



CITY OF VISTA & BUENA SANITATION DISTRICT

SEWER SYSTEM MANAGEMENT PLAN

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**CITY OF VISTA AND BUENA SANITATION DISTRICT
CONSOLIDATED
SEWER SYSTEM MANAGEMENT PLAN (SSMP)**

CITY OF VISTA
AND
BUENA SANITATION DISTRICT
200 Civic Center Drive
Vista, California 92084

Pursuant to the provisions of the
CALIFORNIA STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-0003-DWQ
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS (WDR)
FOR SANITARY SEWER SYSTEMS

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ABBREVIATIONS / ACRONYMS

AB	Assembly Bill
BAT	Best Available Technology
BMP	Best Management Practice
BSD	Buena Sanitation District
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CIWQS	California Integrated Water Quality System
CM	Corrective Maintenance
CMMS	Computerized Maintenance Management System
CWEA	California Water Environment Association
City	City of Vista (aka Vista Sanitation District)
District	Buena Sanitation District
ERP	Emergency Response Plan
EWA	Encina Wastewater Authority
EWPCF	Encina Water Pollution Control Facility
FOG	Fats, Oils, and Grease
GPS	Global Positioning System
GWDR	General Waste Discharge Requirements also referred to as the Waste Discharge Requirements (WDR)
I/I	Inflow / Infiltration
ICS	Incident Command System
IERP	Integrated Emergency Response Plan
LRO	Legally Responsible Official
MGD	Million Gallons Per Day
MOU	Memorandum of Understanding
MRP	Monitoring and Reporting Program
O&M	Operation and Maintenance
Cal/EMA	California Emergency Management Agency
Order	SWRCB Order No. 2006-0003-DWQ adopted May 2, 2006
Pd	Predictive Maintenance
PM	Preventative Maintenance
PMP	Preventative Maintenance Program
POTW	Publicly Owned Treatment Works
R&R	Rehabilitation and Replacement
RCDEH	Riverside County Department of Environmental Health
RWQCB	Regional Water Quality Control Board
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
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements also referred to as the General Waste Discharge Requirements (GWDR)
WWTP	Wastewater Treatment Plant

INTRODUCTION

On May 2, 2006 the SWRCB adopted Order Number 2006-0003-DWQ that requires all publicly owned sewage collection systems having more than one mile of pipeline develop, implement and fund a Sewer System Management Plan (SSMP) which establishes the minimum requirements under which a public collection system must be operated and maintained. The purpose of the Order is to prevent SSOs, and to provide a plan and schedule for measures to be implemented to prevent SSOs, as well as measures to effectively clean up and report the spills. Subsequently, the San Diego Regional Water Quality Control Board amended the Order with R9WQCB Order 2006-0013 that mandatorily requires the reporting of private property spills.

The City of Vista operates and maintains both its own sanitary collection system and the Buena Sanitation District's sanitary collection system. Each sewer collection system is a distinct legal entity and both convey sewage for treatment at the EWPCF which is operated by EWA. Both are primarily gravity systems, although there are four lift stations between the City of Vista and the Buena Sanitation District. These are:

- Raceway Pump Station located at 2685 South Melrose Drive
- Buena Creek Pump Station located at 2080 South Melrose Drive
- Buena Vista Pump Station located at Buena Vista Lagoon at 2140 Jefferson Street, Carlsbad
- Agua Hedionda Pump Station located at Agua Hedionda Lagoon northeast of NRG power plant 4698 Carlsbad Boulevard, Carlsbad

All lift stations are operated and maintained by EWA under various MOUs and agreements. The Buena Vista and Agua Hedionda Pump Stations are under shared ownership with the City of Vista and the City of Carlsbad; the City of Vista is the majority owner of both pump stations.

The City of Vista's sanitary collection system consists of approximately 215 miles of public pipelines, serving approximately 16,700 parcels, and conveys an annual average flow of 5.3 MGDs. The Cities of Vista and Carlsbad share ownership of the outfall interceptor sewer, which routes sewage approximately 7.5 miles through two pump stations and force mains to EWPCF. The Buena Sanitation District sanitary collection system consists of approximately 101 miles of public mains and trunk sewers, serving approximately 6,400 parcels, and conveys an annual average flow of 1.8 MGDs. The Buena Outfall routes sewage approximately 5.5 miles through the Buena Creek Pump Station to EWPCF.

Since the City of Vista administers the Buena Sanitation District, this SSMP has been developed to cover both the City and the District. The City performs the management, operation, and maintenance for both collection systems as one system. In preparation for this SSMP the City (and on behalf of the District) has undertaken several major projects to ensure the sustained reliability of the combined sanitary collection systems. In March 2009 the City completed a comprehensive CCTV inspection of the combined

collection systems. Data collected from this inspection is being used to enhance the City's GIS and provide an up-to-date accurate condition assessment for the City's CIP Program. A Comprehensive Sewer System Master Plan Update was completed in November 2017 that included flow studies for capacity and condition assessments used to recommend projects for the CIP. To accomplish this, the City has a sewer engineering group to provide design and management services for the CIP. The City has developed a comprehensive sewer system specifications manual for the collection systems to ensure proper installation, rehabilitation, repair, and inspection for future construction projects. The Wastewater Division of the Public Works Department has a maintenance program that prioritizes and addresses the specific operational and maintenance needs within the collection systems based on structural condition of the pipeline and potential consequences of a failure. To facilitate line cleaning, the City has divided the combined service area into three maintenance areas each consisting of approximately 100 miles of gravity pipelines. A combination jetting/vacuum truck and crew has been assigned to each area allowing the City to clean the entire combined collection system every 18 months.

This SSMP reflects the ongoing day-to-day activities of the City of Vista for the management, operation, maintenance, and funding of the City's sanitary collection system and the sanitary collection system of the Buena Sanitation District. As so, this SSMP becomes a living document subject to constant review and revision as conditions and needs of the collection systems change. This SSMP relies on numerous supporting documents, also subject to change, that form the basis for how the City conducts its collection system operation for both the City and the District. The most current version, although it may be subject to update at any time, will be found at the City of Vista's Engineering and Public Works offices.

In September 2013, the SWRCB made substantial changes to the Monitoring and Reporting requirements for sanitary sewer overflows. These new requirements, Order Number WQ 2013-0058-EXEC to the Monitoring and Reporting Program are discussed in Chapter 3 sections 3.4.1 for Vista and 3.4.2 for the District and details how the City and District are organized to respond and report sanitary sewer overflows.

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 headwork's 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, City, 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. The City of Vista and Buena Sanitation District are Enrollees.
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.
8. **WDR** – State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ, known as the WASTE DISCHARGE REQUIREMENTS (WDR), which was adopted May 2, 2006.

CHAPTER 1 – PROHIBITIONS AND PROVISIONS

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

1.1 Prohibitions

To meet the provisions contained in Division 7 of the California Water Code and regulations adopted thereunder, the discharger is required to comply with the following prohibitions:

- 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 prohibited.

1.2 Provisions

The discharger must meet the following thirteen 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;
3. 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;
 - (ii) 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
 - (iii) 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:

- Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
- Vacuum truck recovery of sanitary sewer overflows and wash down water;
- Cleanup of debris at the overflow site;
- System modifications to prevent another SSO at the same location;
- Adequate sampling to determine the nature and impact of the release; and
- 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.

CHAPTER 2 – GOALS

This chapter describes the goals of the Sewer System Management Plan (SSMP). The goal of the SSMP is to provide a documented plan that describes all collection system activities and programs employed by an Enrollee to ensure proper management of all collection system assets. Implementing an SSMP will ensure proper management, operation, and maintenance of all parts of the sanitary sewer system, ultimately helping to reduce and prevent SSOs, as well as mitigate any SSOs that do occur including meeting all applicable regulatory notification and reporting requirements. Commitment to continual improvement will also ensure that the SSMP is both a living and sustainable document that is continually updated, revised, and tailored towards the City and District's needs. The City of Vista and the Buena Sanitation District are required to comply with the "State Water Resources Control Board (SWRCB), Order No. 2006-0030 DWQ" (Order) on General Waste Discharge Requirements (WDR) for publicly owned sewage collection agencies having more than one mile of collection pipelines.

2.1 Purpose

This element describes the City of Vista and the Buena Sanitation District's stated goals of the joint SSMP and is intended to clarify the City's and District's desired level of service being provided to their customers. The purpose of the Order is to prevent sanitary sewer overflows (SSOs). The City and District are required to prepare and maintain an SSMP to support this purpose.

2.2 Goals – City of Vista

The City of Vista's SSMP outlines the City's plan to achieve the goal of properly managing, operating, and maintaining the sanitary sewer system to prevent and reduce SSOs, and to mitigate any SSOs that may occur. More specifically, the goals of Vista's SSMP are:

1. To properly manage, operate, and maintain all portions of the wastewater collection system.
2. To provide adequate capacity to convey the peak wastewater flows
3. To minimize the frequency of SSOs.
4. To mitigate the impacts associated with any SSOs that may occur.
5. To meet all applicable regulatory notification and reporting requirements.

As required by the Order, a copy of the SSMP is maintained at the City of Vista and is available to the public, state, and RWQCB upon request (as discussed in, Section D, Provisions, Item 11) and is available to the sanitary collection system operating and maintenance personnel at all times.

The City will also comply with the SSO Monitoring and Reporting Program (MRP) component of Order No. 2006-0030 DWQ, R9WQCB Order 2013-0058-EXEC and all future revisions, included by reference in the Order.

2.3 Goals – Buena Sanitation District

The City of Vista and the Buena Sanitation District's sanitary collection systems are managed, operated, and maintained as a single sanitary collection system by the City of Vista. Unless otherwise specified, the goals of the Buena Sanitation District are identical to those of the City of Vista. The goals of the Buena Sanitation District are:

1. To properly manage, operate, and maintain all portions of the wastewater collection system.
2. To provide adequate capacity to convey the peak wastewater flows
3. To minimize the frequency of SSOs.
4. To mitigate the impacts associated with any SSOs that may occur.
5. To meet all applicable regulatory notification and reporting requirements.

As required by the Order, a copy of the City of Vista/Buena Sanitation District SSMP is maintained at the City of Vista and is available to the public, state and RWQCB upon request (as discussed in, Section D, Provisions, Item 11) and is available to sanitary sewer system operating and maintenance personnel at all times.

The District will also comply with the SSO Monitoring and Reporting Program (MRP) component of Order No. 2006-0030 DWQ, R9WQCB Order 2013-0058-EXEC and all future revisions, included by reference in the Order. Compliance with the SSO Monitoring and Reporting Program is conducted by the City of Vista staff on behalf of the District.

2.4 About This Document

The City, and on behalf of the District, has prepared this SSMP to ensure compliance with the Order. As the City of Vista and the Buena Sanitation District's sanitary collection systems are operated as one system by the City of Vista, this SSMP pertains to the management, operation, and maintenance of both collection systems. This was done to facilitate document management and to provide a program that is easier to understand for the general public and for City staff. This SSMP document is divided into chapters with each chapter dedicated to a specific element of the WDR. Within each chapter the compliance efforts of the City are listed separately from the compliance efforts of the District. Each chapter contains the requirement taken from the WDR and the plan the City utilizes to comply with that requirement. The Compliance Summary of each chapter summarizes the program or activities the City utilizes for compliance. The Compliance Documents section lists the supporting documents, and their location, that the City has developed as part of its SSMP. Roles and Responsibilities (located only in Chapter 3 – Organization) contain the title and

description of duties for the City staff positions responsible for developing and/or implementing the elements of the SSMP. Actual contact information for the listed job titles are located in Attachment A.

CHAPTER 3 – ORGANIZATION

This chapter describes the City's organization and chain of communication. The Order requires the following:

- (a) The name of the responsible or authorized representative as described in Section J of this Order (WDR).
- (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 California State Emergency Management Agency (Cal-EMA)).

3.1 Name of Responsible or Authorized Representative – City of Vista

The Vista City Manager is the Legally Responsible Official (LRO) listed on the Notice of Intent (NOI) and is responsible for the certification of SSO reports.

3.2 Name of Responsible or Authorized Representative – Buena Sanitation District

The Vista City Manager is the Legally Responsible Official (LRO) for the Buena Sanitation District and is listed on the Notice of Intent (NOI) and is responsible for the certification of SSO reports.

3.3 Administrative and Maintenance Positions

The Order requires 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. The Roles and Responsibilities section of this chapter outlines the various positions responsible for the development and implementation of the SSMP for the City of Vista and the Buena Sanitation District. The included organizational chart lists the titles of the positions responsible for the development and implementation of the SSMP in a hierarchal format. Current names and contact information for all positions are located in Attachment A.

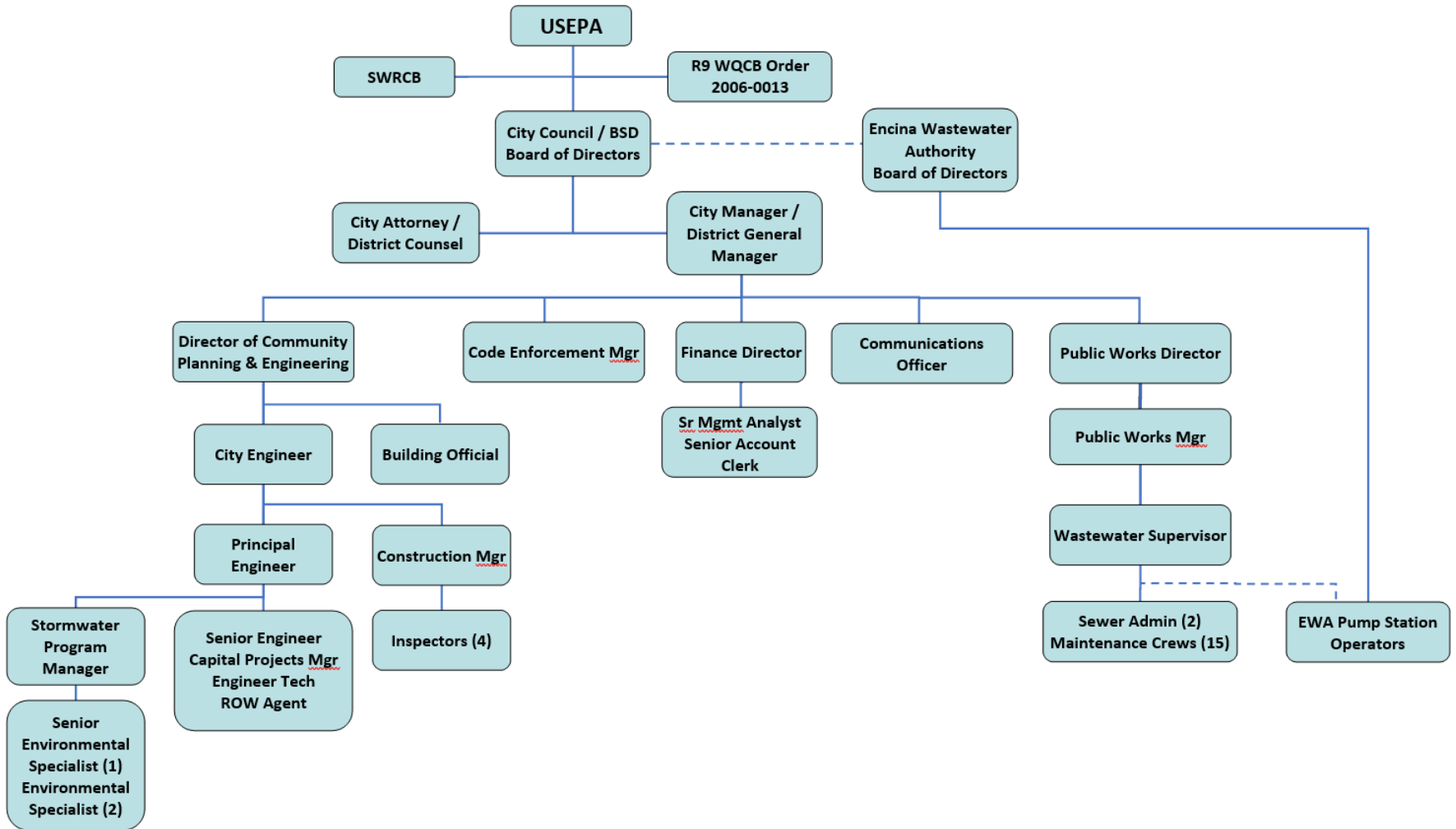
3.3.1 Compliance Summary – City of Vista

The Organization Chart includes the titles of all responsible officials in hierarchal format. Included is the role that each position is responsible for in the development and implementation of the SSMP. The City’s organization is revised as necessary to meet changing conditions. Organizational charts are periodically modified to reflect changes in the organization with updated organizational charts being available at the City of Vista. Names and contact information for all City of Vista staff is available at the City of Vista. A narrative description of each positions involvement in the development and implementation of the SSMP is included in the Roles and Responsibilities section of this chapter.

3.3.2 Compliance Summary – Buena Sanitation District

As the City of Vista is responsible for the management, operation and maintenance of the Buena Sanitation District’s sanitary collection system the included organizational chart and the narrative of each positions responsibility in the development and implementation of the SSMP applies to both the City and the District. As the City’s organization is revised from time to time, updated organizational charts are maintained at the City of Vista.

Organization



WDR Organizational Chart for the City of Vista and Buena Sanitation District

3.3.3 Compliance Documents – City of Vista

The following lists and organizational charts detail the filled positions of the City's organizational structure.

- Updated organizational charts – located at the City of Vista.
- Updated listing of staff positions – located in Attachment A.
- Updated staffs contact information – located in Attachment A.

3.3.4 Compliance Documents – Buena Sanitation District

The following lists and organizational charts detail the filled positions of the City's organizational structure.

- Updated organizational charts – located at the City of Vista.
- Updated listing of staff positions – located in Attachment A.
- Updated staffs contact information – located in Attachment A.

3.3.5 Roles and Responsibilities – City of Vista

- The **USEPA** is authorized under the Clean Water Act to enforce the Capacity Management, Operations, and Maintenance (**CMOM**) requirements on the states. In response, the SWRCB and R9WRCB have adopted various orders. Relevant to this SSMP Development Plan are the **SWRCB Order DWQ 2006-0003** and **R9WQCB Order 2006-0013**.
- The **City Council**, who also sits as the **BSD District Board** of Directors, is responsible for adopting each article of compliance with orders issued by the State Water Resources Control Board and the Region 9 Water Quality Control Board.
- The **Encina Wastewater Authority** operates and manages the POTW processing the wastewater for the member agencies, including the City of Vista and the Buena Sanitation District. Certain agreements provide for EWA to manage remote facilities on behalf of its member agencies. Under these agreements EWA staff manages all pump stations. Part of managing these pump stations includes keeping current Emergency response plans, maintenance schedules, equipment inventories, and other duties as may be required. These will be incorporated in the relevant sections of the SSMP.
- Outside the City of Vista jurisdictional area **NON-City Land Development, Engineering, Building, and Planning Departments** are responsible for Land Development Engineering, Building and Planning approvals. These include work over and around the sewer facilities, grease trap, and lateral connection standards that affect the public system. Sewer Engineering Staff do the day to day administration of the relevant agreements. Any changes are submitted for approval by governing bodies. A listing of these agreements is part of the Sewer Master Plan Updates.

- The **State and Regional Board** are responsible to provide direction, support, and enforcement of their respective orders which are based on the Clean Water Act, Porter-Cologne Act, and other specific regulations. They work to coordinating orders to eliminate redundancy and enforcement of their orders.
- The **City Attorney** is appointed by the City Council and Board of Directors and is responsible for legal services for the City and District. The City Attorney is assigned to review all orders, regulations, and statues; development of local ordinances for implementation of WDR orders; handling of code compliance cases requiring legal assistance; as well as coordinating with the City Manager and staff to ensure enforcement of all local ordinances to reduce and eliminate SSO's.
- The **City Manager** is the LRO, responsible for interdepartmental authorization and coordination, delegation of responsibility, and general oversight.
- The **Code Enforcement Manager** has a minor role in supporting the Engineering Code Enforcement Officers with proper training, badging, handling citations and appeals, and other requirements.
- The **Finance Director** is responsible for managing the budgeting and funding processes required to support the WDR program. These include preparation of the Operating Budget, Capital Improvement Program Budget, any adjustments and modifications, as well as, managing any bond programs that may be required to fund needed improvements, all in coordination with and support of the relevant departments. The Sewer Billings are also managed under the direction of this director.
- The **City Engineer** is responsible for providing overall direction, delegating authority, and facilitating coordination between the departmental divisions of Storm Water, Inspection, ROW, and Sewer Engineering, as well as other City departments. They also support lateral coordination between other City Departments and other jurisdictions involved in WDR compliance activities.
- The **Communications Officer** helps with the required outreach and education components, including, but not limited to, publications, press releases, and workshops. Additionally, this person will be in charge of developing the Communication Program to communicate interactively with the service population.
- The **Public Works Director** is responsible for providing overall direction, delegating authority, and providing other needed resources to the Wastewater Operations Division. This position also supports lateral coordination between other City Divisions and other jurisdictions involved in WDR compliance activities. The **Public Works Operations Manager** is responsible for supporting the overall Public Works operations including those of the wastewater operations division.
- The **Director of Community Development/Engineering** provides overall direction and interdepartmental and interagency coordination in the setting of project conditions of approval for projects within the City of Vista. Additionally, this position oversees the private land development Engineering, Inspection and Building plan review processes.

- The **Building Official** is responsible for reviewing any building plans for conformance to current building codes. Specifically, this position will be requiring that any grease interceptors, backflow preventers, or other onsite private sewer systems be designed and built according to the currently adopted building department requirements.
- Due to the similarity with the storm water quality program, the **Storm Water Program Manager** will be responsible for managing the FOG inspections of the WDR compliance program. Parallel inspections and code compliance activities are anticipated to be pursued in parallel as much as possible to eliminate redundancy and increase efficiency. Several **Environmental Specialist** positions assist in storm water and WDR compliance activities and will be authorized to enforce storm water and WDR codes.
- The **Construction Manager** manages the engineering inspectors. Together they are responsible for construction management activities including CIP contract management, measurement and payment, construction inspection and testing, enforcing ordinances, keeping inspection and testing standards current, and supervising televised inspections of new construction. These services cover both CIP and private development construction projects.
- The **ROW Agent** is responsible for researching and tracking easements, including sewer. Where easements are determined to be deficient or needed for a certain project, this person researches and negotiates the needed right of way. If negotiations fail and condemnation is required, this person works with the City Attorney's office and contract legal counsel to pursue the matter.
- The **Principal Engineer** in the Sewer Engineering division is responsible for all aspects of sewer engineering, including private development review, standards, planning, designing, and construction engineering for CIP projects, budgeting, interagency coordination, and maintaining flow agreements. This person will periodically collect and analyze all WDR tracking data in preparing bi-annual program audits and 5-year reauthorizations of the SSMP. Additionally, this person is responsible for creation of and maintenance of the sewer and storm water GISs and for communicating routinely with satellite systems.
- The **Public Works Supervisor, Wastewater**, is responsible for all aspects of sewer systems operations and maintenance, divided into Maintenance, Cleaning, CCTV Pipeline Assessment (Inspection), and Administration. This person is responsible for managing all maintenance and pipeline condition assessment work orders, along with all required monitoring, measurement, and program modifications that may be required to keep the program efficient.
- All divisions will maintain relevant tracking data as required to assist with the Monitoring, Measurement, and Performance Program.

3.3.6 Roles and Responsibilities – Buena Sanitation District

The City of Vista staff that is responsible for the development and implementation of the City's SSMP and is additionally responsible for the development and implementation of the Buena Sanitation District's SSMP.

3.4 Chain of Communication

The Order requires 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.

3.4.1 Compliance Summary – City of Vista

The SSO Chain of Communications flow chart shows the chain of communication for reporting SSOs. This flowchart, along with the reporting guidelines, was developed to manage the reporting process. The Reporting Guidelines explains the thresholds for SSO reporting, the agencies that must be notified, and the reporting timeframes. The detailed procedures utilized by the City for SSO reporting is in the City of Vista Sewer Overflow Response Plan located in Attachment B.

