	34	3,817	0.23	1,168.46	1,975
Golden State WC	265	283	359	260	138	156	92	95	40	5,398	0.31	1,659.64	2,793
Huntington Beach	334	295	319	225	180	139	93	115	58	8,651	0.47	2,784.53	4,476
Irvine Ranch WD	1,763	1,664	1,882	1,521	1,369	1,194	883	490	169	27,398	1.23	8,086.89	14,177
La Habra	82	114	87	66	53	48	48	46	27	1,496	0.19	440.55	774
La Palma	34	25	34	29	10	14	7	12	3	494	0.03	150.54	256
Laguna Beach CWD	38	37	39	32	19	20	18	16	10	996	0.09	307.42	515
Mesa Water	114	86	89	113	79	53	42	41	62	2,715	0.33	864.44	1,405
Moulton Niguel WD	442	421	790	688	574	524	357	298	138	11,237	0.92	3,223.32	5,814
Newport Beach	116	92	95	66	61	51	41	28	12	2,756	0.10	898.74	1,426
Orange	218	163	160	124	80	73	56	59	33	4,119	0.25	1,331.72	2,131
San Juan Capistrano	76	73	92	63	33	32	23	26	8	1,548	0.07	479.61	801
San Clemente	140	94	141	75	70	83	64	61	31	2,859	0.23	873.18	1,479
Santa Margarita WD	553	662	792	466	367	271	213	251	112	10,363	0.87	3,087.77	5,362
Seal Beach	31	29	38	23	9	17	8	21	4	652	0.03	200.53	337
Serrano WD	13	10	26	8	11	8	2	7	-	374	0.00	120.10	194
South Coast WD	89	79	68	43	44	36	28	30	11	1,689	0.07	516.47	874
Trabuco Canyon WD	30	45	47	34	28	22	13	12	5	850	0.03	259.32	440
Tustin	78	59	80	66	44	48	34	29	27	1,750	0.18	547.97	906
Westminster	121	82	109	149	84	65	46	36	37	2,770	0.26	852.72	1,433
Yorba Linda	181	167	156	123	55	66	43	62	23	3,945	0.17	1,275.22	2,041
MWDOC Totals	5,365	5,094	6,002	4,726	3,661	3,211	2,365	1,927	911	103,971	6.56	31,618.35	20,087
Anaheim	331	285	295	266	213	173	135	119	96	11,205	0.66	3,621.11	5,798
Fullerton	200	186	211	165	107	99	113	84	35	4,026	0.23	1,227.49	2,083
Santa Ana	163	131	132	259	141	124	128	49	106	3,378	0.72	1,011.48	1,748
Non-MWDOC Totals	694	602	638	690	461	396	376	252	237	18,609	1.61	5,860.08	3,595
Orange County Totals	6,059	5,696	6,640	5,416	4,122	3,607	2,741	2,179	1,148	122,580	8.18	37,478.43	23,682

SMART TIMERS INSTALLED BY AGENCY
through MWDOC and Local Agency Conservation Programs

Agency	FY 12/13		FY 13/14		FY 14/15		FY 15/16		FY16/17		FY17/18		FY18/19		FY19/20		FY20/21		Total Program		Cumulative Water Savings across all Fiscal Years
	Res	Comm	Res	Comm	Res	Comm	Res	Comm	Res	Comm	Res	Comm	Res	Comm	Res	Comm	Res	Comm.	Res	Comm.	
Brea	9	8	4	0	43	6	20	4	31	4	32	0	33	0	31	0	23	0	250	80	650.09
Buena Park	3	0	0	0	4	10	7	4	10	7	15	3	17	7	22	1	11	0	96	52	225.69
East Orange CWD RZ	2	0	0	0	2	0	1	0	11	1	6	0	1	0	1	0	0	0	33	1	34.78
El Toro WD	7	2	11	0	8	9	9	17	33	8	29	4	34	0	21	3	8	1	207	363	2,982.96
Fountain Valley	3	2	4	0	7	10	13	1	33	12	28	12	36	4	41	(2)	18	0	214	54	278.03
Garden Grove	5	2	9	0	10	14	13	11	28	0	27	2	36	3	31	0	10	0	205	43	249.83
Golden State WC	9	49	9	25	39	12	35	16	56	37	88	6	85	15	89	0	38	0	525	213	1,147.32
Huntington Beach	18	33	20	35	19	2	42	12	88	94	70	30	105	65	71	21	28	1	546	385	1,631.53
Irvine Ranch WD	414	135	71	59	67	310	239	207	344	420	416	78	379	105	292	146	128	21	2,984	2,636	15,058.23
La Habra	4	7	2	0	4	7	3	1	12	7	8	0	19	3	22	(2)	7	0	92	45	272.16
La Palma	1	0	2	0	2	0	3	2	1	0	5	0	7	0	6	0	4	0	32	2	11.21
Laguna Beach CWD	76	2	71	0	86	0	86	1	27	0	11	0	8	0	15	0	5	0	536	20	310.69
Mesa Water	10	2	15	2	17	28	36	12	149	41	49	0	34	55	31	3	7	0	439	212	1,056.92
Moulton Niguel WD	51	74	40	45	46	95	163	100	236	129	284	33	316	64	279	45	204	56	1,997	999	5,001.61
Newport Beach	242	26	168	75	11	9	28	43	30	12	24	0	21	0	11	32	8	2	1,102	443	3,288.87
Orange	20	24	13	9	18	31	51	13	69	10	61	13	93	26	99	15	40	0	578	219	1,268.69
San Juan Capistrano	14	18	6	11	6	19	20	8	22	8	23	5	20	1	24	9	8	0	297	140	854.67
San Clemente	26	7	28	2	28	24	26	3	37	13	38	41	36	0	35	16	11	12	1,171	443	3,359.54
Santa Margarita WD	53	171	64	93	53	321	189	136	326	221	273	220	222	37	223	31	99	27	1,971	1,687	8,154.35
Seal Beach	1	0	1	36	1	12	2	2,446	2	4	5	0	6	31	10	0	1	0	29	2,533	8,531.75
Serrano WD	1	0	0	0	4	0	11	2	4	0	8	0	10	0	9	0	4	0	69	2	22.60
South Coast WD	13	16	8	4	104	73	9	11	7	0	15	2	7	7	14	0	1	0	315	221	1,475.46
Trabuco Canyon WD	6	0	2	0	6	1	16	50	13	3	20	0	33	0	35	0	16	0	207	157	1,178.53
Tustin	8	4	9	1	18	14	33	8	33	23	27	1	37	0	40	0	19	0	266	81	470.96
Westminster	1	1	2	0	13	17	7	1	17	12	22	0	24	0	20	0	7	0	138	44	268.38
Yorba Linda	20	0	12	5	32	2	61	27	72	71	68	10	74	4	111	5	61	6	652	208	1,154.22
MWDOC Totals	1,017	583	571	402	648	1,026	1,123	3,136	1,691	1,137	1,652	460	1,693	427	1,583	323	766	126	14,951	11,283	58,939.06
Anaheim	19	10	9	26	7	52	30	34	87	10	66	0	142	73	111	9	81	0	644	539	3,375.50
Fullerton	9	29	8	0	40	26	32	12	53	7	45	0	77	0	61	8	46	2	428	209	1,241.33
Santa Ana	8	19	7	8	9	27	22	26	15	3	16	0	24	20	19	129	4	0	145	249	611.32
Non-MWDOC Totals	36	58	24	34	56	105	84	72	155	20	127	0	243	93	191	146	131	2	1217	997	5,228.15
Orange County Totals	1,053	641	595	436	704	1,131	1,207	3,208	1,846	1,157	1,779	460	1,936	520	1,774	469	897	128	16,168	12,280	64,167

ROTATING NOZZLES INSTALLED BY AGENCY
through MWDOC and Local Agency Conservation Programs

Agency	FY 13/14			FY 14/15			FY 15/16			FY 16/17			FY 17/18			FY 18/19			FY 19/20			FY 20/21			Total Program			Cumulative Water Savings across all Fiscal Years			
	Small		Large	Small		Large	Small		Large	Small		Large	Small		Large	Small		Large	Small		Large	Small		Large	Small		Large				
	Res	Comm.	Comm.	Res	Comm.	Comm.	Res	Comm.	Comm.	Res	Comm.	Comm.	Res	Comm.	Comm.	Res	Comm.	Comm.	Res	Comm.	Comm.	Res	Comm.	Comm.	Res	Comm.	Comm.				
Brea	84	0	0	157	45	0	74	2,484	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	572	2,749	0	86.96
Buena Park	53	0	0	248	0	0	45	98	0	0	0	0	0	0	0	0	0	0	49	0	0	0	0	0	0	0	0	558	173	2,535	909.02
East Orange	30	0	0	221	0	0	0	0	0	0	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	781	0	0	25.10	
El Toro	56	3,288	0	1,741	28,714	0	730	4,457	0	55	242	0	36	0	0	0	0	0	0	0	0	0	0	30	0	0	3,435	46,222	890	1,786.20	
Fountain Valley	0	0	0	107	0	0	222	0	0	0	0	85	0	0	0	283	0	0	0	0	68	0	0	0	0	0	863	283	0	27.98	
Garden Grove	80	0	0	88	50	0	110	0	55	98	0	52	0	0	0	0	0	72	0	0	0	0	0	0	0	0	1,057	299	0	43.46	
Golden State	192	0	0	583	1,741	0	1,088	0	207	6,008	0	161	-495	0	35	259	0	63	1,652	0	0	0	0	0	0	0	3,707	12,732	0	414.03	
Huntington Beach	120	0	0	798	1,419	0	1,345	2,836	0	149	3,362	0	-37	0	0	0	0	65	0	0	30	0	0	0	0	0	3,855	12,526	2,681	1,552.45	
Irvine Ranch	11,010	4,257	0	1,421	632	0	1,989	5,047	0	335	9,511	0	356	-215	0	72	0	157	0	0	120	0	0	0	0	0	47,842	94,346	2,004	5,867.69	
La Habra	15	0	0	109	338	0	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	481	1,236	900	410.43	
La Palma	0	0	0	0	0	0	46	505	0	0	2,385	0	33	0	0	0	0	0	0	0	0	0	0	0	0	0	89	2,890	0	61.87	
Laguna Beach	2,948	878	0	2,879	1,971	0	1,390	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12,139	2,896	0	470.55	
Mesa Water	361	0	0	229	0	0	166	0	0	113	0	0	36	0	0	0	0	50	0	0	0	0	0	0	0	0	2,116	385	343	226.89	
Moulton Niguel	361	227	0	1,596	4,587	0	5,492	1,441	0	153	5,872	0	893	0	0	713	38	0	687	0	0	295	0	0	0	0	14,462	20,553	2,945	2,123.88	
Newport Beach	19,349	6,835	0	460	3,857	0	348	670	0	0	0	0	45	0	0	0	0	0	0	0	0	0	0	0	0	0	46,723	21,413	0	2,312.34	
Orange	245	120	0	304	668	0	631	91	0	0	0	0	0	0	30	0	0	67	0	0	0	0	0	0	0	0	3,267	1,072	0	145.68	
San Juan Capistrano	370	0	0	495	737	0	310	593	0	75	123	0	59	0	0	40	1,400	0	58	0	0	0	0	0	0	0	5,652	10,252	0	548.86	
San Clemente	415	5,074	0	326	0	0	426	0	0	0	0	146	0	0	0	0	0	35	0	0	0	0	0	0	0	0	10,170	7,538	1,343	975.61	
Santa Margarita	389	0	0	1,207	1,513	0	1,820	837	0	15	0	0	224	0	0	30	0	229	0	0	0	0	0	0	0	0	16,648	6,921	611	997.51	
Seal Beach	0	0	0	40	5,261	0	0	2,300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	155	7,852	0	220.24	
Serrano	105	0	0	377	0	0	695	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,405	0	0	117.83	
South Coast	70	0	0	4,993	13,717	0	1,421	2,889	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,130	18,870	0	768.96	
Trabuco Canyon	0	0	0	56	0	0	130	0	0	0	4,339	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,086	5,130	0	196.90	
Tustin	329	0	0	408	0	0	317	386	0	65	-341	0	30	0	0	47	0	55	0	0	0	0	0	0	0	0	3,503	1,058	0	152.23	
Westminster	0	0	0	54	0	0	73	0	0	105	0	0	50	0	0	42	0	0	0	0	0	0	0	0	0	0	556	0	0	16.12	
Yorba Linda	40	990	0	921	0	0	1,715	0	0	213	0	0	0	0	0	34	0	0	0	0	0	0	0	0	0	0	6,115	4,359	500	556.57	
MWDOC Totals	36,622	21,669	0	19,818	65,250	0	20,883	24,634	0	1,556	31,599	0	2,199	-710	0	1,043	1,980	0	###	1,652	0	543	0	0	0	198,367	281,755	14,752	21,015.36		
Anaheim	338	0	0	498	712	0	794	5,221	0	147	3,953	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,020	49,799	105	1,672.74	
Fullerton	107	0	0	684	1,196	0	521	7,015	0	65	3,034	0	0	0	0	140	0	75	0	0	30	0	0	0	0	0	3,155	11,309	1,484	881.09	
Santa Ana	86	2,533	0	310	0	0	0	1,420	0	0	1,106	0	0	0	0	0	0	34	0	0	0	0	0	0	0	0	893	5,752	0	195.31	
Non-MWDOC Totals	531	2,533	0	1,492	1,908	0	1,315	13,656	0	212	8,093	0	0	0	0	140	0	109	0	0	30	0	0	0	0	8,068	66,860	1,589	2,749.14		
Orange County Totals	37,153	24,202	0	21,310	67,158	0	22,198	38,290	0	1,768	39,692	0	2,199	-710	0	###	1,980	0	###	1,652	0	573	0	0	0	206,435	348,615	16,341	23,764.51		

COMMERCIAL PLUMBING FIXTURES INSTALLED BY AGENCY^[1]
through MWDOC and Local Agency Conservation Programs

Agency	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Totals	Cumulative Water Savings across all Fiscal Years
Brea	234	0	10	91	734	242	0	74	0	1,681	756
Buena Park	5	23	56	591	133	49	0	94	0	2,632	1,656
East Orange CWD RZ	0	0	0	0	0	0	0	0	0	0	0
El Toro WD	0	212	6	268	35	737	717	0	0	2,516	929
Fountain Valley	0	0	1	249	0	895	0	398	0	2,165	946
Garden Grove	4	1	167	676	410	0	354	388	0	3,193	2,175
Golden State WC	0	1	0	1,008	53	93	86	80	0	3,124	2,676
Huntington Beach	104	144	7	783	641	10	208	270	0	3,442	2,352
Irvine Ranch WD	1,090	451	725	11,100	5,958	1,599	1,000	15	2	30,482	12,331
La Habra	0	0	0	340	42	0	0	59	0	984	786
La Palma	0	0	0	0	509	0	0	0	0	675	215
Laguna Beach CWD	0	27	0	0	0	0	0	0	0	446	435
Mesa Water	6	0	79	661	782	0	110	19	0	4,383	3,035
Moulton Niguel WD	0	0	3	413	281	506	4,392	764	0	6,939	1,808
Newport Beach	0	0	566	0	0	0	1,596	16	0	3,446	1,998
Orange	1	271	81	275	2,851	458	532	395	1	6,416	2,805
San Juan Capistrano	0	14	0	0	0	0	0	0	0	260	518
San Clemente	0	0	1	0	0	0	0	321	0	753	530
Santa Margarita WD	0	0	2	90	743	598	699	0	0	2,247	528
Seal Beach	0	0	0	0	184	278	0	0	0	816	611
Serrano WD	0	0	0	0	0	0	0	0	0	0	0
South Coast WD	148	0	382	0	0	0	0	0	0	1,320	782
Trabuco Canyon WD	0	0	0	0	0	0	0	0	0	11	20
Tustin	0	0	75	358	212	2	408	254	0	2,066	1,251
Westminster	1	28	0	146	177	25	0	252	0	1,415	1,401
Yorba Linda	1	0	0	226	84	338	0	83	0	1,016	815
MWDOC Totals	1,594	1,172	2,161	17,275	13,829	5,830	10,102	3,482	3	82,428	41,363
Anaheim	165	342	463	3,072	309	1,808	686	592	203	17,042	10,166
Fullerton	94	0	178	476	621	274	384	356	0	3,792	2,474
Santa Ana	16	17	5	1,293	238	582	7	920	0	7,246	6,675
Non-MWDOC Totals	275	359	646	4,841	1,168	2,664	1,077	1,868	203	28,080	19,315
Orange County Totals	1,869	1,531	2,807	22,116	14,997	8,494	11,179	5,350	206	110,508	60,678

[1] Retrofit devices include ULF Toilets and Urinals, High Efficiency Toilets and Urinals, Multi-Family and Multi-Family 4-Liter HETs, Zero Water Urinals, High Efficiency Clothes Washers, Cooling Tower Conductivity Controllers, Ph Cooling Tower Conductivity Controllers, Flush Valve Retrofit Kits, Pre-rinse Spray heads, Hospital X-Ray Processor Recirculating Systems, Steam Sterilizers, Food Steamers, Water Pressurized Brooms, Laminar Flow Restrictors, and Ice Making Machines.

