111 E. COMMERCIAL STREET
WILLITS, CALIFORNIA 95490
(707) 459-4601 TEL
(707) 459-1562 FAX

WILLITS CITY COUNCIL
AGENDA
MAY 11, 2011 ♦ 6:00 P.M. ♦ COUNCIL CHAMBERS

1. OPENING MATTERS – a) Call to Order; b) Pledge to Flag; c) Roll Call

2. PUBLIC MATTERS

a. Presentation by the League of California Cities
b. Discussion and Possible Action to Adopt Resolution Supporting Placement of a 1/8 cent Sales Tax Measure on the County-Wide Ballot to Support Mendocino Libraries

3. PUBLIC COMMUNICATIONS

Council welcomes participation in its meetings. Comments shall be limited to five minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the City Council which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. No action shall be taken.

4. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember and acted upon separately by the City Council.

The following items are recommended for approval:

a. City Council Minutes of April 27, 2011
b. Disbursements Journals:
   - Warrant Nos. 17650-17659, Totaling $43,339.74
   - Warrant Nos. 17660-17723, Totaling $158,654.16
c. Building Inspection Activity Reports – April 2011

5. RIGHT TO APPEAL

Persons who are dissatisfied with the decisions of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the Code of Civil Procedure which generally limits to 90 days the time within which the decisions of the City boards and agencies may be judicially challenged.

6. COMMISSIONS, AGENCIES AND AUTHORITIES

The City of Willits City Council meets concurrently as the City of Willits Community Development Agency and Planning Commission.

7. OLD BUSINESS

8. CITY MANAGER REPORTS AND RECOMMENDATIONS

a. Discussion and Possible to Approve Format for Final Agreement for Water Services Outside City Limits, and Direction to Staff to Complete Said Agreements with Water Service Customers Outside the City Limits
b. Other Reports – Verbal/No Action

9. DEPARTMENT RECOMMENDATIONS

a. Police Chief
b. City Planner
c. City Attorney
d. Public Works Director
e. City Engineer
   (1) Presentation and Possible Action to Adopt Sanitary Sewer Management Plan (SSMP)
   (2) Discussion and Possible Action to Approve Change Order with Able General Engineering, Inc., for Additional Paving on North Street
f. Finance Director/City Treasurer
g. City Clerk/Human Resources Director

10. CITY COUNCIL AND COMMITTEE REPORTS

a. Mendocino Council of Governments (MCOG)
b. Local Agency Formation Commission (LAFCO)
c. Mendocino Transit Authority (MTA)
d. Revit-ED Committee
e. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA)
f. Economic Development and Financing Corporation (EDFC)
g. League of California Cities
h. Water Resources Committee
i. Sewer System Committee
j. Finance Committee
k. Caltrans Ad Hoc Committee
l. Other Committee Reports

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

12. ENACTMENT OF ORDINANCES

13. GOOD & WELFARE

14. CLOSED SESSION NOTICE

a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUK CVG-1056037
b. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Northern California River Watch, a Non-Profit Corporation, vs. City of Willits and DOES 1 through 10, Inclusive; Case No. USDC 4:11-CV11-00323 NJV

15. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Willits City Hall, located at 111 East Commercial Street, Willits, California, not less than 72 hours prior to the meeting set forth on this agenda.

Dated this 6th day of May, 2011.
Adrienne Moore, City Clerk

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and need disability-related modifications or accommodations to participate in this meeting, please contact Adrienne Moore, City Clerk, at (707) 459-4601 or cityclerk@willitscity.com. Requests for such modifications or accommodations must be made at least two full business days prior to the meeting.

ADDITIONAL MEETING INFORMATION FOR INTERESTED PARTIES

Materials related to an item on this Agenda submitted to the Willits City Council, Planning Commission, or Community Development Agency after distribution of the agenda packet are available for public inspection at City Clerk's office at 111 E. Commercial Street, Willits, during normal business hours.

Item No. 2b

Meeting Date: May 11, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Councilmember Stranske

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION SUPPORTING PLACEMENT OF A 1/8 CENT SALES TAX MEASURE ON THE COUNTY-WIDE BALLOT TO SUPPORT MENDOCINO COUNTY LIBRARIES

Type: ☐ Presentation ☐ Consent ☒ Regular Agenda ☐ Public Hearing ☐ Urgent Time: 10 min.

Summary of Request: The Mendocino County Library system, which consists of five branches, including the Willits branch, and the Bookmobile, has suffered declining revenues over the past few years due to State budget cuts. The library system is bracing for further revenue declines resulting from the Governor's proposed budget. The upcoming shortfalls will cause a gap between income and expenditures for the library system of an estimated $160,000 for Fiscal Year 2011/12.

The Mendocino County Library Advisory Board is seeking the City's support for the placement of a 1/8 cent sales tax measure on the November 2011 county-wide ballot to support the library system. If successful, revenue from the sales tax would allow the library system to restore and expand open hours and greatly increase the purchase of books and other items, with much less reliance on book collections of other jurisdictions, especially as the Governor's proposed budget eliminates funding for book-sharing.