In September 2013 the SWRCB changed the reporting of SSOs from appearance based to event based. Under the event based system one SSO report is required for each SSO that occurs regardless of the number of appearance points although each appearance point must be noted in the report. Previously, a separate SSO report had to be filed for each appearance point sometimes requiring numerous SSO reports for the same SSO event.

3.4.2 Compliance Summary – Buena Sanitation District

All SSOs that occur within the District are responded to and reported by the City of Vista staff. The included flow chart and Reporting Guidelines are applicable to both the City and the District.

3.4.3 Compliance Documents – City of Vista

The following documents and charts describe the City of Vista's SSO reporting.

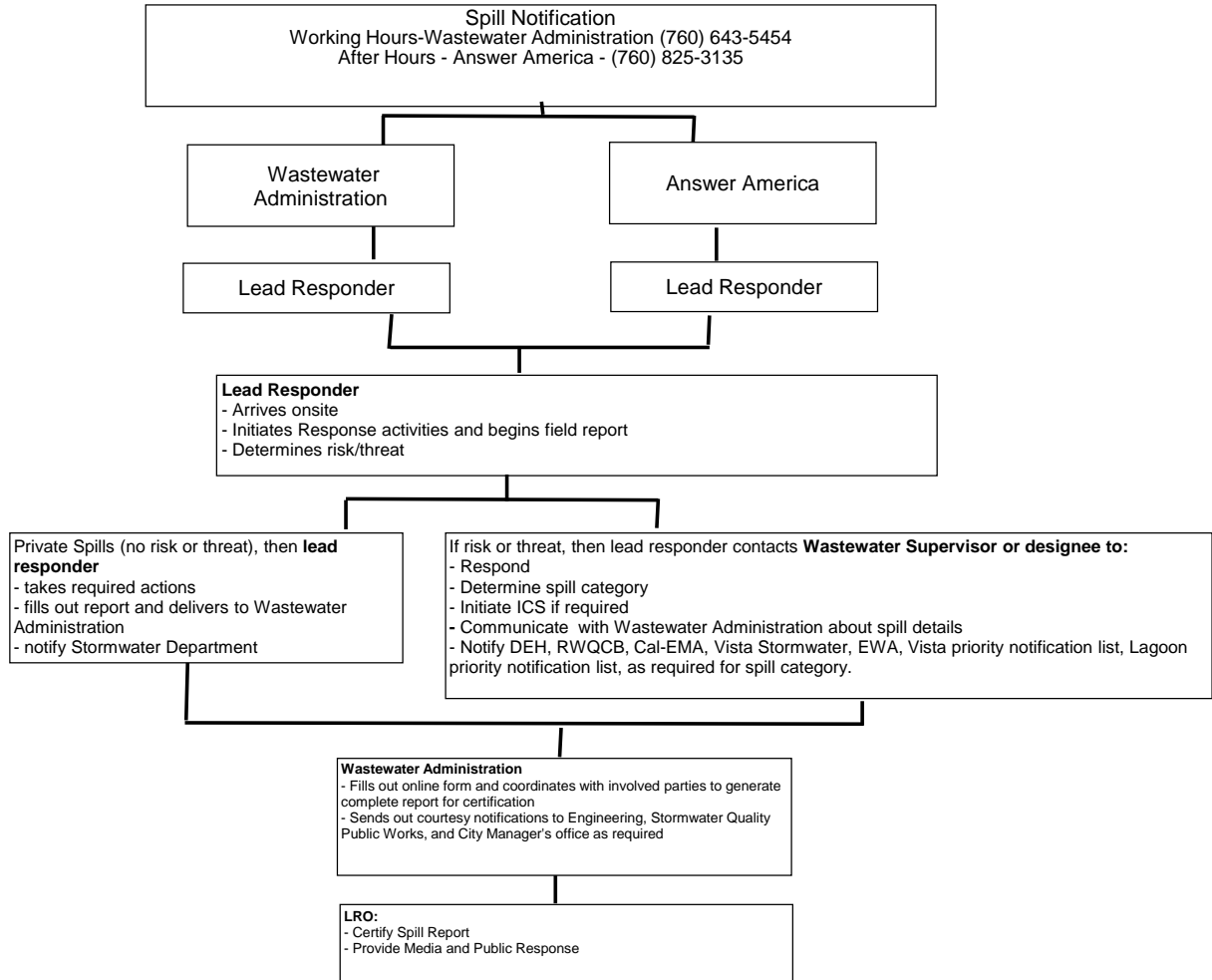
- SSO Chain of Communications flowchart – included in this SSMP.
- SSO Reporting Guidelines – included in this SSMP.
- City of Vista SSO Sewer Overflow Response Plan – located in Attachment B.

3.4.4 Compliance Documents – Buena Sanitation District

The following documents and charts describe the Buena Sanitation District's SSO reporting.

- SSO Chain of Communications flowchart – included in this SSMP.
- SSO Reporting Guidelines – included in this SSMP.
- City of Vista SSO Sewer Overflow Response Plan – located in Attachment B.

SSO CHAIN OF COMMUNICATION



SSO Notification and Reporting Guidelines

Notification and reporting of all unauthorized discharges from the City or District's sanitary sewer collection systems is required by the Order. The City and District shall notify and report in the compliance with the MRP Order Number WQ 2013-0058. Notification is the initial phone call to Cal-OES alerting them that a Category I spill has occurred. Reporting requires the submission of a report to the CIWQS online database. All unauthorized SSOs are rated by category. A Category I SSO is an unauthorized SSO of any volume that reaches surface water or a storm drain or channel that is tributary to surface water. A Category II SSO is any unauthorized discharge of 1,000 gallons or greater that does not reach surface waters, a drainage channel or storm water system (MS4) and is not fully captured and properly disposed of. A Category III SSO is all other unauthorized discharges from the City or District's collection systems. Private lateral discharges are sewage discharges that occur from private sewer lateral or other privately owned sewer assets. The City or District is not responsible for private lateral discharges but is required to report them as the City becomes aware of them. Updated SSO Reporting Flow Charts, staff titles, and staff contact information is maintained at the Vista Civic Center. San Diego County Department of Environmental Health (SDCDEH) has requested to be notified of any unauthorized discharge from the City's or District's collection system or from any private lateral or other private sewer asset that the City becomes aware of. San Diego County Public Works has requested to be notified of any sewage spills that impact their storm water system.

Notification Requirements. The City is required to notify Cal-OES and obtain a notification control number for any SSO from the City or District's system that is greater than or equal to 1,000 gallons that discharges to, or probably will discharge to surface water directly or by way of a drainage channel or MS4. Notification is to be immediate but not later than 2 hours after the City becomes, (A) aware of the SSO, (B) notification is possible, and (C) notification is possible without substantially impeding the cleanup or other emergency activities.

To satisfy the notification requirements for each applicable SSO the City must provide the information requested by Cal-OES before receiving a control number. The requested spill information may include the following:

1. Name of person notifying Cal-OES and direct return phone number.
2. Estimated SSO volume discharged (gallons).
3. If ongoing, estimated SSO discharge rate (gallons per minute).
4. 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).
5. Indication of whether the SSO has been contained.
6. Indication of whether surface water is impacted.
7. Name of surface water impacted by the SSO, if applicable.
8. Indication of whether a drinking water supply is or may be impacted by the SSO.
9. Any other known SSO impacts.
10. SSO incident location (address, city, state, and zip code).

After the initial notification to Cal-OES and until the City has certified the SSO report in the CIWQS Online Database, the City is required to provide updates to Cal-OES regarding substantial changes to the SSO's estimated volume or known impacts.

Reporting Requirements. All SSOs occurring within the City or District's sanitary sewer collection system must be reported to the CIWQS Online SSO Database. SSOs from the City or District's collection system are classified as Category 1, Category 2 or Category 3 depending upon their size and whether they spilled to surface waters. A Category 1 SSO is any unauthorized volume discharge that reaches surface water or a drainage channel that is tributary to surface water or an MS4 and is not fully captured and disposed of properly. Any volume of wastewater not recovered from an MS4 is considered to have reached surface waters unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin. A Category 2 SSO is any unauthorized wastewater discharge equal to or greater than 1,000 gallons and does not reach surface waters, a drainage channel, or MS4 unless the entire volume of the SSO discharged to the storm drain system is recovered and disposed of properly. A Category 3 SSO is any other unauthorized discharge of wastewater resulting from a failure or flow condition in the City's sanitary sewer collection system.

Category 1 and category 2 SSOs must have a draft report submitted to the CIWQS Online Database within 3 business days of the City becoming aware of the SSO. A final SSO report must be certified within 15 calendar days to the CIWQS Online Database. A Category 3 SSO must be reported to CIWQS and be certified within 30 calendar days after the month that the SSO occurred.

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-EMA was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal-EMA control number.

At a minimum, the following mandatory information shall be reported for a *certified* **Category 1 SSO Report**, in addition to all fields required in the draft Category 1 SSO Report:

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.

At a minimum, the following mandatory information shall be reported for a *draft*
Category 2 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.

At a minimum, the following mandatory information shall be reported for a *certified Category 2 SSO Report*, in addition to all fields required in the draft Category 2 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. Description of SSO destination(s).
16. SSO end date and time.
17. SSO causes (mainline blockage, roots, etc.).
18. SSO failure point (main, lateral, etc.).
19. Whether or not the spill was associated with a storm event.
20. 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.
21. Description of spill response activities.
22. Spill response completion date.
23. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion
24. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.

At a minimum, the following mandatory information shall be reported for a *certified Category 3 SSO Report*, in addition to all fields required in the draft Category 2 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. Description of SSO destination(s).
16. SSO end date and time.
17. SSO causes (mainline blockage, roots, etc.).
18. SSO failure point (main, lateral, etc.).
19. Whether or not the spill was associated with a storm event.
20. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.

SSO Technical Report. The City must submit an SSO Technical Report to the CIWQS Online SSO Database within 45 calendar days of the end date for any Category 1 SSO in which 50,000 gallons or greater was spilled to surface waters. The Technical Report shall include:

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.

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 action not yet completed.

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.

Water Quality Monitoring Requirements. To comply with subsection D.7(v) of the SSS WDRs, the City 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.

Within 48 hours of an SSO that enters a surface water body experienced City personnel shall take water samples, using the City's established protocols for surface water sampling, at or downstream from where the SSO entered the water body. Samples shall be taken to the Encina Wastewater Treatment Plant lab to be analyzed. The City shall maintain the water sampling results as part of the records keeping for the SSO.

No Spill Certification. If no spills occurred during a calendar month the City must 1) certify, within 30 calendar days after the end of the month that no spills occurred that there were no spills during that designated month or 2) certify quarterly, within 30 calendar days of the end of the quarter, that there were no spills during that quarter. Quarters are Q1-January/February/March, Q2-April/May/June, Q3-July/August/September, Q4-October/November/December. If the City reports a private property sewage discharge during a month (or quarter) that no spills occurred from the City's system, the City is still required to file a no spill certification.

Amended SSO Reports. The City 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 adding an attachment to the SSO report in the CIWQS Online SSO Database.

Updated SSO Reporting Flow Charts, staff titles, and staff contact information are maintained at the Vista Civic Center. SDCDEH has requested to be notified of any discharge from the City or District's collection system or from any private lateral or other private sewer asset that the City become aware of. Vista Public Works has requested to be notified of any and all sewage spills.

CIWQS Online Database Unavailability. Should the CIWQS Online Database be unavailable, the City is to fax or e-mail the required spill information to the Region 9 Water Quality Control Board. The City must also enter all required spill information into the CIWQS Online Database once it becomes available.

Collection System Questionnaire. Every twelve months the City must complete and certify their Collection System Questionnaire.

The following table summarizes the required reporting and reporting time frames the City utilizes to comply with the Order.

Type of Spill	Agency(s) to notify	Notification Timeframe	Report Timeframe
<p>Category 1 – any volume discharge of sewage resulting from a failure or flow condition in the City or District's sanitary sewer collection system that:</p> <p>A. Reach surface waters and/or reach a drainage channel tributary to a surface water; or</p> <p>B. Reach a Municipal Separate Storm Sewer System (MS4) and are not fully 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).)</p>	<p>Cal-OES</p>	<p>Within 2 hours of City staff becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons, notify the Cal-EMA and obtain a notification control number.</p>	<p>Submit draft report on CIWQS within 3 business days of becoming aware of the SSO.</p> <p>Certify within 15 calendar days of the SSO end date.</p> <p>SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater is spilled to surface waters.</p>
<p>Category 2 – Discharges of untreated or partially treated wastewater of 1,000 gallons or greater that do not reach surface water, a drainage channel, or MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.</p>	<p>RWQCB per staff request. SDCDEH per staff request.</p>	<p>Immediate</p>	<p>Submit draft report on CIWQS within 3 business days of becoming aware of the SSO.</p> <p>Certify within 15 calendar days of the SSO end date.</p>
<p>Category 3 – All other discharges of untreated or partially treated wastewater resulting from a flow condition or failure in the sanitary collection system.</p>	<p>RWQCB per staff request. SDCDEH per staff request.</p>	<p>Immediate</p>	<p>Must report and certify on CIWQS within 30 days after the end of the calendar month in which the SSO occurred.</p>
<p>Private lateral sewage discharges that are caused by blockages or other problems within a privately owned lateral or other private sewer assets.</p>	<p>RWQCB per staff request. SDCDEH per staff request.</p>	<p>Immediate as the City becomes aware.</p>	<p>Private lateral sewage discharges must be reported to the Online SSO Database based upon the SDRWQCB order. The Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party should be identified, if known. Private lateral sewage discharges that exceed 1,000 gallons, result in a discharge to a drainage channel and/or surface water; and/or discharge to a storm drain pipe that was not fully</p>

Organization

			captured and returned to the sanitary sewer system, shall be report to the Regional Board by phone or fax within 24 hours of the City/District becoming aware.
No Spill Report	CIWQS		“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.

The following table lists the contact information for the various agencies that may require notification of an SSO.

Normal Hours	After Hours
<u>SDCDEH</u> (858) 505-6900 (Duty Specialist) or (858) 505-6903 (Complaint Line)	24 hours
<u>RWQCB – San Diego Region 9</u> (858) 467-2952	24 hours
<u>Cal-OES</u> (800) 852-7550	24 hours
<u>Vista Sherriff’s Department - Watch Commander</u> (760) 940-4551	24 hours

3.4.5 Roles and Responsibilities – City of Vista

The City’s SSO response is conducted in accordance with the City of Vista’s Sewer Overflow Response Plan. The roles and responsibilities of each position in the line of communications flowchart are described below:

- Wastewater Administration During normal working hours receives call of SSO and dispatches a Crew Chief (lead responder) to respond to the reported SSO. After the SSO remediation, the Wastewater Administration completes necessary spill reporting to the CIWQS online database and SDCDEH compliant with the MRP.
- Answer America Receives SSO calls after normal working hours and dispatches the Lead Responder (standby person) to the scene.
- Lead Responder Evaluates the reported SSO and requests additional resources if needed to remediate the condition.
- Wastewater Supervisor (or designee) oversees the remediation efforts, gathers field data for spill reporting, and notifies necessary authorities compliant with the MRP.
- LRO Certifies spill reports to CIWQS online SSO database.

3.4.6 Roles and Responsibilities – Buena Sanitation District

All SSO response, notification, and reporting is the responsibility of the City of Vista staff for all SSOs, public and private, that occur within the District.

CHAPTER 4 – LEGAL AUTHORITY

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

The SSMP must include the legal authority, through sewer use ordinances, service agreements, or other legally binding procedures, to:

- (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, storm water, 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.

4.1 Compliance Summary – City of Vista

The primary statute governing the authority of the City of Vista to operate and maintain a sewer system is in California Government Code Section 38900. The City has adopted local ordinances governing all aspects of the use and operation of its sewer systems.

In addition to the ordinances adopted by the City, use of the sewerage system is also regulated by EWA. Wastewater generated by users within the jurisdiction of the City ultimately flows to EWPCF for treatment prior to discharge into the ocean outfall. EWA has adopted pre-treatment ordinances which apply to all industrial users and EWA has assumed the lead in enforcing its ordinance through the issuance of Industrial Waste Discharge Permits. The City cooperates with EWA in the enforcement process. Additionally, the City may prosecute violations of its Municipal Code by criminal complaint, and such violations constitute a misdemeanor under Chapter 13.08 of the Vista Municipal Code.

The City, EWA, and County have a number of legal tools to prevent illegal discharges. To ensure that sewers and connections meet required construction standards, ensure access to sewer lines, limit FOG discharge, and to enforce violations of their respective sewer ordinances.

To be in full compliance with the WDR, the City has revised and adopted Title 14, Sewers and Sewer Systems of the City's Municipal Code. These revisions have clarified and strengthened the City's Municipal Code providing the required legal authority to efficiently manage, operate, maintain and fund its sanitary sewer system. Additionally, the City has adopted the current version of the California Plumbing Code (CPC).

Codified ordinances include:

Prevent illicit discharges

Title 14, Chapter 14.02, General Sewer Regulations, Section 14.02.090, Restrictions Relating to Use of Public Sewers of the City's Municipal Code specifically prohibit illicit discharges into the City's sanitary sewer system.

Additionally, EWA has also enacted ordinances regulating the discharges to the sewerage system. Businesses are required to obtain an Industrial Waste Discharge Permit and comply with all EWA regulations.

Require that sewers and connections be properly designed and constructed

Chapter 16.32 of the City of Vista Development Code is the adoption of the California Plumbing Code that establishes specifications for the design and construction of sewer facilities. Chapter 16.04 – Standards for Public Works Construction (Greenbook) requires new sewer construction to meet State and local standards. Design standards are enforced during the review of sewer construction drawings based on standard sewer notes, conditions of approval, and other locally published design standards.

Title 14, Chapter 14.14 prescribes how private sewer laterals are to be designed, constructed, and connected to the public collection system. Completed private sewer laterals and privately constructed sewer mains for public use are required to be inspected prior to final permit approval. Chapter 14.14 also establishes standards for maintenance of private laterals. Failure to maintain a private sewer lateral may constitute a public nuisance and may be enforced as set forth in Chapter 14.14.

Title 14, Chapter 14.08 Extension and Enlargement of Sewer Mains, Section 14.08.040 requires that sewer mains shall be designed and constructed to public standards according to the current version of the City of Vista Sewer Design Manual.

Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency

Private laterals are the responsibility of the private property owner to the point of connection (including the connection) to the public sewer main per City ordinances. Therefore, public access to these laterals is not necessary. The City maintains only those sewer laterals connecting City facilities or buildings. Such facilities are located on publicly owned land or within publicly owned easements and are thereby legally accessible. In the rare case where a private property owner fails to repair a damaged sewer lateral and the damage poses a danger to the community, the City has enforcement power authority granted to them under the state constitution to enter the property and take such actions to protect the community.

Since approximately 1980, the City intends all-weather, 24-hour, drivable access to all public manholes and cleanouts in the system for new and existing systems as part of all new construction as a condition of project approval. Most of the City's sewer mains are located in the public right-of-way or in private roads encumbered with a clear public utility easement allowing access for inspection and maintenance.

There are some older public sewer mains located on private property which were constructed in public sewer easements following a natural drainage swale to take advantage of the topography. Over time, some private property owners have encroached into the public sewer easements with fences and landscaping and obstructing the City access to the sewer mains. When such problems are discovered, the City has been proactive in working with property owners to reopen public access and prevent further encroachments.

The City is working on an inventory to plot all available easements in the GIS from record maps, drawings, and recorded easements. Easement deficiencies are identified and corrected as part of each CIP project or during the course of maintenance scheduling. A process is in place for field personnel to report access restrictions to the Engineering department for inventory and easement expansion.

Ultimately, the City has the necessary legal authority under the law of easements to remove any encroachment from a public sewer easement by civil action if the property owner is uncooperative.

Limit the discharge of fats, oils, and grease and other debris that may cause blockages

Title 14, Chapter 14.12 Control and Regulation of Fats, Oils and Grease establishes the legal authority for the City's Fats, Oils and Grease (FOG) Control Program. FOG discharges that cause or contribute to a blockage are prohibited (Section 14.12.030). Food service establishments (FSEs) are required to control their FOG discharge through the use of grease control devices and best management practices. Section 14.12.090 Grease Control Device Design Requirements establishes the requirements with Section 14.12.100 establishing maintenance requirements. Compliance is enforced through Section 14.12.130 utilizing onsite inspections and sampling with Section 14.12.170 providing penalties for violations.

Enforce any violation of its sewer ordinances

Title 14, Chapter 14.01, General Provisions provides the City with the legal authority to enforce the regulations for its sanitary sewer system. Section 14.01.040, Administration; Enforcement grants the City Engineer the responsibility to administer, implement and enforce the provisions of Title 14. Additionally, the Code Enforcement Manager shall have the authority to enforce the provisions of Title 14. Section 14.01.110, Penalties for Violation; Reimbursement of City Costs discusses the penalties for violations including termination of service, Administrative Citations, and criminal prosecution.

4.2 Compliance Documents – City of Vista

City ordinances have been codified into Title 14 of the Municipal Code and Title 16 of the Development Code to provide the City with the legal authority to manage, operate, maintain, and fund its sanitary sewer system. These Titles and other Ordinances adopted to amend existing ordinances may be reviewed at the City of Vista located at

200 Civic Center Drive, Vista, California 92084 or on the internet at the City's website <http://www.cityofvista.com/>.

Title 14 – Sewers and Sewer Systems

Chapter 14.01 – General Provisions

Chapter 14.02 – General Sewer Regulations

Chapter 14.04 – Municipal Sewer Service Charges and Rates

Chapter 14.08 – Extension and Enlargement of Sewer Mains

Chapter 14.10 – Discharge of Industrial Waste

Chapter 14.12 – Control and Regulation of Fats, Grease and Oils

Chapter 14.14 – Private Sewer Laterals

Title 16 – Buildings and Construction

Chapter 16.04 – Standards for Public Works Construction

Chapter 16.32 – California Plumbing Code

4.3 Compliance Summary – Buena Sanitation District

The Buena Sanitation District is organized and operated under the authority of the County Sanitation District Act, being Chapter 3 of Part 3, Division 5 of the California Health and Safety Code, commencing with Section 4700. The District has adopted local ordinances governing all aspects of the use and operation of its sewer systems.

In addition to the ordinances adopted by the District, use of the sewerage system is also regulated by the EWA. Wastewater generated by users within the jurisdiction of the District ultimately flows to EWPCF for treatment prior to discharge into the ocean outfall. EWA has adopted pre-treatment ordinances which apply to all industrial users and EWA has assumed the lead in enforcing its ordinance through the issuance of Industrial Waste Discharge Permits. The District cooperates with EWA in the enforcement process. Additionally, the District may prosecute violations of its Sewer Code of Regulations by criminal complaint.

The District, EWA, and County have a number of legal tools to prevent illegal discharges; to ensure that sewer and connections meet required construction standards; ensure access to sewer lines; limit FOG discharge; and to enforce violations of their respective sewer ordinances.

To be in full compliance with the WDR, the District has revised and adopted Chapters 1 through 16 of the Buena Sanitation District Sewer Code of Regulations. These revisions have clarified and strengthened the District's Sewer Code of Regulations providing the required legal authority to efficiently manage, operate, maintain and fund its sanitary sewer system.

Sewer Code of Regulations includes:**Prevent illicit discharges**

Chapter 2, General Sewer Regulations, Section 2.090, Restrictions Relating to Use of Public Sewers of the District's Sewer Code of Regulations specifically prohibits illicit discharges into the District's sanitary sewer system.

Additionally, EWA has also enacted ordinances regulating the discharges to the sewerage system. Businesses are required to obtain an Industrial Waste Discharge Permit and comply with all EWA regulations.

Require that sewers and connections be properly designed and constructed

Sewers and connections within the District are designed and constructed under the oversight of the City of Vista. The District utilizes the Standards for Public Works Construction (Greenbook) that requires new sewer construction to meet State and local standards. Design standards are enforced during the review of sewer construction drawings based on standard sewer notes, conditions of approval, and other locally published design standards.

Chapter 8, Extension and Enlargement of Sewer Mains, Section 8.040 requires that sewer mains shall be designed and constructed to public standards according to the current version of the City of Vista Sewer Design Manual.