INDUSTRIAL PROCESS/WATER SAVINGS INCENTIVE PROGRAM

Number of Projects by Agency

Agency	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Overall Program Interventions	Annual Water Savings[1]	Cumulative Water Savings across all Fiscal Years[1]
Brea	0	0	0	0	0	0	0	0	0	0	0	0	0
Buena Park	0	0	0	0	1	0	0	0	0	0	2	54	646
East Orange	0	0	0	0	0	0	0	0	0	0	0	0	0
El Toro	0	0	0	0	0	0	0	1	0	0	1	9	20
Fountain Valley	0	0	0	0	0	1	0	0	0	0	1	23	86
Garden Grove	0	0	0	0	1	0	0	0	1	0	2	7	8
Golden State	0	0	0	0	0	0	0	0	1	0	2	58	97
Huntington Beach	0	2	0	1	2	0	1	0	0	0	6	180	1047
Irvine Ranch	1	1	1	0	2	1	1	0	0	1	11	147	959
La Habra	0	0	0	0	1	0	0	0	0	0	1	0	1
La Palma	0	0	0	0	0	0	0	0	0	0	0	0	0
Laguna Beach	0	0	0	0	0	0	0	0	0	0	0	0	0
Mesa Water	0	0	0	0	0	0	0	0	0	0	0	0	0
Moulton Niguel	0	0	0	0	0	0	0	0	0	0	0	0	0
Newport Beach	0	0	0	1	0	0	0	0	0	0	1	21	127
Orange	0	0	0	0	1	2	1	0	0	0	5	97	755
San Juan Capistrano	0	0	0	0	0	0	0	0	0	0	0	0	0
San Clemente	0	0	0	0	0	0	0	0	0	0	0	0	0
Santa Margarita	0	0	0	0	0	0	0	0	0	0	0	0	0
Seal Beach	0	0	0	0	0	0	0	0	0	0	0	0	0
Serrano	0	0	0	0	0	0	0	0	0	0	0	0	0
South Coast	0	0	0	0	1	1	0	0	0	0	2	134	504
Trabuco Canyon	0	0	0	0	0	0	0	0	0	0	0	0	0
Tustin	0	0	0	0	0	0	0	0	0	0	0	0	0
Westminster	0	0	0	0	0	0	0	1	0	0	1	117	185
Yorba Linda	0	0	0	0	0	0	0	1	0	0	1	20	45
MWDOC Totals	1	3	1	2	9	5	3	3	2	1	36	868	4481
Anaheim	0	0	0	0	0	0	0	0	0	0	0	0	0
Fullerton	0	0	0	0	0	0	0	0	1	0	1	282	375
Santa Ana	0	0	0	0	1	0	0	0	0	0	1	135	721
OC Totals	1	3	1	2	10	5	3	3	3	1	38	1284	5577

[1] Acre feet of savings determined during a one year monitoring period.

If monitoring data is not available, the savings estimated in agreement is used.

TURF REMOVAL BY AGENCY⁽¹⁾
 through MWDOC and Local Agency Conservation Programs

Agency	FY 13/14		FY 14/15		FY 15/16		FY 16/17		FY 17/18		FY 18/19		FY 19/20		FY 20/21		Total Program		Cumulative Water Savings across all Fiscal Years
	Res	Comm.	Res	Comm.	Res	Comm.	Res	Comm.	Res	Comm.	Res	Comm.	Res	Comm.	Res	Comm.	Res	Comm.	
Brea	5,697	0	71,981	30,617	118,930	404,411	8,354	479	9,853	27,234	3,180	44,733	8,244	0	3,745	0	240,986	516,940	595.45
Buena Park	0	0	11,670	1,626	77,127	16,490	3,741	0	4,586	0	1,230	0	7,222	0	2,688	0	108,264	18,116	96.35
East Orange	1,964	0	18,312	0	27,844	0	0	0	0	0	0	0	0	0	0	0	48,120	0	42.14
El Toro	4,582	0	27,046	221,612	63,546	162,548	13,139	48,019	7,273	42,510	12,856	9,895	5,203	21,290	4,024	3,667	147,072	582,259	601.93
Fountain Valley	4,252	0	45,583	5,279	65,232	0	3,679	0	8,631	0	5,764	28,700	734	0	2,395	0	138,252	41,503	137.21
Garden Grove	8,274	0	67,701	22,000	177,408	49,226	11,504	0	4,487	0	0	0	0	0	0	0	287,921	117,403	380.75
Golden State	32,725	8,424	164,507	190,738	310,264	112,937	0	0	0	0	0	48,595	0	0	0	0	581,902	394,867	887.86
Huntington Beach	20,642	0	165,600	58,942	305,420	270,303	9,560	21,534	14,236	6,032	9,539	40,135	10,225	13,193	11,009	0	583,881	475,065	898.13
Irvine Ranch	36,584	76,400	234,905	317,999	782,844	2,675,629	231,483	46,725	86,893	61,037	55,346	203,014	23,465	30,267	10,746	11,201	1,507,023	3,469,116	3,936.62
La Habra	0	0	14,014	1,818	49,691	72,164	0	0	3,003	0	1,504	0	6,102	0	3,519	0	77,833	90,019	141.30
La Palma	0	0	4,884	0	10,257	59,760	0	0	0	0	0	0	0	0	0	0	15,141	59,760	61.56
Laguna Beach	4,586	226	13,647	46,850	47,614	0	3,059	0	589	0	0	0	1,217	0	0	0	76,887	48,788	114.28
Mesa Water	22,246	0	131,675	33,620	220,815	106,896	4,173	77,033	17,373	77,785	3,023	0	16,189	47,075	4,177	0	437,115	342,409	570.19
Moulton Niguel	14,739	40,741	314,250	1,612,845	889,748	1,059,279	220,749	0	98,271	0	106,574	0	81,778	18,951	7,349	63,841	1,750,435	2,922,846	3,915.08
Newport Beach	894	0	33,995	65,277	76,675	375,404	2,924	0	5,938	6,499	0	90,403	1,294	0	756	8,070	129,478	547,999	518.36
Orange	11,244	0	120,093	281,402	289,990	106,487	12,847	2,366	11,956	0	13,645	1,798	2,190	0	2,371	0	493,258	400,776	783.95
San Clemente	18,471	13,908	90,349	1,137	215,249	438,963	4,267	0	33,083	7,098	6,500	0	6,420	13,719	8,075	0	419,978	487,990	741.95
San Juan Capistrano	12,106	0	101,195	32,366	197,290	143,315	2,624	40,748	0	0	0	0	0	0	0	0	365,415	347,277	686.54
Santa Margarita	17,778	48,180	211,198	514,198	534,048	550,420	17,010	28,094	62,706	25,000	24,616	23,198	11,357	51,999	9,250	0	904,561	1,269,650	1,794.01
Seal Beach	0	0	15,178	504	17,349	15,911	1,234	0	752	0	0	0	996	0	316	0	39,436	16,415	47.68
Serrano	2,971	0	41,247	0	127,877	4,403	5,450	0	555	0	4,000	0	840	0	0	0	182,940	4,403	155.61
South Coast	15,162	116,719	84,282	191,853	181,102	128,290	14,967	0	13,319	7,806	7,574	0	25,465	50,879	2,817	66,624	360,923	582,890	756.15
Trabuco Canyon	2,651	0	14,771	0	42,510	88,272	1,465	0	4,788	0	1,536	0	4,752	49,533	0	0	74,287	160,245	170.51
Tustin	1,410	0	71,285	14,137	232,697	33,362	11,173	0	16,926	0	13,189	6,894	15,343	6,936	8,355	0	380,358	61,329	338.71
Westminster	0	0	14,040	34,631	71,833	23,902	11,112	0	10,033	0	5,924	0	1,962	0	0	0	114,904	58,533	137.29
Yorba Linda	0	0	112,136	12,702	360,279	116,985	19,420	0	9,529	3,696	12,590	12,020	7,773	0	714	0	533,790	145,403	552.48
MWDOC Totals	238,978	304,598	2,195,544	3,692,153	5,493,639	7,015,357	613,934	264,998	424,780	264,697	288,590	509,385	238,771	303,842	82,306	153,403	10,000,160	13,162,001	19,062.09

Anaheim	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
Fullerton	0	9,214	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,214	9.99
Santa Ana	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
Non-MWDOC Totals	0	9,214	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,214	9.99

Orange County Totals	238,978	313,812	2,195,544	3,692,153	5,493,639	7,015,357	613,934	264,998	424,780	264,697	288,590	509,385	238,771	303,842	82,306	153,403	10,000,160	13,171,215	19,072
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[1] Installed device numbers are listed as square feet

HIGH EFFICIENCY TOILETS (HETs) INSTALLED BY AGENCY

through MWDOC and Local Agency Conservation Programs

Agency	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total	Cumulative Water Savings across all Fiscal Years
Brea	0	38	146	154	4	6	1	0	0	457	155.51
Buena Park	0	96	153	112	13	3	0	2	0	689	274.00
East Orange CWD RZ	0	13	26	24	0	0	0	2	0	88	31.66
El Toro WD	133	218	869	264	12	6	10	5	2	2,060	787.51
Fountain Valley	0	41	132	220	7	8	1	3	0	835	349.88
Garden Grove	0	63	350	363	7	4	5	3	1	1,497	602.68
Golden State WC	2	142	794	512	9	11	5	7	2	2,815	1,117.69
Huntington Beach	0	163	1,190	628	4	3	4	2	3	2,913	1,070.32
Irvine Ranch WD	1,449	810	1,777	2,798	638	239	162	66	20	17,396	7,514.99
Laguna Beach CWD	0	45	112	81	1	4	0	2	2	396	151.98
La Habra	0	37	94	83	5	1	0	0	2	593	266.42
La Palma	0	21	59	52	4	2	4	3	0	231	85.97
Mesa Water	0	147	162	162	7	3	3	15	1	1,640	790.49
Moulton Niguel WD	0	400	2,497	1,939	49	38	21	17	6	5,772	1,837.32
Newport Beach	0	49	168	243	11	6	0	0	0	731	270.51
Orange	1	142	978	416	17	10	5	4	5	2,203	796.92
San Juan Capistrano	0	35	140	202	3	9	4	0	0	536	185.56
San Clemente	0	72	225	246	11	6	10	1	2	891	332.26
Santa Margarita WD	0	528	997	1,152	114	33	11	18	12	3,383	1,083.51
Seal Beach	2	17	50	69	-1	0	0	0	0	857	494.66
Serrano WD	0	2	40	55	3	0	3	0	0	124	39.37
South Coast WD	64	102	398	235	11	7	0	0	0	1,028	354.05
Trabuco Canyon WD	0	10	108	169	2	3	2	0	0	344	108.31
Tustin	0	64	132	201	12	10	4	7	5	1,532	719.72
Westminster	0	35	161	359	3	4	0	0	3	1,338	574.38
Yorba Linda WD	0	40	280	379	12	8	2	6	0	1,267	496.88
MWDOC Totals	1,651	3,330	12,038	11,118	958	424	257	163	66	51,616	20,492.53
Non-MWDOC Totals	0	250	2,083	1,193	104	28	17	26	3	9,015	3,963.74
Orange County Totals	1,651	3,580	14,121	12,311	1,062	452	274	189	69	60,631	24,456.27

**NOTICE OF REGULAR MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
FINANCE COMMITTEE
TELECONFERENCE MEETING**

**TELECONFERENCE PHONE NUMBER: (213) 279-1455
TELECONFERENCE ID: 725 748 290**

**December 8, 2020
10:30 a.m.**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee was called by the Chairman to be held by Teleconference on **December 8, 2020**, located at 34156 Del Obispo Street, Dana Point, California. This meeting is being conducted via Teleconference pursuant to the California Governor Executive Order N-29-20.

MEMBERS OF THE PUBLIC ARE INVITED TO PARTICIPATE IN THIS TELECONFERENCE MEETING AND MAY JOIN THE MEETING VIA THE TELECONFERENCE PHONE NUMBER AND ENTER THE ID CODE. THIS IS A PHONE CALL MEETING AND NOT A WEB-CAST MEETING SO PLEASE REFER TO AGENDA MATERIALS AS POSTED WITH THE AGENDA ON THE WEB-SITE WWW.SOCWA.COM. ON YOUR REQUEST, EVERY EFFORT WILL BE MADE TO ACCOMMODATE PARTICIPATION. IF YOU REQUIRE ANY SPECIAL DISABILITY RELATED ACCOMMODATIONS, PLEASE CONTACT THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY SECRETARY'S OFFICE AT (949) 234-5452 AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE SCHEDULED MEETING TO REQUEST DISABILITY RELATED ACCOMMODATIONS. THIS AGENDA CAN BE OBTAINED IN ALTERNATE FORMAT UPON REQUEST TO THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY'S SECRETARY AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE SCHEDULED MEETING.

AGENDA EXHIBITS AND OTHER WRITINGS THAT ARE DISCLOSABLE PUBLIC RECORDS DISTRIBUTED TO ALL, OR A MAJORITY OF, THE MEMBERS OF THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY FINANCE COMMITTEE IN CONNECTION WITH A MATTER SUBJECT FOR DISCUSSION OR CONSIDERATION AT AN OPEN MEETING OF THE FINANCE COMMITTEE ARE AVAILABLE BY PHONE REQUEST MADE TO THE AUTHORITY ADMINISTRATIVE OFFICE AT 949-234-5452. THE AUTHORITY ADMINISTRATIVE OFFICES ARE LOCATED AT 34156 DEL OBISPO STREET, DANA POINT, CA ("AUTHORITY OFFICE"). IF SUCH WRITINGS ARE DISTRIBUTED TO MEMBERS OF THE FINANCE COMMITTEE LESS THAN SEVENTY-TWO (72) HOURS PRIOR TO THE MEETING, THEY WILL BE SENT TO PARTICIPANTS REQUESTING VIA EMAIL DELIVERY. IF SUCH WRITINGS ARE DISTRIBUTED IMMEDIATELY PRIOR TO, OR DURING, THE MEETING, THEY WILL BE AVAILABLE IMMEDIATELY ON VERBAL REQUEST TO BE DELIVERED VIA EMAIL TO REQUESTING PARTIES.

AGENDA

- 1. Call Meeting to Order**
- 2. Public Comments**

THOSE WISHING TO ADDRESS THE FINANCE COMMITTEE ON ANY ITEM LISTED ON THE AGENDA WILL BE REQUESTED TO IDENTIFY AT THE OPENING OF THE MEETING AND PRIOR TO THE CLOSE OF THE MEETING. THE AUTHORITY REQUESTS THAT YOU STATE YOUR NAME

December 8, 2020

WHEN MAKING THE REQUEST IN ORDER THAT YOUR NAME MAY BE CALLED TO SPEAK ON THE ITEM OF INTEREST. THE CHAIR OF THE MEETING WILL RECOGNIZE SPEAKERS FOR COMMENT AND GENERAL MEETING DECORUM SHOULD BE OBSERVED IN ORDER THAT SPEAKERS ARE NOT TALKING OVER EACH OTHER DURING THE CALL.

3. Approval of Minutes

- a. Finance Committee Meeting of August 25, 2020
- b. Finance Committee Meeting of September 22, 2020
- c. Finance Committee Meeting of October 27, 2020

Recommended Action: Staff recommends the Finance Committee to approve minutes as submitted.

4. Draft Comprehensive Annual Financial Report (CAFR) for the Fiscal Years ended June 30, 2020, and 2019), including

- Independent Auditors Report

Recommended Action: Staff recommends the Finance Committee to provide comments to the Draft CAFR and recommend to the Board of Directors approval of the CAFR including the Independent Audit Report for Fiscal Year ended June 30, 2020.

5. Fiscal Year 2019-20 Supplemental Financial Statements

- Supplemental Financial Statements by Project Committee and Member Agency for Fiscal Year Ended June 30, 2020, including Management Discussion and Analysis.

Recommended Action: Staff recommends that the Finance Committee review the Supplemental Financial Statements and Management Discussion and Analysis for the Year Ended June 30, 2020 and recommend to the Board of Directors to receive and file.

Adjournment

I hereby certify that the foregoing Notice was personally emailed or mailed to each member of the SOCWA Finance Committee at least 72 hours prior to the scheduled time of the Regular Meeting referred to above.

I hereby certify that the foregoing Notice was posted at least 72 hours prior to the time of the above-referenced Finance Committee at the usual agenda posting location of the South Orange County Wastewater Authority and at www.socwa.com.

Dated this 30th day of November 2020.



Betty Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**NOTICE OF REGULAR MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

**ENGINEERING COMMITTEE
TELECONFERENCE MEETING**

**TELECONFERENCE PHONE NUMBER: (213) 279-1455
TELECONFERENCE ID: 513 539 69**

December 10, 2020

8:30 a.m.

