



CITY OF SOUTH EL MONTE

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SEWER SYSTEM MANAGEMENT PLAN AUDIT #3 YEAR 2013-2015

April 26, 2016

- May 2, 2006 - State Water Resources Control Board adopted Statewide General Waste Discharge Requirements (WDRs).
- January 1, 2007 - Electronic reporting of Sanitary Sewer Overflows (SSO) by the Los Angeles County Consolidated Sewer Maintenance Districts (LAC-CSMD).
- June 23, 2009 - Sewer System Management Plan (SSMP) and Sewer Master Plan (SMP) adopted by the City Council per Resolution No. 09-35.
- May 4, 2010 – Sewer Rate Study
- July 13, 2010 Sewer Assessment adopted by City Council per Resolution No. 10-48
- May 2011 – Sewer Master Plan (SMP) update
- June 23, 2011 - First SSMP audit report due and every two years thereafter, per subsection D.13.x of the WDR, and Chapter 10 of the City's SSMP.
- Date of 1st SSMP Audit Performed: December 7, 2011 (Due 06/23/11)
- Date of 2nd SSMP Audit Performed: February 4, 2014 (Due 06/23/13)
- Date of 3rd SSMP Audit Performed: April 26, 2016 (Due 06/23/15)
- Date of 4th SSMP Audit: Due 06/23/17

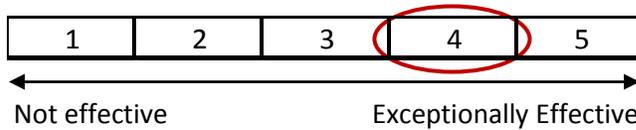
Elements of the SSMP and Audit

- Goals** - description of the City's SSMP goals.
- Organization** - description of the City's organizational structure
- Legal Authority** - description of the City's legal rights, including codes and ordinances, to enforce the requirements of the WDRs.
- Operation and Maintenance Program** - outlines the City's maintenance schedule and methodology to ensure proper management and maintenance of the sewer facilities are properly designed and installed.
- Design and Performance Provisions** - description of methods by which the City ensures that new and rehabilitated sewer facilities are properly designed and installed.
- Overflow Emergency Response Plan** - describes how the City responds to, report, and document SSO events within the Districts.
- Fat, Oil, and Grease (FOG) Control Program** - describes how the City prevents or minimize the discharge of fats, oils, and grease into the sewer lines, which is known to contribute to SSO.
- System Evaluation and Capacity Assurance** - how the City ensures adequate capacity is available for new and existing developments.
- Monitoring, Measurement, and Program Modifications** - details the City's plan to continually monitor and assess the performance of each element of the SSMP in achieving the goals and objectives of the SSMP and updating them as necessary.
- SSMP Program Audit and Certification** - describes the City' plans to periodically assess the effectiveness of the SSMP based mainly on the plan's ability in reducing SSO.
- Communication Program** - summarizes the City's plans to ensure that all stakeholders are aware of the City's SSMP.
- Deficiencies / Actions** (refer to Audit)
- Comments** (refer to Audit)
- Certification** (refer to Audit)

**CITY OF SOUTH EL MONTE
SEWER SYSTEM MANAGEMENT PLAN
AUDIT #3**

A. Goals and Objectives

To what extent, on a scale of 1 to 5, has the SSMP been effective in reducing SSO Citywide?



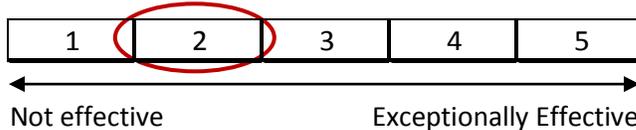
Note: One (1) Category 3 SSO reported on 11/28/13.

The goals of the City's SSMP are:

- 1. To properly manage, operate, and maintain all portions of the City's 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 that are associated with any SSO that may occur.*
- 5. To meet all applicable regulatory notification and reporting requirements.*

B. Organization

How would you describe the City's organizational structure on a scale from 1 to 5? Please specify.



Comment: Training of field personnel in SSO containment is minimal. Personnel has access to hazardous material clean-up equipment.

One (1) Category 3 SSO reported on 11/28/13.

City SSMP Intent

The requirements for this element of the SSMP must identify the individuals who are responsible for implementing the SSMP, responding to overflows, and reporting overflows. Responsible staff should be identified by name and position. This can be accomplished by simple statements of responsibility. Simplified organization charts are helpful in demonstrating reporting hierarchies.