Chapter 14 prescribes how private sewer laterals are to be designed, constructed and connected to the public collection system. Completed private sewer laterals and privately constructed sewer mains for public use are required to be inspected prior to final permit approval. Chapter 14 also establishes standards for maintenance of private laterals. Failure to maintain a private sewer lateral may constitute a public nuisance and may be enforced as set forth in Chapter 14.

Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency

Private laterals are the responsibility of the private property owner to the point of connection (including the connection) to the public sewer main per the District's Sewer Code of Regulations. Therefore, public access to these laterals is not necessary. The District maintains only those sewer laterals connecting District facilities or buildings. Such facilities are located on publicly owned land or within publicly owned easements and are thereby legally accessible. In the rare case where a private property owner fails to repair a damaged sewer lateral and the damage poses a danger to the community, the District may enact enforcement as provided in Chapter 14, Section 14.080 of the Sewer Code of Regulations to protect the community.

The District intends all-weather, 24-hour, drivable access to all public manholes and cleanouts in the system for new and existing systems as part of all new construction and as a condition of project approval. Most of the District's sewer mains are located in

the public right-of-way or in private roads encumbered with a clear public utility easement allowing access for inspection and maintenance.

There are some older public sewer mains located on private property which were constructed in public sewer easements following a natural drainage swale to take advantage of the topography. Over time, some private property owners have encroached into the public sewer easements with fences and landscaping and obstructing the District access to the sewer mains. When such problems are discovered, the District has been proactive in working with property owners to reopen public access and prevent further encroachments.

The District is working on an inventory to plot all available easements in the GIS from record maps, drawings, and recorded easements. Easement deficiencies are identified and corrected as part of each CIP project. A process is in place for field personnel to report access restrictions to the City of Vista Engineering Department for inventory and easement expansion.

Ultimately, the District has the necessary legal authority under the law of easements to remove any encroachment from a public sewer easement by civil action if the property owner is uncooperative.

Limit the discharge of fats, oils, and grease and other debris that may cause blockages

Chapter 12, Control and Regulation of Fats, Oils and Grease establishes the legal authority for the City's Fats, Oils and Grease (FOG) Control Program. FOG discharges that cause or contribute to a blockage are prohibited (Section 12.030). Food service establishments (FSEs) are required to control their FOG discharge through the use of grease control devices and best management practices. Section 12.090 Control Device Design Requirements establishes the requirements with Section 12.100 establishing maintenance requirements. Compliance is enforced through Section 12.130 utilizing onsite inspections and sampling with Section 12.170 providing penalties for violations.

Enforce any violation of its sewer ordinances

Chapter 1, General Provisions, provides the City with the legal authority to enforce the regulations for its sanitary sewer system. Section 01.040, Administration; Enforcement grants the District Engineer the responsibility to administer, implement and enforce the provisions of the Sewer Code of Regulations. Section 01.110, Penalties for Violation; Reimbursement of District Costs, discusses the penalties for violations including termination of service and criminal prosecution.

4.4 Compliance Documents – Buena Sanitation District

The Buena Sanitation District Sewer Code of Regulations has been revised and adopted to provide the District with the legal authority to manage, operate, maintain and fund its sanitary sewer system. The Sewer Code of Regulations and other ordinances adopted to amend existing ordinances may be reviewed at the City of Vista located at

200 Civic Center Drive, Vista, California 92084 or on the internet at the City's website
<http://www.cityofvista.com/>.

Buena Sanitation District Sewer Code of Regulations

Chapter 1 – General Provisions

Chapter 2 – General Sewer Regulations

Chapter 4 – Municipal Sewer Service Charges and Rates

Chapter 8 – Extension and Enlargement of Sewer Mains

Chapter 10 – Discharge of Industrial Waste

Chapter 12 – Control and Regulation of Fats, Grease and Oils

Chapter 14 – Private Sewer Laterals

CHAPTER 5 – OPERATIONS AND MAINTENANCE

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.

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 storm water 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.

5.1 Mapping

The requirement for this section is to maintain an up-to-date map of the collection system showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and storm water conveyance facilities.

5.1.1 Compliance Summary – City of Vista

City staff maintains up-to-date maps and atlases of sewer facilities. Hard copies of these materials are updated quarterly and posted at Wastewater Operations and in the Engineering Departments. The GIS based sewer atlas and other documents are available online through the City's website. Updated hard copy GIS maps are included in all of the City's sewer response vehicles. A procedure is in place to update the GIS continuously with system modifications. In addition, all wastewater operations crews are equipped with a tablet that has cellular data access to view the GIS digitally.

The Wastewater division will be collecting and tracking data on where the greatest access restrictions lie in order to prioritize which access is the most important for any new acquisitions that may be needed. Once prioritized, Engineering will use the access needs condition assessments, and SSO data from Public Works to prioritize the easement acquisitions as part of the CIP updates. Every year, the Engineering Division will be updating priorities for improvements and ROW acquisitions timed with the CIP budget cycles. Future developments include linking the Public Works CMMS to the Citywide Sewer GIS to track SSO trends and condition assessments.

5.1.2 Compliance Documents – City of Vista

The documents supporting compliance with the requirements for mapping are as follows:

- Public Works Cityworks CMMS - located at the Wastewater Operations Division.
- Sewer Engineering Division Sewer GIS.
- Storm Water GIS.

5.1.3 Compliance Summary – Buena Sanitation District

The City of Vista maintains the sewer system maps and atlases for the Buena Sanitation District as part of the City's GIS system. Like the City's sewer atlas maps, the atlas maps for the District are available on the internet as well as in hard copy. Storm water maps for the unincorporated areas of the District are obtained from the County of San Diego, where as storm water maps for cities that are within the jurisdiction of the District are obtained from that city.

5.1.4 Compliance Documents – Buena Sanitation District

The documents supporting compliance with the requirements for mapping are as follows:

- Public Works Cityworks CMMS - located at the Wastewater Operations Division.
- Sewer Engineering Division Sewer GIS.
- Storm Water GIS.
- Storm Water maps provided by County of San Diego - located at the Wastewater Operations Division.

5.2 Preventive Maintenance Program

The Order requires the City to 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.

5.2.1 Compliance Summary – City of Vista

The Public Works Wastewater Division manages the cleaning and inspection program and responds to and reports all SSOs. Combined, the City of Vista and the Buena Sanitation District operate and maintain 316 miles of sanitary collection system pipelines. To provide cleaning and maintenance for this system, the City utilizes three combination jetter/vacuum trucks and crews. A fourth combination jetter/vacuum truck is used for miscellaneous maintenance support roles and is rotated into the routine cleaning and maintenance schedule when one of the other combination jetter/vacuum trucks is out for service. To facilitate the cleaning effort, the combined City and District collection systems have been divided into three sections of approximately 100 miles of pipe per section. Each of the three combination jetter/vacuum truck crews is assigned to one section. Under this system, generally City line cleaning crews primarily cleans all of the collection lines with a diameter of 15 inches or less within 18 months. Larger lines with a diameter larger than 15 inches are cleaned on an approximate 5 year rotation. Enhanced Maintenance Areas are cleaned quarterly or more frequently if required. Generally, Contractors primarily clean all pipelines larger than 21-inches in diameter.

The Cityworks, a CMMS computer system, is used by the Public Works Wastewater Division to manage and document all work orders for cleaning, maintenance, and inspection. An Enhanced Maintenance Area Program is also in place for more frequent maintenance of sewers prone to blockage due to FOG or root intrusion. Enhanced Maintenance Areas are tracked and work orders are generated on a more frequently.

The Public Works Department has integrated Citywide GIS, Wincan CCTV Software, and CityWorks so that Engineering can use the condition assessments to prioritize CIP on those elements in the worst condition.

The Public Works Wastewater Division will track restricted access locations to identify focal areas for the Engineering Division and ROW Agent to work on easement acquisitions or pipeline realignments. The Engineering Department is researching and inputting all known sewer easements in the GIS.

Per agreements with the City and District, EWA operates and maintains the City and District's pump stations. . The City has entered into a revised Memorandum of Understanding (MOU) for Operation and Maintenance of each of the pump stations. The revised MOU includes development of an Operations and Maintenance (O&M) Manual, Asset Management Plan (AMP), Pump Station Quarterly Report that list all

operation and maintenance activities and pump station performance, and an Annual Report summarizing the Pump Station Quarterly Report with recommendations for capital improvements and major equipment replacements for the next five years.

Reporting of all unauthorized discharges from the City or District's sanitary sewer collection system is required by the Order (Order No. WQ 2013-0058-EXEC). Sewer spill reporting requirements and procedures are listed in section 3.2.1 for the City and 3.3.2 for the District.

5.2.2 Compliance Documents – City of Vista

Documents which support compliance of this section include the following:

- Cityworks CMMS - located at the Wastewater Operations Division.
- GIS - located on all Wastewater Operations Division and Sewer Engineering computers and tablets.

5.2.3 Compliance Summary – Buena Sanitation District

All maintenance of the Buena Sanitation District's collection system is conducted by crews from the City of Vista Wastewater Division. The City's Cityworks CMMS is used to create work orders and document all maintenance and inspections of the District's collection system. The District's Enhanced Maintenance Areas are incorporated into the City's program and the City's GIS includes the District.

5.2.4 Compliance Documents – Buena Sanitation District

Documents which support compliance of this section include the following:

- Cityworks CMMS - located at the Wastewater Operations Division.
- GIS - located at the Wastewater Operations Division and Sewer Engineering computers and tablets.

5.3 Rehabilitation and Replacement Plan

Every enrollee must 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. The rehabilitation and replacement plan should include a capital improvement plan (CIP) 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.

5.3.1 Compliance Summary – City of Vista

The 2017 Comprehensive Sewer Master Plan (CSMP) includes a prioritized listing of capital improvement projects including those developed in the 2017 Asset Management Plan and 2016 Pump Station Rehabilitation Study. The 2017 CSMP was adopted by the City Council in November 2017. A program level Environmental Impact Report the 2017 CSMP was also adopted by the City Council in November 2017. The 2017 Asset Management plan developed a decision logic to determine the recommended monitoring, repair and rehabilitation action for deficient pipelines based on a structural risk score assessment and prioritize improvements. The structural risk score assessment is primarily based on a defect score, count of defects, cleaning frequency, pipe diameter, and proximity to Waters of the State. Additional CCTV inspections were recommended in the 2017 Asset Management Plan to provide additional inspection data for areas where current video data was unavailable. In response, the City made the decision to retain the services of an outside contractor to assist the City with conducting a comprehensive CCTV inspection and evaluation of the combined City and District's sewer collection system pipelines and manholes. This data is being integrated into the City's GIS program including condition assessment, repair/replacement recommendations, and program level construction cost estimates. The 2017 Asset Management Plan provided a 5-year recommendation for rehabilitation and replacement of sewer pipelines. The City adjusts the rehabilitation and replacement portion of the CIP annually which is approved the City Council.

To fund the management, operation and maintenance of the collection system the City has established several funds. Revenue is provided through a system of sewer use charges and fees. A Sewer Operations and Maintenance Fund has been established to provide for the operation, maintenance and replacement costs, including debt service expense and retirement, of the sewer system. The Sewer Operations and Maintenance Fund includes a treatment and discharge Rate Stabilization Reserve. The Capital Repairs and Replacement Fund and Capital Facilities Fund has been established to provide for repairs and replacement of existing capital facilities, equipment and appurtenances of the sewer system, as they depreciate, wear out or breakdown. Within the Capital Repairs and Replacement Fund is the Emergency Capital Replacement Reserve Account to provide funding to finance the cost of repairs and replacements to the existing capital facilities, equipment, and appurtenances required in any given year in the event of a shortfall or lag in revenues of the system, or unexpected requirements for repairs or replacements. Both the Sewer Operations and Maintenance Fund and Capital Repairs and Maintenance Fund are funded by the annual sewer service charge levied against each property serviced by the sewer system. The Capital Facilities Fund is funded by sewer capacity fees paid by property owners as they connect to the system. The proceeding funds are codified in the City of Vista Municipal Code, Title 14, Chapter 14.01, Sections 14.01.050, 14.01.060 and 14.01.070.

CCTV Assessments

The City first put a CCTV inspection truck in service in 1982. The current CCTV equipment uses WinCan. CCTV inspection work orders are used for QA/QC of

maintenance operations, to investigate problems and overflows, to investigate proposed CIP projects, to investigate complaints, and for routine inspections.

Systematic condition assessments have been performed by Sewer Engineering and Public Works staff starting in 2001 based on minor revisions to the Water Environment Federation (WEF) standards at that time. For each inspection, the date was noted. Four Manhole defect types (Access, Condition, I&I, and Channel) were rated on a scale of 0-100 along with the material type (Concrete, Brick, PVC, VCP, Lined). Five categories of manhole defects were rated on a scale of 0-100 (Structural, Roots, I&I, Grade/Sags, Joint). Based on staff time, this program was not fully implemented. Sometimes pipes were rated only as "Good" or "Bad". During the initial program, approximately 28 miles (10 percent) of the system had some kind of CCTV based condition rating.

To meet full compliance with the WDR and provide the City with an accurate assessment of its sewer infrastructure, the City contracted with an outside contractor in 2008 to conduct a comprehensive CCTV video inspection and assessment of the combined City of Vista and Buena Sanitation District's sewer collection system using a customized defect coding system. Included are the gravity sewer lines and manholes that have not been CCTV inspected and evaluated. As part of this effort, the City's CCTV inspection software and hardware had been upgraded. Data from this inspection is integrated into the City's GIS program for easy access by the City's Engineering Department and Wastewater Division. The City has also initiated a Snap Shot Video Program where video snap shots are taken of each defect, joint, and lateral within the system. Video snap shots provide the maintenance staff with a quick and easy reference to problem or potential problem areas within the collection system.

Based on recommendation from the 2017 Asset Management Plan, the City moved to a risk based inspection schedule based on the structural risk score. This will allow the City to focus more on those pipelines with defects and monitor its condition. Pipelines are placed in either a 5-year, 10-year, or 15-year inspection frequency.

- Greater than 15-inches in diameter pipelines with a structural risk score of greater than 30 that are not identified for remediation are grouped on a 5-year inspection frequency.
- 15-inches and smaller diameter pipelines with a structural risk score of greater than 20 that are not identified for remediation are grouped on a 5-year inspection frequency.
- Small diameter pipelines with no defects are grouped on a 15-year inspection frequency.
- All other pipelines are grouped in a 10-year inspection frequency.

In 2017, the City began defect coding sewer pipeline assets in National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) system.

5.3.2 Compliance Documents – City of Vista

The documents supporting compliance with the rehabilitation and replacement plan requirements are as follows:

- CCTV Videos and assessments – located at the City of Vista.
- GIS – located at the Wastewater Division and Sewer Engineering computers and tablets.
- City of Vista Capital Improvement Plan – located at the City of Vista and on the City’s website at <http://www.cityofvista.com/services/city-departments/finance> under budgets.
- City of Vista Municipal Code, Chapter 14 – located at the City of Vista and on the City’s website.
- 2017 Comprehensive Sewer Master Plan Update – located at the City of Vista and on the City’s website at <http://www.cityofvista.com/services/city-departments/engineering/construction-projects/sewer> .
- 2017 Asset Management Plan – located at the City of Vista and the City’s website at <http://www.cityofvista.com/services/city-departments/engineering/construction-projects/sewer> .
- City of Vista Standard Specifications and Procedures for Privately Constructed Wastewater Facilities - located at the City of Vista.

5.3.3 Compliance Summary – Buena Sanitation District

The Buena Sanitation District’s rehabilitation and replacement plan is part of the City of Vista’s CIP. All rehabilitation or replacement projects necessary to maintain the District’s sewage collection system are included in the CIP. The 2017 Comprehensive Sewer Master Plan Update and 2017 Asset Management Plan includes facilities within the District. The video inspection and assessment program, including work performed by outside contractors utilized by the City includes the facilities within the District.

To fund the management, operation, and maintenance of the collection system the District has established several funds. Revenue is provided through a system of sewer use charges and fees. A Sewer Operations and Maintenance Fund has been established to provide for the operation, maintenance and replacement costs, including debt service expense and retirement, of the sewer system. The Sewer Operations and Maintenance Fund includes a treatment and discharge Rate Stabilization Reserve. The Capital Repairs and Replacement Fund and Capital Facilities Fund has been established to provide for repairs and replacement of existing capital facilities, equipment and appurtenances of the sewer system, as they depreciate, wear out or breakdown. Within the Capital Repairs and Replacement Fund is the Emergency Capital Replacement Reserve Account to provide funding to finance the cost of repairs and replacements to the existing capital facilities, equipment, and appurtenances required in any given year in the event of a shortfall or lag in revenues of the system, or unexpected requirements for repairs or replacements. Both the Sewer Operations and Maintenance Fund and Capital Repairs and Maintenance Fund are funded by the

annual sewer service charge levied against each property serviced by the sewer system. The Capital Facilities Fund is funded by sewer capacity fees paid by property owners as they connect to the sewer system. The proceeding funds are codified in the Buena Sanitation District Code of Regulations, Chapter 1, Sections 1.01.050, 1.01.060 and 1.01.070.

5.3.4 Compliance Documents – Buena Sanitation District

The documents supporting compliance with the rehabilitation and replacement plan requirements are as follows:

- CCTV Videos and assessments – located at the City of Vista.
- GIS – located at the Wastewater Division and Sewer Engineering computers and tablets.
- City of Vista Capital Improvement Plan – located at the City of Vista and on the City's website at <http://www.cityofvista.com/services/city-departments/finance> under budgets.
- Buena Sanitation District Code of Regulations, Chapter 14 – located at the City of Vista and on the City's website.
- 2017 Comprehensive Sewer Master Plan Update – located at the City of Vista and on the City's website at <http://www.cityofvista.com/services/city-departments/engineering/construction-projects/sewer>.
- 2017 Asset Management Plan – located at the City of Vista and the City's website at <http://www.cityofvista.com/services/city-departments/engineering/construction-projects/sewer> .
- City of Vista Standard Specifications and Procedures for Privately Constructed Wastewater Facilities - located at the City of Vista.

5.4 Training Program

The City is required to provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and to require contractors to be appropriately trained.

5.4.1 Compliance Summary – City of Vista

A comprehensive training program is in place for all wastewater employees. The Wastewater Operations Division maintains a training program that provides each division employee with monthly safety training. Training areas include emergency response, safety and general work practices. Annual spill response training is conducted with EWA and the City of Carlsbad. EWA separately maintains a similar program for remote facilities operators assigned to work on the City of Vista system. The City endorses the CWEA Operator Certification Program

Training is part of various City programs and includes formal classroom and informal on-the-job and hands-on training. Qualified City staff and outside training workshops are utilized. Internal functional and safety training is generally provided through in-house programs supplemented by the City's Human Resources Department. Training courses are added or existing courses revised to comply with new requirements or to incorporate changing technologies, including computer aided or online training programs. In house trainers are used to conduct monthly general safety meetings.

Crew chiefs and crewmembers are cross-trained so crucial tasks can be accomplished without interruption even as crewmembers change. Each employee is required to maintain a specified level of proficiency for their job classification. The City maintains accurate training records and has developed the Training Information Spread Sheet (TISS) to schedule and monitor completed training.

Crews are initially trained in the proper operation and maintenance of all new mobile equipment by the contractor/manufacturer. Written operation and maintenance manuals are used as resource material for initial start-up training as well as new staff training. The Wastewater Operations Division supervisory team is responsible for providing operational training on sewer cleaning equipment.

5.4.2 Compliance Documents – City of Vista

The following documents demonstrate the type of training provided to staff and what training requirements are required of contractors:

- Employee Training Records – located at the Wastewater Operations Division.
- OSHA Training Tracker - located at the Wastewater Operations Division.
- Training Information Spreadsheet - located at the Wastewater Operations Division.
- Operations and Maintenance Training Program and Equipment Inventories - located at the Wastewater Operations Division.

5.4.3 Compliance Summary – Buena Sanitation District

Employees from the City of Vista's Wastewater Operations Division maintain the sewer facilities within the Buena Sanitation District and receive training from the City of Vista.

5.4.4 Compliance Documents – Buena Sanitation District

The following documents demonstrate they type of training provided to staff and what training requirements are required of contractors:

- Employee Training Records – located at the Wastewater Operations Division.
- OSHA Training Tracker - located at the Wastewater Operations Division.
- Training Information Spreadsheet - located at the Wastewater Operations Division.

- Operations and Maintenance Training Program and Equipment Inventories - located at the Wastewater Operations Division.

5.5 Equipment and Parts Inventories

Each Enrollee is required to provide equipment and replacement part inventories, including identification of critical replacement parts for the operation and maintenance of its sewer collection system.

5.5.1 Compliance Summary – City of Vista

The City of Vista and the Buena Sanitation District is comprised of various standard sized gravity pipelines and does not contain any pumping or other unique facilities that the City is responsible for. The Vista Wastewater Operations Department maintains an electronic inventory of mobile equipment necessary for day-to-day operations and emergency response. This up to date inventory of equipment and replacement parts is maintained in an area easily accessible to all crews and is on hand for their specific duties. Replacement parts and supplies are maintained at the District's Buena Yard Facility. Parts that are needed for preventive maintenance are identified and secured ahead of time for each specific maintenance task. EWA separately maintains equipment inventories for the pump stations they operate and maintain on behalf of the City/District. A summary of the inventories is found in the Operations and Maintenance Training Program and Equipment Inventories document.

5.5.2 Compliance Documents – City of Vista

The documents supporting compliance with the requirement to maintain an inventory of equipment and parts including identification of critical parts are as follows:

- Operations and Maintenance Training Program and Equipment Inventories - located at the Wastewater Operations Division.

5.5.3 Compliance Summary – Buena Sanitation District

The City of Vista maintains and provides all equipment and parts necessary for the operation and maintenance of the District's sewage collection system.

5.5.4 Compliance Documents – Buena Sanitation District

The documents supporting compliance with the requirement to maintain an inventory of equipment and parts including identification of critical parts are as follows:

- Operations and Maintenance Training Program and Equipment Inventories - located at the Wastewater Operations Division.

CHAPTER 6 – DESIGN AND PERFORMANCE PROVISIONS

This chapter references the design and construction standards & specifications for new sewer systems, pump stations, and other appurtenances, and for the rehabilitation and repair of existing sewer systems. Also included are the procedures and standards for the inspection and testing of these facilities. The Order requires the following:

- (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.

6.1 Compliance Summary – City of Vista

To ensure consistency in the design and construction of collection system facilities within the City of Vista and the Buena Sanitation District, the City has developed the City of Vista Standard Specifications and Procedures for Privately Constructed Wastewater Facilities. Referred to as the Vista Standard Spec, this document is based upon and is in reference to the latest edition of the Standard Specification for Public Works Construction (Greenbook), as prepared and published by Public Works Standards, Inc. The Vista Standard Spec provides a supplement to the Greenbook adopted by the City, and provides the specifications to be used to establish standards of work, material and construction procedures for improvements to the sanitary collection system within jurisdiction of the City of Vista and the Buena Sanitation District. All construction and repair or rehabilitation projects must be completed in accordance to the Vista Standard Spec prior to dedication or acceptance by the City. Detailed instructions and methodologies for the inspection of construction, repair and rehabilitation projects are provided in the Vista Standard Spec

All design work for City must be done by a professional California registered engineer and all contractors must be licensed and insured.

6.2 Compliance Documents – City of Vista

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

- City of Vista Design Standard and Procedures for Wastewater Projects – located at the City of Vista.
- Standard Specification for Public Works Construction (Greenbook) – located at the City of Vista.

6.3 Compliance Summary – Buena Sanitation District

All construction, repair and rehabilitation work performed for the Buena Sanitation District must be in strict compliance with the City of Vista Standard Specifications and Procedures for Privately Constructed Wastewater Facilities and the Greenbook. Construction and repair or rehabilitation work performed for the District is conducted under the oversight of the City of Vista.

All design work for the District must be done by a professional California registered engineer and all contractors must be licensed and insured.

6.4 Compliance Documents – Buena Sanitation District

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

- City of Vista Design Standard and Procedures for Wastewater Facility Projects – located at the City of Vista.
- Standard Specification for Public Works Construction (Greenbook) – located at the City of Vista.