NOTICE IS HEREBY GIVEN that a Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Engineering Committee was called to be held by Teleconference on **December 10, 2020 at 8:30 a.m.** SOCWA staff will be present and conducting the call at the SOCWA Administrative Office located at 34156 Del Obispo Street, Dana Point, California. This meeting is being conducted via Teleconference pursuant to the California Governor Executive Order N-29-20.

MEMBERS OF THE PUBLIC ARE INVITED TO PARTICIPATE IN THIS TELECONFERENCE MEETING AND MAY JOIN THE MEETING VIA THE TELECONFERENCE PHONE NUMBER AND ENTER THE ID CODE. THIS IS A PHONE CALL MEETING AND NOT A WEB-CAST MEETING SO PLEASE REFER TO AGENDA MATERIALS AS POSTED WITH THE AGENDA THE WEB-SITE WWW.SOCWA.COM. ON YOUR REQUEST, EVERY EFFORT WILL BE MADE TO ACCOMMODATE PARTICIPATION. IF YOU REQUIRE ANY SPECIAL DISABILITY RELATED ACCOMMODATIONS, PLEASE CONTACT THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY SECRETARY'S OFFICE AT (949) 234-5452 AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE SCHEDULED MEETING TO REQUEST DISABILITY RELATED ACCOMMODATIONS. THIS AGENDA CAN BE OBTAINED IN ALTERNATE FORMAT UPON REQUEST TO THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY'S SECRETARY AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE SCHEDULED MEETING.

AGENDA EXHIBITS AND OTHER WRITINGS THAT ARE DISCLOSABLE PUBLIC RECORDS DISTRIBUTED TO ALL, OR A MAJORITY OF, THE MEMBERS OF THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY ENGINEERING COMMITTEE IN CONNECTION WITH A MATTER SUBJECT FOR DISCUSSION OR CONSIDERATION AT AN OPEN MEETING OF THE ENGINEERING COMMITTEE ARE AVAILABLE BY PHONE REQUEST MADE TO THE AUTHORITY ADMINISTRATIVE OFFICE AT 949-234-5452. THE AUTHORITY ADMINISTRATIVE OFFICES ARE LOCATED AT 34156 DEL OBISPO STREET, DANA POINT, CA ("AUTHORITY OFFICE"). IF SUCH WRITINGS ARE DISTRIBUTED TO MEMBERS OF THE ENGINEERING COMMITTEE LESS THAN SEVENTY-TWO (72) HOURS PRIOR TO THE MEETING, THEY WILL BE SENT TO PARTICIPANTS REQUESTING VIA EMAIL DELIVERY. IF SUCH WRITINGS ARE DISTRIBUTED IMMEDIATELY PRIOR TO, OR DURING, THE MEETING, THEY WILL BE AVAILABLE IMMEDIATELY ON VERBAL REQUEST TO BE DELIVERED VIA EMAIL TO REQUESTING PARTIES.

AGENDA

- 1. Call Meeting to Order**
- 2. Public Comments**

THOSE WISHING TO ADDRESS THE ENGINEERING COMMITTEE ON ANY ITEM LISTED ON THE AGENDA WILL BE REQUESTED TO IDENTIFY AT THE OPENING OF THE MEETING AND PRIOR TO THE CLOSE OF THE MEETING. THE AUTHORITY REQUESTS THAT YOU STATE YOUR NAME

WHEN MAKING THE REQUEST IN ORDER THAT YOUR NAME MAY BE CALLED TO SPEAK ON THE ITEM OF INTEREST. THE CHAIR OF THE MEETING WILL RECOGNIZE SPEAKERS FOR COMMENT AND GENERAL MEETING DECORUM SHOULD BE OBSERVED IN ORDER THAT SPEAKERS ARE NOT TALKING OVER EACH OTHER DURING THE CALL.

3. Approval of Minutes

- a. Engineering Committee Meeting of September 17, 2020
- b. Engineering Committee Meeting of October 8, 2020

Recommended Action:

Staff recommends the Engineering Committee to approve Minutes as submitted.

4. Operations Report

Recommended Action:

Information Item

5. State Water Resources Control Board Investigative Order No. WQ-2020-0015 Fourth Quarter 2020 PFAS Results for SOCWA Member Agencies

Recommended Action:

Information Item

6. Capital Improvement Construction Projects Report

Recommended Action: Staff recommends that the Engineering Committee recommend to the PC-15 Board to approve Change Orders 12 and 13 totaling \$23,357.

7. San Juan Creek Ocean Outfall Junction Structure Rehabilitation Project Update [Project Committee 5]

Recommended Action: Staff recommends that the Engineering Committee recommend to the PC-5 Board to award the contract for Biological Monitoring During Construction to Dudek in the amount of \$89,668.

8. Coastal Treatment Plant Sludge Force Main Replacement Project Construction Bids [Project Committee 15]

Recommended Action: Staff recommends that the Engineering Committee recommend to the PC-15 Board to award the construction contract to JR Filanc in the amount of \$3,107,346 with a contingency of \$248,588 for the construction of the Coastal Treatment Plant Sludge Force Main Project.

9. Coastal Treatment Plant Sludge Force Main Replacement Project Engineering and Biological Services During Construction [Project Committee 15]

Recommended Action: Staff recommends that the Engineering Committee recommend the PC-15 Board to award the time and materials contract to Dudek in the amount of \$387,750 for the engineering and biological services during construction for the Coastal Treatment Plant Sludge Force Main Project.

Information Item

10. Coastal Treatment Plant Sludge Force Main Replacement Project Cultural Monitoring Services During Construction [Project Committee 15]

Recommended Action: Staff recommends that the Engineering Committee recommend to the PC-15 Board to award the time and materials contract to PSOMAS in the amount of \$277,368 for the Archeological, Paleontological, and Native American monitoring services during construction for the Coastal Treatment Plant Force Main Project.

11. Knowledge Sharing – Regional Treatment Plant DAFT Polymer Comparison

Recommended Action:

Information Item

Adjournment

I hereby certify that the foregoing Notice was personally emailed or mailed to each member of the SOCWA Engineering Committee at least 72 hours prior to the scheduled time of the Regular Meeting referred to above.

I hereby certify that the foregoing Notice was posted at least 72 hours prior to the time of the above-referenced Engineering Committee meeting at the usual agenda posting location of the South Orange County Wastewater Authority and at www.socwa.com.

Dated this 4th day of December 2020.



Betty Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

MEETING OF THE BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Jointly with the
ADMINISTRATION & FINANCE COMMITTEE
December 9, 2020, 8:30 a.m.

Due to the spread of COVID-19 and as authorized by the Governor's Executive Order, MWDOC will be holding all upcoming Board and Committee meetings by Zoom Webinar and will be available by either computer or telephone audio as follows:

Computer Audio: You can join the Zoom meeting by clicking on the following link:
<https://zoom.us/j/8828665300>

Telephone Audio: (669) 900 9128 fees may apply
(877) 853 5247 Toll-free
Webinar ID: 882 866 5300#

A&F Committee:

Director Thomas, Chair
Director Dick
Vacant

Staff: R. Hunter, K. Seckel, J. Berg,
H. De La Torre, K. Davanaugh, C. Harris,
H. Chumpitazi

Ex Officio Member: Director Tamaribuchi

MWDOC Committee meetings are noticed and held as joint meetings of the Committee and the entire Board of Directors and all members of the Board of Directors may attend and participate in the discussion. Each Committee has designated Committee members, and other members of the Board are designated alternate committee members. If less than a quorum of the full Board is in attendance, the Board meeting will be adjourned for lack of a quorum and the meeting will proceed as a meeting of the Committee with those Committee members and alternate members in attendance acting as the Committee.

PUBLIC COMMENTS - Public comments on agenda items and items under the jurisdiction of the Committee should be made at this time.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED - Determine there is a need to take immediate action on item(s) and that the need for action came to the attention of the District subsequent to the posting of the Agenda. (Requires a unanimous vote of the Committee)

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING -- Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District's Internet Web site, accessible at <http://www.mwdoc.com>.

PROPOSED BOARD CONSENT CALENDAR ITEMS

1. TREASURER'S REPORT
 - a. Revenue/Cash Receipt Report – November 2020
 - b. Disbursement Approval Report for the month of December 2020
 - c. Disbursement Ratification Report for the month of November 2020

- d. GM Approved Disbursement Report for the month of November 2020
 - e. Consolidated Summary of Cash and Investment – October 2020
 - f. OPEB and Pension Trust Fund monthly statement
2. FINANCIAL REPORT - Combined Financial Statements and Budget Comparative for the Period ending October 31, 2020

DISCUSSION ITEM

3. FY 2021-22 BUDGET

INFORMATION ITEMS – (THE FOLLOWING ITEMS ARE FOR INFORMATIONAL PURPOSES ONLY – BACKGROUND INFORMATION IS INCLUDED IN THE PACKET. DISCUSSION IS NOT NECESSARY UNLESS REQUESTED BY A DIRECTOR.)

4. DEPARTMENT ACTIVITIES REPORTS
- a. Administration
 - b. Finance and Information Technology
5. MONTHLY WATER USAGE DATA, TIER 2 PROJECTION, AND WATER SUPPLY INFORMATION

OTHER ITEMS

6. REVIEW ISSUES REGARDING DISTRICT ORGANIZATION, PERSONNEL MATTERS, EMPLOYEE BENEFITS FINANCE AND INSURANCE

ADJOURNMENT

NOTE: At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated, and may be subject to action by the Committee. On those items designated for Board action, the Committee reviews the items and makes a recommendation for final action to the full Board of Directors; final action will be taken by the Board of Directors. Agendas for Committee and Board meetings may be obtained from the District Secretary. Members of the public are advised that the Board consideration process includes consideration of each agenda item by one or more Committees indicated on the Board Action Sheet. Attendance at Committee meetings and the Board meeting considering an item consequently is advised.

Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to Municipal Water District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

MEETING OF THE BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Jointly with the
PLANNING & OPERATIONS COMMITTEE
December 14, 2020, 8:30 a.m.

Due to the spread of COVID-19 and as authorized by the Governor's Executive Order, MWDOC will be holding all upcoming Board and Committee meetings by Zoom Webinar and will be available by either computer or telephone audio as follows:

Computer Audio: You can join the Zoom meeting by clicking on the following link:
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Telephone Audio: (669) 900 9128 fees may apply
(877) 853 5247 Toll-free
Webinar ID: 882 866 5300#

P&O Committee:

Director McVicker, Chair
Director Dick
Director Yoo Schneider

Staff: R. Hunter, J. Berg, V. Osborn,
H. De La Torre, K. Davanaugh,

Ex Officio Member: Director Tamaribuchi

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PUBLIC COMMENTS - Public comments on agenda items and items under the jurisdiction of the Committee should be made at this time.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED - Determine there is a need to take immediate action on item(s) and that the need for action came to the attention of the District subsequent to the posting of the Agenda. (Requires a unanimous vote of the Committee)

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING -- Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District's Internet Web site, accessible at <http://www.mwdoc.com>.

ACTION ITEMS

1. ALLEN MCCOLLOCH PIPELINE (AMP) CAPACITY FLOW WAIVERS - DELEGATION OF AUTHORITY TO THE GENERAL MANAGER
2. AGREEMENT FOR MWDOC'S WEB-BASED REBATE PLATFORM VENDOR

3. CONTINUATION OF MWDOC'S WATER LOSS CONTROL TECHNICAL ASSISTANCE PROGRAM
4. EXTENSION OF LOCAL ADVOCACY CONTRACT WITH LEWIS CONSULTING GROUP

DISCUSSION ITEMS

5. WEROC ASSESSMENT PRESENTATION PART 3
6. UPDATE ON COVID-19 (ORAL REPORT)

INFORMATION ITEMS (The following items are for informational purposes only – background information is included in the packet. Discussion is not necessary unless a Director requests.)

7. REPORT RE AMP PARTICIPANTS MEETING
8. SILVERADO AND BLUE RIDGE FIRE RESPONSE
9. STATUS REPORTS
 - a. Ongoing MWDOC Reliability and Engineering/Planning Projects
 - b. WEROC
 - c. Water Use Efficiency Projects
10. REVIEW OF ISSUES RELATED TO CONSTRUCTION PROGRAMS, WATER USE EFFICIENCY, FACILITY AND EQUIPMENT MAINTENANCE, WATER STORAGE, WATER QUALITY, CONJUNCTIVE USE PROGRAMS, EDUCATION, DISTRICT FACILITIES, and MEMBER-AGENCY RELATIONS

ADJOURNMENT

NOTE: At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated, and may be subject to action by the Committee. On those items designated for Board action, the Committee reviews the items and makes a recommendation for final action to the full Board of Directors; final action will be taken by the Board of Directors. Agendas for Committee and Board meetings may be obtained from the District Secretary. Members of the public are advised that the Board consideration process includes consideration of each agenda item by one or more Committees indicated on the Board Action Sheet. Attendance at Committee meetings and the Board meeting considering an item consequently is advised.

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REGULAR MEETING
OF THE BOARD OF DIRECTORS
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
18700 Ward Street, Fountain Valley, California
December 16, 2020, 8:30 a.m.

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Computer Audio: You can join the Zoom meeting by clicking on the following link:

<https://zoom.us/j/8828665300>

Telephone Audio:	(669) 900 9128 fees may apply (877) 853 5247 Toll-free
Webinar ID:	882 866 5300#

AGENDA

MOMENT OF SILENCE

ROLL CALL

PUBLIC COMMENTS/PARTICIPATION

At this time, members of the public will be given an opportunity to address the Board concerning items within the subject matter jurisdiction of the Board. Members of the public may also address the Board about a particular Agenda item at the time it is considered by the Board and before action is taken. If the item is on the Consent Calendar, please inform the Board Secretary before action is taken on the Consent Calendar and the item will be removed for separate consideration.

The Board requests, but does not require, that members of the public who want to address the Board complete a voluntary "Request to be Heard" form available from the Board Secretary prior to the meeting.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize items(s) which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present, or, if less than two-thirds of the Board members are present, a unanimous vote of those members present.)

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District's Internet Web site, accessible at <http://www.mwdoc.com>.

EMPLOYEE SERVICE AWARD

RECOGNITION OF KARL W. SECKEL

NEXT RESOLUTION NO. 2103**CONSENT CALENDAR (Items 1 to 5)**

(All matters under the Consent Calendar will be approved by one motion unless a Board member requests separate action on a specific item)

1. MINUTES

- a. November 4, 2020 Workshop Board Meeting
- b. November 18, 2020 Regular Board Meeting

Recommendation: Approve as presented.

2. COMMITTEE MEETING REPORTS

- a. Planning & Operations Committee Meeting: November 2, 2020
- b. Administration & Finance Committee Meeting: November 12, 2020
- c. Public Affairs & Legislation Committee Meeting: November 16, 2020
- d. Executive Committee Meeting: November 19, 2020

Recommendation: Receive and file as presented.

3. TREASURER'S REPORTS

- a. MWDOC Revenue/Cash Receipt Register as of November 30, 2020
- b. MWDOC Disbursement Registers (November/December)

Recommendation: Ratify and approve as presented.

- c. Summary of Cash and Investment and Portfolio Master Summary Report (Cash and Investment report) as of October 31, 2020
- d. PARS Monthly Statement (OPEB Trust)

Recommendation: Receive and file as presented.

4. FINANCIAL REPORT

- a. Combined Financial Statements and Budget Comparative for the Period ending October 31, 2020

Recommendation: Receive and file as presented.

5. NOVEMBER 2020 ELECTION CERTIFICATES

Recommendation: Receive and file Certificates of Election for Al Nederhood (Division 1), Robert McVicker (Division 3), Karl W. Seckel (Division 4), and Megan Yoo Schneider (Division 7), and the Certificate of Appointment In Lieu of Election for Jeffery M. Thomas (Division 6).

End Consent Calendar

ACTION CALENDAR**6-1 REORGANIZATION OF THE MWDOC BOARD OF DIRECTORS; ELECTION OF PRESIDENT AND VICE PRESIDENT RES. NOS. _____ & _____**

Recommendation: Nominate, and by Resolution(s), elect the President and Vice President of the Board.

6-2 APPOINTMENT OF SECRETARY, TREASURER(S), AND LEGAL COUNSEL RES. NO. _____

Recommendation: Adopt Resolution(s) appointing the Board Secretary, Treasurer, and Legal Counsel.

6-3 ALLEN MCCOLLOCH PIPELINE (AMP) CAPACITY FLOW WAIVERS - DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

Recommendation: Delegate authority to the General Manager to make determinations concerning certain AMP capacity flow exceedance requests ('waivers') which meet conditions specifically indicated in the AMP Proceeds Agreement

6-4 AGREEMENT FOR MWDOC'S WEB-BASED REBATE PLATFORM VENDOR

Recommendation: Authorize the General Manager to enter into a professional services agreement, renewable annually for up to five years, with Droplet Technologies to administer MWDOC's web-based rebate processing platform at a total cost not to exceed \$185,500 across all five-years (\$37,100/year).