Recommended Action: Adopt Resolution supporting placement of a 1/8 cent sales tax measure on the ballot to support Mendocino County Libraries.

Alternative(s): Do not support the proposed tax measure.

Fiscal Impact: None.

Personnel Impact: None.

Reviewed by: ☐ City Manager ☐ City Attorney ☐ Finance Director ☐ Human Resources ☐ Risk

Council Action: ☐ Approved ☐ Denied ☐ Other: _____

Records: ☐ Agreement ☐ Resolution #_____ ☐ Ordinance #_____ ☐ Other _____

RESOLUTION NO. 2011-_____

RESOLUTION OF THE OF THE CITY COUNCIL OF THE CITY OF WILLITS SUPPORTING PLACEMENT OF A 1/8 CENT SALES TAX MEASURE ON THE COUNTY-WIDE BALLOT TO SUPPORT MENDOCINO COUNTY LIBRARIES

WHEREAS, the County of Mendocino no longer has general funds to support libraries; and

WHEREAS, Governor Brown's 2011-12 budget proposal eliminates current State funding supporting the Mendocino County libraries; and

WHEREAS, over the last several years, library funding has taken a disproportionate amount of budget cuts; and

WHEREAS, Mendocino County Library staff have been cut over 25% in the past three years; and

WHEREAS, the Mendocino County Library needs stable, secure and independent funding to be able to accomplish its mission for the citizens of Mendocino County; and

WHEREAS, the Mendocino County Board of Supervisors directed County Counsel to prepare a "Mendocino County Public Library Transactions and Use Tax Ordinance" for possible later adoption and submission to the voters in November 2011; and

WHEREAS, this ordinance would create a special 1/8 cent sales tax for the exclusive support of the Mendocino County Library; and

WHEREAS, the specific projects for which the revenues from the transactions and use tax may be expended are as follows: maintaining local public libraries; restoring open hours at existing branches throughout the county to the level of 2006-07; expanding library programs for children and young adults; expanding outreach programs for individuals who cannot easily come to a library; acquiring and replacing library equipment and library materials; and

WHEREAS, this measure will help prevent further cuts to the hours our libraries are open; and

WHEREAS, the Mendocino County Library is the largest provider of free internet broadband for county residents; and

WHEREAS, this body supports the incredible value of our Mendocino County Library system.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willits supports placing a measure on the November 2011 ballot calling for adoption of a 1/8 cent sales tax to support the Mendocino County Library.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 11th day of May, 2011, by the following vote:

AYES:
NOES:
ABSENT:

_____
BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

_____
ADRIENNE MOORE
City Clerk

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WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, APRIL 27, 2011

Mayor Burton called a regular meeting of the City Council to order at 6:00 p.m. in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Councilmembers Larry Stranske, Ron Orenstein, Holly Madrigal, and Mayor Bruce Burton were present. Vice Mayor Victor Hanson was absent.

Also present were staff members: Paul Cayler, City Manager; Jim Lance, City Attorney; Gerry Gonzalez, Police Chief; Joanne Cavallari, Finance Director/City Treasurer; and Adrienne Moore, City Clerk/Human Resources Director.

2A. PRESENTATION BY PAUL STENARD, FINANCIAL ADVISOR WITH MERRILL LYNCH, REGARDING INVESTMENT OPTIONS FOR CITY FUNDS

Joanne Cavallari, Finance Director/City Treasurer, introduced the matter, inviting Paul Stenard, Financial Advisor, Merrill Lynch, to commence his presentation. Mr. Stenard provided a brief overview of his role, commenting that he deals with bonds to assist public entities with wise investments in order to provide the best possible returns.

3. PUBLIC COMMUNICATIONS

None presented.

4. CONSENT CALENDAR

a. Approval of the City Council Minutes:
   - April 13, 2011 – **Approved**
   - April 20, 2011 (Special Meeting) – **Approved**
b. Approval of Disbursements Journals:
   - Warrant Nos. 17529-17548; 17649, Totaling $77,204.95 – **Approved**
   - Warrant Nos. 17549-17648, Totaling $621,592.21 – **Approved**
c. Appointment to Public Facilities Corporation – **Approved**
d. Appointments to the Willits Cultural Arts Commission – **Approved**

Motion by Madrigal/Second by Stranske and carried (4, with Hanson absent) to approve Consent Calendar items (a-d), with a correction to the minutes of April 13, 2011.

Removed for separate consideration:

e. Agreement with Mead & Hunt, Inc., to Provide Preliminary Engineering Services, Final Design Engineering, Bidding Services, and Construction Engineering Services Related to Cleaning and Sealing Cracks on the Runway and Taxiway at Willits Municipal Airport

   Councilmember Stranske asked why this matter has taken so long to come before the Council for approval, to which Mr. Cayler noted numerous challenges with the Airport.

   The foregoing moved by Madrigal, seconded by Stranske, and carried (4, with Hanson absent).