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 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.

7.1 Compliance Summary – City of Vista

The City of Vista responds to and reports all public SSOs from the City's sanitary sewer system and all private property spills that the City becomes aware of.

The City's Sewer Overflow Response Plan (SORP) works in conjunction with the City's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) programs. When responding to an SSO the first crewperson on scene assumes the responsibility of Incident Commander, evaluates the situation and communicates with the supervisor (Incident Coordinator) to ensure ample resources are dispatched. The City can dispatch up to three jet-vacuum trucks to remediate the SSO. As additional crews arrive on scene, the Incident Commander will assign them to remediating the cause of the SSO, spill recovery or clean up. This approach is designed to provide the most efficient use of available resources to quickly remediate the SSO and its impact on the environment. When applicable, spill areas are

cordoned off to prevent public contact and local law enforcement is available for additional traffic or crowd control.

The City's SORP provides detailed procedures for City employees responding to SSOs during or after normal working hours. Contact information is included for all agencies and personnel that require notification in the event of a sewage spill. Posting of warning signs and sampling procedures are covered. Notification and reporting are an important aspect of the City's response procedures. Compliant with the State Water Resources Control Board's Order No. WQ 2008-0002-Exec., the City notifies the Office of Emergency Services, San Diego County Department of Environmental Health and the San Diego Regional Water Quality Control Board of any spills that discharge to a drainage channel or surface waters within two hours of becoming aware of the spill. The City certifies within twenty four hours to the San Diego Regional Water Quality Control Board that the appropriate notifications have been completed. The City of Vista reports all SSOs, public and private, as per the MRP and SDRWQCB order R9-2007-0005, to the CIWQS on line SSO database. All spills are reported to the San Diego County Department of Environmental Health.

City staff periodically reviews the SORP to ensure procedures are adequate to quickly and efficiently respond to public and private SSOs. Any necessary revisions are incorporated into the plan.

The City provides training on spill response consisting of classroom and field activities. Additionally, the City participates in annual spill drills with both the City of Carlsbad and Encina Wastewater Authority (EWA). These spill drills focus on training for spills that might occur at lift stations or force mains that are owned or joint owned by the City of Vista but maintained by EWA or Carlsbad. The City of Vista's role is supportive as depending upon where the spill occurred; EWA would be the first responder to all pump stations and Carlsbad would be first responder to all Vista-Carlsbad Interceptor (VC) downstream of VC-1 reach.

A copy of the SORP is provided to each crew person and a copy is located in each of the response vehicles. An SSO Response Quick Reference Guide has been developed that highlights the key issues of the SORP for easy reference by response crews.

7.2 Compliance Documents – City of Vista

The compliance documents that detail the City of Vista's Sewer Overflow Response Plan are as follows:

- Sewer Overflow Response Plan – located in Attachment B.
- SSO Response Quick Reference Guide - located at the Wastewater Operations Division.
- Training Records – located at the Wastewater Operations Division.

7.3 Compliance Summary – Buena Sanitation District

The SORP is a joint document and covers the City of Vista and the Buena Sanitation District. Spills occurring in the Buena Sanitation District are responded to and reported by crews from the City of Vista.

7.4 Compliance Documents – Buena Sanitation District

The compliance documents that detail the City of Vista’s Sewer Overflow Response Plan are as follows:

- Sewer Overflow Response Plan – located in Attachment B.
- SSO Response Quick Reference Guide - located at the Wastewater Operations Division.
- Training Records – located at the Wastewater Operations Division.

CHAPTER 8 – FATS, OILS, AND GREASE CONTROL PROGRAM

Under the Order, each Enrollee is required to evaluate its service area to determine whether a FOG control program is needed. If the 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.

8.1 Compliance Summary – City of Vista

To comply with the WDR and establish a sound legal authority for the control of FOG generated within the City, the City has revised and adopted Title 14, Sewers and Sewer Systems of the City's Municipal Code in April 2009. Chapter 14.12 Control and Regulation of Fats, Oils and Grease establishes the legal authority for the City's Fats, Oils and Grease (FOG) Control Program.

Most recently, the City updated the Municipal Code in January 2014 to align its FOG program with the most recent California Plumbing Code.

The revised ordinance requires new food service establishments (FSEs) and existing FSEs who are applying a plumbing permit to install grease control devices, implement kitchen best management practices, and provides for inspections and enforcement.

The City’s FOG Control Program is designed in accordance with Chapter 14.12 of the City’s Municipal Code and is implemented under the direction of the City’s Principal Engineer in the Sewer Engineering division. The City’s Storm Water Program Manager coordinates all inspection of FSEs. The Principal Engineer in Sewer Engineering works closely with the Storm Water Program Manager to develop an inventory of FSEs for inspections, review inspection reports, and develop any enforcement actions. The Principal Engineer in Sewer Engineering also works closely with the Wastewater Supervisor to coordinate FOG related maintenance activities. Currently, the Wastewater Division is cleaning all of the combined collection system pipelines every 18 months with enhanced maintenance areas being cleaned every three months. The City contracts on-site FOG inspections of FSEs. Inspections are being conducted in conjunction with the City’s Storm Water Program which has its own FOG component as part of the City’s Storm Water National Pollution Elimination Discharge System (NPDES) permit. All FSEs have been identified and included on a GIS layer.

Figure 1 is an overview of the FOG Program implementation schedule.

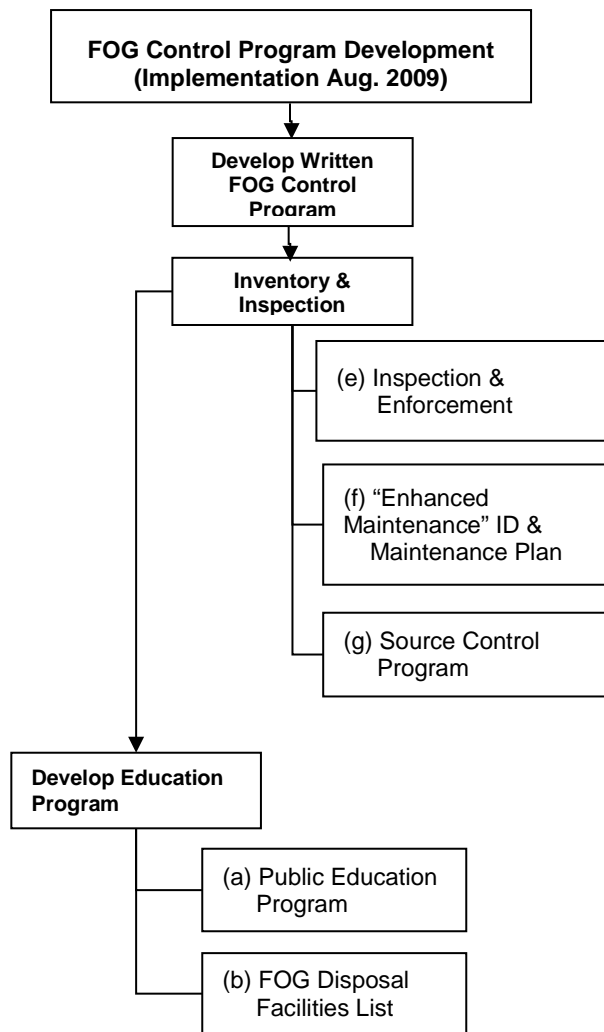


Figure 1 – Fog Program Development Overview

Public Outreach and Education

An education and outreach program has been implemented as part of the FOG control program. Target audiences will include applicable City and District staff, FOG generating businesses and facilities, and residents. Educational materials and presentations may contain information on the State regulations, revised City ordinance and compliance requirements, sanitary sewer system overview, FOG impacts to the system, business and residential BMPs, disposal options, and source control measures. Materials will be developed in English and Spanish as needed. Many of the City's existing educational materials contain BMP information and may be updated to include specific FOG control BMPs. Additionally, the City will compile a list of potential FOG hauling and disposal companies to assist businesses and residents in contracting these services.

The City will use various methods to disseminate program information. Printed materials may be distributed via sewer billings, direct mail, newsletters, inspections, at local community events, FOG business forums (e.g. Restaurant Association), and posted on the City website. Information on specific design standards will be provided to project proponents at the planning and submittal phases of their projects, as well as being posted on the website. All public information will be coordinated with the City's Communications Officer.

The City may develop or provide training sessions and materials for various City Departments including the information that is specific to their role in the FOG Program implementation.

Facility inspections are often the best opportunity for education as they allow one-on-one interactions and deal directly with specific requirements and practices for the business. The City will ensure that its inspectors are proficiently trained to educate its business and residential communities and distribute the appropriate materials.

Additional educational opportunities exist through the City's website, press releases and City Council sessions (e.g. State of City address, ordinance readings, etc.). These will be coordinated with the City Communications Officer.

Fats, Oils, and Grease Control Program

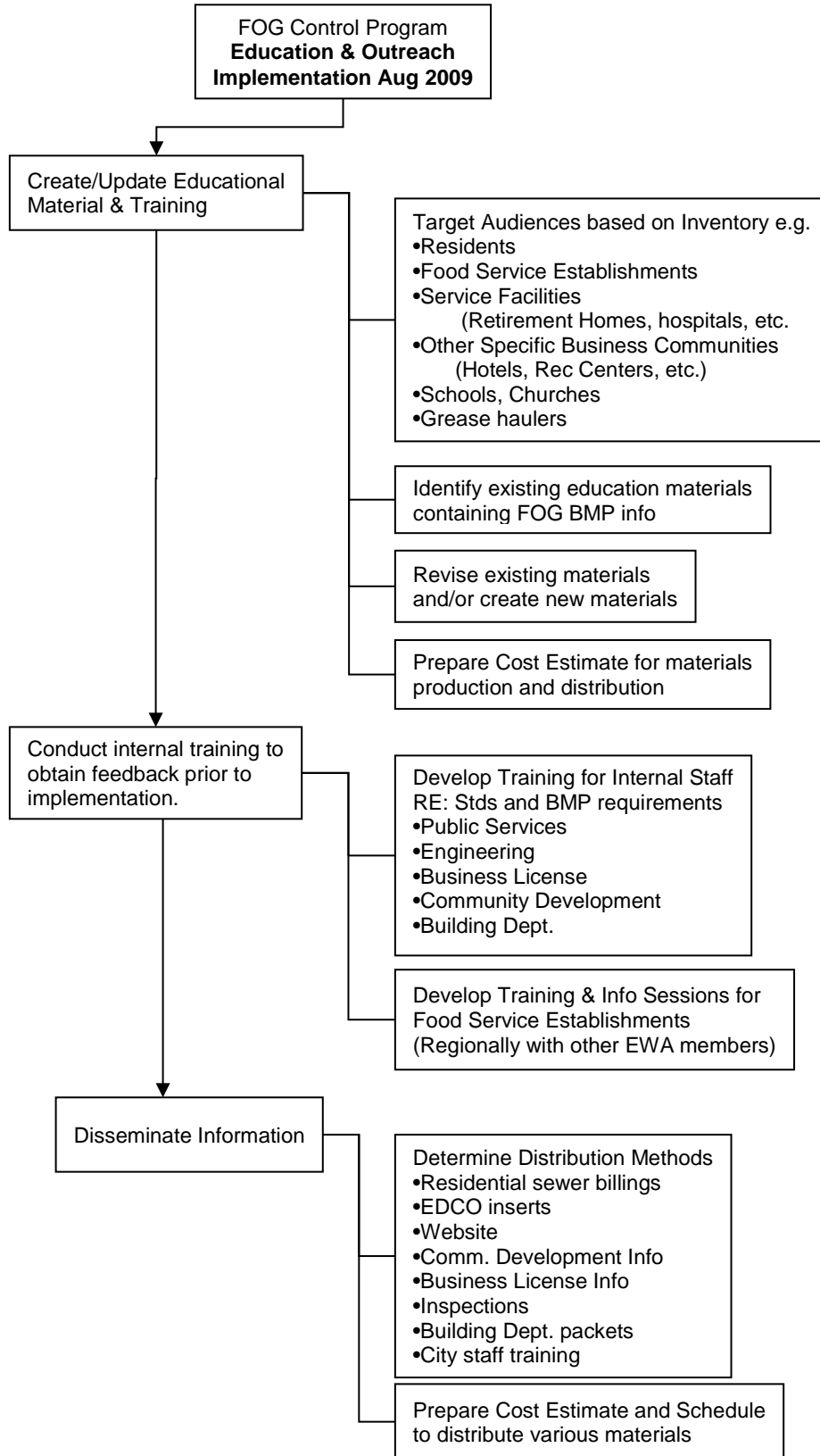


Figure 2 – Education and Outreach Schedule

FOG Disposal

The City does not intend to provide FOG disposal services for private businesses and property owners. It is the responsibility of the private business and property owner to hire a licensed grease hauler as needed. However, the City will keep a list of licensed grease haulers and will provide this information to FSEs and residents as needed during inspections and site visits.

All companies doing business in California that transport inedible kitchen grease must obtain a registration sticker for each of their trucks from the Department of Food and Agricultural pursuant to provisions of the Food and Agriculture Code as well as the vehicle code. Those companies doing business within Vista must also obtain a business license from the City.

EWA currently accepts hauled FOG waste for disposal at EWPCF's digester to assist with methane production.

Legal Authority

Title 14, Chapter 14.12 Control and Regulation of Fats, Oils and Grease establishes the legal authority for the City's Fats, Oils and Grease (FOG) Control Program. FOG discharges that cause or contribute to a blockage are prohibited (Section 14.12.030). Food service establishments (FSEs) are required to control their FOG discharge through the use of grease removal devices and best management practices. Section 14.12.090 Grease Control Device Design Requirements establishes the requirements with Section 14.12.100 establishing grease maintenance requirements. Compliance is enforced through Section 14.12.130 utilizing onsite inspections and sampling with Section 14.12.170 providing penalties for violations.

Design and BMP Standards

Section 14.12.090 Grease Control Device Design Requirements of the City of Vista Municipal Code specifically sets forth the design standards for grease interceptors installed within the City. All grease interceptors must be certified by the International Association of Plumbing and Mechanical Officers (IAPMO), or another listing agency approved by the director, and plumbed according to the California Plumbing Code. Interceptors for food service establishments shall be sized and designed in compliance with the California Plumbing Code and must be adequately maintained at the owners expense. A maintenance log indicating each pumping of an interceptor for the previous twelve months and any other pertinent information shall be maintained by each establishment. This log shall include, but not be limited to, date, time, amount pumped, hauler, and disposal site, and the log shall be kept in a conspicuous location for inspection by the City Engineer or an authorized inspector during normal business hours.

Section 14.12.090 Grease Control Device Design Requirements of the City of Vista Municipal Code also establishes kitchen best management practices (BMPs) that FSEs are required to implement. BMPs include installation of drain screens on all drains,

recycling of waste cooking oil, disposal of food waste in the trash and not in the sewer, and mandatory employee training. Employees are to be trained in FOG reduction practices such as dry wiping pots, pans and utensils, grease spill cleanup, disposal of food waste, and the proper disposal of cooking oils and grease. Employee training is to be documented and available for inspection. BMPs are to be conspicuously posted in the food preparation and dishwashing areas at all times.

Inspection and Enforcement Plan

Title 14, Chapter 12 Section 12.12.130 of the City of Vista Municipal Code provides the City with the legal authority to inspect grease control devices, reviewing the manifests, receipts and invoices relating to the cleaning, maintenance and inspection of the grease control devices. Title 14, Chapter 12 Section 12.12.140 provides that food service establishments shall be open and available for inspection by an authorized inspector at all times during normal business hours to ensure that the operation and maintenance of the food service establishment complies with the requirements of this chapter. FSEs are required to maintain all appropriate records of their FOG related activities including the maintenance of their grease control devices for a minimum of five (5) years.

To assist with FSE inspections and other FOG related activities, the City contracts with an outside contractor to assist City staff. To aid in inspections all FSEs have been added City's GIS based management program, Cityworks. Inspections are conducted in coordination with the City's Storm Water NPDES inspections for FOG control. Enforcement of the City's FOG regulations is provided by Chapter 12 Section 12.12.170 which includes administrative citations, misdemeanor complaint or discontinuance of service.

FOG Enhanced Maintenance Areas

FOG enhanced maintenance areas are included in the Wastewater Division's Enhanced Maintenance Area Program. Enhanced maintenance areas are areas of the collection system that require maintenance above the normal scheduled maintenance. The City maintains this program in Cityworks that tracks when maintenance is required. The reason the area or facility is part of the enhanced maintenance program (i.e. FOG, roots, etc.) is also noted. The Enhanced Maintenance Area Program is planned for inclusion into Cityworks for tracking and generation of work orders. Enhanced maintenance areas are cleaned every three months or more frequently if required.

FOG Source Control Program

The City is aware of the location of all FSEs and FOG generators within the combined districts. The relationship between FOG related enhanced maintenance areas and FOG generators has been established. The City now has the legal authority to conduct inspections of FSEs who are generating or are suspected of generating FOG. These inspections are conducted by City staff or an outside contractor and are done in conjunction with the City's Storm Water Program. During the inspections, inspectors instruct FSE staff on the use of grease control devices and BMPs designed to reduce FOG generation. Inspectors will also review the FSEs FOG reduction practices

including review of records, manifests or invoices for grease disposal, and maintenance on any installed grease removal devices.

All FSEs are required to implement BMPs designed to minimize the generation of FOG during the food preparation and cleanup process. FSE employees are required to receive documented training on the implementation of the BMPs from their employers. New or remodeled FSEs may be required to install and properly maintain an approved grease removal device.

In the event of a FOG related SSO occurring within an enhanced maintenance area (or anywhere within the sewer collection system) and the subsequent investigation shows evidence that a discharger caused or contributed to the SSO, the City may request repayment of all associated costs, issue an administrative or misdemeanor complaint, or discontinue service.

8.2 Compliance Documents – City of Vista

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

- Chapter 14.12, Control and Regulation of Fats, Oils and Grease, City of Vista Municipal Code.
- City of Vista Design Standard and Procedures for Wastewater Facility Projects - located at the City of Vista.

8.3 Compliance Summary – Buena Sanitation District

To comply with the WDR and establish a sound legal authority for the control of FOG generated within the District, the District has revised and adopted the Buena Sanitation District Code of Regulations in April 2009. Chapter 12 Control and Regulation of Fats, Oils and Grease establishes the legal authority for the District's Fats, Oils and Grease (FOG) Control Program. This change to the District's Code of Regulations occurred in April 2009.

Most recently, the District updated a revised Code of Regulations to align its FOG program with the most recent California Plumbing Code.

The revised ordinance requires new food service establishments (FSEs) and existing FSEs who apply for a plumbing permit to install grease control devices, implement kitchen best management practices, and provides for inspections and enforcement. The District's FOG Control Program is designed in accordance with Chapter 12 of the District's Code of Regulations and is implemented under the direction of the City of Vista's Principal Engineer the Sewer Engineering division. The City of Vista's Storm Water Program Manager coordinates all inspection of FSEs. The Principal Engineer in Sanitation works closely with the Storm Water Program Manager to develop an inventory of FSEs for inspections, review inspection reports and develop any

enforcement actions. The Principal Engineer in Sewer Engineering also works closely with the City of Vista's Wastewater Supervisor to coordinate FOG related maintenance activities. The City of Vista contractors on-site FOG inspections of FSEs. FOG related maintenance is performed by the City of Vista's Wastewater Division.

Public Outreach and Education

Public outreach and education will be conducted by the City of Vista within the District's jurisdiction.

FOG Disposal

The District does not intend to provide FOG disposal services for private businesses and property owners. It is the responsibility of the private business and property owner to hire a licensed grease hauler as needed. However, the City of Vista will keep a list of licensed grease haulers and will provide this information to FSEs and residents of the District as needed during inspections and site visits. EWA currently accepts hauled FOG waste for disposal at EWPCF's digester to assist with methane production.

Legal Authority

Chapter 12 Control and Regulation of Fats, Oils and Grease establishes the legal authority for the District's Fats, Oils and Grease (FOG) Control Program. FOG discharges that cause or contribute to a blockage are prohibited (Section 12.030). Food service establishments (FSEs) are required to control their FOG discharge through the use of grease removal devices and best management practices. Section 12.090 Grease Control Device Requirements establishes the requirements with Section 12.100 establishing maintenance requirements. Compliance is enforced through Section 12.130 utilizing onsite inspections and sampling with Section 12.170 providing penalties for violations.

Design and BMP Standards

Section 12.090 Grease Control Device Design Requirements of the Buena Sanitation District Code of Regulations specifically sets forth the design standards for grease interceptors installed within the District. All grease interceptors must be certified by the International Association of Plumbing and Mechanical Officers (IAPMO), or another listing agency approved by the director, and plumbed according to the California Plumbing Code. Interceptors for food service establishments shall be sized and designed in compliance with the California Plumbing Code and must be adequately maintained at the owners expense. A maintenance log indicating each pumping of an interceptor for the previous twelve months and any other pertinent information shall be maintained by each establishment. This log shall include, but not be limited to, date, time, amount pumped, hauler, and disposal site, and the log shall be kept in a conspicuous location for inspection by the District Engineer or an authorized inspector during normal business hours.

Section 12.090 Grease Control Device Design Requirements of the Buena Sanitation District Code of Regulations also establishes kitchen best management practices (BMPs) that FSEs are required to implement. BMPs include installation of drain screens on all drains, recycling of waste cooking oil, disposal of food waste in the trash and not in the sewer, and mandatory employee training. Employees are to be trained in FOG reduction practices such as dry wiping pots, pans and utensils, grease spill cleanup, disposal of food waste, and the proper disposal of cooking oils and grease. Employee training is to be documented and available for inspection. BMPs are to be conspicuously posted in the in the food preparation and dishwashing areas at all times.

Inspection and Enforcement Plan

Chapter 12 Section 12.130 of the Buena Sanitation District Code of Regulations provides the District with the legal authority to inspect grease control devices, reviewing the manifests, receipts and invoices relating to the cleaning, maintenance, and inspection of the grease control devices. Chapter 12 Section 12.140 provides that food service establishments shall be open and available for inspection by an authorized inspector at all times during normal business hours to ensure that the operation and maintenance of the food service establishment complies with the requirements of this chapter. FSEs are required to maintain all appropriate records of their FOG related activities including the maintenance of their grease control devices for a minimum of five (5) years.

To assist with FSE inspections and other FOG related activities, the City of Vista contracts with an outside contractor to assist City staff with FOG inspections within the District. To aid in inspections all District FSEs have been added to the City's management program, Cityworks. Enforcement of the City's FOG regulations is provided by Chapter 12 Section 12.170 which includes administrative citations, misdemeanor complaint or discontinuance of service.

FOG Enhanced Maintenance Areas

FOG enhanced maintenance areas for the District are included in the City of Vista's Wastewater Division's Enhanced Maintenance Area Program. Enhanced maintenance areas are areas of the collection system that require maintenance above the normal scheduled maintenance. The City maintains this program in a log book that tracks when maintenance is required. The reason the area is part of the enhanced maintenance program (i.e. FOG, roots, etc.) is also noted. The Enhanced Maintenance Area Program is planned for inclusion into the CMMS for tracking and generation of work orders. Enhanced maintenance areas are cleaned every three months or more frequently if required.

FOG Source Control Program

The FOG Source Control Program developed by the City of Vista includes FSEs and FOG enhanced maintenance areas within the Buena Sanitation District.

8.4 Compliance Documents – Buena Sanitation District

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

- Chapter 12, Control and Regulation of Fats, Oils and Grease, Buena Sanitation District Code of Regulations – located at City of Vista.
- City of Vista Design Standard and Procedures for Wastewater Facility Projects - located at the City of Vista.

CHAPTER 9 – SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The Order requires that each 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.