6-5 CONTINUATION OF MWDOC'S WATER LOSS CONTROL TECHNICAL ASSISTANCE PROGRAM

Recommendation: (1) Authorize the General Manager to enter into a professional services contract, to be renewed annually for up to five years, with Water Systems Optimization, Inc. (WSO) to: (a) as a MWDOC Core Program, continue providing support for the Orange County Water Loss Control Work Group and MWDOC Technical Support at an annual cost not to exceed \$55,00, and (b) as a MWDOC Choice Program election, provide technical assistance to member agencies for a variety of water loss control activities. Depending upon the number of agencies that participate, this contract amount could reach \$1.3 million based upon participation in the last five years of program implementation. (2) Authorize the General Manager to enter into Choice-based cost-sharing agreements with agencies wishing to access water loss technical assistance from WSO.

6-6 EXTENSION OF LOCAL ADVOCACY CONTRACT WITH LEWIS CONSULTING GROUP

Recommendation: Extend the local advocacy contract Lewis and Associates for 2021.

6-7 AMENDMENTS TO ADMINISTRATIVE CODE REGARDING STANDING COMMITTEES

Recommendation: Discuss the proposed amendments to the Administrative Code and take appropriate action.

INFORMATION CALENDAR (All matters under the Information Calendar will be Received/Filed as presented following any discussion that may occur)

7. GENERAL MANAGER'S REPORT, DECEMBER 2020 (ORAL AND WRITTEN)

Recommendation: Receive and file report(s) as presented.

8. MWDOC GENERAL INFORMATION ITEMS

- a. Board of Directors - Reports re: Conferences and Meetings
- b. Requests for Future Agenda Topics

Recommendation: Receive and file as presented.

ADJOURNMENT

Note: Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to Municipal Water District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

GENERAL MANAGER'S REPORT OF STAFF ACTIVITIES DECEMBER 2020

<p>MWDOC Agencies Managers Meeting</p>	<p>MWDOC held its Member Agency Managers' meeting at its office in Fountain Valley on Thursday, November 19, 2020.</p> <p>In attendance were: M. McGee – Buena Park, L. Ohlund – EOCWD, D. Cafferty – ETWD, H. Lee – Fountain Valley, C. Pasillas – Garden Grove, T. Moore – Golden State WC, C. Davis – Huntington Beach, P. Weghorst – IRWD, C. Regan & D. Youngblood – Laguna Beach CWD, J. Lopez, L. Rocha & M. Collings – Moulton Niguel WD, S. Catron – Newport Beach, M. Markus, K. O'Toole & A. Hutchinson & J. Kennedy – Orange County WD, J. Diaz – Orange, D. Rebensdorf – San Clemente, D. Feron, R. Grantham & J. Leach – Santa Margarita WD, F. Paludi – Trabuco Canyon WD, S. Miller - Westminster</p> <p>Staff in attendance were: R. Hunter, K. Seckel, H. De La Torre, H. Baez, J. Berg, V. Osborn, M. Baum-Haley, A. Heide, C. Lingad</p> <p>Information/Discussion Items:</p> <ul style="list-style-type: none"> • MWDOC Board Draft Agendas • WEROC Program Assessment – Presentation #2 • COVID-19 Update • Metropolitan SARCCUP Agreements <p>Update Items:</p> <ul style="list-style-type: none"> • MWDOC Rate Study • Model Drought Ordinance • Metropolitan Updates <p>The next meeting will tentatively be held on December 17, 2020.</p>
<p>Meetings</p>	<ul style="list-style-type: none"> ➤ MWDOC staff, along with ABS Consulting, IDS Group, and Optima RPM, participated in several construction progress meetings in November regarding the admin building seismic retrofit and remodel. Weekly progress meetings will continue through the completion of the project. ➤ Karl Seckel, Charles Busslinger, and Chris Lingad participated in a conference call on November 3, 2020, with Black & Veatch to discuss future studies using the hydraulic model once it is complete. ➤ Charles Busslinger and Chris Lingad participated in a conference call with SMWD and Black & Veatch on November 20, 2020, to discuss future modeling work for SMWD once the hydraulic model is complete. ➤ Charles Busslinger participated in the December 7, 2020, technical workgroup meeting on the San Juan Creek hydrogeologic review. ➤ Charles Busslinger held a meeting with OCWD staff on November 25, 2020, to coordinate efforts on the Water Demand Analysis being completed by CDM Smith for use in member agencies' Urban Water Management Plans and the

<p>Meetings - continued</p>	<p>Economic Benefits study. Preliminary analysis results are expected in January 2021.</p>
<p>ENGINEERING & PLANNING</p>	
<p>Economic Benefit Studies and Modeling Work to Quantify the Benefits of Local Projects in the Context of MET’s 2020 Integrated Resources Plan (IRP)</p>	<p>MWDOC staff is working with the Brattle Group and CDM Smith on the Economic Benefits Studies and modeling work. In this process, the consulting team will be working with MWDOC and the member agencies regarding the survey issues with businesses in Orange County.</p> <p>CDM Smith has begun the modeling work for a water demand analysis and is anticipating having preliminary results in late January 2021. This analysis will support the Urban Water Management Plans and provide information necessary for the Economic Benefits study.</p>
<p>OC-70 Meter Testing Update</p>	<p>MWDOC staff continues to work with MET and EOCWD regarding the ongoing investigation of the billing meter's accuracy at the OC-70 meter. MWDOC and EOCWD anticipated receipt of a report in late November 2020 on the meter accuracy test's findings on October 6, 2020.</p> <p>MET informed staff on November 24, 2020, that although the field test was completed successfully, that when the portable (ultrasonic) meter used in the field test was sent back to Utah Water Research Lab for verification that the portable meter had maintained its calibration throughout the field-testing process, the portable meter failed to provide repeatable results. The portable meter's failure to demonstrate that it maintained calibration with the lab’s certified weight tank invalidates the field testing at OC-70.</p> <p>This item has been elevated to the MET executive level for several months. MET is actively working on multiple testing alternatives that no longer include ultrasonic meters in the test protocol. A meeting is scheduled with MET management, MWDOC, and EOCWD for December 15, 2020, to discuss alternative testing protocols to get to a final determination of the billing meter’s accuracy. MET has indicated that the costs for all of the meter testing at OC-70 will be picked up by MET regardless of the outcome of the billing meter's accuracy.</p> <p>As the accuracy of the OC-70 billing meter applies to previous water sales and future water sales, the meter's accuracy needs to be determined to resolve any past billing discrepancies and avoid future discrepancies.</p>

<p>OC Hydraulic Model</p>	<p>Black & Veatch has completed the first two project tasks and constructed the hydraulic model using Innovyze’s InfoWater modeling platform. B&V is currently calibrating the model in preparation for the use of the model in early 2021. Staff and B&V are presently working with member agencies to define potential project scopes of work. More information will be presented as they develop.</p>
<p>Doheny Ocean Desalination Project</p>	<p>South Coast Water District (SCWD) continues working on the project:</p> <ul style="list-style-type: none"> • SCWD submitted their NPDES permit application on March 13, 2020. • SCWD anticipates approval of the NPDES permit in Mid-2021. The next step would be the Coastal Commission with a permit also expected in 2021. • Work is progressing on the Financial Analysis for a 2 mgd and 5 mgd scenario through Clean Energy Capital. SCWD is coordinating the financial analysis with the Alternative Energy Study. • Work is also progressing on an Alternative Energy Study for the project. A draft report is under review by SCWD. <p>Also making progress is a third-party hydrogeologic review of San Juan Creek to determine if and to what extent near-shore pumping may have on inland groundwater wells. Additional geophysical fieldwork has been completed, and a technical working group meeting was held on December 7, 2020, to review the results. The geology in the vicinity of Stonehill Drive is extremely complex, but tests show a bedrock high that limits groundwater flows between the upper and lower portions of the creek. The hydrogeologists are now modeling the test findings to determine the extent of hydrogeologic flows between the upper and lower portions of the creek. They should have 3D modeling results in February/March 2021.</p> <p>On June 25, 2020, the SCWD Board approved an amendment to the Clean Energy Capital Financial Analysis to evaluate alternative project options that meet reliability benefits for SCWD similar to the Doheny Desalination Project, along with reducing overall life-cycle costs in light of the uncertain economic situation moving forward due to the COVID-19 pandemic.</p> <p>The Doheny Desalination Project is currently sized at a capacity of up to 5 MGD, which exceeds SCWD’s average potable water demand expected during emergencies. SCWD has only received interest from SMWD for about 1 mgd of supply from Doheny. This leaves South Coast with potential capacity for others in a 5 MGD facility. Based on this, along with regional financial hardships caused by the COVID-19 pandemic and possible economic recession, SCWD believes that it is necessary to consider alternative, potentially lower-cost project options to utilize and potentially expand existing assets as a means to meet their reliability needs.</p> <p>This amended study reviews design parameters and existing conditions at SCWD’s existing Groundwater Recovery Facility (GRF) to obtain a comprehensive understanding of the actual production capacity of the GRF and current limitations and reliability concerns. A range of additional water production volumes needed to maintain emergency reliability for SCWD will be developed. Current estimates are that 1.2 to 2.2 mgd of additional reliability will be needed for SCWD based on a GRF production volume of 0.8 mgd.</p>
<p>AMP Participants Meeting</p>	<p>MWDOC staff coordinated a meeting of the AMP Participants on December 1, 2020, to discuss the ongoing obligations of the AMP Sales and Proceeds agreements. Staff will continue to work with AMP Participant agencies in the next few months to work on the next steps.</p>

<p>SMWD San Juan Watershed Project</p>	<p>Santa Margarita WD focuses on diversifying its water supply portfolio for south Orange County residents, businesses, schools, and visitors through the San Juan Watershed Project.</p> <p>The original project had three Phases; Phase 1 was three rubber dams recovering about 700 AFY; Phase 2 added up to 8 more rubber dams with the introduction of recycled water into the creek to improve replenishment of the basin for up to 6,120 AFY, and Phase 3 added more recycled water topping out at approximately 9,480 AFY. Under this arrangement, most or all of the production and treatment involved the existing San Juan Groundwater Desalter with expansions scheduled along the way to increase production beyond 5 mgd. Fish passage and regulatory hurdles to satisfy subsurface travel time requirements are being tackled.</p> <p>SMWD is working with the Ranch on the next phase of development within SMWD and have access to riparian groundwater from the Ranch. Furthermore, they have discovered that the local geology has high vertical percolation rates and sufficient groundwater basin travel time (lower horizontal conductivity) to potentially allow percolation of treated recycled water with an ability to meet the required travel time regulations. SMWD believes that groundwater production and groundwater treatment can be initiated in a relatively short time-frame while permitting for percolation augmentation using recycled water from the nearby Trampas reservoir can be added as permitting allows. SMWD believes the new project area may ultimately produce 4,000 to 5,000 AF per year; they believe the original project will continue to be developed for production out of the wells and treatment provided by San Juan Capistrano as the two agencies merge. Ultimate production out of the basin could exceed 10,000 AF per year if all goes well.</p>
<p>South Orange County Emergency Service Program</p>	<p>MWDOC, IRWD, and Dudek have completed the study to determine if the existing IRWD South Orange County Interconnection capacity for providing emergency water to South Orange County can be expanded and/or extended beyond its current time horizon of 2030.</p> <p>Dudek participated in the November 6, 2019, SOC workshop to re-engage with the SOC agencies on this project. Support from the agencies was expressed to take a small next step to install Variable Frequency Drives at a pump station within IRWD, which SOC would pay to help move water from the IRWD system to SOC in an emergency. The Variable Frequency Drives will provide more flexibility to the IRWD operations staff to allow additional water to be sent to SOC while meeting all IRWD needs.</p>
<p>Strand Ranch Project</p>	<p>MWDOC and IRWD are continuing to exchange ideas on implementing the program to capture the benefits of the development of “extraordinary supplies” from the Strand Ranch Project. Staff from MWDOC and IRWD met in August 2020 and reached out to other agencies to determine the project's level of interest.</p>

<p>Poseidon Resources Huntington Beach Ocean Desalination Project</p>	<p>The Santa Ana Regional Water Quality Control Board (SARWQCB) continues to work with Poseidon to renew the National Pollutant Discharge Elimination System (NPDES) Permit for the proposed HB Desalination Project.</p> <p>The renewal of the NPDES permit for the proposed desalination facility requires a California Water Code section 13142.5(b) determination in accordance with the State’s Ocean Plan (a.k.a. the Desalination Amendment). To make a consistency determination with the Desalination Amendment, the Regional Board is required to analyze the project using a two-step process:</p> <ol style="list-style-type: none"> 1. Analyze separately as independent considerations a range of feasible alternatives for the best available alternative to minimize intake and mortality of all forms of marine life: <ol style="list-style-type: none"> a. Site b. Design c. Technology d. Mitigation Measures 2. Then, consider all four factors collectively and determine the best combination of feasible alternatives. <p>Regional Board staff reviewed hundreds of documents and input from both an independent reviewer and a neutral 3rd party reviewer to develop Tentative Order R8-2020-0005.</p> <p>The key areas required by the Ocean Plan on which the Santa Ana Water Board is required to decide includes:</p> <ul style="list-style-type: none"> • Facility onshore location; • Intake considerations including subsurface and surface intake systems; • Identified need for the desalinated water; • Concentrated brine discharge considerations; • Calculation of the marine life impacts; and • Determination of the best feasible mitigation project available. <p>In evaluating the proposed project, Santa Ana Regional Board staff interpreted “the identified need for the desalinated water” as to whether or not the project is included in local area water planning documents, rather than a reliability need as analyzed in the OC Water Reliability Study. The Regional Board staff referenced several water planning documents; Municipal Water District of Orange County’s (MWDOC) 2015 Urban Water Management Plan (UWMP), the OC Water Reliability Study, OCWD’s Long Term Facilities Plan, and other OCWD planning documents in their evaluation of Identified Need.</p> <p>On December 6, 2019, SARWQCB, Regional Board staff conducted a workshop in Huntington Beach that was heavily attended with a considerable range of views expressed at the meeting.</p> <p>On May 15, 2020, SARWQB held a second workshop, which focused on the identified need for the desalinated water and marine life mitigation requirements. Karl Seckel presented to the Regional Board on many topics including MWDOC’s role in Orange County, alternative definitions of “need” for a water supply project and the role of water agencies, Urban Water Management Plans, non-mandated planning documents, and what was and was NOT in the 2018 OC Water Reliability Study.</p>
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<p>Poseidon Resources Huntington Beach Ocean Desalination Project - continued</p>	<p>On September 15, 2020, the Regional Board postponed action on the waste discharge permit renewal at Poseidon's request. Poseidon requested additional time to address concerns raised in three days of public hearings, among them: the need and cost of desalinated water; OCWD’s commitment to purchase the supply; the harm to marine life caused by the facility’s intake process; and whether the Bolsa Chica wetlands Marine Life Mitigation Plan satisfies the state’s Ocean Plan requirements for seawater desalination plants. Poseidon informed the Regional Board that it plans to evaluate the mitigation recommendations, work with resource agency and board staffs, and expects to complete the process within 45-60 days.</p> <p>Assuming success at the Regional Board, Poseidon would then seek its final permits from the California Coastal Commission (CCC). The CCC has committed to reviewing the permit within 90 days of the SARWQCB NPDES permit issuance.</p>
<p>Trampas Canyon Dam and Reservoir</p>	<p>Trampas Canyon Reservoir and Dam (Trampas Reservoir) is a seasonal recycled water storage reservoir, with a total capacity of 5,000 AF, of which 2,500 AF is available to meet Santa Margarita Water District’s projected base recycled water demands, and 2,500 AF to meet future water supply needs. When completed, the Trampas Reservoir will allow SMWD to store recycled water in the winter and draw on that water during the peak summer months.</p> <p>The construction of the Trampas Canyon Recycled Water Seasonal Storage Reservoir consists of three main components:</p> <ol style="list-style-type: none"> 1. Trampas Canyon Dam (Dam) 2. Conveyance facilities to transport recycled water into and out of the Reservoir (Pipelines) 3. Trampas Canyon Pump Station (Pump Station) <p>The construction of the facilities is being completed in three phases:</p> <ol style="list-style-type: none"> 1. Preconstruction/Site Preparation for the Dam and Pump Station Construction Project Status - Complete 2. Dam and Pipelines Project Status – A Dedication Ceremony was held on October 9, 2020. SMWD and the Contractor are still working through a few issues that require resolution before the DSOD permit to fill the Reservoir can be obtained: <ol style="list-style-type: none"> a. Potential for the need to replace structural slurry in the cut off wall of the West Dam. b. The need to replace 5 piezometer deep wells on the Main Dam face. 3. Pump Station Project Status – The construction period for the Pump Station began in January and is likely to be substantially complete by mid-December. This date has been delayed by ten weeks due to late projected deliveries of the special pump control valves. The Pump Station is not needed to operate the Dam & Reservoir for filling purposes, so the control valve delay is considered inconsequential.