5. RIGHT TO APPEAL – Mayor Burton read the guidelines for appealing Council decisions.

8A. DISCUSSION AND POSSIBLE ACTION WAIVING THE REQUIREMENTS OF FURTHER COMPETITIVE BIDDING ON THE BASIS OF PUBLIC INTEREST AND NECESSITY AND APPROVING A LEASE PURCHASE OF A VAC-CON SEWER CLEANING TRUCK FROM MUNICIPAL MAINTENANCE EQUIPMENT AND ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE PROCUREMENT DOCUMENTS

Mayor Burton introduced the matter, with Jim Lance, City Attorney, clarifying that a unanimous vote is necessary (due to Vice Mayor Hanson's absence).

Motion by Orenstein/Second by Stranske and carried (4, with Hanson absent) to waive further compliance with the competitive bidding provisions of Ch. 3.08 of the Willits Municipal Code upon the finding that it is in the public interest and necessity to purchase a sewer cleaning truck without further compliance with such provisions.

Motion by Orenstein/Second by Madrigal and carried (4, with Hanson absent) to approve a lease purchase of a Vac-Con Sewer Cleaning Truck from Municipal Maintenance Equipment and adopt the Resolution (No. 2011-07) authorizing the City Manager to execute the lease agreement.

8B. OTHER CITY MANAGER REPORTS

Paul Cayler, City Manager, reported on a water main break in the Mill Creek and Northbrook area, recognizing the Public Works crew for their quick response. Councilmember Madrigal commented on a sinkhole at East Valley and the railroad tracks, which Mr. Cayler will follow-up on. He also provided a brief report on the Relinquishment meeting last week.

9. DEPARTMENT RECOMMENDATIONS

a. Police Chief Gerry Gonzalez reported that a candlelight vigil on April 30th will be held for Mr. Goldner, who's been missing since March 7th; contact by the Ukiah Police Department regarding a rash of recent vehicle burglaries; and an increase in transient-related calls.
b. City Planner Alan Falleri was absent.
c. City Attorney Jim Lance did not present a report.
d. City Manager Paul Cayler, Interim Public Works Director, did not present any further reports.
e. City Engineer Tom Mannatt was absent.
f. Finance Director/City Treasurer Joanne Cavallari commented that the draft budget will be distributed soon.
g. City Clerk/Human Resources Director Adrienne Moore reported on the new flag at the Airport; and recognition of staff for Administrative Professionals Day.

10. CITY COUNCIL AND COMMITTEE REPORTS

a. Mendocino Council of Governments (MCOG) did not meet.
b. Local Agency Formation Commission (LAFCO) did not meet; however, the next meeting is May 2nd. Mayor Burton is disappointed with LAFCO's executive summary on the City's letter.
c. Mendocino Transit Authority (MTA) – Councilmember Hanson was not present to give a report.
d. Revit-ED Committee did not meet.
e. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA) – Councilmember Hanson was not present to give a report.
f. Economic Development and Financing Corporation (EDFC) – Councilmember Orenstein reported on a letter proposing that EDFC and the West Company merge.
g. League of California Cities nothing to report.
h. Water Resources Committee did not meet.
i. Sewer System Committee did not meet.
j. Finance Committee will be meeting next week to review the draft budget.

k. Caltrans Ad Hoc Committee – City Manager Cayler reported that Caltrans is seeking a staff level meeting next week. He has also requested maps from them to review grazing, with Councilmember Madrigal noting that the Farm Bureau will host a meeting on the topic. She also spoke with Ralph Martinelli regarding Gregory Lane improvements. Councilmember Stranske spoke with Troy Arseneau at Caltrans regarding striping at Hwys 20 and 101.
l. Other Committee Reports no other reports presented.

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

Mayor Burton reported on meeting with a group of local pastors, who are interested in ways local churches can support City.

12. ENACTMENT OF ORDINANCES

a. Adoption of Ordinance Amending the Willits Sewer Ordinance, Title 13 of the Willits Municipal Code, to Include State Mandated Regulations Governing Proper Authority and Management of Sanitary Sewer Collection Systems

Motion by Madrigal/Second by Stranske and carried (4, with Hanson absent) to adopt Ordinance (No. 2011-01) amending the Willits Sewer Ordinance, Title 13 of the Willits Municipal Code, to include State mandated regulations governing proper authority and management of sanitary sewer collection systems.

13. GOOD & WELFARE

Mayor Burton asked if Senator Noreen Evans has ever visited Willits. Councilmember Madrigal commented on the recent passing of Crook, the local alley cat who frequented several downtown businesses, including Shenachie Pub.

ADJOURNED TO CLOSED SESSION AT 6:59 P.M.

14. CLOSED SESSION NOTICE

a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUK CVG-1056037
b. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Northern California River Watch, a Non-Profit Corporation, vs. City of Willits and DOES 1 through 10, Inclusive; Case No. USDC 4:11-CV11-00323 NJV

Council reconvened to open session at 7:35 p.m., with no action to report from Closed Session.

Motion by Burton/Second by Stranske and carried (4, with Hanson absent) to adjourn the meeting at 7:35 p.m.