Supplementary information, such as contact information, can be placed in an appendix so that it can be updated without the need to update the SSMP.

C. Legal Authority

City Codes/Ordinances providing legal authority:

- 1) Industrial Waste Ordinance
Municipal Code Title 13, adopts Title 20 Division 2 of the L.A.C. code effective 7/27/89.
- 2) City Plumbing Code
City Ordinance approved 3/8/11 by City Council adopts L.A.C. Plumbing Code Title 28.
- 3) City Building Code
City Ordinance approved 3/8/11 by City Council adopts L.A.C. Building Code Title 26.

SSMP Intent:

This element of the SSMP should outline a comparison of the current agency code (e.g. Municipal Code, District Code) to the requirements listed above. The SSMP should identify the areas where specific and/or additional legal authorities, including enforcement, are required.

D. Operation and Maintenance Program**

- 1) What was the actual expenditure on each of these elements of the City's O&M programs for the last three Fiscal Years?

	2013-2014	2014-2015
(i) New Equipment Purchase	0	0
(ii) Capital Improvements	\$23	\$25K
(iii) Travel and Training		

**Details of the Capital Improvement spending elaborated in attachment (LAC DPW Sewer Maintenance – Repair Status). See attachment LACSMD – Sewer Repair/Living Projects.*

- 2) Expenditures/Revenues Data

	2013-2014	2014-2015
(i) Total Budget Amount **	440,990 +/-	440,990 +/-
(ii) Actual Expenditures an Closed Circuit Television (CCTV) **	incl.	incl.
(iii) Total O&M expenditure **	440,990 +/-	440,990 +/-
Los Angeles County – Sewer Maintenance District Fees		
(iv) Sewer Service Charge Rates – Consolidated Sewer Maintenance District	47.5*	50.5*
(v) Sewer Service Charge Rates – Marina (Includes City of Los Angeles’ disposal charges)	35.50*	38.50*

* Per sewer unit

** All O&M operations by the Los Angeles County Consolidated Sewer Maintenance Districts (LAC-CSMD), financed via sewer service charges per sewer unit.

SSMP Intent:

This element of the SSMP includes several major programs and activities. The SSMP approach to each of the programs and activities is:

Collection System Maps - Describe the current collection System mapping and inventory efforts. If a mapping system is in place, describe the activities that will be undertaken to keep the maps current and/or correct errors. If no mapping System is in place, describe the approach and schedule that will be followed to prepare collection system maps that are adequate to support the management, planning, operation, and maintenance of the collection system.

O&M Activities - Describe the O&M activities that constitute the collection System Operation and maintenance program. The activities should include "hot spot" sewer cleaning, routine sewer cleaning (maximum cleaning frequency for every sewer in the collection system), pump station inspection and maintenance, investigation (e.g. odor complaints), inspection (e.g. CCTV and visual), and response to service calls.

Rehabilitation and Replacement Plan - Describe the completed, current, or planned activities to assess the condition of the collection system assets (gravity sewers, force mains, pump stations, etc.) and describe how that information will be used to assign priority and schedule rehabilitation and replacement projects. This description should include the current or planned multi-year capital improvement program and the approach that will be used to update the capital improvement program as needed.

Training Program - Describe the current or planned training program to get and keep collection system workers at the skill level that is required to provide proper Operation and maintenance. If the program is just being planned, describe the approach and schedule for implementation..

Equipment and Replacement Parts - Describe the identified equipment and replacement parts needs (including critical spare parts), the current activities to ensure that adequate equipment and repair parts are available, and the methods that will be used to ensure that adequate equipment and replacement parts will be available in the future.

E. Design and Performance Provision

1) What dollar amount of the City's expenditure went into:

	2013-2014	2014-2015
(i) Sewer Plan Check	Min.	Min.
(ii) Construction Management and Inspection	Min.	Min.
(iii) Project Design	Min.	Min.

Note: Minimum development

2) Has there been any major change in the City's design standard? If so, specify and indicate fiscal year in which it occurred?

Yes		No	X
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City's SSMP Intent:

This element of the SSMP should consist of the development of standards for the design, construction, inspection, testing, and acceptance of new, rehabilitated, or repaired portions of the collection system. In the event that the agency already has standards in place, then the SSMP requirement can be met by documenting the review of those standards.