<p>Trampas Canyon Dam and Reservoir - continued</p>	<p>AECOM and SMWD will be submitting the Emergency Action Plan (EAP) for Trampas Dam in November to CalOES for review and approval. The approval of this Plan is a prerequisite to the Division of Safety of Dams (DSOD) issuing a permit to operate Trampas Dam.</p>
<p>AMP Shutdown in 2021 to Replace PCCP Sections</p>	<p>In 2016, MET initiated a Prestressed Concrete Cylinder Pipe (PCCP) rehabilitation program to install 100 miles of steel liner throughout the MET system to address structural issues associated with prestressed steel wire failures in PCCP. As part of the program, MET monitors PCCP for wire breaks regularly.</p> <p>MWDOC staff was notified that an internal inspection of the AMP revealed two pipe segments with increased wire breaks within the PCCP portion south of OC-70. Metropolitan Engineering considers this section of the pipeline to be at high-risk due to pipe segments with 20 or more wire breaks. The minimum relining length needed is approximately 1,000 feet and requires a minimum 37-day shutdown for the portion of the AMP south of OC-70. MET had initially been scheduled for the AMP PCCP relining to begin in about five years, but based on the survey, MET does not recommend repairs to these segments until Fall 2021.</p> <p>Two MWDOC member agency projects are also scheduled around the same time as the pending AMP shutdown; a South Coast Water District vault rehabilitation on the JTM that was previously postponed due to the previous Diemer shutdown, and Santa Margarita Water District relocation of a portion of the Aufdenkamp Connection Transmission Main (ACTM) to accommodate the I-5 widening project. The South Coast project is scheduled for completion by the beginning of February 2021.</p> <p>MWDOC staff coordinated meetings with all affected AMP participants to discuss expediting the ACTM work. The agencies agreed to share \$35,000 in additional costs to accelerate the return of the ACTM to service. SMWD staff report that the ACTM project moves forward on schedule and anticipates being back in service before the AMP shutdown.</p> <p>The AMP shutdown is planned for April 3, 2021, through May 9, 2021.</p> <p>Staff is continuing to work with affected agencies and will keep both the Board and the AMP Participants informed as more information becomes available.</p>
<p>Other Shutdowns</p>	<p>Orange County Feeder</p> <p>MET is planning to reline and replace valves in a section of the Orange County Feeder from Bristol Ave to Corona Del Mar – this is the last section of this 80-year old pipeline to be lined. A meeting was held on August 27, 2020, between staff from MET, MWDOC, and Mesa WD, and a plan was developed to allow the shutdown to move forward while addressing MWDOC member agency concerns. Staff will continue to work with our member agencies and MET through this shutdown.</p> <p>Due to CIP budgeting changes, MET has proposed new shutdown dates of September 15, 2021, through June 15, 2021. MET will be re-evaluating this Orange County Feeder relining project in the June 2021 budget review.</p> <p>Joint Transmission Main</p> <p>SCWD is planning a rehabilitation project of their CM-10 vault in early 2021 on the Joint Transmission Main (JTM), including replacing existing valves. MWDOC</p>

<p>Other Shutdowns - continued</p>	<p>coordinates this work with MET and SCWD, so the above referenced AMP shutdown and this project do not overlap.</p> <p>Aufdenkamp Connection Transmission Main</p> <p>SMWD is currently working on a relocation of the ACTM pipeline for the I-5 widening project. We are also coordinating with MET and SMWD, so the above referenced AMP shutdown and this project do not overlap.</p> <p>OC Feeder extension</p> <p>MET is planning to reline 300-linear feet of the OC Feeder extension affecting the City of Newport Beach. Due to CIP budgeting changes, MET has proposed revised shutdown dates of June 16, 2022, through July 10, 2022. MET will be re-evaluating this Orange County Feeder relining project in the June 2021 budget review.</p> <p>Lake Mathews Forebay</p> <p>MET is also planning a shutdown of the Lake Mathews Forebay for maintenance and repair work, which will affect the Santiago Lateral from March 1-14, 2021. Staff is currently coordinating with MET and IRWD & Trabuco Canyon WD on this shutdown.</p> <p>Irvine Cross Feeder</p> <p>MET conducted a PCCP Inspection of the Irvine Cross Feeder from November 2-4, 2020, affecting Newport Beach, Huntington Beach, and Mesa WD. The PCCP inspection was completed on time, and it was determined no repairs are needed.</p>
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EMERGENCY PREPAREDNESS

<p>COVID-19 (Corona Virus) Coordination</p>	<ul style="list-style-type: none"> • WEROC continues to monitor the State and County for changing information and is sharing information with agencies as it becomes available. • WEROC is participating in the weekly Operational Area Conference calls. • WEROC continues to hold bi-weekly conference calls on Tuesdays with member agencies to report on Federal, State, and County changes. Calls continue to support the sharing of information between agencies, logistics, legislation, and recovery updates. Additionally, agencies have an opportunity to share best practices or ask other agencies for input on an issue they are encountering. Post COVID-19, these calls will transition into different topics and continue as long as the agencies' information benefits.
<p>Public Safety Power Shutoff, Bond Fire and Smoke Advisory</p>	<ul style="list-style-type: none"> • There were two –Public Safety Power Shutoff events this past month. In the first event, notifications were received and shared with agencies starting on November 16. The second event, notification, began on November 30 and led into December. WEROC PSPS Standard Operating Procedure was implemented. WEROC sent information to agencies on the weather and Southern California Edison and San Diego Gas and Electric potential circuits identified for shut off based on the Red Flag Warning and predicted Santa Ana Event. • On December 2nd at 2213 hours, a fire began in Silverado Canyon and became known as the Bond Fire. Similar to the Silverado Fire in October,

<p>Public Safety Power Shutoff, Bond Fire and Smoke Advisory - continued</p>	<p>the following agencies (Irvine Ranch Water District, Trabuco Canyon Water District, El Toro Water District, Santa Margarita Water District, Serrano Water District, East Orange County Water District, city of Orange, city of Tustin, City of Tustin and Golden State Water District were affected either directly or indirectly impacted by the fire and PSPS during this event.</p> <ul style="list-style-type: none"> ○ WEROC coordinated with impacted agencies throughout the events and provided updates to all member agencies. ○ WEROC did logistical coordination between agencies for potential mutual aid needs for generators. Special thank you to Moulton Niguel for supplying mutual aid to one of the agencies during this time. ○ WEROC maintained coordination as a liaison with the OA EOC and the Incident Command Posts. ○ WEROC attended the Cooperator Briefings and operational meetings on behalf of water agencies. ○ WEROC held coordination calls with the affected agencies to share information and preplan. <ul style="list-style-type: none"> ● WEROC implemented the Smoke Advisory Procedure provided updates for advisories to the member agencies.
<p>America’s Water Infrastructure Act (AWIA)</p>	<ul style="list-style-type: none"> ● WEROC and its consultant, Herndon Solutions Group (HSG), are continuing to work with WEROC agencies to comply with America’s Water Infrastructure Act (AWIA). ● There are 18 agencies (both Tier I & II) working concurrently on their AWIA requirements. ● All Tier I agencies successfully submitted their plans due to EPA by September 30, 2020. ● Tier II virtual meetings have concluded for the Risk and Resiliency Assessments (RRA) due in December 2020. Agencies are reviewing the full reports for review.
<p>Communication and Coordination With Member Agencies and Outside Agencies</p>	<ul style="list-style-type: none"> ● WEROC attended the ISDOC Quarterly meeting and provided an update regarding COVID and the Silverado/Blue Ridge Fire Response. ● WEROC presented a NIMS training matrix to member agencies during a COVID-19 conference call and shared it with all agencies for use within their organizations. ● The WEROC Federal Surplus Program is completed and functional. Member agencies have been reaching out and advising equipment they would like WEROC monitor for availability. ● On November 9th, WEROC attended the monthly Orange County Emergency Management Organization meeting. A presentation from the City of Irvine regarding the Blue Ridge Fire was discussed. ● On November 10th, the annual Winter Weather Workshop was conducted virtually by the Orange County Operational Area. The National Weather Service presented the seasonal outlook, and Orange County Public Works briefed on preparedness activities and current hot spots in the county. ● The Week of November 16th was the International Association of Emergency Managers conference. Vicki was able to attend sessions

<p>Communication and Coordination With Member Agencies and Outside Agencies - continued</p>	<p>virtually and on-demand. This conference provided some tools and lessons learned that could be applied to WEROC planning for the future.</p> <ul style="list-style-type: none"> • On November 18th, Vicki presented the WEROC Assessment Part III to the WEROC funding agencies. • On November 18th, Vicki attended the Operational Area Executive Board meeting as the Water and Wastewater Mutual Aid Coordinator position, as indicated in the newly adopted Operational Area Agreement. El Toro Water District Mark Monin represented the Independent Special District of Orange County in the ISDOC seat. • On November 19th, Vicki presented the WEROC Assessment Part II at the MWDOC Manager Meeting. • WEROC monitors AQMD to discuss and advocate for procedural and process guidelines in relation to generator use during emergencies or Public Safety Power Shut Off events. The first meeting is scheduled for December 10th.
<p>EOC Readiness</p>	<ul style="list-style-type: none"> • Vicki has reached out to the Operational Area to update the Resource Management and Resource Request board issues. A coordination meeting to work on this occurred on November 13th and a solution is being worked. Once completed, agencies will be briefed on the changes and process.
<p>Training and Exercises</p>	<ul style="list-style-type: none"> • ICS 400 – Advance Incident Command was taught to member agencies November 9th-13th. • The WEROC Coordination call included a discussion for a regional tabletop to occur in February. The scenario will be water quality and water distribution. A regional concept and approach will be applied using a virtual platform with breakout sessions.
<p>WATER USE EFFICIENCY</p>	
<p>Leak Alert and Water Use Monitoring Devices Workgroup</p>	<p>On November 9, Rachel Waite attended the Leak Alert and Water Use Monitoring Devices Workgroup hosted virtually by the City of Santa Barbara. The workgroup’s objective is to collaborate on program implementation, studies, barriers, successes, water savings, customer outreach, and more, in areas relating to customer-side leak detection and smart water monitoring devices. Agenda topics included:</p> <ul style="list-style-type: none"> • CalWEP Flume Direct Distribution Pilot • MET Innovative Conservation Program study: Flo by Moen • San Antonio Water Systems Flume Meter Compatibility Issues <ul style="list-style-type: none"> ○ Low Income Pilot ○ Updated End Use Study <p>The next meeting will be scheduled in March 2021.</p>
<p>Project Agreement 22 Committee Meeting</p>	<p>On November 10, Joe Berg and Rachel W. attended the Project Agreement (PA) 22 Committee meeting hosted by the Santa Ana Watershed Project Authority. The meeting was attended by water agencies spanning the Santa Ana Watershed. Topics on the agenda included:</p> <ul style="list-style-type: none"> • Water Efficiency Budget Assistance Request for Proposals

<p>Project Agreement 22 Committee Meeting - continued</p>	<ul style="list-style-type: none"> • Update to Enhancements to the Watershed-Wide Budget Decision Support Tool • Emergency Drought Grant Program – Retention Release <p>The next meeting is scheduled for January 12.</p>
<p>Orange County Water Loss Control Workgroup Meeting</p>	<p>On November 10, Joe and Rachel Davis hosted the Orange County Water Loss Control Workgroup meeting via Zoom. Approximately 28 agency staff attended this meeting. Items on the agenda included:</p> <ul style="list-style-type: none"> • Water Loss Updates • Water Loss Standard Update • Year 5 Validation Results • Nashville Leak Detection Case Study • Discussion and Questions <p>The next meeting is scheduled for January 12.</p>
<p>Water Conservation Data Collaborative Meeting</p>	<p>On November 12, Rachel W. attended the Water Conservation Data Collaborative Meeting hosted virtually by San Antonio Water Systems (SAWS). Topics discussed included data trends pertaining to Covid-19 impacts.</p> <p>The next meeting will be scheduled in March 2021.</p>
<p>South Orange County Flow Ecology Special Study Workgroup</p>	<p>On November 12 and December 2, Rachel W. attended the South Orange County Flow Ecology Special Study Workgroup, which brings together members of the stakeholder advisory and technical advisory committees. The November 12th meeting goals were to discuss isotope study findings and hydrologic model recalibration, and to present water conservation and climate change scenario analyses. Topics on the agenda included:</p> <ul style="list-style-type: none"> • Hydrologic Model Overview • Hydrologic Model Updates <ul style="list-style-type: none"> ○ Isotope Study Implications ○ Model Recalibration • Reference Condition, Climate Change Analysis, and Water Conservation Scenarios <p>The December 2nd meeting focused on flow ecology analysis, feedback on species response curves and options for flow range determination, and discussion on synthesis of data and key decisions. Topics on the agenda included:</p> <ul style="list-style-type: none"> • Flow Ecology Analysis: Level 1 and 2 <ul style="list-style-type: none"> ○ Hydrologic Alteration ○ Flow Ecology Relationships Based on Bugs and Algae • Flow Ecology Analysis: Level 3 <ul style="list-style-type: none"> ○ Focal Species Response Curves ○ Development of Flow Management Goals and Recommendations ○ Interpretation and Use of Outputs of the Flow Ecology Analysis <p>The next meeting will be scheduled in early 2021.</p>

<p>Department of Water Resources (DWR) Residential Landscape Area Workgroup</p>	<p>On November 19, Joe and Rachel W. attended DWR’s Residential Landscape Area Workgroup in reference to the state’s effort to measure and classify residential landscapes, as required by SB606 and AB1668. Topics on the agenda included:</p> <ul style="list-style-type: none"> • Refresher: Residential Landscape Area Classifications and Definitions • Residential Landscape Area Estimation Reports and Data • Review of Web Portal Access • Using Residential Landscape Area Estimates <p>The next meeting will be scheduled in early 2021.</p>
<p>Metropolitan Water District of Southern California (MET) Water Use Efficiency Workgroup Meeting</p>	<p>On November 19, Andrea Antony-Morr participated via Zoom in Metropolitan’s Water Use Efficiency Workgroup meeting. Topics on the agenda included:</p> <ul style="list-style-type: none"> • Welcome • November Metropolitan Water District Board Presentations <ul style="list-style-type: none"> ○ Conservation Board Report • Water Supply Update • Metropolitan Educational Programs Update <ul style="list-style-type: none"> ○ Landscape Classes ○ MWEL and WELDCP • Metropolitan Update on Innovative Conservation Program (ICP) • Metropolitan External Affairs • Member Agency Roundtable <ul style="list-style-type: none"> ○ LADWP and LAUSD Approach to Educational Programs During Covid-19 ○ City of Long Beach Water Department Parkway Program <p>The next Workgroup meeting is scheduled for December 17.</p>
<p>City of La Palma – Leak Detection Kickoff Meeting</p>	<p>On November 30, Rachel D., Joe, and Jason Thorsell held a leak detection survey kick off meeting via Zoom with City of La Palma staff. Items discussed included:</p> <ul style="list-style-type: none"> • Leak Detection Techniques • Survey Area, Schedule, and Scope • Reporting • Questions and Concerns
<p>City of Tustin Leak Detection Survey Wrap-Up Meeting</p>	<p>On December 1, Joe, Rachel D., and Jason met via Zoom with staff from Mesa Water District to discuss the results of the Leak Detection Survey performed by MWDOC. Emphasis was placed on making timely repairs, measuring leak flow rates, and compiling the cost of repairs. MWDOC surveyed 79 miles of water main, including water services. The survey began September 15 and concluded October 23.</p>
<p>Orange County Water Use Efficiency Coordinators Workgroup Meeting</p>	<p>On December 3, Joe, Steve Hedges, Beth Fahl, Rachel W., Andrea, and Rachel D. hosted the Orange County Water Use Efficiency Coordinators Workgroup meeting via Zoom. Highlights on the agenda included:</p> <ul style="list-style-type: none"> • MWDOC Updates • Agency Roundtable/Problem Solving • Water Supply Update • Cooling Tower Estimating Model • SFPUC’s Automated Leak Alert Program