_____
BRUCE BURTON, Mayor

ATTEST:

_____
ADRIENNE MOORE, City Clerk

WARRANT	DATE	VENDOR		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
	GENERAL CHECK FORM									
17650	04/19/11	GLOBE/MIKE	4341	125 PLAN - FLEX ONE	111.24	511176	04192011		P N H	690.246
17651	04/19/11	COON/GARY	4602	PRINTER INK	66.33	511175	STAPLES		P N H	600.601
17652	04/19/11	GROENIGER & CO INC.	4072	DORN WATER SVC S LE	2,736.41	511173	5045127-01		P N H	503.5031.2041.000
17652	04/19/11	GROENIGER & CO INC.	4072	DORN WATER SVC S LE	5,667.81	511174	5045127-00		P N H	503.5031.2041.000
					8,404.22	*CHECK TOTAL				
17653	04/20/11	PITNEY BOWES	125	PD POSTAGE METER RENT	147.42	511171	2844322-MR11		P N H	100.1020.2095.000
17653	04/20/11	PITNEY BOWES	125	CH POSTAGE METER RENT	554.97	511171	2844322-MR11		P N H	100.1002.2095.000
17653	04/20/11	PITNEY BOWES	125	CH FOLDING MACINE REN	965.94	511171	2844322-MR11		P N H	100.1002.2095.000
					1,668.33	*CHECK TOTAL				
17654	04/20/11	FULLER ELECTRIC	57	ELEC REPAIR COMM CENT	422.57	511172	2358		P M H	100.1097.6001.000
17655	04/29/11	MENDO-LAKE CREDIT UN	104	DIRECT DEPOSIT	1,550.00	511166	04292011		P N H	690.237
17656	04/29/11	AFLAC	4036	125 PLAN POLICY PREMI	869.90	511167	998137		P N H	690.246
17657	04/29/11	HARTFORD LIFE INSURA	709	DEFERRED COMPENSATI	2,110.00	511168	0109420		P N H	690.236
17658	04/29/11	FRANCHISE TAX BOARD	695	PAYROLL DEDUCTION	441.55	511169	04292011		P N H	690.233
17659	04/29/11	PERS	256	EMPLOYER CONTRIBUT	19,695.14	511170	04292011		P N H	690.229
17659	04/29/11	PERS	256	EMPLOYEE CONTRIBUTI	8,000.46	511170	04292011		P N H	690.230
					27,695.60	*CHECK TOTAL				
	GENERAL CHECK FORM			TOTAL	43,339.74					

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	9	S	ACCOUNT
REPORT TOTALS:				43,339.74							

RECORDS PRINTED - 000014

WARRANT	DATE	VENDOR		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
	GENERAL CHECK FORM								
17660	04/29/11	A T & T	259	WATER PHONES	166.73	511090	96073902035551		P N W 503.5030.2015.000
17661	04/29/11	ACME RIGGING INC	3	SHOVELS	247.88	511091	239460		P N W 100.1041.2101.045
17662	04/29/11	ADAM'S TIRE & AUTO S	225	FLAT REPAIR	10.00	511105	608726		P M W 100.1022.2044.000
17663	04/29/11	AFLAC	1018	125 PLAN FLEX ON SVC F	50.00	511092	664453ER		P N W 690.246
17664	04/29/11	ANTHEM BLUE CROSS	627	MEDICAL INS PREMIU	59,902.10	511095	306028B		P N W 690.231
17665	04/29/11	ARAMARK	4443	SP/RAGS/RUGS	213.96	511096	37557000		P N W 501.5013.2199.000
17665	04/29/11	ARAMARK	4443	ENG MATS	11.00	511096	37557000		P N W 100.1042.2081.030
17665	04/29/11	ARAMARK	4443	PUBLIC WORKS MATS	5.50	511096	37557000		P N W 100.1040.2081.030
17665	04/29/11	ARAMARK	4443	CITY HALL MATS/RAGS/M	237.09	511096	37557000		P N W 100.1016.2199.000
17665	04/29/11	ARAMARK	4443	SP MATS/RAGS	46.74	511096	37557000		P N W 501.5013.2041.000
17665	04/29/11	ARAMARK	4443	JAIL BLANKETS	35.72	511096	37557000		P N W 100.1020.2199.000
17665	04/29/11	ARAMARK	4443	JUSTICE CENTER RUGS	74.63	511096	37557000		P N W 100.1016.2199.000
					624.64	*CHECK TOTAL			
17666	04/29/11	ATT MOBILITY	4253	ENGINEERING	63.04	511093	838580415X0420		P N W 100.1042.2015.000
17666	04/29/11	ATT MOBILITY	4253	PUBLIC WORKS	88.75	511093	838580415X0420		P N W 100.1040.2015.000
17666	04/29/11	ATT MOBILITY	4253	REDEVELOPMENT/PLANNING	49.46	511093	838580415X0420		P N W 206.2060.2015.000
17666	04/29/11	ATT MOBILITY	4253	CODE ENFORCEMENT	10.53	511093	838580415X0420		P N W 100.1011.2015.000
17666	04/29/11	ATT MOBILITY	4253	WATER	23.70	511093	838580415X0420		P N W 503.5030.2015.000
17666	04/29/11	ATT MOBILITY	4253	SEWER	89.05	511093	838580415X0420		P N W 501.5013.2015.000
17666	04/29/11	ATT MOBILITY	4253	BUILDING	29.67	511093	838580415X0420		P N W 100.1015.2015.000
17666	04/29/11	ATT MOBILITY	4253	POLICE	110.44	511093	838580415X0420		P N W 100.1020.2015.000
					464.64	*CHECK TOTAL			
17667	04/29/11	BANK OF AMERICA	10	REFERENCE BOOKS	39.88	511098	4510		P N W 100.1042.2055.000
17667	04/29/11	BANK OF AMERICA	10	AIRPORT FUEL	10.00	511098	4510		P N W 500.5001.2081.030
17667	04/29/11	BANK OF AMERICA	10	WP INTERNET	59.99	511098	4510		P N W 503.5030.2015.000
17667	04/29/11	BANK OF AMERICA	10	BANK FEES	2.50	511098	4510		P N W 100.1003.2199.000
					112.37	*CHECK TOTAL			
17668	04/29/11	BANK OF AMERICA	4395	EMPLOYEE APPRECIATION	35.37	511097	7145		P N W 100.1002.2199.000
17669	04/29/11	BARTLE WELLS ASSOCIA	4173	USDA BOND ISSUE	270.00	511099	BWA370M-1006		P M W 430.4330.2055.000
17670	04/29/11	BOWERS/JOSH	4239	WEBSITE MAINT	350.00	511100	JB MARCH 2011		P M W 100.1002.2081.030
17671	04/29/11	CAINE/DENVEL	4447	CONTRACT OPERATOR	4,188.00	511101	DC 04282011		P M W 503.5033.2081.030
17672	04/29/11	CALIFORNIA SURVEYING	410	TRIPOD	383.47	511108	596440		P N W 100.1042.2101.045
17672	04/29/11	CALIFORNIA SURVEYING	410	ENGINEERING SUPPLIE	1,294.96	511165	596590		P N W 100.1042.2041.000
					1,678.43	*CHECK TOTAL			
17673	04/29/11	CATHERINE KILLION	4027	CITY HALL JANITORIAL	800.00	511110	92		P M W 100.1016.2061.020