9.1 Compliance Summary – City of Vista

To ensure that the City's sanitary collection system meets the needs of the population served, the City routinely commissions a Sewer Master Plan to review the operational needs of the collection system. To provide a current and complete assessment of the City and District's collection system and prioritize improvements, a new Comprehensive Sewer Master Plan was completed and adopted by the City Council in November 2017. A program level Environmental Impact Report for the Sewer Master Plan was also certified by the City Council in November 2017. The 2017 Comprehensive Sewer Master Plan along with 2017 Asset Management Plan includes a prioritized listing of capital improvement projects (CIP). The 2017 Asset Management plan developed a decision logic to determine the recommended repair and rehabilitation action for deficient pipelines based on a structural risk score assessment and prioritize improvements. The structural risk score assessment is primarily based on a defect

score, count of defects, cleaning frequency, pipe diameter, and proximity to Waters of the State.

Extensive flow monitoring was performed in conjunction with the Sewer Master Plan's development. As the system utilizes permanent flow meters flow histories were also reviewed. This data was used to determine the average dry weather flows (ADWF). Peak dry weather flows (PDWF) were calculated from the ADWF. Data from January 2005 to May 2016 was used to determine the average wet weather flows (AWWF) and peak wet weather flows (PWWF). By comparing the dry weather and wet weather flows the level of defect flows or inflow and infiltration (I&I) during rain events was determined. Flow data and data from the City's sewer billing database was used to verify the equivalent dwelling units (EDU) daily flow values. Using information from the City's regularly updated GIS coupled with the flow measurement data a complete hydraulic model of the Vista sewer system was prepared.

The Info SWMM model was selected for the Vista model since its user interface is based on the GIS the City's uses and its analytical engine is based on the Environmental Protection Agency's Storm Water Management Model (SWMM). The SWMM model was originally created in 1975 to model combined sewer overflows that plagued the country. As a result the capabilities of EPA SWMM include the ability to model the hydraulics of sanitary or storm water conveyance systems. As the regulations governing the operation of sanitary and storm sewers increase, this capability will allow the City/District to assess the impacts of various operating strategies. SWMM has recently been updated incorporating over 30 years of user feedback, direct project experience and the latest object oriented programming techniques. The user interface is beneficial to the City since the end-user is already trained and oriented to ESRI's ArcGIS.

Evaluation:

In addition to the computer modeling of the system and to meet full compliance with the WDR the City evaluates system condition and incorporates results into the CIP.

Based on recommendation from the 2017 Asset Management Plan, the City moved to a risk based CCTV inspection schedule based on the structural score. This will allow the City to focus more on those pipelines with defects and monitor its condition. Pipelines are placed in either a 5-year, 10-year, or 15-year inspection frequency.

- Greater than 15-inches in diameter pipelines with a structural risk score of greater than 30 that are not identified for remediation are grouped on a 5-year inspection frequency.
- 15-inches and smaller diameter pipelines with a structural risk score of greater than 20 that are not identified for remediation are grouped on a 5-year inspection frequency.
- Small diameter pipelines with no defects are grouped on a 15-year inspection frequency.

- All other pipelines are grouped in a 10-year inspection frequency

Design Criteria:

Comparing the projections from the model with the actual observed flow data proved that the model had excellent calibration and could produce reliable projections. SWMM's analytical engine is fully dynamic and can accurately predict surcharge, backflow and overflow conditions. Through the use of improved data representing the collection system and flow variations, combined with the SWMM analytical engine, a more complete determination of hydraulic capacity has been performed for all flow scenarios. Based upon the computer analysis a depth/Diameter ratio of 0.80 for Peak Wet Weather Flow was chosen as the design criteria for future pipeline construction or replacement. This is considered to be a more conservative approach to ensuring adequate capacity and will provide additional capacity as future pipeline replacement and rehabilitation reduce the level of I&I.

Capacity Enhancement Measures:

Capacity restoration may be provided by constructing larger replacement pipes or by reducing extraneous defect flows by pipeline rehabilitation. By estimating the rehabilitation costs associated with inflow and infiltration reduction and the effects on pipeline capacity, the Sewer Master Plan identified a recommended set of CIP projects necessary to address identified capacity restrictions and condition related problems. The comprehensive CCTV inspection program initiated by the City provided additional information on the sources or potential sources of I&I and specific visual information on the actual internal condition of the collection system pipelines. This information allows for the development of a precise CIP program based upon the computer model and an up-to-date pipeline condition assessment. .

Schedule and Funding:

The current CIP program is projected for the next five years and is available on the City's website here <http://www.cityofvista.com/services/city-departments/finance> under budgets. This program will be under constant review to ensure the goals of the CIP program are met.

Revenue for the management, operation, and maintenance of the City and District's collection system is provided by a sewer service charge. On November 14, 2017, the Vista City Council and Buena Sanitation District approved sewer rates for Fiscal Years 2018/19 to FY2022/2023. The latest rates are available on the City's website at <http://www.cityofvista.com/services/city-departments/engineering/construction-projects/sewer> . Additional CIP funding will be provided through various grant and loan programs. The Sewer Revenue Fund has been established to provide for the operation, maintenance and replacement costs, and debt service expense and retirement, of the sewer system. The Capital Repairs and Replacement Fund and Capital Facilities Fund has been established to provide for repairs and replacement of existing capital facilities, equipment and appurtenances of the sewer system, as they depreciate, wear out or breakdown. Within the Capital Repairs and Replacement Fund

is the Emergency Capital Replacement Reserve Account to provide funding to finance the cost of repairs and replacements to the existing capital facilities, equipment, and appurtenances required in any given year in the event of a shortfall or lag in revenues of the system, or unexpected requirements for repairs or replacements. The proceeding funds are codified in the City of Vista Municipal Code, Title 14, Chapter 14.01, Sections 14.01.050, 14.01.060 and 14.01.070.

The City adjusts its rehabilitation and replacement CIP schedule annually based on findings collected by Public Works and Encina Wastewater Authority recommendations for pump stations. Projects are prioritized based on risk and consequence of failure. The CIP is adopted annually by the City Council and the Board of Directors.

9.2 Compliance Documents – City of Vista

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

- 2017 Comprehensive Sewer System Master Plan Update – located at the City of Vista and on the City’s website at <http://www.cityofvista.com/services/city-departments/engineering/construction-projects/sewer> .
- City of Vista Design Standard and Procedures for Wastewater Facility Projects – located at the City of Vista.
- City of Vista CIP Program – located at the City of Vista and the City’s website at <http://www.cityofvista.com/services/city-departments/finance/budgets>.
- Collection System CCTV Inspection Videos - located at the City of Vista.
- Public Works Cityworks CMMS - located at the Wastewater Operations Division.
- Sewer Engineering Division Sewer GIS - located at the City of Vista.
- City of Vista annual budget – located at the City of Vista and the City’s website at <http://www.cityofvista.com/services/city-departments/finance/budgets>.
- City of Vista Municipal Code, Title 14, Chapter 14.01, Sections 14.01.050, 14.01.060 and 14.01.070 – located at the City of Vista and on the City’s website.

9.3 Compliance Summary – Buena Sanitation District

As the Buena Sanitation District is operated and maintained as an integral part of the City of Vista’s sanitary collection system, the City has included the BSD as part of the joint 2017 Comprehensive Sewer Master Plan Update and the CIP program. Computer modeling and the CCTV inspection and system evaluation for the BSD service area were included as part of the evaluation conducted for the City. Funding for CIP program projects in the BSD service area is provided through special funds established by the BSD’s governing body.

9.4 Compliance Documents – Buena Sanitation District

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

- 2017 Comprehensive Sewer System Master Plan Update – located at the City of Vista and on the City’s website at <http://www.cityofvista.com/services/city-departments/engineering/construction-projects/sewer>.
- City of Vista Design Standard and Procedures for Wastewater Facility Projects – located at the City of Vista.
- City of Vista CIP Program – located at the City of Vista and the City’s website at <http://www.cityofvista.com/services/city-departments/finance/budgets>.
- Collection System CCTV Inspection Videos - located at the City of Vista.
- Public Works Cityworks CMMS - located at the Wastewater Operations Division.
- Sewer Engineering Division Sewer GIS - located at the City of Vista.
- Buena Sanitation District annual budget – located at the City of Vista and the City’s website at <http://www.cityofvista.com/services/city-departments/finance/budgets>.
- Buena Sanitation District Code of Regulations, Chapter 14, Sections 1.01.050, 1.01.060 and 1.01.070 – located at the City of Vista.

CHAPTER 10 – MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

The Enrollee shall monitor and measure the effectiveness of the SSMP and shall make modifications as necessary to maintain the program’s effectiveness. Under the Order, 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.

10.1 Compliance Summary – City of Vista

The City has a number of tools available to monitor and measure the progress of its SSMP. Most data is housed and tracked in GIS-integrated databases that can be analyzed as needed for ongoing system management. The manager of each component of the SSMP is responsible to identify relevant information to establish and prioritize SSMP activities.

Data from the system wide CCTV inspection is integrated into the GIS system and will be used for comparison with future CCTV inspection data.

The Cityworks CMMS is used by the Public Works Wastewater Division to manage and document all work orders for cleaning, maintenance, and inspection. A separate Enhanced Maintenance Area Program is in place for more frequent maintenance of sewers prone to blockage due to FOG or root intrusion.

The City reports all public and private property spills. Spill reports are maintained at the City and on the California Integrated Water Quality System’s (CIQWS) online SSO database. Spill reports are analyzed by management to determine strategies to prevent future occurrences. Spill response efforts are also analyzed by management to determine their efficiency and effectiveness. Spill data along with on-site inspection data is utilized to monitor the progress of the City’s FOG Reduction Program.

The City routinely conducts an update to its Sewer Master Plan. The Sewer Master Plan Update reviews multiple aspects of the City’s management, operation, maintenance, funding, and CIP progress for the collection system.

10.2 Compliance Documents – City of Vista

The compliance documents are as follows:

- SSO Reports – located at the Wastewater Operations Division.
- Cityworks CMMS - located at the Wastewater Operations Division.
- Sewer Engineering Division Sewer GIS - located at the City of Vista.

10.3 Compliance Summary – Buena Sanitation District

As the City of Vista and Buena Sanitation District collection systems are managed, operated and maintained as a single collection system, the monitoring, measurement and program modification efforts of the City extend to the District. The same processes and procedures utilized by the City to measure the effectiveness of their SSMP are used to measure the effectiveness of the District's SSMP.

10.4 Compliance Documents – Buena Sanitation District

The compliance documents are as follows:

- SSO Reports – located at the Wastewater Operations Division.
- Cityworks CMMS - located at the Wastewater Operations Division.
- Sewer Engineering Division Sewer GIS - located at the City of Vista.

CHAPTER 11 – 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.

11.1 Compliance Summary – City of Vista

The City of Vista will audit its SSMP on a two year cycle from the date of initial City Council approval of the SSMP. If conditions change that warrant increased audit frequency, the City will adjust its audit cycle accordingly. Audits will review the City's SSMP activities from the time of the last audit and will summarize the data accumulated through its monitoring, measuring, and program modification efforts. Particular attention will be paid to each program's effectiveness in meeting its goals, objectives, and priorities while ultimately being tied into the budgetary process.

The audit process will include the review of additions or improvements made to the collection system during the current audit period and describe planned additions and improvements for the upcoming audit period. Supporting documents will be reviewed to ensure they are up to date and the most recent documents are available and referenced. This process will also ensure that historical documents are kept for future reference.

Employee training will be reviewed to ensure programs and mechanisms are in place to provide necessary training, and that all staff is up to date with required training. Training includes on the job requirements, safety, required licenses and/or certificates, and professional development.

Completed audits will be retained on file by the City.

11.2 Compliance Documents - City of Vista

The documents used for audit evaluations include the following:

- SSO Reports – located at the Wastewater Operations Division.
- Cityworks CMMS - located at the Wastewater Operations Division.
- Sewer Engineering Division Sewer GIS - located at the City of Vista.
- Completed audits – located at the City of Vista

11.3 Compliance Summary – Buena Sanitation District

As both the City of Vista and the Buena Sanitation District's collection systems are operated as a single system, audits for the Buena Sanitation District will be conducted in conjunction with the City of Vista's SSMP audits. Completed audits will be maintained at the City of Vista.

11.4 Compliance Documents – Buena Sanitation District

The documents used for audit evaluations include the following:

- SSO Reports – located at the Wastewater Operations Division.
- Cityworks CMMS - located at the Wastewater Operations Division.
- Sewer Engineering Division Sewer GIS - located at the City of Vista.
- Completed audits – located at the City of Vista.

CHAPTER 12 – COMMUNICATIONS

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.

12.1 Compliance Summary – City of Vista

The Vista City Council encourages public participation in City activities. Time is allowed at each open City Council meeting for public comment. The City maintains a website where information about the collection system and SSMP is publically available. The City also posts collection system documents, such as the 2017 Sewer Master Plan Update, for public review. The City's Municipal and Development codes which provide the legal authority to manage, operate, and maintain the sanitary collection system are also online as is the Sanitation CIP Schedule.

The City utilizes email alerts, newsletters, specialized publications and participation in community events, and local community groups to disseminate information and solicit feedback on its programs. Outside public relations consultants are used, as with the initiation of the FOG Reduction Program, to develop folders, door hangers, logos, catchy phrases, etc. to inform the public of new or ongoing programs. These activities are coordinated through the City's Communications Officer.

The City of Vista has flow transfer agreements with Carlsbad, Oceanside, Vallecitos Water District and the City of San Marcos, as well as with the Buena Sanitation District. Coordination meetings will be held at least annually with each of these communities for the specific purpose of managing these agreements. In addition, there are monthly meetings with the Encina Member Agency Managers, at which the agreements are discussed.

12.2 Compliance Documents – City of Vista

The documents used for the communications program include the following:

- City of Vista website www.cityofvista.com

12.3 Compliance Summary – Buena Sanitation District

The City of Vista manages, operates and maintains the Buena Sanitation District collection system and provided oversight for the development of the District's SSMP. Buena Sanitation District's Board meetings are held at the same time as the Vista City Council Meetings with the Board members being comprised of members of the Vista City Council. Public input is encouraged at these meetings. Communications efforts

and interactions with neighboring agencies are conducted by the City on the District's behalf. Although the District has a website, most information or changes affecting the BSD are posted on the City of Vista's website.

12.4 Compliance Documents – Buena Sanitation District

The documents used for the communications program include the following:

- City of Vista website www.cityofvista.com

CHAPTER 13 – GENERAL COMPLIANCE REQUIREMENTS

SSMP and Program Certification

Both the SSMP and the City's program to implement the SSMP must be certified by the City to be in compliance with the requirements set forth above and must be presented to the City's governing board for approval at a public meeting. The City 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 City'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 City is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the City shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

13.1 Compliance Summary – City of Vista

The initial SSMP was presented to the Vista City Council for approval on June 23, 2009. The WDR requires re-certification of the SSMP every five (5) years from the date of the initial SSMP approval.

13.2 Compliance Documents - City of Vista

The following documents provide the legal basis for the City of Vista approval of the SSMP.

- Approved SSMP – located at the City of Vista.
- State Water Resources Control Board Order Number 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems – located at the City of Vista.
- Attachment C – Resolutions Certifying SSMPs

13.3 Compliance Summary – Buena Sanitation District

The SSMP was presented to the Buena Sanitation District's governing body for approval on June 23, 2009. The WDR requires re-certification of the SSMP every five (5) years from the date of the initial SSMP approval.

13.4 Compliance Documents – Buena Sanitation District

The following documents provide the legal basis for the Buena Sanitation District's approval of the SSMP.

- Approved SSMP – located at the City of Vista.
- State Water Resources Control Board Order Number 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems – located at the City of Vista.
- Attachment C – Resolutions Certifying SSMPs.

Attachment A – Organization Names and Contact Information



Attachment A – Organization Names and Contact Information

Position	Name	Phone Number
City Manager (District General Manager) – Legally Responsible Official (LRO)	Patrick Johnson	760.643.5200
City Attorney (District Counsel)	Darold Piper	760.639.6119
City Engineer (District Engineer)	Greg Mayer	760.639.6111
Principal Engineer	Elmer Alex	760.639.6111
Public Works Wastewater Supervisor	Chris Dzwigalski	760.639.6177
Building Official	Fred Huddleston	760.639.6105
Code Enforcement Manager	Jessica Farrell	760.639.6141
Communication Officer	Andrea McCullough	760.643.5216
Construction Manager	Tony White	760.639.6111
Director of Community Development/Engineering	John Conley	760.639.6100
Director of Finance	Michael Silva	760.643.5366
Public Works Director	Kuna Muthusamy	760.639.6177
Public Works Manager	James Hanlon	760.639.6177
Right-of-Way Agent	Sarah Bottom	760.639.6111
Storm Water Program Manager	Jon Nottage	760.639.6111

Attachment B – Overflow Emergency Response Plan



CITY OF VISTA & BUENA SANITATION DISTRICT

**SANITARY SEWER OVERFLOW RESPONSE
PLAN**

(SSORP)

SECTION 1 INTRODUCTION

The purpose of the Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). This plan provides guidelines for personnel to follow in responding to, cleaning up, and reporting SSOs that may occur within the City of Vista and Buena Sanitation District (City) service areas. The City owns and operates the Buena Sanitation District which includes incorporated areas of San Diego County and parts of San Marcos.

This Sanitary Sewer Overflow Response Plan (SSORP) details only pipeline incidents. Encina Wastewater Authority (EWA) operates and maintains the sewer pump stations on behalf of the City. EWA maintains a separate SSORP for each of the sewer pump station which include Raceway, Buena Vista, and Agua Hedionda Pump Stations (City of Vista), and Buena Creek Pump Station (Buena Sanitation District)

1.1 REGULATORY REQUIREMENTS

This section summarizes the regulatory requirements for SSORP.

1.1.1 WDR REQUIREMENTS

The General Waste Discharge Requirements (WDR) was adopted by the State Water Resources Control Board requires agencies to develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. In addition, Region 9 Water Resources Control Board includes requirements for the San Diego Region. 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 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, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board Waste Discharge Requirements or National Pollutant Discharge Elimination System (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 untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and 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.

1.2 GOALS

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

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

Section 2 SSO Detection

The City has adopted a procedure requiring immediate response to minimize or eliminate an overflow. The processes that are employed to notify the City of the occurrence of an SSO include: observation by the public, receipt of an alarm, or observation by the City staff during the normal course of their work.

2.1 PUBLIC OBSERVATION

Public observation is the most common way that the City is notified of blockages and spills. Contact information for reporting sewer spills is located on the City's website at www.cityofvista.com. The main phone number for the Public Works Department is (760) 643-5454.

2.1 NORMAL WORK HOURS

The normal working hours for City office staff, including Customer Service staff responsible for answering emergency calls, is from 6:30 a.m. to 4:00 p.m. Monday through Thursday. The office is open every other Friday from 6:30 a.m. to 3:00 p.m. The normal working hours for City's Wastewater Operation and Maintenance (WOM) crews are Monday through Thursday from 6:30 a.m. to 4:00 p.m. and every other Friday from 6:30 a.m. to 3:00 p.m., except holidays. When a report of a sewer spill or backup is made, the Customer Service representative receives the call, takes the information from the caller and communicates this information to a Wastewater lead worker and/or the Wastewater Public Works Supervisor (herein "Supervisor") who will dispatch a field crew to the site. The Customer Service representatives are instructed not to leave a voice mail and must communicate verbally with a Supervisor or a Wastewater lead worker.

2.2 AFTER-HOURS

After-hours emergency calls go to the after-hours answering service, Answer California. The after-hours answering service staff are trained to gather basic information regarding a customer complaint and relay this information to the Primary and Secondary Standby Responders who simultaneously receive a text and/or phone call. The Primary Responder is trained to investigate the emergency and is responsible for addressing the issue and contacting the secondary standby responder or other personnel, if required. The Office Specialist in the Public Works Department is responsible for maintaining the Standby List for the Public Works Department which contains the names, phone numbers, and responsibilities for standby employees and distributes an updated list weekly via e-mail.

The City's after hours approach to sewer overflow response is to include employees with different skill sets on the Standby List enabling the City to respond quickly and effectively to a variety of emergencies. The Standby List includes the following designations for standby employees:

Table 2-1: Standby List Positions and Roles

Position	Roles
Wastewater Primary Standby Responder	Through a process of investigating and/or experience of the primary responder, either addresses the service call or calls for secondary support from standby personnel as needed.
Wastewater Secondary Standby Responder	Provide backup support to primary responder as requested.
Wastewater Public Works Supervisor / Operations Manager	Supervises and manages all SSO incidents. Responds onsite if needed.
Principal Engineer	Provides engineering and technical support if needed.
Stormwater Quality Control Manager	Responds to service call involving quality issues.

2.3 RECORD KEEPING

All emergency call information is stored in the Cityworks database and is entered by the Wastewater Primary Responder and/or the Wastewater Public Works Supervisor.

Section 3 SSO Response Procedures

3.1 DISPATCH

Sewer service calls are high priority events that demand a prompt response to the location of the problem. Upon notification of a potential sewer overflow, a City Responder shall be dispatched onsite within 45 minutes during normal working hours and during standby. During normal working hours, the first responder called will be the Wastewater maintenance crew chief and/or the crew designated to the Sub Area located within the City of Vista or Buena Sanitation District, if available. During after hours, the Primary Standby Responder will be contacted and will investigate the service call to determine the appropriate response. The response procedures for SSOs are shown in Figure 3-1.

3.2 PRIMARY RESPONDER PRIORITIES

The Primary Responder's priorities, as the first person to respond to the call, are:

- To follow safe work practices;
- To respond promptly with appropriate equipment;
- To restore the flow as soon as practicable;
- To contain the spill wherever feasible;
- To minimize public access to and/or contact with the spilled sewage;
- To return the spilled sewage to the wastewater collection system; and
- To restore the area to its original condition (or as close as possible).

3.3 SAFETY

The Primary Responder is responsible for following safety procedures at all times. Special consideration should be given for confined space, traffic, and other safety procedures.

3.3.1 TRAFFIC CONTROL

Traffic control requirements vary by location which will dictate the type of control and the speed risk to necessary to protect personnel and the public in accordance with the California Manual on Uniform Traffic Control Devices (Cal-MUTCD). Caltrans standards are the minimum for congested and/or high-speed streets and highways. The minimum traffic controls for low-speed/low-traffic-density streets should conform to the Federal Highway Administration (MUTCD), the California Department of Transportation MUTCD. In the case where there are no local standards, the minimum traffic control should be:

- Warning signs (signs with the symbol for person working are preferred);
- Directional arrow signs on rear of the truck;
- Traffic cones clearly delineating traffic lanes and directions; and
- One or more flaggers utilized to control and direct traffic where visibility is limited or the possibility of collision exists.

3.4 INITIAL RESPONSE

Clarify that the Primary Responder during standby will perform initial assessment either through phone call interview or initial site assessment.

The Primary Responder is responsible for contacting the reporting party to clarify the situation and collect any additional information that may allow City personnel to respond in an efficient manner. When the Primary Responder comes to the site, they first will:

- Field verify the address and nearest cross street to determine whether the spill or backup is located in the service area.
 - If the location of the spill is not in the service area or not caused by the City's sewer system, call the responsible agency, provide them with the service call information, and notify the caller that the responsible agency has been notified. The City's Emergency Directory contains contact information for surrounding agencies.
 - If the spill/backup is caused by another agency's sewer system, the responding crew will standby until representatives of the responsible party arrive and are fully operational unless an emergency within the City's sewers requires the team to respond to another location.
- Notify the Public Works Wastewater Supervisor when an SSO is verified. The Supervisor will work with crew to determine if additional resources are needed and level of response.
- Respond with the appropriate spill response equipment that has spill containment tools, materials and any additional equipment that may be needed based on the details provided by the caller.
 - Note arrival time at spill site.
- If the spill/backup is caused by a private lateral, the responding crew should contain/mitigate the spilled sewage to prevent sewage from entering the public right-of-way without City staff going on private property.
- Set up traffic and pedestrian control as necessary for safety of the public and the response crew.
- Identify and assess the affected area and extent of spill. If possible, take photographs to document the extent of the spill.
 - If the spill appears to be too large for the response crew to handle or is in an area that may cause danger to human health (e.g. impacting a school, hospital, park, etc.), then document conditions upon arrival with photographs.
- Use best judgment to determine whether to proceed immediately with blockage removal versus containment. The guidance for this decision is:
 - Small spills – proceed with immediate containment measures near the appearance point followed by blockage removal.
 - Moderate or large spill where containment is anticipated to be simple – proceed with immediate containment measures near the appearance point followed by blockage removal.
 - Moderate or large spills where containment is anticipated to be difficult – proceed with clearing the blockage; however, call for additional assistance immediately to focus on implementing containment measures.