<p>Orange County Water Use Efficiency Coordinators Workgroup Meeting - continued</p>	<ul style="list-style-type: none"> • Metropolitan Update <ul style="list-style-type: none"> ○ Conservation Board Report ○ Education Program Update ○ Landscape Contractors Training Update ○ Innovative Conservation Program Update • Water Loss Control Program Update • Water Use Efficiency Programs Update <ul style="list-style-type: none"> ○ Urban Water Management Plan Drought Ordinance Template ○ Choice Program ○ Rebate Processing Platform RFP Update ○ Pressure Regulating Valves Program Update • CalWEP Update <p>The next meeting is scheduled for February 4.</p>
<p>PUBLIC/GOVERNMENT AFFAIRS</p>	
<p>Member Agency Relations</p>	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> • Designed and ordered bill inserts for MWDOC member agencies • Provided information and coordinated with participating member agencies on the Metropolitan Water District of Southern California’s 2021 Virtual Solar Cup • Created social media content for member agencies to promote participation in Metropolitan’s Virtual Solar Cup 2021 • Prepared resolutions and/or gifts celebrating the retirements of Mary Aileen Matheis, Wayne Rayfield, and Lisa Ohlund <p>Governmental Affairs Staff:</p> <ul style="list-style-type: none"> • Along with Soto Resources, met with the City of Brea to discuss one of their projects in need of grant funding and the next steps <p>Distributed information on the South Coast Air Quality Control Board’s upcoming working group meeting to draft regulations regarding the use of emergency backup generators</p>
<p>Community Relations</p>	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> • Developed and distributed December eCurrents newsletter
<p>Education</p>	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> • Attended the California Environmental Literacy Initiative’s quarterly leadership meeting • Participated in California Environmental Literacy Initiative Webinar: Community-Based and Business Partnerships to Support Environmental Literacy • Met with Ten Strands and Strategic Energy Innovations on incorporating environmental literacy into Career Technical Education programs • Met with Tree People to discuss support of Water-Energy Education Alliance and implementing community service projects

<p>Education - continued</p>	<ul style="list-style-type: none"> • Spoke with Orange County Business Council (OCBC), who agreed to send Water-Energy Education Alliance surveys out to OCBC partner educators and water and energy industry educators • Participated in Metropolitan Water District of Southern California’s bi-weekly Member Agency Education Coordinator’s Meetings • Attended Department of Water Resources Water Education Committee meeting • Attended Las Virgenes Municipal Water District’s Tap-In 2020 - Sustainable Education - Balancing the New Norm 2nd session • Coordinated member agency approval of additional eligible schools to receive the MWDOC Choice K-12 School Programs
<p>Media Relations</p>	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> • Composed and distributed a news release announcing two (2) executive staff promotions • Composed and distributed a news release announcing new MWDOC Board appointments • Interviewed for a California Environmental Literacy Initiative story published November 12: <i><u>A Silent Service: Why Water Workers Support Environmental Literacy and Career Technical Education</u></i>
<p>Special Projects</p>	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> • Participated in the Orange County Water Summit Committee Meeting with Orange County Water District • Attended and presented at the Metropolitan Water District of Southern California’s Public Information Officer Workgroup Meeting on communicating during the pandemic • Met with Hashtag Pinpoint to develop video content for MWDOC outreach programs and campaigns • Attend the California Association of Public Information Official’s Webinar: Search Engine Optimization for Public Agencies • Met with LA Design Studios on Search Engine Optimization strategy and application for MWDOC • Researched and coordinated media contact platforms • Published several website updates • Met with Metropolitan Water District of Southern California staff to discuss collaboration on Boy and Girl Scouts Merit Badge and Patch clinics • Completed Boy Scouts of America Counselor Certification training • Participated in IT coordination for Director Joan Finnegan’s retirement • Produced resolutions celebrating the retirements of Director Joan Finnegan and Karl Seckel • Assisted Spirit Squad in coordinating MWDOC staff Holiday Party • Attended CalDesal Outreach and Communications Committee

<p>Special Projects - continued</p>	<p>Governmental Affairs Staff:</p> <ul style="list-style-type: none"> • Staffed the WACO Planning meeting • Worked with Metropolitan staff to line up speakers and letters of support for the Delta Conveyance Project • Drafted background and recommended next steps for a special election to fill the vacancy for ISDOC 3rd Vice President • Staffed the ISDOC Executive Committee Meeting • Provided an update to MWDOC’s Met directors on outreach/speakers for the upcoming Met Board meeting • Staffed the monthly WACO meeting featuring speakers on Mesa Water District’s Pipeline Integrity Program • Drafted the ISDOC 3rd VP Call for Candidates to notice to be mailed to all Orange County Special Districts
<p>Legislative Affairs</p>	<p>Governmental Affairs Staff:</p> <ul style="list-style-type: none"> • Drafted a memo with feedback on Metropolitan’s 2021 Legislative Platform for MWDOC’s Met Directors • Met with CSDA legislative staff to discuss CSDA federal priorities and federal lobbying • Met with IRWD staff to discuss their legislative proposal for 2021 <p>Drafted a departmental Year in a Review article for eCurrents</p>

**LOCAL AGENCY FORMATION COMMISSION
ORANGE COUNTY**

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REGULAR MEETING AGENDA

**Wednesday, December 9, 2020
8:15 a.m.**

**IMPORTANT NOTICE REGARDING THE DECEMBER 9, 2020
REGULAR COMMISSION MEETING**

Due to COVID-19, this meeting will be conducted as a teleconference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act. Members of the public may not attend this meeting in person.

Participation by Commissioners and staff will be from remote locations. Public access and participation will only be available telephonically and electronically.

To virtually attend the meeting and to be able to view any presentations or additional materials provided at the meeting, please join online via Zoom using the link and information below:

<https://us02web.zoom.us/j/89004539522>

You can also dial in using your phone

1 (669) 900-9128

Webinar ID: 890 0453 9522

Submission of Public Comments: For those wishing to submit public comments at the December 9, 2020 Regular Commission meeting, comments on agendized or non-agendized items must be submitted by email to the Commission Clerk at ccarter-benjamin@oclafco.org and shall be subject to the same rules as would otherwise govern speaker comments made electronically or in person at any regular Commission meeting. Public comments must be received prior to the commencement of the Commission meeting in order to be accepted. Public comments submitted in accordance with these guidelines shall become part of the record of the regular Commission meeting. Public comments received after the commencement of the meeting or via text or social media (Facebook, Twitter, etc.) will not be accepted.

Reading of Public Comments: The Commission Clerk shall read all comments received prior to the commencement of the Commission meeting, provided that the reading shall not exceed three (3) minutes. The Chair, at his discretion, may reduce the time allowance if warranted by the volume of public comments received.

1. CALL THE MEETING TO ORDER

2. BOARD APPOINTMENT – COMMISSIONER POSEY

The Commission will receive a report on the recent appointment to the OC LAFCO Regular City Member seat made by the City Selection Committee.

3. ROLL CALL

**4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATIONS
(Communications Received After Agenda Distribution for Agendized Items)**

5. PRESENTATION

a.) Recognition of Dedicated Service - *Commissioner Cheryl Brothers*

The Commission will recognize Commissioner Brothers for her years of service as the OC LAFCO City Member.

6. PUBLIC COMMENT

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on an off-agenda item(s) unless authorized by law.

7. CONSENT CALENDAR

a.) October 14, 2020 – Regular Commission Meeting Minutes

The Commission will consider approval of the October 14, 2020 meeting minutes.

8. PUBLIC HEARING

No public hearing items scheduled.

9. COMMISSION DISCUSSION AND ACTION

a.) Fiscal Year 2019-20 OC LAFCO Audited Financial Statements

The Commission will receive a report on the agency's audited financial statements for Fiscal Year 2019-20 prepared by independent auditor, Davis Farr LLP.

b.) Legislative Report (December 2020)

The Commission will receive a report on CALAFCO's legislative priorities and anticipated legislation of LAFCO interest for the 2021 legislative session.

c.) 2021 Strategic Planning Workshop

The Commission will consider postponement of the Annual Strategic Planning Workshop to June 9, 2021.

d.) Election of LAFCO Officers for 2021

The Commission will elect an OC LAFCO Chair and Vice Chair for 2021.

10. COMMISSIONER COMMENTS

This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No discussion or action may occur or be taken except to place the item on a future agenda if approved by Commission majority.

11. EXECUTIVE OFFICER'S REPORT

Executive Officer's announcement of upcoming events and brief report on activities of the Executive Officer since the last meeting.

- a.) Joint Request for Proposal Process for Selection of Independent Auditor
- b.) Staff Recruitment
- c.) CALAFCO Webinar and Regional Roundtable
- d.) Anticipated Projects:
 - City of Newport Beach: Special Study of Harbor Patrol
 - Reorganization of Undeveloped Parcel in City of Tustin

12. INFORMATIONAL ITEMS & ANNOUNCEMENTS

a.) Bi-Annual Ethics Training Requirement

In accordance with State law, LAFCO Commissioners and staff are required to complete an ethics training course every two years. The Certification of Completion for the training shall be submitted to the Commission Clerk for retaining within the agency's records.

b.) Sexual Harassment Avoidance Training Requirement

In accordance with State law, LAFCO Commissioners and staff are required to complete sexual harassment avoidance training every two years. The Certification of Completion for the training shall be submitted to the Commission Clerk for retaining within the agency's records.

13. CLOSED SESSION

No closed session items scheduled.

14. ADJOURNMENT OF REGULAR COMMISSION MEETING

NOTICE REGARDING ITEMS DISTRIBUTED TO THE COMMISSION LESS THAN 72 HOURS PRIOR TO THE LAFCO REGULAR MEETING:

Pursuant to Government Code Section 54957.5, public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be made available to the public on the OC LAFCO website at <http://www.oclafco.org>.

NOTICE: *State law requires that a participant in an OC LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.*

OC LAFCO Agendas and supporting documentation are available on the Internet at <http://oclafco.org>.



Executive Committee Meeting

Tuesday, December 1 2020

7:30 a.m.

The next meeting of the ISDOC Executive Committee will be via teleconference only. The MWDOC/OCWD offices are closed to the public. Please use the information below to access the meeting.

Mailing Address

P.O. Box 20895
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD
18700 Ward Street
Fountain Valley, CA 92708

(714) 963-3058
(714) 964-5930 fax

www.mwdoc.com/isdoc

Executive Committee

President
Hon. Saundra F. Jacobs
Santa Margarita Water District

1st Vice President
Hon. Mark Monin
El Toro Water District

2nd Vice President
Hon. Arlene Schafer
Costa Mesa Sanitary District

3rd Vice President
Hon. Mary Aileen Matheis
Irvine Ranch Water District

Secretary
Hon. William "Bill" Green
South Coast Water District

Treasurer
Hon. Joan C. Finnegan
Municipal Water District of Orange County

Immediate Past President
Hon. James Fisler
Mesa Water District

Staff Administration

Heather Baez
Municipal Water District of Orange County

Christina Hernandez
Municipal Water District of Orange County

Join Zoom Meeting

<https://zoom.us/j/99287384726>

Dial by your location
669 900 9128 US (San Jose)
877 853 5247 US Toll-free
888 788 0099 US Toll-free

Meeting ID: 992 8738 4726

AGENDA

- I. Welcome, Introductions – 7:30 am**
[Please mute yourself when not speaking. Please raise hand on Zoom if you have a question or comment.]
- II. Approval of Minutes – 7:35 am**
 - Consider approval of the minutes for the November 3, 2020 meeting.
- III. Public Comments on items not on the agenda- 7:40 am**
- IV. New Business – 7:45 am**
 - Discussion of replacement of Director Matheis: Special Election or Appointment.
- V. Old Business – 7:55 am**
 - Discussion of letter regarding recruitment of Metropolitan Water District General Manager and desired qualifications.
 - Discussion of letter regarding comments to MWD IRP scenarios.
- VI. Treasurer's Report – 8:05 am – Director Finnegan**
 - Report of accounts
- VII. CSDA Report – 8:10 am – Director Schafer**
 - Receive, discuss and file the CSDA Report
- VIII. LAFCO Report – 8:15 am – Director Fisler**
 - Receive, discuss and file the LAFCO report

IX. ACWA Report – 8:20 am – Director Jacobs

- Receive, discuss and file the ACWA report

X. OCCOG Report – 8:25 am – Director Scheafer

- a. Receive, discuss and file OCCOG report

XI. Orange County Operational Area Report - 8:30 am – Director Monin

- b. Receive, discuss and file OCOA report

XII. Subcommittee Reports – 8:35 am

- Programs
 - Discussion of January Luncheon - Arlene Schafer
- Membership
- Legislative
 - Discuss and consider taking action on proposed legislation of interest to Special Districts.

XIII. Adjourn – 8:40 am



ISDOC Executive Committee (Virtual Meeting via Zoom)

November 3, 2020

Minutes

I. Welcome

President Sandra Jacobs called the meeting to order at 7:30 a.m.

Sandra Jacobs, President (SMWD)

Mark Monin, 1st Vice President (ETWD)

Arlene Schafer, 2nd Vice President (CMSD)

Joan Finnegan, Treasurer (MWDOC)

Bill Green, Secretary (SCWD)

James Fidler, Immediate Past President (Mesa WD)

Others Present:

Gavin Centro (OC LAFCO)

Alicia Dunkin (OCWD)

Larry Dick (MWDOC)

Mike Gaskins (ETWD)

Jim Leach (SMWD)

Greg Mills (Serrano WD)

Vicki Osborn (MWDOC)

Chris Palmer (CSDA)

Mike Scheafer, Director (CMSD)

Heather Baez (MWDOC)

Christina Hernandez (MWDOC)

Jody Brennan (SCWD)

II. Minutes

The minutes of the October 6, 2020 meeting were reviewed. Upon a motion by Bill Green and second by Mark Monin the minutes were unanimously approved.

III. Public Comments

None

IV. New Business

None

V. Old Business

- Discussion of letter regarding recruitment of Metropolitan Water District General Manager and desired qualifications.

President Jacobs stated a draft letter hasn't yet been developed and wanted to bring this to the EC for discussion since this is an ISDOC water agency focus, and not all Special Districts in Orange County. President Jacobs strongly believes it is important that ISDOC take a leadership role in the selection of the GM for the largest water agency in the State of California, especially since a large percentage of the ISDOC members are water agencies. Members of the Executive Committee commented that ISDOC shouldn't be the first organization to write such a letter. Other EC member described this type of letter as the camel's nose under the tent. Discussion continued with the EC members as to the importance of our input to this GM position. It was reported that other entities, including NGOs, are preparing letters of their desired qualities for a General Manager. Director Dick stated that if such a letter was written, it should also be shared with the MWDOC board and the MET representatives on MWDOC. Jim Leach with SMWD reported the South County Agencies group (composed of water districts) is preparing such a letter and will be asking for other agencies and cities as signatories and ISDOC may want to sign onto that letter. Other EC members expressed a desire to sign onto someone else's letter rather than prepare an ISDOC specific letter. Director Dick indicated that the Joint MWDOC/MET meeting is tomorrow and would welcome input/comments from ISDOC on this issue. No action was taken by the EC on this issue.

- Discussion of letter regarding comments to MWD IRP scenarios.

President Jacobs stated that similar to the previous discussion about MET's future GM, she felt it was important that the water agencies of ISDOC be supported by providing comments on MWD's IRP scenarios. A draft letter was prepared, as discussed by the ISDOC EC two months ago. The draft letter was circulated at the October 1, 2020 meeting and no comments have been received from the EC to date. President Jacobs reiterated that a letter such as this is unprecedented in ISDOC, but no less important to represent our water agency members of ISDOC. There was discussion from other EC members that ISDOC represents agencies other than water districts and needs to be sensitive to that. Larry Dick suggested signing onto the letter as "ISDOC Water Agency Members".

Bill Green suggested an Ad Hoc Committee might be a good idea to discuss being proactive on issues other than legislative issues and perhaps the incoming ISDOC Executive Committee could conduct a survey to determine the focus. However, it was acknowledged that the MWDOC staff that currently run our ISDOC meetings would not be able to conduct this survey themselves. Mark Monin would like to ask the incoming Executive Committee to

reach out to and be more interactive with the other agencies in ISDOC besides water districts. No action was taken by the EC.

- Discussion of formation of an ISDOC Ad Hoc Committee to support changes to the general election filing requirements for special districts.

President Jacobs reiterated the conversation/meeting she had with Director Dick, Chris Palmer with CSDA and the CSDA legislative rep. CSDA had concerns about advocating this type of legislation and would not be able to help. President Jacobs stated that if we were to move forward with this idea locally, there would need to be a clear need for it. And therefore, last month recommended an Ad Hoc committee be formed. Some of the EC members that supported the idea in October, realized that this is a much bigger issue than anticipated and felt that while this is an important and worthy issue, it is an issue that is larger than the ISDOC scope. The consensus was that an Ad Hoc Committee will not be formed at this time.

VI. Treasurer's Report

Joan Finnegan reported a balance of \$12,964.62. There were no new income or expenses for the month.

VII. CSDA Report

Arlene Schafer reported on the following:

- CSDA has been advocating for future federal funding due to Covid-19.
- August 30 – 31, 2020 will be CSDA's annual Conference in Monterey (subject to change).
- CSDA has loans available if a Special District is in need of one.

Chris Palmer reported on the following:

- Encouraged the participants to watch the ISDOC Chapter of the Year video (provided to the group).
- Asked that everyone please participate in the CSDA survey on Chris's role and CSDA's role.

VIII. LAFCO Report

Jim Fidler reported the November OC LAFCO meeting has been cancelled.