GENERAL CHECK FORM

WARRANT	DATE	VENDOR		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
17673	04/29/11	CATHERINE KILLION	4027	PW JANITORIAL	130.00	511111	PW&ENG10/11-10		P M W	100.1040.2081.030
17673	04/29/11	CATHERINE KILLION	4027	ENG JANITORIAL	130.00	511111	PW&ENG10/11-10		P M W	100.1042.2081.030
					1,060.00	*CHECK TOTAL				
17674	04/29/11	CAVALLARI/JOANNE	4469	SUP APPRECIATION LUNCH	26.40	511102	SAFEWAY		P N W	100.1002.2055.000
17675	04/29/11	CHEVRON USA, INC.	27	PD FUEL	50.95	511106	552010		P N W	100.1022.2044.000
17676	04/29/11	CINTAS FAS LOCKBOX 6	4171	1ST AID	49.50	511104	156428842		P N W	100.1041.2101.045
17676	04/29/11	CINTAS FAS LOCKBOX 6	4171	1ST AID	49.49	511104	156428842		P N W	501.5013.2101.033
					98.99	*CHECK TOTAL				
17677	04/29/11	COUNTY OF MENDOCINO	33	JC ELEC SVC MARCH 201	762.85	511107	2011-3		P N W	100.1020.2110.000
17677	04/29/11	COUNTY OF MENDOCINO	33	JC WATER SVC MARCH 201	76.41	511107	2011-3		P N W	100.1020.2110.000
17677	04/29/11	COUNTY OF MENDOCINO	33	JC GARBAGE SVC MARCH20	72.67	511107	2011-3		P N W	100.1020.2110.000
					911.93	*CHECK TOTAL				
17678	04/29/11	CWEA MEMBERSHIP	4387	CWEA MEMBERSHIP	132.00	511103	ANDREA TRINCAD		P N W	501.5010.2050.000
17679	04/29/11	EBA ENGINEERING INC	3985	WP IMPLEMENTATION I	1,606.78	511112	160678		P N W	201.2011.2081.030
17679	04/29/11	EBA ENGINEERING INC	3985	1ST QTR MONITORING	1,052.75	511113	22552		P N W	201.2011.2081.030
17679	04/29/11	EBA ENGINEERING INC	3985	1ST QTR GRNDWTR SAM	1,962.25	511113	22552		P N W	201.2011.2081.030
					4,621.78	*CHECK TOTAL				
17680	04/29/11	ELENNISS/JERRY T	4200	T-HANDLES WTR VLVE OP	326.25	511114	8714		P M W	503.5031.2041.000
17681	04/29/11	FEDERAL EXPRESS	50	MAILING BOXES	18.98	511115	7-462-45471		P N W	100.1002.2055.000
17682	04/29/11	GRAINGER/W.W.	173	PIPE/BENCH VISE	879.90	511116	9511077225		P N W	503.5033.2041.000
17683	04/29/11	HARTFORD RETIREE PRE	4422	MED INS PREM OBERDORG	882.82	511117	50016		P N W	690.231
17684	04/29/11	HD SUPPLY FACILITIES	3997	CHART PENS	61.57	511118	377764		P N W	503.5031.2041.000
17685	04/29/11	LOOSE CABOOSE	.08766	APPRECIATION LUNCHEON	210.98	511119	347072		P N W	100.1002.2055.000
17686	04/29/11	MCNIEL, ESQ/LINDA	4604	WITNESS FEES	50.93	511121	PARTIAL REFUND		P N W	100.1000.6230.000
17687	04/29/11	MENDOCINO JANITORIAL	4255	PD JANITORIAL	1,100.00	511122	782504		P M W	100.1016.2061.020
17688	04/29/11	MILLER/LAUREL	4513	GROCERY	107.24	511120	CATERINGMAR/AP		P N W	600.601
17689	04/29/11	MUNISERVICES	1441	SALES AND USE TAX	289.20	511123	24454		P N W	100.1003.2081.030
17690	04/29/11	NEW TREND ELECTRONIC	1443	TRAINING SUPPLIES PD	27.18	511124	10112223		P N W	100.1022.2101.032
17690	04/29/11	NEW TREND ELECTRONIC	1443	350W OUTLET	65.24	511125	10112366		P N W	501.5011.2041.000
					92.42	*CHECK TOTAL				