3.5 RESTORE FLOW

Using the appropriate cleaning tools, set up downstream of the blockage and hydro clean upstream from a clear manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not recur downstream.

- If the blockage cannot be cleared within a reasonable time (15 minutes), or the sewer requires construction repairs to restore flow, then initiate additional containment measures and/or bypass pumping.
- If assistance is required, contact other employees, contractors, and equipment suppliers.

3.6 INITIATE SPILL CONTAINMENT MEASURES

The responding crew should attempt to contain as much of the spilled sewage as possible using the following steps:

Determine the immediate destination of the overflowing sewage and impacts to the storm water system.

- Implement immediate containment measures consisting of plugging storm drains using sandbags, sewer plugs, plastic sheeting, and/or other dam construction material to contain the spill, whenever appropriate.
- Additional containment measures include containing/directing the spilled sewage using dike/dam, sandbags, or earthen berms in landscaped or undeveloped areas.
- Bypass Pump around the blockage/pipe failure to convey the wastewater to the nearest downstream manhole or facility.
- If the spill is caused by a private sewer lateral, City staff may call building inspection staff to red-tag or declare property uninhabitable when the wastewater endangers the public health.

3.7 WATER QUALITY SAMPLING AND TESTING

Water quality testing is performed to determine the extent and impact of an SSO when sewage enters a water body. The Supervisor will coordinate with the County of San Diego Department of Environmental Health and/or Stormwater compliance staff to determine whether water quality sampling is required. If required, the water quality sampling procedures are:

- The City of Vista Supervisor, Wastewater staff, or First Responder will collect a sample to be analyzed by lab to determine contamination. Storm water quality personnel will be contacted during normal hours, or the County of San Diego Department of Environmental Health team personnel will be contacted after-hours for contamination to any water body.
- The water quality samples should be collected from upstream of the spill, from the spill area, and downstream of the spill in flowing water (e.g. rivers). The water quality samples should be collected near the point of entry of the spilled sewage and every 100 feet along the shoreline of the stationary water body (e.g., creek, river) as deemed necessary.

- The water samples shall be taken to Encina Wastewater Authority (EWA) to analyze the samples to determine the nature and impact of the discharge. The basic analyses will include total coliform, fecal coliform, Enterococcus, nitrates and ammonia hatch. Testing for dissolved oxygen and/or biochemical oxygen demand (BOD) could be added for testing if deemed necessary.
- Omit flushing and sampling during heavy storm events with heavy runoff where flushing is not required and sampling would not provide meaningful results.

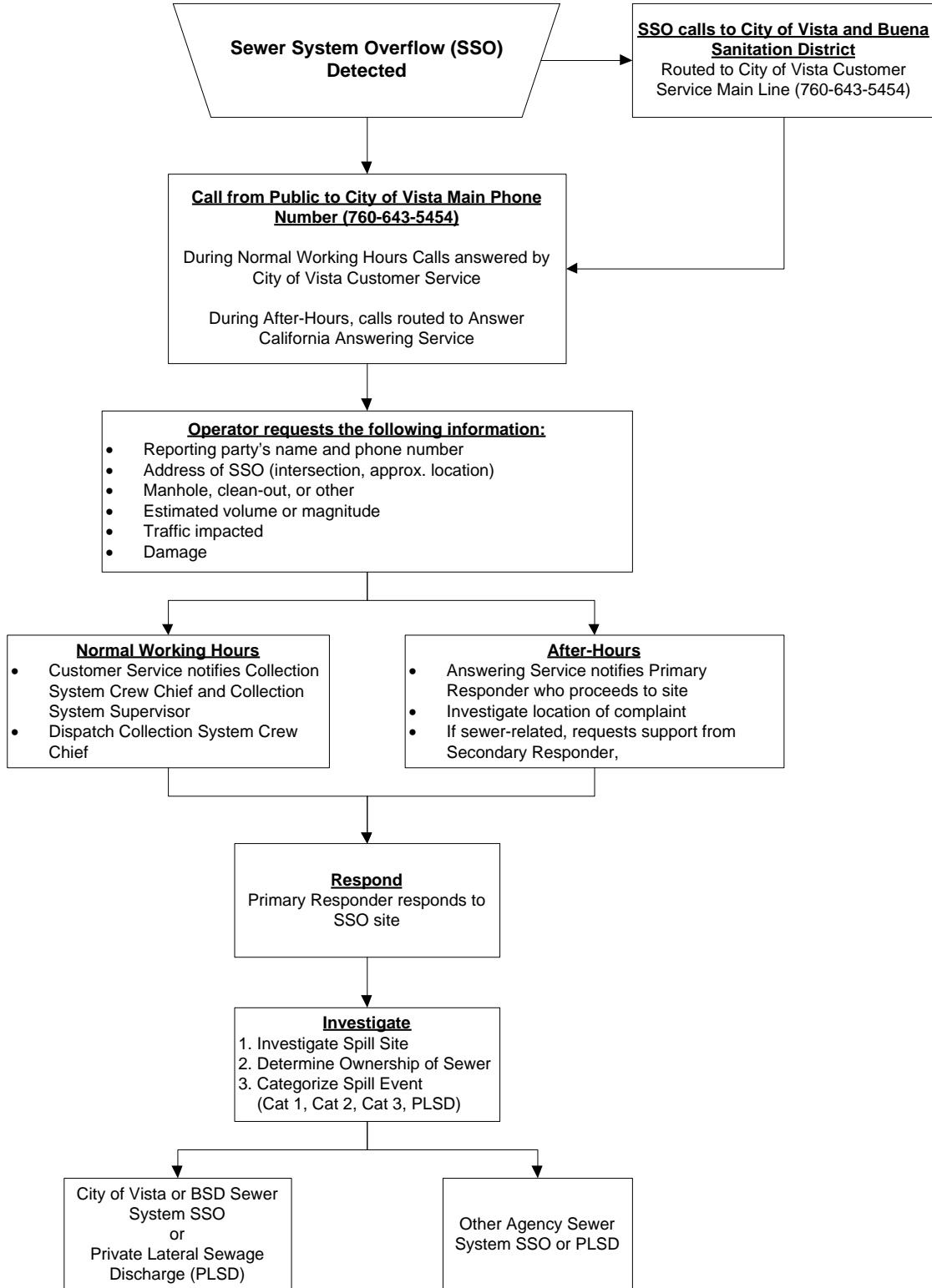


Figure 3-1: SSO Response Flow Chart

Section 4 Recovery and Clean Up

The recovery and clean up phase begins when the flow has been restored and the spilled sewage has been contained to the extent possible. The SSO recovery and clean up procedures include the steps below.

4.1 ESTIMATE THE VOLUME OF SPILLED SEWAGE

Use the methods outlined in Appendix A, or other methods as deemed necessary, to estimate the volume of the spilled sewage. If possible, utilize available information such as pump station run times and Supervisory Control and Data Acquisition (SCADA) data to support or validate volume estimates. Wherever possible, document the estimate using photos of the SSO site before and during the recovery operation.

4.2 RECOVERY OF SPILLED SEWAGE

Vacuum up spilled sewage using the hydro/combo unit or pump the spilled sewage and any water used to flush the area and discharge it back into the wastewater collection system or pumped back to system.

4.3 CLEAN UP AND DISINFECTION

Implement clean up and disinfection procedures to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and should be modified as required for wet weather conditions. Where clean-up is beyond the resources or capabilities of City of Vista and Buena Sanitation District staff, the City of Vista and Buena Sanitation District may use a contractor to support clean-up operations.

4.3.1 HARD SURFACE AREAS

Take reasonable steps to contain and vacuum up the wastewater and return it to the wastewater collection system. Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms. Wash down the affected area with high pressure water using nozzles on provided on the hydro/combo unit and vacuum the wash water utilizing the hydro/combo unit. Allow area to dry. Repeat the process if additional cleaning is required.

4.3.2 LANDSCAPED AND UNIMPROVED NATURAL VEGETATION

- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms.
- Wash down the affected area with clean water until the water runs clear. The flushing volume should be approximately three times the estimated volume of the spill.
- Either contain or vacuum up the wash water so that none is released. Return the wastewater to the wastewater collection system to the extent possible.
- Allow the area to dry. Repeat the process if additional cleaning is required.

4.3.3 NATURAL AND MAN-MADE WATERWAYS

Notify the City's Stormwater Quality Control staff in the event an SSO impacts any waterways. Contain contaminated creeks where feasible. Remove all contaminated water by pumping to the collection system or vacuuming by means of vacuum truck and return all collected water to the sewer system. Introduce additional wash water as needed to flush contaminated areas towards the containment area.

4.4 WET WEATHER MODIFICATIONS

Omit flushing and sampling during heavy storm events with heavy runoff where flushing is not required and sampling would not provide meaningful results.

4.5 FOLLOW UP ACTIVITIES

If sewage has reached the storm drain system, the hydro/combo unit should be used to vacuum/pump out the catch basin. Flush the storm drain system with wash water and capture all residual wash water at a point of containment downstream.

In the event that an overflow occurs at night, inspect the location early on the following morning. The operator should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

If the City of Vista and Buena Sanitation District sewer causes an overflow on a private property, restore flow and notify the Supervisor or Operations Manager and they will notify the Director of Public Works and the Risk Manager to determine if any immediate steps to rectify the issue are required. Provide the customer with the contact information for the Collections Systems Supervisor and the Risk Manager to make a claim, pending investigation

4.6 TRAFFIC AND CROWD CONTROL

Place barricades, cones, traffic arrow board, and caution tape and other traffic control devices as needed to keep vehicles and pedestrians away from contact with spilled sewage.

4.7 PUBLIC NOTIFICATION

If an SSO affects a waterway or ocean requiring posting of signage, contact the County of San Diego, Department of Food & Housing. The County will inform personnel where and when to post and remove signage for waterways and beach closures as required and will not remove the signs until the effects of the spill have been mitigated.

Major spills may warrant broader public notice. The Collection Systems Operations Manager and/or Collection System Operations Supervisor will contact the City of Vista's Communications Officer. He will create and execute the outreach plan for media. If media crews show up at a job site the crews will ask media personnel to wait and will contact the Communications Officer immediately. Do not respond to questions from the media or interview requests unless the Communications Officer or the Operations Manager or Supervisor provides direction and permission. The approval of the Communications Officer is required prior to contacting local media when significant areas may have been contaminated by sewage.

Section 5 SSO Event Investigation

The objective of the SSO event investigation is to determine the cause of the SSO and to identify corrective action(s) needed that will reduce or eliminate potential for the SSO to recur.

The investigation includes reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation will be conducted by the Supervisor and reported to the Director of or his/her designee. The investigation should include:

- Reviewing and completing/correcting the Sanitary Sewer Overflow Report Form;
- Reviewing available photographs;
- Reviewing historical maintenance activities
- Conducting a CCTV inspection to determine the condition a portion of the line segment immediately following the SSO and reviewing the video and logs; and
- If FOG related, reviewing the results of a FOG source control investigation
- Debrief with staff who responded to the spill.

The goal of the SSO event investigation is to determine the cause of the SSO event and to identify appropriate corrective actions. The City of Vista and Buena Sanitation District's standard practice is, at a minimum, to perform additional cleaning of the pipe containing the blockage that caused the SSO event along with the pipes immediately upstream and downstream.

All SSOs should be thoroughly investigated and documented for use in managing the wastewater collection system and meeting established reporting requirements.

Section 5.1 SSO CATEGORIES

The California State Water Resources Control Board (SRWCB) has established guidelines for classifying and reporting SSOs. Reporting and documentation requirements vary based on the type of SSO.

Categories of SSOs as defined by the SWRCB:

- Category 1 –Discharges of untreated or partially treated wastewater of any volume resulting from a failure in the sanitary sewer system or flow condition that:
 - 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 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not 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.

- Private Lateral Sewage Discharges – Sewage discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately-owned lateral connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of are reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Section 5.2 INTERNAL SSO REPORTING PROCEDURES

The Collection Systems Primary Responder will fill out the Standby Incident Report Form located in the Cityworks database and submit it to the Supervisor. The Supervisor will review the report and will send a copy to necessary staff documenting all field activities. Necessary staff includes Wastewater Division administrative personnel, operations management, and/or executive management. The Program Assistant is required to enter all required information into the State Water Resources Control Board (SWRCB) California Integrated Water Quality System (CIWQS) Online SSO Reporting System. The Principal Engineer has the responsibility of certifying the SSO Reports **within 15 calendar days** in CIWQS on behalf of the Legally Responsible Office (LRO).

Section 5.3 EXTERNAL SSO REPORTING PROCEDURES

CIWQS is used for reporting SSO information to the SWRCB whenever possible. A summary of external reporting requirements and contact information is included as Figure 5-1.

Section 5.3.1 CATEGORY 1 SSOs

If a Category 1 SSO results in a discharge to a drainage channel or surface waters, the following notification/reporting requirements apply:

- Within two hours of notification of the spill event, the Primary Responder or Supervisor will:
 - Notify California Office of Emergency Services (Cal OES) (800-852-7550) and obtain spill number for use in other reports;
 - Notify San Diego County at 858-505-6900.
- Within 3 business days, of becoming aware of the SSO, submit a draft report of the SSO using the CIWQS Online Reporting System and certify within 15 calendar days of SSO end date.
- The Legally Responsible Official or his/her designee will update the CIWQS and re-certify the SSO report as new or changed information becomes available. The updates should be submitted as soon as new information is verified. The LRO must certify all SSO report updates.
- Conduct water quality sampling **within 48 hours** after initial SSO notification for Category 1 SSOs which 50,000 gallons or greater are spilled to surface water. Water quality results are required to be uploaded into CIWQS.

- Submit an SSO Technical Report within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface water.

Section 5.3.2 CATEGORY 2 SSOS

If a Category 2 SSO occurs, submit a draft report **within 3 business days** of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.

Section 5.3.3 CATEGORY 3 SSOS

If a Category 3 SSO occurs, submit a certified report **within 30 calendar days** of the end of the month which the SSO occurred.

Section 5.3.4 PRIVATE LATERAL SEWAGE DISCHARGES

Reporting a private lateral sewage discharge using the CIWQS Online SSO Reporting System is required, specifying that the sewage discharge occurred and was caused by a private lateral and identifying the responsible party (other than the City of Vista and Buena Sanitation District), if known. Private lateral sewage discharges that exceed 1000 gallons, result in a discharge to a drainage channel and/or surface water; and/or discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system, shall be reported to the Regional Board by phone or fax within 24 hours of the City becoming aware per Order R9-2007-0005.

Section 5.3.5 NO SPILL CERTIFICATION (MONTHLY)

If there are no SSOs during the calendar month, the Legally Responsible Official will submit and certify an electronic report that the City of Vista and Buena Sanitation District did not have any SSOs, within 30 days after the end of each calendar month.

Section 5.3.6 CIWQS NOT AVAILABLE

In the event that the CIWQS Online SSO Reporting System is not available, the Legally Responsible Official or his/her designee will fax all required information to the appropriate RWQCB office in accordance with the time schedules identified above. In such event, the City of Vista and Buena Sanitation District will submit the appropriate reports using the CIWQS Online SSO Reporting System as soon as practical.

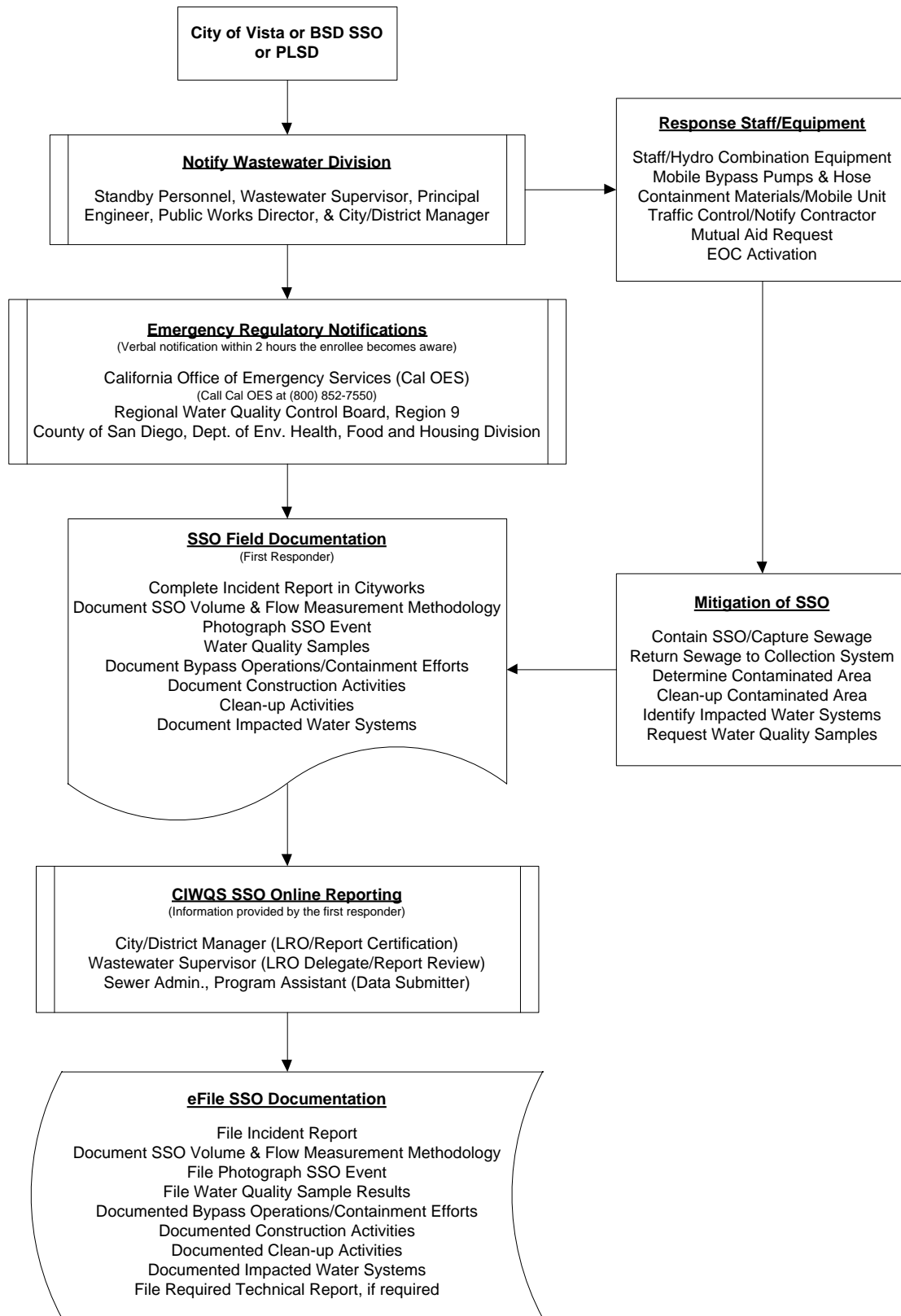


Figure 5-1: SSO Report Flow Chart

Table 5-1 Reporting & Certification Checklist

Category 1 SSO

2-Hour Notification:

Regulatory Agencies (Cal OES, San Diego County Health Department, and RWQCB) must be notified within two hours of ANY discharge of sewage (untreated/partially treated) to a surface water or drainage channel (that is not fully captured and returned to sewer).

Within 3 Business Days of Notification:

Submit Draft Report

Within 15 Calendar Days of Conclusion of Response/Remediation:

Must be certified by LRO using CIWQS.

Category 2 SSO

Within 3 Business Days of Notification:

Submit Draft Report

Within 15 Calendar Days of Conclusion of Response/Remediation:

Must be certified by LRO using CIWQS.

Category 3 SSO

Within 30 days past the end of the month in which the SSO occurred

Submit certified report.

Private Lateral Sewage Discharge

If reporting, enter into CIWQS as a "Private Lateral Sewage Discharge" and identify responsible party, if known (not the City of Vista and Buena Sanitation District). Private lateral sewage discharges that exceed 1000 gallons, result in a discharge to a drainage channel and/or surface water; and/or discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system, shall be reported to the Regional Board by phone or fax within 24 hours of the City becoming aware per Order R9-2007-0005.

California Integrated Water Quality Systems (CIWQS)

SWRCB Reporting Timeframes Depend on the Size and Final Destination of the SSO.

- CIWQS must be used for reporting if the website is available (<http://ciwqs.waterboards.ca.gov>)
 - The SSO database will automatically generate an email notification with customized information about the SSO upon initial reporting and final certification for all Category I SSOs.
- Fax RWQCB (only if website is down)

Two-Hour Notification

1. **California Office of Emergency Services (Cal OES)**
Phone: (800) 852-7550 - Make sure you ask for an "OES Control Number" (for RWQCB)
2. **San Diego County Department of Environmental Health**
Phone: (805) 505-6900
E-mail: SEWER@SDCOUNTY.CA.GOV
3. **RWQCB (Region 9 – San Diego; Region 9 – San Diego)**
Option of phoning in the 2-hour notification and follow up within 24 hours using the online certification or utilize the online feature for both.

RWQCB, Region 9

Region 9-Chris Means	(619) 521-3356	Email: cmeans@waterboard.ca.gov
Region 9, Primary Phone	(619) 516-1990	
Region 9, Fax	(619) 516-1994	

Section 5.4 INTERNAL SSO DOCUMENTATION

The Collection Systems Primary Responder will complete the Spill Response Field Report Form and provide a draft report to the Supervisor or his/her designee. The Supervisor will assemble all available documentation and review, complete, and submit an internal report of all available information to appropriate City of Vista and Buena Sanitation District staff via e-mail.

The Legally Responsible Official or his/her designee will prepare an electronic file for each individual SSO. The electronic file should include the following information as available:

- Initial service call information;
- Spill Response Field Report;
- Online SSO Reporting System form;
- Volume estimate;
- Map showing the spill location;
- Photographs of spill location;
- CCTV inspection data, if applicable;
- Water quality sampling and test results, if applicable;
- SSO event investigation results; and
- Any other forms related to the SSO.

Section 5.4.1 PRIVATE LATERAL SEWER DISCHARGES

The Collection Systems Primary Responder will complete the Spill Response Field Report Form and provide a draft report to the Supervisor or his/her designee. The Supervisor will assemble all available documentation and review, complete, and submit an internal report of all available information to appropriate City of Vista and Buena Sanitation District staff via e-mail.

A separate electronic file will be prepared for each individual PLSD, at the discretion of the Legally Responsible Official. The file will include any relevant information from the above list.

Section 5.5 EXTERNAL SSO RECORD KEEPING REQUIREMENTS

The WDR requires that individual SSO records be maintained for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Quality Control Board Executive Officer.

All records shall be made available for review upon State or Regional Water Board staff's request. Records shall be retained for all SSOs, including but not limited to the following when applicable:

- Copy of Certified Online SSO Reporting System report(s);
- Any photos (if taken);
- Spill Response Field Report Form;
- Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.

If water quality samples are required by an environmental or health regulatory agency, or if voluntary monitoring is conducted by the City of Vista and Buena Sanitation District, as a result of any SSO, records of monitoring information shall include:

- The date, exact place, and time of sampling or measurements;

- The individual(s) who performed the sampling or measurements;
- The date(s) analyses were performed;
- The individual(s) who performed the analyses;
- The analytical technique or method used; and
- The results of such analyses.

Section 5.6 POST SSO EVENT DEBRIEFING

As soon as possible after major SSO events, all of the participants, from the person who received the call to the last person to leave the site, should meet to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future SSO events.

Section 6 Equipment

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

- Camera -- A digital or disposable camera to record the conditions upon arrival, during clean up, and upon departure.
- Closed Circuit Television (CCTV) Inspection Unit – A CCTV Inspection Unit to determine the cause for all SSOs from gravity sewers.
- Combination Sewer Cleaning Truck -- A combination high velocity sewer cleaning truck with vacuum tank to clear blockages in gravity sewers, vacuum spilled sewage, and wash down the impacted area following the SSO event.
- Emergency Response Trailer -- A trailer to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools should include containment and clean up materials: sandbags, barricades, cones, caution tape, signs, rakes, drop-inlet mats, and plastic sheeting.
- Portable Generators, Portable Pumps, Piping, and Hoses -- Portable equipment used to support this plan is available at the Operations Facility.