F. Overflow Emergency Response Plan**

	2013	2014	2015
(i) Total number of SSOs (private lateral SSO not included)	1	0	0
(ii) Percentage responded to within 2 hours	100	N/A	N/A

**** By LAC-CSMD**

City's SSMP Intent:

This element of the SSMP consists of both the contingency plan and the procedures for responding to an overflow event. Current procedures are the best starting point whether or not they are in written form.

A suggested outline for the contents of the Overflow Emergency Response Plan is:

- *Overflow Detection*
- *Initial Response*
- *Recovery and Clean-up (Mitigation)*
- *Public Access and Warning*
- *Water Quality Sampling and Analysis*
- *Investigation and Documentation*
- *Regulatory Notification*
- *Regulatory Reporting*
- *Equipment*

- Training

Supplementary information, such as contact information, can be placed in an appendix so that it can be updated without the need to update the SSMP.

G. Fat, Oils, and Grease Control Program**

1) Was annual report with Information on FOG published and/or mailed out to the City's property owners?

Yes		No	X
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**LACSMMD handles distribution of annual report and information on their website. Will put FOG info on City website.*

2) What was the percentage of SSOs due to:

	2013	2014	2015
(i) FOG	1	0	0
(ii) Roots	-	0	0
(iii) Combination of Roots and FOG	-	0	0
(iv) Other causes	-	0	0

3) What was the total volume (gal) of SSOs that reached surface water? **0**

- Note: One (1) Category 3 SSO reported on 11/28/13

** By LAC-CSMD

City's SSMP Intent:

The development of the FOG Control Program is a two step process. The first step is to determine the nature and extent of the FOG problems within your agency's collection system. The second step is to select the elements of a FOG Control Program that would address the identified problems/problem areas.

An analysis of current FOG "hot spot" sewer cleaning along with the history of FOG-related stoppages and overflows can be used to identify whether or not the agency has a FOG problem. Agencies that do not have a FOG problem (e.g. few if any FOG-related stoppages or overflows, few if any FOG "hot spots") can use the information from this analysis to justify not having a FOG Control Program.

If FOG-related problems are recorded, the City can use the information from the analysis to identify whether it is from commercial, high density residential or low density residential sources. A FOG Source Control program is warranted to reduce the contribution of FOG from commercial sources. FOG Source Control programs may include:

- Identification of "hot spot" areas of the collection System,
- Identification of food service establishments in those "hot spot" areas,
- Administrative controls (permitting) for potential grease dischargers,
- Requirement to install grease removal equipment,
- Encouragement to follow best management practices (minimize grease entering the sewer),
- Periodic inspections to ensure the grease removal equipment is properly installed and maintained, and
- Enforcement actions for commercial dischargers to either discharge grease that causes a problem or fails to maintain their grease removal equipment.

Residential FOG problems may benefit from frequent sewer cleaning, repair of defects that cause grease to accumulate, outreach to property managers (high density residential sources), and/or outreach to property owners/tenets in low density residential areas upstream of the problem sewer(s).

H. System Evaluation and Capacity Assurance

1) What is the total length (ft) of sewer line rehabilitated by lining or reconstructed?

2013	2014	2015
950	803	1,149

2) What percentage of sewer lines televised was rated as being in severely deteriorated structural condition?

2013	2014	2015
0	0	0

3) What percentage of SSO was due to a sewer capacity issue?

2013	2014	2015
0%	0%	0%

Note: 1. One (1) Category 3 SSO reported on 11/28/13
2. The City's SMP update and assessment assure capacity of the system.

City's SSMP Intent:

This element of the SSMP includes several major programs and activities. Most of the requirements would be satisfied by a recent collection System master plan. The SSMP approach to each of the programs and activities is: Capacity Evaluation - Describe the methods used to identify areas/assets in the collection system that lack sufficient capacity to convey an appropriate peak flow. In small collection systems this may include a spreadsheet model. In larger collection systems this may include the development of an appropriate design storm and the use of a hydraulic model. In either case, the sewers that have been identified as not being capable of conveying peak flows should be verified by maintenance history or observation during peak flow events.

Identification of Capacity Needs - Describe the approach that will be used to take the results of the capacity evaluation to produce a prioritized list of capacity improvement projects.

Project Schedule - The project schedules should be integrated into the multi-year capital improvement program that addresses both condition-related and capacity-related projects.