GENERAL CHECK FORM

WARRANT	DATE	VENDOR		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
17691	04/29/11	OCE IMAGISTICS	158	COPIER USE ENG	54.73	511126	971044		P M W 100.1042.2095.000
17691	04/29/11	OCE IMAGISTICS	158	COPIER USE PW	54.73	511126	971044		P M W 100.1040.2095.000
					109.46	*CHECK TOTAL			
17692	04/29/11	P G & E COMPANY	114	ENGINEERING	61.84	511134	04192011		P N W 100.1042.2110.000
17692	04/29/11	P G & E COMPANY	114	PARKS	9.46	511134	04192011		P N W 100.1050.2110.000
17692	04/29/11	P G & E COMPANY	114	SEWER	129.24	511134	04192011		P N W 501.5013.2110.000
17692	04/29/11	P G & E COMPANY	114	WATER	18.63	511134	04192011		P N W 503.5033.2110.000
17692	04/29/11	P G & E COMPANY	114	PUBLIC WORKS	61.83	511134	04192011		P N W 100.1040.2110.000
					281.00	*CHECK TOTAL			
17693	04/29/11	PDR DISTRIBUTION, LL	4603	PHYSICIANS DESK REFERE	83.58	511131	3084279		P N W 100.1020.2050.000
17694	04/29/11	PEAT/LESTER	4281	WATER OPERATOR III	680.00	511128	LPAPRIL2011		P M W 503.5033.2081.030
17695	04/29/11	PETTY CASH	123	OFFICE SUPPLIES	5.15	511132	PETTY CASH CH		P N W 100.1002.2055.000
17695	04/29/11	PETTY CASH	123	DEIONIZED WATER	20.00	511132	PETTY CASH CH		P N W 501.5013.2101.034
17695	04/29/11	PETTY CASH	123	CLEANING SUPPLIES	17.91	511132	PETTY CASH CH		P N W 100.1016.2025.000
17695	04/29/11	PETTY CASH	123	TILL SHORT	40.00	511132	PETTY CASH CH		P N W 100.1003.2199.000
17695	04/29/11	PETTY CASH	123	PETTY CASH SHORT	4.26	511132	PETTY CASH CH		P N W 100.1003.2199.000
					87.32	*CHECK TOTAL			
17696	04/29/11	POLLARDWATER.COM-EAS	4361	WATER PLANT SUPPLIE	1,048.34	511133	I297666-IN		P N W 503.5031.2041.000
17697	04/29/11	PRINCIPAL MUTUAL LIF	629	LIFE INS PREMIUM	864.33	511127	N85577-1		P N W 690.231
17698	04/29/11	PROFLAME	96	SP FUEL	1,696.04	511130	907297		P N W 503.5033.2110.000
17699	04/29/11	R E M I F	135	DENTAL INS PREMIUM	5,681.00	511135	INS MAY2011		P N W 690.231
17699	04/29/11	R E M I F	135	VISION INS PREMIUM	840.00	511135	INS MAY2011		P N W 690.231
17699	04/29/11	R E M I F	135	EAP INS PREMIUM APR	1 222.07	511135	INS MAY2011		P N W 690.231
17699	04/29/11	R E M I F	135	WC PREMIUMS	46,274.75	511136	FOURTH QUARTER		P N W 690.228
					53,017.82	*CHECK TOTAL			
17700	04/29/11	RAINBOW AGRICULTURAL	105	RETURN	140.29CR	511137	3017		P N W 503.5033.2041.000
17700	04/29/11	RAINBOW AGRICULTURAL	105	RIM	108.92	511137	3017		P N W 503.5033.2041.000
17700	04/29/11	RAINBOW AGRICULTURAL	105	RIM/TIRES	484.56	511137	3017		P N W 503.5033.2041.000
					453.19	*CHECK TOTAL			
17701	04/29/11	RESERVE ACCOUNT	4129	POSTAGE	2,000.00	511129	20415030		P N W 100.1002.2055.000
17702	04/29/11	SAN DIEGO POLICE EQU	4405	TRAINING AMMUNITION	2,588.24	511144	596981	003425	P N W 100.1022.2101.032
17703	04/29/11	SCOFIELD/MIKE	4481	SOFTWARE DEVEL CONFER	111.06	511145	CAR RENTAL		P N W 651.6510.2199.000
17704	04/29/11	SHAW ENVIRONMENTAL I	4257	GROUND WATER 2010	1,647.50	511138	594861-R8-0050		P N W 213.2133.2081.030
17704	04/29/11	SHAW ENVIRONMENTAL I	4257	GROUND WATER 2011	475.00	511138	594861-R8-0050		P N W 213.2133.2081.030
					2,122.50	*CHECK TOTAL			