IX. ACWA Report

Sandra Jacobs encouraged everyone to participate in the upcoming ACWA Virtual Conference to be held December 2 & 3, 2020 and various sessions.

X. OCCOG Report

Mike Scheafer reported the November meeting has been rescheduled for December 3.

XI. Orange County Operational Area Report

- Vicki Osborn, Director of Emergency Manager, WEROC, reported on the following:
 - Recent Area Fires - Incident Management team is turning it back over to OA and reported on minimal damage and use of area reservoirs in firefighting.
 - Covid-19 Update – Orange County remains in the “red” category.
 - Today’s election – OA will continue to address safety concerns for the election.

XII. Subcommittee Reports

- Programs:
 - Mark Monin reported the October Quarterly luncheon was a success and the speakers (Adam Probolsky with Probolsky Research, Tim Deutsch with Orange County Cemetery District and Vicki Osborn with MWDOC OA) were interesting and timely. The zoom meeting was well attended with nearly 60 people.
 - Arlene Schafer is working on a speaker for the January 28 Quarterly Luncheon from the OC Sherriff. MNWD has agreed to be the highlighted district at the luncheon. There is no Associate Member for the January meeting.
- Membership: None
- Legislative Update: Covered in other areas of the agenda and CSDA Alerts continue to be sent to all members.

XIII. Adjourn: The meeting adjourned at 8:47.



AGENDA

Friday, December 4, 2020
7:30 a.m. - 9:00 a.m.

Register:

https://zoom.us/meeting/register/tJwqfu-qpiopH92sCzkZjzx9g_HoaLrdDzDn

Mailing Address

P.O. Box 8300
Fountain Valley, CA 92708

Meeting Location

Via Zoom

(714) 378-3200
(714) 963-0291 fax

www.ocwd.com/news-events/events/waco
www.mwdoc.com/waco

Officers

Chair

Hon. Jim Atkinson
Mesa Water District

Vice Chair

Hon. Cathy Green
Orange County Water District

Staff Contacts

Alicia Dunkin
Orange County Water District

Heather Baez
Municipal Water District of Orange County

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1. Welcome

- Jim Atkinson, Mesa Water District

2. Housekeeping & Meeting Etiquette

3. Pledge of Allegiance

4. WACO Officer Elections

- Larry Dick, Municipal Water District of Orange County

5. Program: Mesa Water District's Pipeline Integrity Program

- Karyn Igar, P.E., Senior Civil Engineer, Mesa Water District
- David Spencer, P.E., Pipeline Asset Management Lead, HDR

6. Reports

- Association of California Water Agencies (ACWA) Report – Cathy Green, Orange County Water District
- Metropolitan Water District of Southern California Report – Linda Ackerman, Metropolitan Water District of Southern California
- California Special Districts Association Report (CSDA) – Chris Palmer, California Special Districts Association

7. Adjourn

Next WACO Meeting

Friday, January 8, 7:30 a.m. via Zoom
(2nd Friday due to New Year's holiday)

Next WACO Planning Committee Meeting

Tuesday, December 15, 7:30 a.m. via Zoom



AGENDA
Quarterly Utility Coordination Meeting
Wednesday, November 25, 2020 – 10:00 A.M. - 11:00 A.M.
City of Lake Forest – **NEW City Hall**
Virtual Meeting

You have been invited to join Abernathy, Taylor's room for a meeting.

MobileConnect Users:

[Join Abernathy, Taylor's room in MobileConnect.](#)

Guest Participants:

<https://cgc.vonage.com/cgc?join=VGF5bG9yIEFiZXJuYXRoeSw5NDk0NjEzNDkwQHZvaXAudG5sdGQubmV0LG5hNzIybixjYmhuZHQ=>

Audio Only: +19494613555,969951#

1. Introductions
2. City Projects (Taylor Abernathy)
 - a. Santiago Canyon Road Safety Improvements
 - Current Status – County Lead Project, Kick-off Meeting was held earlier this month
 - b. 2019 Citywide Roadway Improvement Project
 - Preparing final documentation for reimbursement agreements
 - c. Portola Park
 - Current Status – Completed
 - d. I-5 Interchange Signs
 - Current Status – Project placed on-hold, may be re-programmed in the future if necessary
 - e. Bake Parkway Trabuco/ Irvine (Ultimate)
 - Current Status – 65% Design; Working with Irvine on a co-op agreement and sent SCE Transmission a letter requesting relocation of 3 transmission lines and a vault May 2020; Construction TBD
 - Provide Utility's Plans
 - f. El Toro Road and Portola/ Santa Margarita
 - Current Status – 95% Design, Working with County for R/W by end of 2020; Construction TBD
 - Provide Utility's Plans
 - g. 7 Year Street Overlay / Slurry Program -
Next Slurry Seal Zones:
 - Zone C (FY 2019-20); Anticipated 1st Quarter 2021 (delayed by COVID)
 - Zone G (FY 2020-21): Anticipated 1st Quarter 2021
 - Zone F (FY 2021-22)
 - h. 7 Year Street Overlay / Slurry Program -
 - Resurfacing Project Locations:

- i. Toledo Way, Ridge Route, and Serrano; substantially complete; working on raising valve and MHs
 - i. Traffic Signal System Upgrades
 - Materials are being purchased; installation forthcoming
 - Coordination of SCE pedestal change-outs with the contractor
 - j. Muirlands/Los Alisos Dual Lefts All legs
 - City will issue an RFP for design
 - k. Jeronimo/El Toro Realignment
 - In Design
 - l. Protective Permissive Signals
 - In Design
 - m. Audible Pedestrian Crosswalk Signals
 - Muirlands and El Toro
 - Rockfield and Ridge Route
 - n. El Toro Park CDBG Impr
 - o. Upcoming CIP FY 2019-21
 - New 2020-2021 CIP Projects
 - i. Annual Street Sidewalk Rehab Program – Bids open 12/3
 - ii. Annual Street Resurfacing and Slurry Seal Projects
 - 1. Glenn Ranch Road – On-call proposals received 12/8
 - iii. Widening of Southbound Jeronimo at Lake Forest
 - iv. Second E/B left turn Lane on Bake Pkwy at Jeronimo
 - v. Widening/Realignment of Jeronimo at El Toro
 - vi. El Toro Raised Median from Jeronimo to Trabuco
 - vii. Neighborhood Park Renovations
 - 1. Darrin, Montbury, and Pebble Creek – Bids open 12/15
 - 2. Vintage and Sundowner
 - 3. Regency, Rancho Serrano, and Borrego Overlook
3. Development Activity in Lake Forest (Doug Erdman)
 - a. Portola Center (930 total homes)
 - Northwest – (The Oaks) – Substantially complete
 - Northeast – (The Oaks) –Phase 1 complete (area adjacent to GRR & SRR), Grading in Phase 2A ongoing (adjacent to GRR toward El Toro Rd)
 - South – (Iron Ridge) - Home building
 - South – (Mixed Use/Sr. Affordable) – Site Improvements and Building construction

- b. Baker Ranch – Substantial complete
 - c. Serrano Summit – Home Building
 - d. Teresina – Home building
 - e. Nakase – Rough Grading ongoing
4. Blanket/Annual Permits (Doug Erdman) The City still requires notification if you are doing work, even if it is under the blank or annual permits.
- a. Notification Forms
 - b. 24-hour minimum notice required
 - c. Job tracking not provided
 - d. Additional Deposits Required, staff is reviewing accounts and will let you know
5. Encroachment Permits
- a. Please identify the number of days required to do the work including the restoration work
 - b. Please make sure to identify nightwork on the applications
 - c. If something changes after EP approval you will need to revise EP
 - d. Fees are increased for this as it is a hard cost to the City
6. Traffic Control Requirements related to Encroachment Permits
- a. Use of WATCH Manual, Joint Utilities Manual, or CATTCH requires submitting location map and plan number(s) to be used
 - b. Include exhibit pages with the application for record purposes
7. Sidewalk Inspection / Utility Lids (Matt Reagan)
- a. Damaged utility lids identified in sidewalk hazard inspection.
Public Works Inspector to coordinate with utilities on replacements
8. Pavement Moratorium -
- a. City's Pavement Moratorium is included in all Encroachment Permits
 - b. A list of streets that are under moratorium are:
 - Slurry Seals (*Date of beginning of Moratorium*)
 - i. Zone D (11/2017),
 - ii. Zone E (4/2018),
 - iii. Zone B (4/2019), and
 - iv. Zone C, forthcoming (1st Quarter 2021)
 - Arterial Streets
 - i. Alton Parkway (Portola to Rancho South) (8/2017)
 - ii. Portola Parkway (Alton to El Toro Road) (7/2017)
 - iii. Trabuco Rd (Lake Forest to Peachwood) (4/2019)

- iv. Saddleback Rd (Millwood to Glenn Ranch Rd) (2/2020)
- v. Dimension Rd from Bake to Lake Forest (5/2020)
- vi. Civic Center Rd from Commercentre to IRWD facility (5/2020)
- vii. Portola under SR-241 (Caltrans R/W) (5/2020)
- viii. Toledo from Bake to El Toro, forthcoming (8/2020)
- ix. Serrano from Toledo to El Toro, forthcoming (8/2020)
- x. Ridge Route from Trabuco to dead-end at I-5, forthcoming (8/2020)

9. Status reports on projects from utility companies; new projects/project updates

a. **AT&T –**

b. **COX Communications –**

c. **El Toro Water District –**

d. **Irvine Ranch Water District –**

e. **Southern California Gas Company –**

f. **Southern Calif. Edison Company –**

g. **Trabuco Canyon Water District –**

10. Next Meeting (02/24/2021 at 10:00 a.m.)

DATES TO REMEMBER

DECEMBER 2020/JANUARY 2021

1. Dec 16 – 8:30 a.m. – MWDOC Board Meeting
2. Dec 17 – 8:00 a.m. – SAC Meeting
3. Dec 17 – 9:30 a.m. – SOCWA Board Meeting
4. Dec 17 – 10:30 a.m. – MWDOC Managers Meeting
5. Dec 17 – 12:00 p.m. – WasteReuse Meeting
6. Dec 18 – DISTRICT OFFICE CLOSED
7. Dec 21 – 8:30 a.m. – MWDOC Public Affairs Meeting
8. Dec 22 – 10:30 a.m. – SOCWA Finance Meeting
9. Dec 25 – CHRISTMAS HOLIDAY – DISTRICT OFFICE CLOSED
10. Jan 1 – NEW YEARS DAY – DISTRICT OFFICE CLOSED
11. Jan 4 – 8:30 a.m. – MWDOC Planning/Operations Meeting
12. Jan 4 – 1:30 p.m. – SOCWMA Management Committee Meeting
13. Jan 6 – 8:30 a.m. – MWDOC/MET Directors Workshop
14. Jan 8 – 7:30 a.m. – WACO Meeting
15. Jan 8 – 1:00 p.m. – Pres/VP/GM Meeting
16. Jan 13 – 8:30 a.m. – MWDOC Admin/Finance Committee Meeting
17. Jan 15 – DISTRICT OFFICE CLOSED
18. Jan 18 – 7:30 a.m. – Agenda Review
19. Jan 18 – 8:30 a.m. – MWDOC Public Affairs Meeting
20. Jan 19 – 7:30 a.m. – WACO Planning Meeting
21. Jan 20 – 8:30 a.m. – MWDOC Board Meeting
22. Jan 22 – 1:00 p.m. – Pres/VP/GM Meeting
23. Jan 25 – 7:30 a.m. – Regular Engineering/Finance Committee Meeting
24. Jan 27-28 – CASA Conference (San Diego?)
25. Jan 28 – 7:30 a.m. – Regular Board Meeting
26. Jan 29 – DISTRICT OFFICE CLOSED

EL TORO WATER DISTRICT

Glossary of Water Terms

Accumulated overdraft: The amount of water necessary to be replaced in the intake area of the groundwater basin to prevent the landward movement of ocean water into the fresh groundwater body.

Acre-foot, AF: A common water industry unit of measurement. An acre-foot is 325,851 gallons, or the amount of water needed to cover one acre with water one foot deep. An acre-foot serves annual needs of two typical California families.

ACWA: Association of California Water Agencies.
A statewide group based in Sacramento that actively lobbies State and Federal Government on water issues.

Advanced treatment: Additional treatment processes used to clean wastewater even further following primary and secondary treatment. Also known as tertiary treatment.

AFY: Acre-foot per year.

Alluvium: A stratified bed of sand, gravel, silt, and clay deposited by flowing water.

AMP: Allen McCulloch pipeline.

Major pipeline transporting treated water to water districts between Yorba Linda, where it starts to El Toro Water District reservoir, where it terminates.

Annexation: The inclusion of land within a government agency's jurisdiction.

Annual overdraft: The quantity by which the production of water from the groundwater supplies during the water year exceeds the natural replenishment of such groundwater supplies during the same water year.

Aqueduct: A man-made canal or pipeline used to transport water.

Aquifer: An underground geologic formation of rock, soil or sediment that is naturally saturated with water; an aquifer stores groundwater.

Arid: Dry; deserts are arid places. Semi-arid places are almost as dry as a desert.

Artesian: An aquifer in which the water is under sufficient pressure to cause it to rise above the bottom of the overlying confining bed, if the opportunity is provided.

Artificial recharge: The addition of surface water to a groundwater reservoir by human activity, such as putting surface water into recharge basins. (See also: groundwater recharge and recharge basin.)

AWWA American Water Works Association
Nationwide group of public and private water purveyors and related industrial suppliers.

Base flow: The portion of river surface flow which remains after deduction of storm flow and/or purchased imported water.

Bay-Delta: The Sacramento-San Joaquin Bay-Delta is a unique natural resource of local, state and national significance. The Delta is home to more than 500,000 people; contains 500,000 acres of agriculture; provides habitat for 700 native plant and animal species; provides water for more than 25 million Californians and 3 million acres of agriculture; is traversed by energy, communications and transportation facilities vital to the economic health of California; and supports a \$400 billion economy.

BIA: Building Industry Association.

Biofouling: The formation of bacterial film (biofilm) on fragile reverse osmosis membrane surfaces.

Biosolids: Solid organic matter recovered from a sewage treatment process and used especially as fertilizer.

BMP: Best Management Practice. An engineered structure or management activity, or combination of these, that eliminates or reduces adverse environmental effects.

Brackish water: A mixture of freshwater and saltwater.

Brown Act: Ralph M. Brown Act enacted by the State legislature governing all meetings of legislative bodies. Also known as the Open Meeting requirements.

Canal: A ditch used to move water from one location to another.

CASA: California Association of Sanitation Agencies The sanitation equivalent of ACWA concerned solely with issues affecting the treatment and disposal of solid waste and wastewater.

CEQA: California Environmental Quality Act.

CERCLA: Comprehensive Environmental Response, Compensation and Liability Act. This federal law establishes the Superfund program for hazardous waste sites. It provides the legal basis for the United States EPA to regulate and clean up hazardous waste sites, and if appropriate, to seek financial compensation from entities responsible for the site.

CFS: Cubic feet per second.

Chloramines: A mixture of ammonia and chlorine used to purify water.

Clarify: To make clear or pure by separation and elimination of suspended solid material.

Coagulation: The clumping together of solids so they can more easily be settled out or filtered out of water. A chemical called aluminum sulfate (alum) is generally used to aid coagulation in water treatment and reclamation.

Coastkeepers: A non-profit organization dedicated to the protection and preservation of the marine habitats and watersheds of Orange County through programs of education, restoration, enforcement and advocacy.

Colored water: Groundwater extracted from the basin that is unsuitable for domestic use without treatment due to high color and odor exceeding drinking water standards.

Condensation: The process of water vapor (gas) changing into liquid water. An example of condensation can be seen in the tiny water droplets that form on the outside of a glass of iced tea as warmer air touches the cooler glass.

Confined aquifer: An aquifer that is bound above and below by dense layers of rock and contains water under pressure.

Conjunctive use: Storing imported water in a local aquifer, in conjunction with groundwater, for later retrieval and use.

Contaminate: To make unclean or impure by the addition of harmful substances.

CPCFA: California Pollution Control Financing Authority. State agency providing funds for wastewater reclamation projects.

Crisis:

1. **a:** The turning point for better or worse **b:** a paroxysmal attack of pain, distress, or disordered function **c:** an emotionally significant event or radical change of status in a person's life <a midlife *crisis*>
2. The decisive moment (as in a literary plot)
3. **a:** An unstable or crucial time or state of affairs in which a decisive change is impending; *especially* : one with the distinct possibility of a highly undesirable outcome <a financial *crisis*> **b:** a situation that has reached a critical phase

CTP Coastal Treatment Plant

CWPCA California Water Pollution Control Association. A 7000 member non-profit educational organization dedicated to water pollution control.

Dam: A barrier built across a river or stream to hold water.

Decompose: To separate into simpler compounds, substances or elements.

Deep percolation: The percolation of surface water through the ground beyond the lower limit of the root zone of plants into a groundwater aquifer.