Section 7 SSO Response Training

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

Section 7.1 INITIAL AND ANNUAL REFRESHER TRAINING

All City of Vista and Buena Sanitation District personnel who may have a role in responding to, reporting, and/or mitigating a wastewater collection system overflow receive annual training on the contents of this OERP. All new employees receive training before they are placed in a position where they may have to respond.

Section 7.2 SSO TRAINING RECORD KEEPING

The City of Vista and Buena Sanitation District maintains records for all OERP training provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event include date, time, place, content, name of trainer(s), and names of attendees.

Section 8 Contractors Working on Public Sewer Facilities

All contractors working on City of Vista and Buena Sanitation District sewer facilities are required to develop an overflow response plan, which identifies who the contractor will contact at the City of Vista and Buena Sanitation District and any actions a contractor is required to perform in the event of an SSO.

**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

Attachment D - Sample Templates for SSO Volume Estimation

**TABLE 'A'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE**

24" COVER

Height of spout above M/H rim H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/4	1	0.001	6"
1/2	3	0.004	
3/4	6	0.008	
1	9	0.013	
1 1/4	12	0.018	
1 1/2	16	0.024	
1 3/4	21	0.030	
2	25	0.037	
2 1/4	31	0.045	
2 1/2	38	0.054	
2 3/4	45	0.065	
3	54	0.077	
3 1/4	64	0.092	
3 1/2	75	0.107	
3 3/4	87	0.125	
4	100	0.145	
4 1/4	115	0.166	
4 1/2	131	0.189	
4 3/4	148	0.214	
5	166	0.240	
5 1/4	185	0.266	
5 1/2	204	0.294	
5 3/4	224	0.322	
6	244	0.352	
6 1/4	265	0.382	
6 1/2	286	0.412	
6 3/4	308	0.444	
7	331	0.476	
7 1/4	354	0.509	
7 1/2	377	0.543	
7 3/4	401	0.578	
8	426	0.613	
8 1/4	451	0.649	
8 1/2	476	0.686	
8 3/4	502	0.723	
9	529	0.761	

36" COVER

Height of spout above M/H rim H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/4	1	0.002	6"
1/2	4	0.006	
3/4	8	0.012	
1	13	0.019	
1 1/4	18	0.026	
1 1/2	24	0.035	
1 3/4	31	0.044	
2	37	0.054	
2 1/4	45	0.065	
2 1/2	55	0.079	
2 3/4	66	0.095	
3	78	0.113	8"
3 1/4	93	0.134	
3 1/2	109	0.157	
3 3/4	127	0.183	
4	147	0.211	
4 1/4	169	0.243	
4 1/2	192	0.276	
4 3/4	217	0.312	
5	243	0.350	
5 1/4	270	0.389	
5 1/2	299	0.430	
5 3/4	327	0.471	
6	357	0.514	10"
6 1/4	387	0.558	
6 1/2	419	0.603	
6 3/4	451	0.649	
7	483	0.696	
7 1/4	517	0.744	
7 1/2	551	0.794	
7 3/4	587	0.845	
8	622	0.896	
8 1/4	659	0.949	
8 1/2	697	1.003	
8 3/4	734	1.057	
9	773	1.113	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

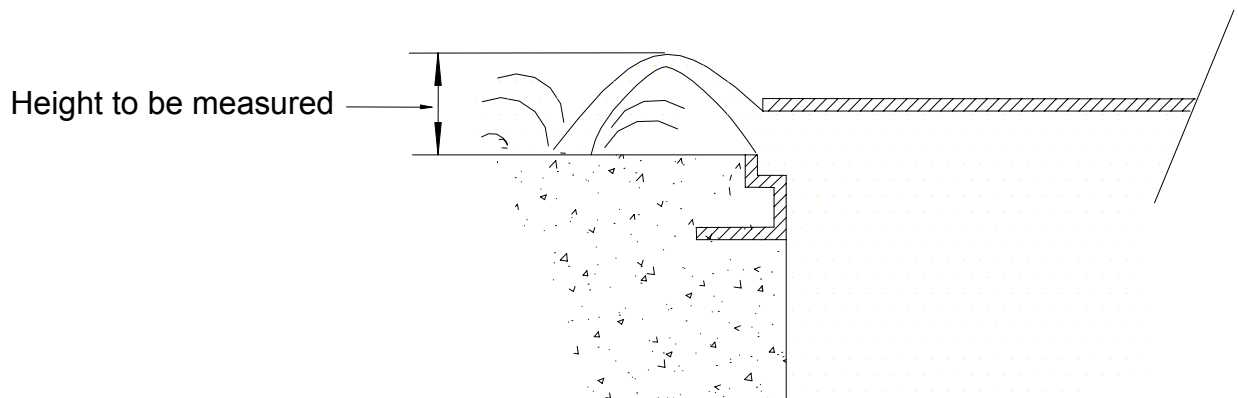
**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ¼ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.

FLOW OUT OF M/H WITH COVER IN PLACE



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

TABLE 'B'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED

24" FRAME

Water Height above M/H frame H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	569	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,986	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,569	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

36" FRAME

Water Height above M/H frame H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

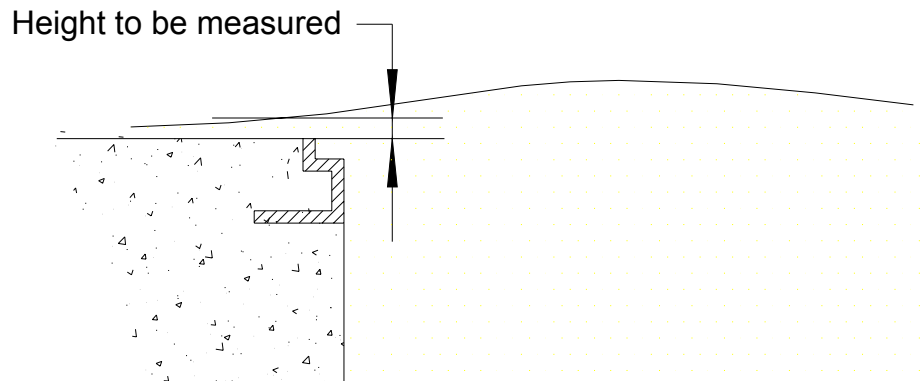
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The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir -- bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

**TABLE 'C'
ESTIMATED SSO FLOW OUT OF M/H PICK HOLE**

Height of spout above M/H cover <u>H in inches</u>	SSO FLOW <u>Q</u> <u>in gpm</u>	Height of spout above M/H cover <u>H in inches</u>	SSO FLOW <u>Q</u> <u>in gpm</u>
1/8	1.0	5 1/8	6.2
1/4	1.4	5 1/4	6.3
3/8	1.7	5 3/8	6.3
1/2	1.9	5 1/2	6.4
5/8	2.2	5 5/8	6.5
3/4	2.4	5 3/4	6.6
7/8	2.6	5 7/8	6.6
1	2.7	6	6.7
1 1/8	2.9	6 1/8	6.8
1 1/4	3.1	6 1/4	6.8
1 3/8	3.2	6 3/8	6.9
1 1/2	3.4	6 1/2	7.0
1 5/8	3.5	6 5/8	7.0
1 3/4	3.6	6 3/4	7.1
1 7/8	3.7	6 7/8	7.2
2	3.9	7	7.2
2 1/8	4.0	7 1/8	7.3
2 1/4	4.1	7 1/4	7.4
2 3/8	4.2	7 3/8	7.4
2 1/2	4.3	7 1/2	7.5
2 5/8	4.4	7 5/8	7.6
2 3/4	4.5	7 3/4	7.6
2 7/8	4.6	7 7/8	7.7
3	4.7	8	7.7
3 1/8	4.8	8 1/8	7.8
3 1/4	4.9	8 1/4	7.9
3 3/8	5.0	8 3/8	7.9
3 1/2	5.1	8 1/2	8.0
3 5/8	5.2	8 5/8	8.0
3 3/4	5.3	8 3/4	8.1
3 7/8	5.4	8 7/8	8.1
4	5.5	9	8.2
4 1/8	5.6	9 1/8	8.3
4 1/4	5.6	9 1/4	8.3
4 3/8	5.7	9 3/8	8.4
4 1/2	5.8	9 1/2	8.4
4 5/8	5.9	9 5/8	8.5
4 3/4	6.0	9 3/4	8.5
4 7/8	6.0	9 7/8	8.6
5	6.1	10	8.7

Unrestrained
M/H cover will
start to lift

Note: This chart is based on a 7/8 inch diameter pick hole

Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

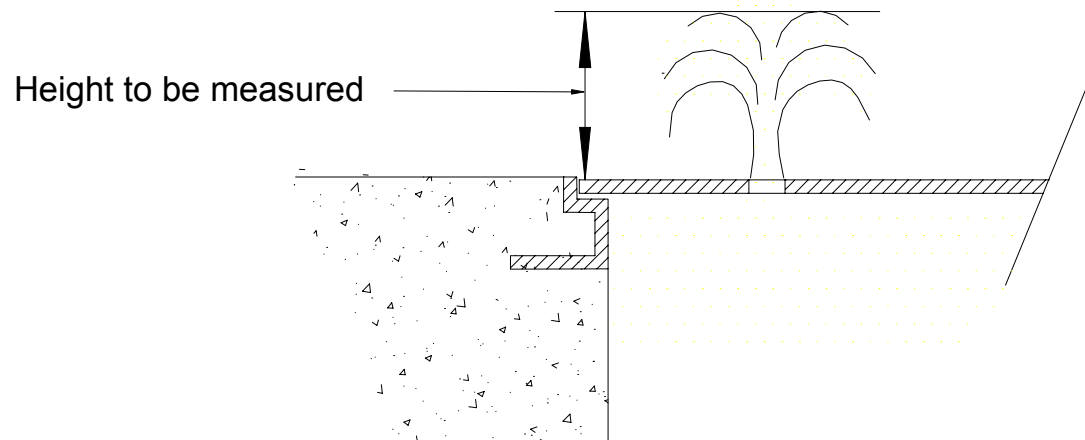
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The formula used to develop Table C is $Q=CcVA$, where Q is equal to the quantity of the flow in gallons per minute, Cc is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.² If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

² Velocity for the purposes of this formula is calculated by using the formula $h = v^2 / 2G$, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

Collection System Collaborative Benchmarking Group Best Practices for Sanitary Sewer Overflow (SSO) Prevention and Response Plan



City of San Diego
Metropolitan Wastewater Department

Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes

All estimates are calculated in gallons per minute (gpm)



5 gpm



100 gpm



225 gpm



25 gpm



150 gpm



250 gpm



50 gpm



200 gpm



275 gpm

Flow Estimation Pictures

rev. 4/99

All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

Attachment C – Resolutions Certifying SSMP

**CITY OF VISTA
CONSOLIDATED REGULAR MEETING MINUTES
JUNE 23, 2009**

The June 23, 2009, Regular Meeting of the City Council of the Chartered City of Vista, the Community Development Commission of the City of Vista, and the Buena Sanitation District was called to order by Mayor Vance at 4:10 p.m. in the City Council Chambers, 600 Eucalyptus Avenue, Vista, California.

COUNCIL MEMBERS PRESENT

Judy Ritter, Steve Gronke, Frank Lopez
Mayor Morris Vance, Mayor Pro Tempore Bob Campbell

RECESS, CLOSED SESSION AND CALL TO ORDER

Mayor Vance recessed the meeting at 4:11 p.m. and called a Closed Session for the following:
CS1. Conference with labor negotiators, pursuant to Government Code Section 54957.6 as follows (CC):

Agency Representative:	Rita Geldert, City Manager
Employee Organizations:	Vista City Employees Association Vista City Maintenance Association Vista Firefighters Association

RECESS, OPEN SESSION AND CALL TO ORDER

Mayor Vance recessed the Closed Session at 5:08 p.m. and called the meeting to order in Open Session at 5:30 p.m., with all members present.

DEPARTMENT DIRECTORS PRESENT

Rita Geldert	City Manager
Darold Pieper	City Attorney
Marci Kilian	City Clerk
Patrick Johnson	Assistant City Manager
John Conley	Director of Community Development
Gary Fisher	Fire Chief
Bill Fortmueller	Assistant Director of Recreation and Community Services
Mauro Garcia	Director of Public Services
Tom Gardner	Director of Finance
Kevin Ham	Director of Economic Development
Larry Pierce	Director of Engineering
Robin Putnam	Community Projects Director
William Rawlings	Director of Redevelopment

PLEDGE OF ALLEGIANCE AND INVOCATION

Sarah Jimenez, a member of St. Francis of Assisi Catholic Church, led the Pledge of Allegiance and gave the invocation.

APPROVAL OF AGENDA

City Manager Geldert stated that there are no changes to the posted agenda.

REPORT ON ACTION TAKEN IN CLOSED SESSION

City Attorney Pieper stated that no reportable action was taken in Closed Session.

PRESENTATIONS

- P1. Mayor Vance read and presented a proclamation declaring June 24, 2009, "Tom Fleming Day" in the City of Vista.

Mr. Fleming expressed appreciation to the City Council, City staff, and the Vista Village Business Association (VVBA) for their continued support and collaborative efforts.

- P2. Mayor Vance read and presented a proclamation declaring June 25, 2009, "Judge K. Michael Kirkman Day" in the City of Vista.

Mr. Kirkman expressed appreciation to the City Council for its recognition and spoke about the importance of Boy Scouts to the community.

- P3. Mayor Vance presented Certificates of Appointment to incoming Commission, Committee, and Board Members.

RECOGNITION

Mayor Vance recognized the following City employees who graduated from the San Diego State University Masters in Public Administration Program: Adam Finestone, Aly Zimmermann, Daniel Alvarado, Jeff Schroeder, Joshua Sino Cruz, Kim Cruz, Laura Johnson, Nancy Hoffman, Ned Vander Pol, Patsy Chow, and Richard Minnick.

CONSENT CALENDAR

Councilmember Gronke removed Items C5 and C15 from the Consent Calendar for discussion.

Mayor Pro Tempore Campbell removed Item C13 from the Consent Calendar for discussion.

Councilmember Ritter expressed appreciation to Les Jantz for his persistence regarding Item C6, the Thibodo Road Curb and Landscaping Improvement Project (CIP No. 8151).

MOTION BY LOPEZ, SECOND BY GRONKE, TO APPROVE THE FOLLOWING CONSENT CALENDAR.

MOTION CARRIED 5-0.

- C1. Receipt of the Check Register.
- C2. Approval of the Minutes of the June 9, 2009, Regular Meeting. (CC/CDC/BSD)
- C3. Adoption of City Council Resolution No. 2009-125, entitled "A Resolution of the City Council of the Chartered City of Vista, California, Amending the Capital Improvement Program Budget for the Fiscal Year 2009-2010." Tracking: 5286-09-6 (CC)
- C4. Adoption of City Council Resolution No. 2009-126, entitled "A Resolution of the City Council of the Chartered City of Vista, California, Approving an Agreement for Landscape Plan Review Services with Michael Elliott Landscape Architecture." Tracking: 5264-09-6 (CC)
- C5. Mayor Vance announced that this item was removed from the Consent Calendar for discussion by Councilmember Gronke.

- C6. Adoption of City Council Resolution No. 2009-128, entitled "A Resolution of the City Council of the Chartered City of Vista, California, Awarding a Contract to Patriot General Engineering, Inc., for Construction of the Thibodo Road Curb and Landscape Improvement Project (CIP No. 8151)." *Tracking: 5288-09-6 (CC)*
- C7. Adoption of City Council Resolution No. 2009-129, entitled "A Resolution of the City Council of the Chartered City of Vista, California, Approving a Memorandum of Understanding with the City of San Marcos for Traffic Signal Maintenance at the Intersection of Poinsettia Avenue and W. Linda Vista Drive." *Tracking: 5292-09-6 (CC)*
- C8. Adoption of the following: 1) City Council Resolution No. 2009-130, entitled "A Resolution of the City Council of the Chartered City of Vista, California, Approving a Cost-Share Agreement between the Responsible Parties of the Agua Hedionda Lagoon Watershed"; and 2) City Council Resolution No. 2009-131, entitled "A Resolution of the City Council of the Chartered City of Vista, California, Approving an Agreement with Larry Walker Associates to Develop the TMDL Program for the Agua Hedionda Lagoon Watershed." *Tracking: 5290-09-6 (CC)*
- C9. Adoption of City Council Resolution No. 2009-132, entitled "A Resolution of the City Council of the Chartered City of Vista, California, Establishing the Appropriations Limit for Fiscal Year 2009/10." *Tracking: 5300-09-6 (CC)*
- C10. Adoption of City Council Resolution No. 2009-133, entitled "A Resolution of the City Council of the Chartered City of Vista, California, Approving the Second Amendment to the Agreement with Psomas for the Inland Rail Trail Project." *Tracking: 5289-09-6 (CC)*
- C11. Receipt of the combined City of Vista and Buena Sanitation District Sewer System Management Plan and direction to staff to file the report in the Office of the City Clerk. *Tracking: 5287-09-6 (CC/BSD)*
- C12. 1) Introduction and adoption of City Council Ordinance No. 2009-15, entitled "An Ordinance of the City Council of the Chartered City of Vista, California, Authorizing the Execution of Certain Documents by the City Manager and the City Attorney"; 2) adoption of Community Development Commission Resolution No. 2009-13, entitled "A Resolution of the Community Development Commission of the City of Vista, California, Authorizing the Execution of Certain Documents by the Executive Director and the Commission Counsel"; and 3) adoption of Buena Sanitation District Resolution No. 2009-17, entitled "A Resolution of the Board of Directors of the Buena Sanitation District Authorizing the Execution of Certain Documents by the Executive Director and the District Counsel." *Tracking: 5304-09-6 (CC/CDC/BSD)*
- C13. Mayor Vance announced that this item was removed from the Consent Calendar for discussion by Mayor Pro Tempore Campbell.
- C14. Adoption of City Council Resolution No. 2009-135, entitled "A Resolution of the Chartered City of Vista, California, Approving and Authorizing the Mayor to Execute the Second Amendment to the Employment Agreement between the City of Vista and the City Manager." *Tracking: 5305-09-6 (CC)*
- C15. Mayor Vance announced that this item was removed from the Consent Calendar for discussion by Councilmember Gronke.

C5

ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT APPLICATION (cc)

In response to questions from Councilmember Gronke, staff reviewed the following:

- Grant amount available and timeline for receipt of funds
- LED (light emitting diodes) vs. solar light efficiency
- Funding for solar panels and possible locations for use
- LED energy cost savings and maintenance

MOTION BY CAMPBELL, SECOND BY GRONKE, TO ADOPT CITY COUNCIL RESOLUTION No. 2009-127, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, AUTHORIZING THE FILING OF A GRANT APPLICATION FOR THE DEPARTMENT OF ENERGY'S ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM."

MOTION CARRIED 5-0.
Tracking: 5282-09-6

C13

PROPOSED STATE TAKE-AWAY OF LOCAL HIGHWAY USER TAX/GAS TAX REVENUES AND REDEVELOPMENTS FUNDS (cc)

Assistant City Manager Johnson introduced Assistant to the City Manager Aly Zimmermann who presented the staff report and responded to questions from City Council Members regarding the impact of proposed state take-aways on street maintenance and repairs, and redevelopment projects.

MOTION BY CAMPBELL, SECOND BY GRONKE, TO ADOPT CITY COUNCIL RESOLUTION No. 2009-134, ENTITLED "A RESOLUTION OF THE CHARTERED CITY OF VISTA, CALIFORNIA, AUTHORIZING THE CITY ATTORNEY TO COOPERATE WITH THE LEAGUE OF CALIFORNIA CITIES, THE CALIFORNIA REDEVELOPMENT ASSOCIATION, OTHER CITIES AND COUNTIES IN LITIGATION CHALLENGING THE CONSTITUTIONALITY OF ANY SEIZURE BY STATE GOVERNMENT OF THE CITY'S STREET MAINTENANCE AND REDEVELOPMENT FUNDS."

MOTION CARRIED 5-0.
Tracking: 5303-09-6

C15

VCEA LABOR RELATIONS AGREEMENT AND MANAGEMENT AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN AMENDMENTS (cc)

Councilmember Gronke expressed appreciation to the VCEA for their cooperative efforts in negotiating a contract and to all City employees for their foresight and sacrifices during these tough economic times.

MOTION BY GRONKE, SECOND BY RITTER, TO ADOPT THE FOLLOWING:
1) CITY COUNCIL RESOLUTION No. 2009-136, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF VISTA AND THE VISTA CITY
(ACTION CONTINUED ON FOLLOWING PAGE)

(ACTION CONTINUED FROM PREVIOUS PAGE)

EMPLOYEES ASSOCIATION"; AND 2) CITY COUNCIL RESOLUTION NO. 2009-137, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, AMENDING THE MANAGEMENT AND CONFIDENTIAL EMPLOYEE COMPENSATION PLAN AND REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH."

MOTION CARRIED 5-0.
Tracking: 5301-09-6

WELCOME

Mayor Vance welcomed Bill de la Fuente and the Townsite Leadership Development Institute participants, and Boy Scout Troop 708 to the City Council meeting.

DISCUSSION

D1

CITY OF VISTA EMERGENCY OPERATIONS PLAN (CC)

Fire Chief Fisher presented the staff report and responded to questions from City Council Members regarding resources available to citizens in the event of an emergency and alternatives to calling 911.

Chuck Rabel, Vista, asked questions about the Emergency Operations Plan (EOP) and traffic control measures during emergencies.

Fire Chief Fisher stated that traffic control plans are coordinated through the Fire Department and/or the Sheriff's Department depending on the type of event.

MOTION BY CAMPBELL, SECOND BY GRONKE, TO ADOPT CITY COUNCIL RESOLUTION NO. 2009-138, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, APPROVING THE REVISED CITY OF VISTA EMERGENCY OPERATIONS PLAN."

MOTION CARRIED 5-0.
Tracking: 5283-09-6

D2

FISCAL YEAR 2009/10 OPERATING BUDGET (CC/CDC/BSD)

City Manager Geldert provided an overview of the Fiscal Year 2009/10 Operating Budget.

In response to questions from City Council Members, staff reviewed the following:

- Reductions in staff
- Use of one-time funding sources
- Use of certain reserve funds
- Economic recovery projections

MOTION BY CAMPBELL, SECOND BY LOPEZ, TO ADOPT THE FOLLOWING: 1) CITY COUNCIL RESOLUTION NO. 2009-139, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, APPROVING THE ANNUAL OPERATING BUDGET (ACTION CONTINUED ON FOLLOWING PAGE)

(ACTION CONTINUED FROM PREVIOUS PAGE)

FOR FISCAL YEAR 2009/10"; **2) BUENA SANITATION DISTRICT RESOLUTION No. 2009-18**, ENTITLED "A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BUENA SANITATION DISTRICT APPROVING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2009/10"; **3) COMMUNITY DEVELOPMENT COMMISSION RESOLUTION No. 2009-14**, ENTITLED "A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF VISTA, CALIFORNIA, APPROVING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2009/10"; **4) COMMUNITY DEVELOPMENT COMMISSION RESOLUTION No. 2009-15**, ENTITLED "A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF VISTA, CALIFORNIA, FINDING AND DETERMINING THAT THE PLANNING AND GENERAL ADMINISTRATIVE EXPENSES CHARGEABLE TO THE LOW AND MODERATE INCOME FUND FOR FISCAL YEAR 2009/10 ARE NECESSARY FOR THE PRODUCTION, IMPROVEMENT OR PRESERVATION OF LOW AND MODERATE INCOME HOUSING"; AND **5) CITY COUNCIL RESOLUTION No. 2009-140**, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, AMENDING THE CITY-WIDE CLASSIFICATION AND COMPENSATION INDEX AND REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH."