WARRANT	DATE	VENDOR		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM										
17705	04/29/11	SIERRA FOOTHILL LAB	782	SP TESTS	435.00	511143	95597		P N W	501.5013.2061.015
17706	04/29/11	STATE DEPT OF CONSER	275	SMIP TAX	22.47	511139	JAN1-MAR312011		P N W	600.607
17707	04/29/11	STATE OF CALIFORNIA	534	CDF WORK CREW	886.08	511142	100715		P N W	201.2012.2101.045
17708	04/29/11	STATE WATER RESOURCE	4392	ANNUAL PERMIT FEES	1,008.00	511140	SW-0032178		P N W	213.2130.2001.002
17708	04/29/11	STATE WATER RESOURCE	4392	ANNUAL PERMIT FEE	2,176.00	511141	SW-0032172		P N W	430.4330.2001.002
					3,184.00	*CHECK TOTAL				
17709	04/29/11	THRIFTY SUPPLY COMPA	403	SLOAN REPAIR KIT	111.03	511146	2107583-01		P N W	100.1050.2101.045
17710	04/29/11	UKIAH PAPER SUPPLY I	164	JANITORIAL SUPPLIES	119.05	511147	376718		P N W	100.1016.2025.000
17710	04/29/11	UKIAH PAPER SUPPLY I	164	JANITORIAL SUPPLIES	216.41	511148	376486		P N W	100.1016.2025.000
					335.46	*CHECK TOTAL				
17711	04/29/11	UKIAH VALLEY MEDICAL	332	PRE EMPLOYMENT SCREEN	508.43	511094	26589		P M W	100.1005.2091.000
17712	04/29/11	UNITED PARCEL SERVIC	165	SERVICE CHARGES	40.00	511149	5382F9151		P N W	100.1040.2055.000
17712	04/29/11	UNITED PARCEL SERVIC	165	SERVICE CHARGES	40.00	511149	5382F9151		P N W	100.1042.2055.000
17712	04/29/11	UNITED PARCEL SERVIC	165	VAN LANE PLANS	34.52	511149	5382F9151		P N W	203.2030.4003.000
17712	04/29/11	UNITED PARCEL SERVIC	165	RETURN GRAINGER	8.64	511149	5382F9151		P N W	100.1041.2101.045
17712	04/29/11	UNITED PARCEL SERVIC	165	RETURN CABLE WECO	5.51	511149	5382F9151		P N W	501.5010.2055.000
					128.67	*CHECK TOTAL				
17713	04/29/11	WILLIAMS SCOTSMAN IN	4116	RENT MOBILE OFFICE SP	281.08	511151	95640275		P N W	501.5010.2096.000
17714	04/29/11	WILLITS KIDS CLUB	3981	PAYROLL DEDUCTION	40.00	511150	04242011		P N W	690.248
17715	04/29/11	WILLITS NEWS	179	POOL MANAGER ADD	136.50	511160	2113099		P N W	100.1005.2061.013
17716	04/29/11	WILLITS ONLINE LLC	4108	SP INTERNET SERVICE	189.00	511157	366212		P M W	501.5013.2015.000
17717	04/29/11	WILLITS POWER	1245	SPARK PLUG	8.68	511153	126137		P M W	503.5033.2041.000
17717	04/29/11	WILLITS POWER	1245	AIR CLEANER LAWN MOWER	6.51	511154	126705		P M W	100.1050.2041.000
17717	04/29/11	WILLITS POWER	1245	FILE/FILE HANDLE	6.48	511155	127889		P M W	501.5013.2041.000
17717	04/29/11	WILLITS POWER	1245	TRIMMER REPAIR	75.19	511156	126034		P M W	100.1050.2041.000
					96.86	*CHECK TOTAL				
17718	04/29/11	WILLITS TIRE CENTER	183	NEW TIRES VEHICLE # 1	833.82	511159	96654		P M W	201.2011.2041.000
17719	04/29/11	WILLITS UNIFIED SCHO	457	CLEANING DEPOSIT REFU	300.00	511158	04062011		P N W	600.602
17720	04/29/11	WINZLER & KELLY CONS	590	RR AVE BRIDGE	1,917.00	511152	57896		P N W	208.2080.2101.038
17721	04/29/11	YOKUM'S BODY SHOP/JI	640	BODY & PAINT REPAIR	4,719.92	511161	491		P M W	100.1022.2044.000
17722	04/29/11	ZFA STRUCTURAL ENGIN	4220	WATER PLANT METAL BLD	230.00	511162	10169		P N W	503.5034.2081.030