Degraded water: Water within the groundwater basin that, in one characteristic or another, does not meet primary drinking water standards.

Delta: Where the rivers empty; an outlet from land to ocean, also where the rivers deposit sediment they carry forming landforms.

Delta Vision: Delta Vision is intended to identify a strategy for managing the Sacramento-San Joaquin Delta as a sustainable ecosystem that would continue to support environmental and economic functions that are critical to the people of California.

Demineralize: To reduce the concentrations of minerals from water by ion exchange, distillation, electro-dialysis, or reverse osmosis.

De-nitrification: The physical process of removing nitrate from water through reverse osmosis, microfiltration, or other means.

Desalting (or desalination): Removing salts from salt water by evaporation or distillation. Specific treatment processes, such as reverse osmosis or multi-stage flash distillation, to demineralize seawater or brackish (saline) waters for reuse. Also sometimes used in wastewater treatment to remove salts other pollutants.

Desilting: The physical process of removing suspended particles from water.

Dilute: To lessen the amount of a substance in water by adding more water.

Disinfection: Water treatment which destroys potentially harmful bacteria.

Drainage basin: The area of land from which water drains into a river, for example, the Sacramento River Basin, in which all land area drains into the Sacramento River. Also called catchment area, watershed, or river basin.

Drought: A prolonged period of below-average precipitation.

DPHS: California Department of Public Health Services. Regulates public water systems; oversees water recycling projects; permits water treatment devices; certifies drinking water treatment and distribution operators; supports and promotes water system security; provides support for small water systems and for improving technical, managerial, and financial (TMF) capacity; provides funding opportunities for water system improvements.

DVL: Diamond Valley Lake. Metropolitan's major reservoir near Hemet, in southwestern Riverside County.

DWR: California Department of Water Resources. Guides development/management of California's water resources; owns/operates State Water Project and other water facilities.

Endangered Species: A species of animal or plant threatened with extinction.

Endangered Species Act of 1973 (ESA): The most wide-ranging of the dozens of United States environmental laws passed in the 1970s. As stated in section 2 of the act, it was designed to protect critically imperiled species from extinction as a "consequence of economic growth and development untended by adequate concern and conservation.

Ecosystem: Where living and non-living things interact (coexist) in order to survive.

Effluent: Wastewater or other liquid, partially or completely treated or in its natural state, flowing from a treatment plant.

Evaporation: The process that changes water (liquid) into water vapor (gas).

Estuary: Where fresh water meets salt water.

Evapotranspiration: The quantity of water transpired (given off), retained in plant tissues, and evaporated from plant tissues and surrounding soil surface. Quantitatively, it is expressed in terms of depth of water per unit area during a specified period of time.

FCH Federal Clearing House – Environmental Review/Processing

FEMA Federal Emergency Management Agency

Filtration: The process of allowing water to pass through layers of a porous material such as sand, gravel or charcoal to trap solid particles. Filtration occurs in nature when rain water soaks into the ground and it passes through hundreds of feet of sand and gravel. This same natural process of filtration is duplicated in water and wastewater treatment plants, generally using sand and coal as the filter media.

Flocculation: A chemical process involving addition of a coagulant to assist in the removal of turbidity in water.

Forebay: A reservoir or pond situated at the intake of a pumping plant or power plant to stabilize water level; also, a portion of a groundwater basin where large quantities of surface water can recharge the basin through infiltration.

Gray water reuse: Reuse, generally without treatment, of domestic type wastewater for toilet flushing, garden irrigation and other non-potable uses. Excludes water from toilets, kitchen sinks, dishwashers, or water used for washing diapers.

Green Acres Project (GAP): A 7.5 million gallons per day (MGD) water reclamation project that serves tertiary treated recycled water to irrigation and industrial users in Costa Mesa, Fountain Valley, Huntington Beach, Newport Beach, and Santa Ana.

God Squad: A seven-member committee that is officially called the "Endangered Species Committee". Members consist of Secretary of the Interior, the Secretary of Agriculture, the Secretary of the Army, the Chairman of the Council of Economic Advisers, the Administrator of the National Oceanic and Atmospheric Administration and one individual from the affected state. The squad was established in 1978 by an amendment to the 1973 Endangered Species Act (ESA). It has only been called into action three times to deal with proposed federal agency actions that have been determined to cause "jeopardy" to any listed species. Such actions may receive an exemption from the ESA if five members of the committee determine that the action is of regional or national significance, that the benefits of the action clearly outweigh the benefits of conserving the species and that there are no reasonable and prudent alternatives to the action.

Groundwater: Water that has percolated into natural, underground aquifers; water in the ground, not water puddled on the ground.

Groundwater basin: A groundwater reservoir defined by the overlying land surface and the underlying aquifers that contain water stored in the reservoir. Boundaries of success-ively deeper aquifers may differ and make it difficult to define the limits of the basin.

Groundwater mining: The withdrawal of water from an aquifer in excess of recharge over a period of time. If continued, the underground supply would eventually be exhausted or the water table could drop below economically feasible pumping lifts.

Groundwater overdraft: The condition of a groundwater basin in which the amount of water withdrawn by pumping exceeds the amount of water that recharges the basin over a period of years during which water supply conditions approximate average.

Groundwater recharge: The action of increasing groundwater storage by natural conditions or by human activity. See also: Artificial recharge.

Ground Water Replenishment System (GWRS): A joint project of the Orange County Water District and the Orange County Sanitation District that will provide up to 100,000 acre-feet of reclaimed water annually. The high-quality water will be used to expand an existing underground seawater intrusion barrier and to replenish the groundwater basin underlying north and central Orange County.

Groundwater table: The upper surface of the zone of saturation (all pores of subsoil filled with water), except where the surface is formed by an impermeable body.

GPM: Gallons per minute.

Ground Water Replenishment System (GWRS): Orange County Water District's state-of-the-art, highly advanced, waste-water treatment facility.

Hydrologic balance: An accounting of all water inflow to, water outflow from, and changes in water storage within a hydrologic unit over a specified period.

Hydrologic cycle: The process of water constantly circulating from the ocean, to the atmosphere, to the earth in a form of precipitation, and finally returning to the ocean.

Imported water: Water that has originated from one hydrologic region and is transferred to another hydrologic region.

Inflatable rubber dams: Designed to replace temporary sand levees that wash out during heavy storm flow, the dams hold back high-volume river flows and divert the water into the off-river system for percolation.

Influent: Water or wastewater entering a treatment plant, or a particular stage of the treatment process.

Irrigation: Applying water to crops, lawns or other plants using pumps, pipes, hoses, sprinklers, etc.

JPIA Joint Powers Insurance Authority. A group of water agencies providing self-insurance to members of the ACWA.

LAIF Local Agency Investment Fund. Statewide pool of surplus public agency money managed by State Treasurer.

Leach: To remove components from the soil by the action of water trickling through.

MAF: Million acre feet.

MCL: Maximum contaminant level set by EPA for a regulated substance in drinking water. According to health agencies, the maximum amount of a substance that can be present in water that's safe to drink and which looks, tastes and smells good.

MET: Metropolitan Water District of Southern California.

MGD: Million gallons per day.

Microfiltration: A physical separation process where tiny, hollow filaments members separate particles from water.

Microorganism: An animal or plant of microscopic size.

MWD: Metropolitan Water District of Southern California.

MWDOC: Municipal Water District of Orange County. Intermediate wholesaler between MWD and 27 member agencies including ETWD.

Non-point source pollution: Pollution that is so general or covers such a wide area that no single, localized source of the pollution can be identified.

NPDES National Pollution Discharge Elimination System

OCBC: Orange County Business Council.

OCEMA Orange County Environmental Management Agency

OCWD: Orange County Water District.

Opportunity:

1. A favorable juncture of circumstances.
2. A good chance for advancement or progress .

Organism: Any individual form of life, such as a plant, animal or bacterium.

PCM Professional Community Management, Inc. Property Management company providing services to Laguna Woods Village and other homeowner associations.

Perched groundwater: Groundwater supported by a zone of material of low permeability located above an underlying main body of groundwater with which it is not hydrostatically connected.

Percolation: The downward movement of water through the soil or alluvium to the groundwater table.

Permeability: The capability of soil or other geologic formations to transmit water.

Point source: A specific site from which waste or polluted water is discharged into a water body, the source of which is identified. See also: non-point source.

Potable water: Suitable and safe for drinking.

PPB: Parts per billion.

Precipitation: Water from the atmosphere that falls to the ground as a liquid (rain) or a solid (snow, sleet, hail).

Primary treated water: First major treatment in a wastewater treatment facility, usually sedimentation but not biological oxidation.

Primary treatment: Removing solids and floating matter from wastewater using screening, skimming and sedimentation (settling by gravity).

Prior appropriation doctrine: Allocates water rights to the first party who diverts water from its natural source and applies the water to beneficial use. If at some point the first appropriator fails to use the water beneficially, another person may appropriate the water and gain rights to the water. The central principle is beneficial use, not land ownership.

Pumping Plant: A facility that lifts water up and over hills.

Recharge: The physical process where water naturally percolates or sinks into a groundwater basin.

Recharge basin: A surface facility, often a large pond, used to increase the infiltration of surface water into a groundwater basin.

Reclaimed wastewater: Wastewater that becomes suitable for a specific beneficial use as a result of treatment. See also: wastewater reclamation.

Reclamation project: A project where water is obtained from a sanitary district or system and which undergoes additional treatment for a variety of uses, including landscape irrigation, industrial uses, and groundwater recharge.

Recycling: A type of reuse, usually involving running a supply of water through a closed system again and again. Legislation in 1991 legally equates the term "recycled water" to reclaimed water.

Reservoir: A place where water is stored until it is needed. A reservoir can be an open lake or an enclosed storage tank.

Reverse osmosis: (RO) A method of removing salts or other ions from water by forcing water through a semi-permeable membrane.

RFP Request for Proposal

Riparian: Of or on the banks of a stream, river, or other body of water.

RO: Reverse osmosis. See the listing under "reverse osmosis."

R-O-W Right-of-way

Runoff: Liquid water that travels over the surface of the Earth, moving downward due to gravity. Runoff is one way in which water that falls as precipitation returns to the ocean.

RWQCB Regional Water Quality Control Board. State agency regulating discharge and use of recycled water.

Safe Drinking Water Act (SDWA): The Safe Drinking Water Act (SDWA) was originally passed by Congress in 1974 to protect public health by regulating the nation's public drinking water supply. The law was amended in 1986 and 1996 and requires many actions to protect drinking water and its sources: rivers, lakes, reservoirs, springs, and ground water wells. (SDWA does not regulate private wells which serve fewer than 25 individuals.) SDWA authorizes the United States Environmental Protection Agency (US EPA) to set national health-based standards for drinking water to protect against both naturally-occurring and man-made contaminants that may be found in drinking water. US EPA, states, and water systems work together to make sure that these standards are met.

Safe yield: The maximum quantity of water that can be withdrawn from a groundwater basin over a long period of time without developing a condition of overdraft, sometimes referred to as sustained yield.

SAFRA Santa Ana River Flood Protection Agency

Salinity: Generally, the concentration of mineral salts dissolved in water. Salinity may be measured by weight (total dissolved solids - TDS), electrical conductivity, or osmotic pressure. Where seawater is known to be the major source of salt, salinity is often used to refer to the concentration of chlorides in the water.

SAWPA: Santa Ana Watershed Project Authority.

SCADA Supervisory Control and Data Acquisition

SCAP Southern California Alliance of Publicly. Newly formed group of public agencies seeking reasonable regulation of sewer industry.

SCH State Clearing House – Environmental Review/Processing

Seasonal storage: A three-part program offered by Metropolitan Water District of Southern California:

STSS (Short Term Seasonal Storage) financially encourages agencies with local groundwater production capabilities to produce a higher percentage of their demand in the summer from their local groundwater supplies, thus shifting a portion of their demand on the MWD system from the summer to winter;

LTSS (Long Term Seasonal Storage) financially encourages retail agencies to take and store additional amounts of MWD water above their normal annual demands for later use; Replenishment Water provides less expensive interruptible water that is generally available and used to increase the operating yield of groundwater basins.

Seawater intrusion: The movement of salt water into a body of fresh water. It can occur in either surface water or groundwater basins.

Seawater barrier: A physical facility or method of operation designed to prevent the intrusion of salt water into a body of freshwater.

Secondary treatment: The biological portion of wastewater treatment which uses the activated sludge process to further clean wastewater after primary treatment. Generally, a level of treatment that produces 85 percent removal efficiencies for biological oxygen demand and suspended solids. Usually carried out through the use of trickling filters or by the activated sludge process.

Sedimentation: The settling of solids in a body of water using gravity.

Settle: To clarify water by causing impurities/solid material to sink to a container's bottom.

Sewer: The system of pipes that carries wastewater from homes and businesses to a treatment plant or reclamation plant. Sewers are separate from storm drains, which is a system of drains and pipes that carry rain water from urban streets back to the ocean. Overwatering your yard can also cause water to run into the streets and into storm drains. Storm drain water is not treated before it is discharged.

SigAlert: Any unplanned event that causes the closing of one lane of traffic for 30 minutes or more, as opposed to a planned event, like road construction, which is planned.

SJBA San Juan Basin Authority

Sludge: The solids that remain after wastewater treatment. This material is separated from the cleaned water, treated and composted into fertilizer. Also called biosolids.

SOCWA South Orange County Wastewater Authority. Regional Joint Powers Authority formed for collection and treatment of sewerage (previously known as AWMA/SERRA/SOCRA). SOCWA member agencies:

CSC – City of San Clemente

CSJC – City of San Juan Capistrano

CLB – City of Laguna Beach

ETWD – El Toro Water District

EBSD – Emerald Bay Service District

IRWD – Irvine Ranch Water District

MNWD – Moulton Niguel Water District

SCWD – South Coast Water District

SMWD – Santa Margarita Water District

TCWD – Trabuco Canyon Water District

SRF State Revolving Fund

Storm Drain: The system of pipes that carries rain water from urban streets back to the ocean. Overwatering your yard can also cause water to run into the streets and into storm drains. Storm drain

water is not treated before it is discharged. Storm drains are separate from sewers, which is a separate system of pipes to carry wastewater from homes and businesses to a treatment plant or reclamation plant for cleaning.

Storm flow: Surface flow originating from precipitation and run-off which has not percolated to an underground basin.

SWP: State Water Project. An aqueduct system that delivers water from northern California to central and southern California.

SWRCB State Water Resources Control Board

TDS: Total dissolved solids. A quantitative measure of the residual minerals dissolved in water that remain after evaporation of a solution. Usually expressed in milligrams per liter.

Tertiary treatment: The treatment of wastewater beyond the secondary or biological stage. Normally implies the removal of nutrients, such as phosphorous and nitrogen, and a high percentage of suspended solids.

THM: Trihalomethanes. Any of several synthetic organic compounds formed when chlorine or bromine combine with organic materials in water.

TMA: Too many acronyms.

TMDL: Total maximum daily load; A quantitative assessment of water quality problems, contributing sources, and load reductions or control actions needed to restore and protect bodies of water.

Transpiration: The process in which plant tissues give off water vapor to the atmosphere as an essential physiological process.

Turbidity: Thick or opaque with matter in suspension; muddy water.

Ultraviolet light disinfection: A disinfection method for water that has received either secondary or tertiary treatment used as an alternative to chlorination.

VE Value Engineering

VOC: Volatile organic compound; a chemical compound that evaporates readily at room temperature and contains carbon.

Wastewater: Water that has been previously used by a municipality, industry or agriculture and has suffered a loss of quality as a result.

Water Cycle: The continuous process of surface water (puddles, lakes, oceans) evaporating from the sun's heat to become water vapor (gas) in the atmosphere. Water condenses into clouds and then falls back to earth as rain or snow (precipitation). Some precipitation soaks into the ground (percolation) to replenish groundwater supplies in underground aquifers.

Water rights: A legally protected right to take possession of water occurring in a natural waterway and to divert that water for beneficial use.

Water-use Efficiency: The water requirements of a particular device, fixture, appliance, process, piece of equipment, or activity.

Water year (USGS): The period between October 1st of one calendar year to September 30th of the following calendar year.

Watermaster: A court appointed person(s) that has specific responsibilities to carry out court decisions pertaining to a river system or watershed.

Water Reclamation: The treatment of wastewater to make it suitable for a beneficial reuse, such as landscape irrigation. Also called water recycling.

Watershed: The total land area that from which water drains or flows to a river, stream, lake or other body of water.

Water table: The top level of water stored underground.

WEF Water Environment Federation. Formerly – Water Pollution Control Federation (WPCF). International trade group advising members of sewage treatment techniques and their effect on the environment.

Weir box: A device to measure/control surface water flows in streams or between ponds.

Wellhead treatment: Water quality treatment of water being produced at the well site.

Wetland: Any area in which the water table stands near, at, or above the land surface for a portion of the year. Wetlands are characterized by plants adapted to wet soil conditions.

Xeriscape: Landscaping that requires minimal water.