MOTION CARRIED 5-0.
Tracking: 5278-09-6

PH1

COLLECTION OF DELINQUENT 2008 WEED ABATEMENT CHARGES (CC)

Fire Chief Fisher presented the staff report.

Mayor Vance opened the public hearing and stated that no speaker slips have been submitted by the public for this item.

MOTION BY GRONKE, SECOND BY RITTER, TO CLOSE THE PUBLIC HEARING AND ADOPT CITY COUNCIL RESOLUTION No. 2009-141, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, APPROVING AND CONFIRMING A REPORT AND ACCOUNT FOR ABATEMENT OF WEEDS, SHRUBS, DEAD TREES AND WASTE MATTER FOR FISCAL YEAR 2008/2009."

MOTION CARRIED 5-0.
Tracking: 5297-09-6

PH2

LEVY OF DELINQUENT MANDATORY TRASH CHARGES FOR FY 2008/09 (CC)

Director of Finance Gardner introduced Finance Manager Dale Nielsen who presented the staff report.

Mayor Vance opened the public hearing and stated that no speaker slips have been submitted by the public for this item.

MOTION BY GRONKE, SECOND BY LOPEZ, TO CLOSE THE PUBLIC HEARING AND ADOPT CITY COUNCIL RESOLUTION No. 2009-142, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, APPROVING LIENS ON ASSESSOR'S PARCELS WITHIN THE CITY OF VISTA TO BE COLLECTED WITH THE GENERAL PROPERTY TAXES ON THE FISCAL YEAR 2009-2010 PROPERTY TAX ROLL FOR DELINQUENT REFUSE COLLECTION SERVICE FEES AND COLLECTION CHARGES."

MOTION CARRIED 5-0.
Tracking: 5189-09-6

PH3

COLLECTION OF DELINQUENT SEWER SERVICE CHARGES (CC/BSD)

Director of Finance Gardner introduced Finance Manager Dale Nielsen who presented the staff report.

Mayor Vance opened the public hearing and stated that no speaker slips have been submitted by the public for this item.

MOTION BY RITTER, SECOND BY GRONKE, TO CLOSE THE PUBLIC HEARING AND ADOPT THE FOLLOWING: **1) CITY COUNCIL RESOLUTION No. 2009-143**, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, MEMORIALIZING THE SEWER SERVICE CHARGE FOR FISCAL YEAR 2009-2010 IN ACCORDANCE WITH CITY ORDINANCE No. 2008-4 AND APPROVING LIENS ON ASSESSOR'S PARCELS WITHIN THE CITY OF VISTA TO BE COLLECTED WITH THE GENERAL PROPERTY TAXES ON THE FISCAL YEAR 2009-2010 TAX ROLL FOR UNPAID SEWER SERVICE CHARGES"; AND **2) BUENA SANITATION DISTRICT RESOLUTION No. 2009-19**, ENTITLED "A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BUENA SANITATION DISTRICT, CALIFORNIA, MEMORIALIZING THE SEWER SERVICE CHARGE FOR FISCAL YEAR 2009-2010 IN ACCORDANCE WITH BUENA SANITATION DISTRICT ORDINANCE No. 2008-1 AND APPROVING LIENS ON ASSESSOR'S PARCELS WITHIN THE CITY OF VISTA TO BE COLLECTED WITH THE GENERAL PROPERTY TAXES ON THE FISCAL YEAR 2009-2010 TAX ROLL FOR UNPAID SEWER SERVICE CHARGES."

MOTION CARRIED 5-0.
Tracking: 5189-09-6

PH4

CALIFORNIA DEPARTMENT OF TRANSPORTATION VEHICLE GRANT PROGRAM (CC)

Assistant Director of Recreation and Community Services Fortmueller introduced Risk Manager Dolores Gascon who presented the staff report.

Mayor Vance opened the public hearing and stated that no speaker slips have been submitted by the public for this item.

MOTION BY CAMPBELL, SECOND BY GRONKE, TO CLOSE THE PUBLIC HEARING AND TAKE THE FOLLOWING ACTIONS: **1) IN THE ABSENCE OF LOCAL NON-PROFIT SERVICE PROVIDERS, DIRECTED THE CITY MANAGER TO SIGN THE "PUBLIC AGENCY CERTIFICATION OF NO READILY AVAILABLE SERVICE PROVIDERS" AND FORWARD THE DOCUMENT TO THE CALIFORNIA DEPARTMENT OF TRANSPORTATION AS PART OF ITS SECTION 5310 FUNDING APPLICATION; AND 2) ADOPT CITY COUNCIL RESOLUTION No. 2008-144, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR GRANT FUNDS FROM THE CALIFORNIA DEPARTMENT OF TRANSPORTATION SECTION 5310 VEHICLE PROGRAM."**

MOTION CARRIED 5-0.
Tracking: 5281-09-06

D2

FISCAL YEAR 2009/10 OPERATING BUDGET – CONTINUED (CC/CDC/BSO)

Director of Economic Development Ham provided a presentation regarding the Vista Economic Stimulus Program.

In response to questions from City Council Members, staff reviewed the following:

- Holiday Gift Card Program
- Funding for the program
- Marketing campaign to promote and advertise the program

ORAL COMMUNICATIONS

Mayor Vance announced that there are no requests to speak from the public.

REMARKS

- R1. Mayor Vance announced that there are no reports from members of the governing bodies on outside committee meetings.
- R2. City Manager Geldert invited everyone to attend the Moonlight Gala Event celebrating the new stage house and featuring a performance by Brian Stokes Mitchell, an hors d'oeuvres and dessert reception as well as a special tribute by stars of the Moonlight Stage. She stated the event will take place on Saturday, June 27, 2009, from 6:30 to 10:30 p.m. and that tickets can be purchased through VisTix.

City Manager Geldert announced that the City Council Meetings for July have been cancelled and the next City Council meeting will be held on August 11, 2009.

Councilmember Gronke reported on the Parks and Recreation Commission's tour of the Vista Sports Park and area skate parks.

Councilmember Ritter reminded everyone that the Scottish Highland Games will be held this weekend at Brengle Terrace Park.

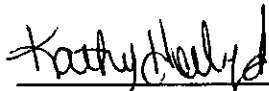
Mayor Pro Tempore Campbell commented on the Historical Society's induction of Frank Delpy, Frank Meyer, and Ralph Brengle into its Hall of Fame.

Mayor Pro Tempore Campbell reported on the North County Transit District's efforts to replace the Sprinter horns and apologized to citizens for the increased noise caused by the temporary horns.

Councilmember Lopez expressed appreciation to Mr. de la Fuente and the members of the Townsite Leadership Development Institute for attending tonight's City Council meeting.

ADJOURNMENT

Mayor Vance adjourned the meeting at 7:01 p.m.



Kathy Hollywood, Assistant City Clerk

**CITY OF VISTA
CONSOLIDATED REGULAR MEETING MINUTES
MAY 13, 2014**

The May 13, 2014, Regular Meeting of the City Council of the Chartered City of Vista, the Community Development Commission of the City of Vista, the Buena Sanitation District, and the Successor Agency to the Vista Redevelopment Agency was called to order by Mayor Ritter at 5:31 p.m. in the City Council Chambers, 200 Civic Center Drive, Vista, California.

COUNCIL MEMBERS PRESENT

Mayor Judy Ritter, Deputy Mayor John Aguilera
Dave Cowles, Cody Campbell, Amanda Rigby

DEPARTMENT REPRESENTATIVES PRESENT

Patrick Johnson	City Manager
Darold Pieper	City Attorney
Marci Kilian	City Clerk
Aly Zimmermann	Assistant City Manager
John Conley	Director of Community Development and Engineering
Chuck Crist	Director of Public Works
Bill Fortmueller	Director of Recreation & Community Services
Kevin Ham	Director of Economic Development
John Meyer	Director of Redevelopment & Housing
Rick Minnick	Fire Chief
Dale Nielsen	Director of Finance/Treasurer
Robin Putnam	Sewer Program Director
Joe Rodi	Sheriff's Captain

PLEDGE OF ALLEGIANCE AND INVOCATION

Fran Jensen, member of Woman's Club of Vista, led the Pledge of Allegiance and gave the invocation.

BROWN ACT NOTICE

Mayor Ritter stated that, as a result of convening simultaneous meetings, the Buena Sanitation District Board Members will receive compensation of \$147.75 for the District meeting.

APPROVAL OF AGENDA

City Manager Johnson stated that Item C9, Agreement with Vista Irrigation District (VID) to Construct a Water Line, and D4, Disability Access Icon, have been removed from the agenda.

CLOSED SESSION

Mayor Ritter announced that no Closed Session was scheduled.

PRESENTATIONS

- P1.** Mayor Ritter read and presented a proclamation to Chuck Crist, Public Works Director, declaring the week of May 18 – 24, 2014, to be "Public Works Week" in the City of Vista.
- P2.** Mayor Ritter read and presented a proclamation to Al Raymond, Building Official, declaring May to be "National Building Safety Month" in the City of Vista.

- P3.** Mayor Ritter read a proclamation declaring May to be “Bike to Work Month,” and Friday, May 16, 2014, “National Bike to Work Day” in the City of Vista.
- P4.** Roy Coox, General Manager of Vista Irrigation District, provided a presentation promoting tap water.

CONSENT CALENDAR

Mayor Ritter announced that Items C4 and C11 have been removed from the Consent Calendar for discussion by Councilmember Rigby.

Mayor Ritter announced that Item C18 has been removed from the Consent Calendar for discussion by Councilmember Campbell.

Councilmember Campbell registered a “no” vote on Item C14.

MOTION BY COWLES, SECOND BY RIGBY, TO APPROVE THE FOLLOWING
CONSENT CALENDAR.

MOTION CARRIED 5-0.

- C1. Receipt of the Check Register. *(CC)*
- C2. Approval of the April 8, 2014, Regular Meeting minutes. *(CC/CDC/SA/BSD)*
- C3. Direction to staff to review the City’s Conflict of Interest Code to determine if changes are required, and submit the necessary changes to the City Council, the Buena Sanitation District, and the Successor Agency to the Vista Redevelopment Agency, prior to October 1, 2014. *(CC/SA/BSD)*
- C4. Mayor Ritter announced that this item was removed from the Consent Calendar for discussion by Councilmember Rigby.
- C5. **1)** Adoption of City Council Resolution No. 2014-56, entitled “A Resolution of the City Council of the Chartered City of Vista, California, Declaring its Intent to Set a Public Hearing for Collection of Delinquent Weed Abatement Charges”; and **2)** Set June 10, 2014, as the date of the Public Hearing. *(CC)*
- C6. **1)** Adoption of City Council Resolution No. 2014-57, entitled “A Resolution of the City Council of the Chartered City of Vista, California, Declaring its Intent to Set a Public Hearing for Collection of Delinquent Property Related Administrative Citation Charges; and **2)** Set June 10, 2014, as the date of the Public Hearing. *(CC)*
- C7. Adoption of City Council Resolution No. 2014-58, entitled “A Resolution of the City Council of the Chartered City of Vista, California, Approving the First Amendment to the Amended and Restated Agreement for Ownership, Operation, and Maintenance of the Vista/Carlsbad Interceptor Sewer”. *(CC)*
- C8. Receipt of the combined City of Vista and Buena Sanitation District Sewer System Management Plan and direction to staff to file the report in the Office of the City Clerk. *(CC/BSD)*
- C9. City Manager Johnson announced that this item was removed from the agenda by City staff.

- C10. Adoption of City Council Resolution No. 2014-59, entitled “A Resolution of the City Council of the Chartered City of Vista, California, Approving the First Amendment to the As-Needed Agreement with Weston Solutions, Inc. for Water Quality Program Implementation Support Services.” (CC)
- C11. Mayor Ritter announced that this item was removed from the Consent Calendar for discussion by Councilmember Rigby.
- C12. Adoption of the following: **1)** City Council Resolution No. 2014-61, entitled “A Resolution of the City Council of the Chartered City of Vista, California, Awarding a Construction Contract to ATP General Engineering Contractors for Construction of the Street Construction and Overlay Project; **2)** City Council Resolution No. 2014-62, entitled “A Resolution of the City Council of the Chartered City of Vista, California, Amending the Capital Improvement Program Budget for the 2013/14 Fiscal Year”; and **3)** Buena Sanitation District Resolution No. 2014-4, entitled “A Resolution of the Buena Sanitation District Board of Directors, California, Amending the Capital Improvement Program Budget for the 2013/14 Fiscal Year.” (CC/BSD)
- C13. Adoption of City Council Resolution No. 2014-63, entitled “A Resolution of the City Council of the Chartered City of Vista, California, Authorizing the Mayor to Accept Certain Offers of Dedication That Were Previously Rejected on Map 14264.” (CC)
- C14. Adoption of City Council Resolution No. 2014-64, entitled “A Resolution of the City Council of the Chartered City of Vista, California, Approving the Agreement with Critical Care Specialty Billing, Ltd. for Emergency Medical Services Billing Services.” (Vote: 4-1, Campbell opposed) (CC)
- C15. Confirmed the Vista Village Business Association’s (VVBA) recommendation to appoint Don Hein to fill an unscheduled vacancy on the Central Vista Business Improvement District Advisory Board for term ending June 30, 2014. (CC)
- C16. Adoption of City Council Resolution No. 2014-65, entitled “A Resolution of the City Council of the Chartered City of Vista, California, Approving the 2014-2018 Consolidated Plan and 2014-2015 Annual Action Plan, Authorizing the Submittal of the Plans to the U.S. Department of Housing and Urban Development and Authorizing the City Manager to Approve and Execute All Documents Related to the Implementation of Said Plans.” (CC)
- C17. Adoption of City Council Resolution No. 2014-66, entitled “A Resolution of the City Council of the Chartered City of Vista, California, Approving a Purchase and Sale Agreement for Property Located on Monte Vista Drive (APN 180-070-24)” east of Cypress Drive.” (CC)
- C18. Mayor Ritter announced that this item was removed from the Consent Calendar for discussion by Councilmember Campbell.

C4

ENGINEER’S REPORTS AND ASSESSMENTS FOR FISCAL YEAR 2014/15 (CC)

Director of Finance/Treasurer Nielsen presented the staff report.

City staff responded to questions from Mayor Ritter and Councilmember Rigby regarding street sweeping zones and the frequency of street sweeping.

MOTION BY RIGBY, SECOND BY AGUILERA, TO ADOPT THE FOLLOWING:
1) CITY COUNCIL RESOLUTION No. 2014-53, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, APPROVING AN ENGINEER'S REPORT ON THE CITY OF VISTA LANDSCAPE AND LIGHTING DISTRICT NO. 1 ASSESSMENTS FOR THE 2014/15 FISCAL YEAR AND DECLARING ITS INTENT TO LEVY AND COLLECT ASSESSMENTS"; **2)** CITY COUNCIL RESOLUTION No. 2014-54, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, DETERMINING THE COST OF SERVICES AND THE AMOUNT OF ASSESSMENT TO BE IMPOSED ON ALL ASSESSABLE PROPERTY WITHIN THE CITY OF VISTA STREET MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2014/15 PURSUANT TO THE BENEFIT ASSESSMENT ACT OF 1982"; **3)** CITY COUNCIL RESOLUTION No. 2014-55, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, APPROVING AN ENGINEER'S REPORT ON THE CITY OF VISTA SOUTH MELROSE LANDSCAPE MAINTENANCE DISTRICT ASSESSMENTS FOR THE 2014/15 FISCAL YEAR AND DECLARING ITS INTENT TO LEVY AND COLLECT ASSESSMENTS"; AND **4)** SET JUNE 10, 2014, AS THE DATE OF THE PUBLIC HEARING.

MOTION CARRIED: 5-0.

C11

CITY COUNCIL POLICY No. 600-04, VACATION OF PUBLIC STREETS AND SERVICE EASEMENTS (cc)

In response to a question from Councilmember Rigby, City staff explained how the application fee to process a vacation is calculated.

MOTION BY AGUILERA, SECOND BY RIGBY, TO ADOPT CITY COUNCIL RESOLUTION No. 2014-60, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, APPROVING THE AMENDMENT AND REINSTATEMENT OF CITY COUNCIL POLICY No. 600-04, VACATION OF PUBLIC STREETS AND SERVICE EASEMENTS DESIGNATED BY THE CITY ENGINEER AND THE COMMUNITY DEVELOPMENT DIRECTOR TO BE EXCESS TO THE NEEDS OF THE CITY."

MOTION CARRIED: 5-0.

C18

REJECTION OF HOUSE RESOLUTION (HR) 29 (GOMEZ) OUTSOURCING OF PUBLIC SERVICES (cc)

Assistant City Manager Zimmermann introduced the item and Management Analyst Cheryl Mast presented the staff report.

Councilmember Campbell spoke in support of HR 29 and advised that he will be submitting a personalized letter of support to the California State Assembly.

Mayor Ritter, Councilmembers Cowles and Rigby stated that they are in support of maintaining local control; therefore, they support rejecting HR 29.

MOTION BY AGUILERA, SECOND BY RIGBY, TO ADOPT CITY COUNCIL RESOLUTION NO. 2014-67, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, REJECTING HOUSE RESOLUTION 29 (GOMEZ) RELATIVE TO OUTSOURCING PUBLIC SERVICES."

MOTION CARRIED: 4-1, CAMPBELL OPPOSED.

DISCUSSION

D1

DRAFT FISCAL YEAR 2014/15 OPERATING BUDGET (CC/CDC/BSD)

City Manager Johnson introduced the item and Management Analyst Laura Johnson presented the staff report.

Deputy Mayor Aguilera recommended that City staff:

- Provide subtotals for fees and revenues
- Provide a summary of revenue sources for services provided
- Change the name of Revenue Shortfall to Emergency Reserve

In response to a question from Deputy Mayor Aguilera, City Manager Johnson stated that the City Revenue Shortfall reserve fund has increased from 10 to 15 percent over the last ten years. He stated that it is City Council policy to increase the reserve fund to 20 percent. City Manager Johnson advised that once the City has attained 20 percent, City staff will evaluate the Operating Budget and provide an update for discussion at a future City Council meeting.

City staff responded to questions from Deputy Mayor Aguilera regarding sewer administration and risk management fees.

In response to a statement from Councilmember Cowles, City Manager Johnson stated that City staff will evaluate all programs that were eliminated during the great recession, and provide an update as part of the discussion of the Budget Overview for the next fiscal year.

MOTION BY COWLES, SECOND BY AGUILERA, TO RECEIVE AND FILE THE REPORT.

MOTION CARRIED 5-0.

D2

FISCAL YEAR 2013/14 THIRD QUARTER FINANCIAL REPORT (CC/BSD)

Director of Finance/Treasurer Nielsen presented the staff report.

MOTION BY RIGBY, SECOND BY COWLES, TO RECEIVE AND FILE THE REPORT AND ADOPT THE FOLLOWING: **1)** CITY COUNCIL RESOLUTION NO. 2014-68, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, AMENDING THE OPERATING BUDGET FOR THE 2013/14 FISCAL YEAR"; **2)** CITY COUNCIL RESOLUTION NO. 2014-69, ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, AMENDING THE CAPITAL IMPROVEMENT PROGRAM BUDGET FOR THE 2013/14 FISCAL YEAR"; **3)** BUENA SANITATION DISTRICT RESOLUTION NO. 2014-5, ENTITLED "A RESOLUTION OF THE BUENA SANITATION
(MOTION CONTINUED ON FOLLOWING PAGE)

(MOTION CONTINUED FROM PREVIOUS PAGE)

DISTRICT BOARD OF DIRECTORS, CALIFORNIA, AMENDING THE CAPITAL IMPROVEMENT PROGRAM BUDGET FOR THE 2013/14 FISCAL YEAR”; AND 4) CITY COUNCIL RESOLUTION No. 2014-70, ENTITLED “A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, AMENDING THE CITY-WIDE CLASSIFICATION AND COMPENSATION INDEX.”

MOTION CARRIED 5-0.

D3

NEWSPAPER STREET VENDOR PROGRAM (cc)

Assistant City Manager Zimmermann introduced the item and Management Analyst Mast presented the staff report.

In response to a question from Councilmember Rigby, City Manager Johnson stated that the City does not have a formal contract agreement with Alpha Project.

In response to questions from City Council Members, Assistant City Manager Zimmermann stated that Alpha Project Program’s supervisors are responsive to addressing concerns raised by the City.

By City Council Consensus, City staff was directed to work with Alpha Project management to do the following:

- Require that newspaper vendors wear vests that display a vendor identification number and Alpha Project’s phone number; and
- Require the newspaper vendors to stay on medians and/or street corners and only enter street lanes to collect payment.

D4

DISABILITY ACCESS ICON (cc)

City Manager announced that this item was removed from the agenda by City staff.

PUBLIC HEARINGS

PH1

PUBLIC HEARING FOR THE VACATION OF A PORTION OF THIBODO ROAD(cc)

Mayor Ritter opened the Public Hearing.

Mayor Ritter announced that no speaker slips were submitted.

MOTION BY RIGBY, SECOND BY AGUILERA, TO CLOSE THE PUBLIC HEARING AND ADOPT CITY COUNCIL RESOLUTION No. 2014-71, ENTITLED “A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF VISTA, CALIFORNIA, VACATING A PUBLIC STREET EASEMENT ON A PORTION OF THIBODO ROAD.”

MOTION CARRIED 5-0.

ORAL COMMUNICATIONS

Renee Glotzbach, San Marcos, expressed her opinion about alcohol at community events.

Cliff Kaiser, Vista, announced that the Strawberry Festival is Sunday, May 25, from 8:00 a.m. to 6:00 p.m. in the Historic Downtown area. He stated that the festival will have athletic competitions, music, food, and much more.

REMARKS

- R1.** Mayor Ritter announced that there are no reports from members of the governing bodies on outside committee meetings.
- R2.** Mayor Ritter made the following announcements and stated that more information is available on the website cityofvista.com:
- Grammy award-winning recording artist Juice Newton is performing at the Moonlight Amphitheatre Saturday, May 24, at 7:30 p.m.
 - Assembly Member Toni Atkins was sworn in as Speaker of the California Assembly on May 12, 2014. Assembly Member Atkins is the third woman and first San Diegan to become Assembly Speaker.
 - San Diego County would like your feedback to identify potential disasters in our region. Residents are invited to provide input via an online survey by June 30, 2014.
 - The Moonlight Amphitheatre is featuring a free screening of *Monty Python and the Holy Grail* on Friday, May 23, at 8:30 p.m.
 - The Wave Waterpark opens Saturday, May 24.

Mayor Ritter expressed her condolences for two Vista residents, Donna Jaoudi and Harris Chuck, who recently passed.

Deputy Mayor Aguilera announced that San Diego Association of Governments (SANDAG) has voted to extend trolley service from Downtown San Diego to the University City community. The extended trolley service is anticipated to begin operation in 2019.

Councilmember Cowles announced that the Boys and Girls Club's Diamond Ball Gala fundraiser is Saturday, May 17, from 5:00 p.m. to 10:00 p.m. in the Morris B. Vance Community Room.

Councilmember Rigby stated that she received phone calls from Shadowridge residents requesting that the stop sign at Shadowridge Drive and Live Oak Road issue be moved to a later City Council meeting than currently scheduled.

In response to a question from Councilmember Rigby, City Attorney Pieper stated Item D4, Disability Access Icon, was removed from the agenda because the new Tri-City disability icon does not comply with federal standards.

City Manager Johnson made the following announcements and stated that more information is available on the website cityofvista.com:

- The American Legion and the Veterans of Foreign Wars Memorial Day Celebration will be held on May 24, at 10:00 a.m. to 11:30 a.m., at the Civic Center Alta Vista parking lot.
- City offices and the library will be closed on Monday, May 26, for the Memorial Day holiday. Trash and recycling service will be delayed by one day that week.
- The 2014 Movies in the Park & Summer Fun Fest will kick-off June 21, with a showing of Disney's *Frozen*. The event will conclude on August 9, beginning with the Summer Fun Fest and then a showing of *The LEGO Movie*. The complete schedule and locations are available on the City website.

- There are currently two fires burning in San Diego County. The City has two strike teams assisting with the fires.

ADJOURNMENT

Mayor Ritter adjourned the meeting at 7:28 p.m.



Amanda Lee, Assistant City Clerk