I. Monitoring, Measurement, and Program Modifications

1) When was the last audit conducted per the WDR certified?

02/04/2014

2) Were any changes recommended?

- Posting FOG information on the City's website.

3) If answer to 2 is yes, were all the deficiencies corrected?

*If no, please elaborate in Section L.

- N/A

City's SSMP Intent:

The SSMP process is based on the continuous improvement approach. This element of the SSMP should include the identification and tracking of a few key performance indicators that will be used to measure to progress of the SSMP implementation and the performance of the agency's collection system. Examples of key performance indicators include:

- Service calls, blockages, and SSOs over the past 12 months,
 - SSO events by cause (e.g. roots, grease, debris, other)
 - Volume of SSOs and volume contained
 - Annual maintenance production by activity compared to plan (e.g. quantity of sewers cleaned vs. planned).
- The SSMP is a good place to document the historical performance of the selected key performance measures.

J. SSMP Program Audit and Certification

1) What was the overall effectiveness rating of the last audit?

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

2) What is the overall effectiveness rating of this audit?

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

City's SSMP Intent:

This element of the SSMP should identify the person responsible for conducting the internal audit, the scope of the audit, the audit work product, and the schedule for the audit.

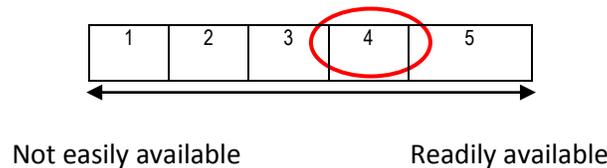
K. Communication Program**

1) List all communication methods utilized in disseminating information on FOG to stakeholders with implementation dates.

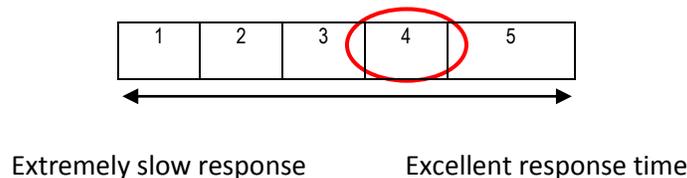
Method	Date Last Implemented
Annual Report	N/A
Door Hangers	N/A
Internet (City Web)	
EPD/CSD Posters	N/A

*County handles the FOG communication.

2) To what extent is the County's emergency phone number readily available to the City and the City's residents on a scale of 1 to 5?



3) How responsive is the County (local sewer service provider) in responding to the City's and/or residents sewer issues on a scale of 1 to 5?



** By LAC-CSMD, no communication program by the City at this stage.

City's SSMP Intent:

This element of the SSMP can be met by providing public notification that the agency has an SSMP. City shall place a notice on the website.

The City's notice should identify the responsible persons for each of the collection stations and develop a process for periodic communication and coordination relating to the City's sewer system, OER, fog program and SSMP.

L. Deficiencies and Corrective Actions

- i. Enforce the SSMP elements specifically the Overflow Emergency Response (OER) Plan. The OER team must be properly equipped and trained to respond, contain, recover and clean-up and prepare a field report for City to file regulatory report.
- ii. Implement the FOG Control Program:
 - a. Assess FOG problems Citywide.
 - b. Implement FOG measures of the SSMP.
- iii. Implement monitoring and testing of sewer systems in areas identified as potential cross-connection to storm drain or high infiltration in the SMP and the CCTV/Condition Assessment conducted by the LAC-CSMD. Flow Monitoring is being conducted for Basins 3,6, and 8 as recommended by the SSMP.
- iv. Implement a communication program on the City Webpage to communicate to the public elements of the SSMP: FOG, emergency contact information.
- v. Implement Phase 1 of Basin improvements as recommended by the SSMP

M. Comments

1. Coordinate with LAC-Consolidated Maintenance District (LACCSMD) the schedule of the structural repairs per the Condition Assessment Report.
2. One (1) Category 3 SSO reported on 11/28/13

N. Certification

We the undersigned do hereby certify that the Information contained in this audit report is to the best of knowledge true.

Anthony R. Ybarra 4/26/16
Anthony R. Ybarra Title: LRO/City Manager

Bruno B. Callu 4/26/16
Bruno B. Callu, P.E. Title: City Engineer

Jennifer Vasquez Title: Assistant City Manager

Nabil S. Henein April 26/16
Cynthia Maldonado Title: Assistant City Engineer
NABIL S. HENEIN CITY ENGINEER