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
	GENERAL CHECK FORM							
17723	04/29/11	ZUMAR INDUSTRIES INC 236	SIGN BLANKS	52.27	511163	128996		P N W 503.5031.2041.000
17723	04/29/11	ZUMAR INDUSTRIES INC 236	SIGN BLANKS	81.19	511164	129171		P N W 200.2003.2101.045
				133.46	*CHECK TOTAL			
	GENERAL CHECK FORM		TOTAL	158,654.16				

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	9	S	ACCOUNT
REPORT TOTALS:				158,654.16							

RECORDS PRINTED - 000114

CITY OF WILLITS

BUILDING INSPECTION ACTIVITY REPORT

FOR THE MONTH OF: **April 2011**

NEW CONSTRUCTION	**LIVING UNITS**	**BLDG. PERMITS**	**VALUATION**
1) Single Family Dwellings			
2) Two Family Dwelling			
3) Three and Four Family Dwelling			
4) Five or More Family Dwelling			
5) Moved Dwellings and Modular Units			
6) Hotels and Motels			
7) Amusement and Recreation Buildings			
8) Churches and Religious Buildings			
9) Industrial Buildings		1	$ 156,000.00
10) Private Garages and Carports			
11) Service Station and Repair Garages			
12) Office, Bank and Professional Buildings			
13) Stores and Similar Buildings			
14) Warehouse and Agriculture Buildings			
MISCELLANEOUS CONSTRUCTION			
15) Reroof, Siding, Windows, Etc.		4	$ 29,500.00
16) Heating and Air Conditioning		1	$ 3,000.00
17) Electric, Mechanical, Plumbing		3	$ 4,200.00
18) Demolition			
STRUCTURES OTHER THAN BUILDINGS			
19) Foundations, Pools, Walls, Signs, etc.		1	$ 5,000.00
CONVERSIONS			
20) Non-Residential to Residential		1	$ 1,000.00
21) Residential to Non-Residential			
ADDITIONS AND ALTERATIONS			
22) Residential Buildings		3	$ 31,000.00
23) Non-Residential Buildings			
TOTALS		**14**	**$ 229,700.00**

COMPARISON	
Valuation This Month	$ 229,700.00
Same Month Last Year	$ 35,500.00
Revenue This Month	$ 3,563.40
Same Month Las Year	$ 5,680.50
Permits This Month	14
Same Month Last Year	13
TOTALS TO DATE THIS FISCAL YEAR	
Construction Valuation	$ 1,699,750.00
Fees Collected	$ 24,438.55
No. of Permits	80
TOTALS TO SAME DATE LAST YEAR	
Construction Valuation	$ 1,048,800.00
Fees Collected	$ 20,230.02
No. of Permits	76

TYPE OF PERMIT AND OTHER REVENUE	**#'s**	**FEE'S**
Building	10	$ 3,347.40
Electrical	3	$ 162.00
Mechanical	1	$ 54.00
Plumbing		
Grading		
Demolition		
Plan Check		
Late Fee		
Bldg. Survey		
Sewer Insp.		
TOTALS:	**14**	**$ 3,563.40**

Respectfully Submitted:

W. Frank Howard, Building Insp. / Date

Item No. 8a

Meeting Date: May 11, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager
Quinton Roland, Water Conservation Specialist

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO APPROVE FORMAT FOR FINAL AGREEMENT FOR WATER SERVICES OUTSIDE CITY LIMITS, AND DIRECTION TO STAFF TO COMPLETE SAID AGREEMENTS WITH WATER SERVICE CUSTOMERS OUTSIDE THE CITY LIMITS

Type: ☐ Presentation ☐ Consent ☒ Regular Agenda ☐ Public Hearing ☐ Urgent Time: 10 min.

Summary of Request: At several meetings from May to July 2010, the Water Task Force considered ways that the City of Willits could ensure that customers using existing connections outside City limits would be subject to the same water service ordinances, standards, rules and regulations that apply to customers within City limits.

After evaluating a broad spectrum of potential agreement terms including examples from other water districts, the Water Task Force drafted the *Agreement for Water Services Outside City Limits*. This Agreement is consistent with Title 14.80.010 of the City of Willits Water Service Ordinance pertaining to providing water services outside city limits.

In August 2010, the City Council directed staff to send letters to all 517 water connection addresses outside City limits inviting customers to review the Draft Water Services Agreement for customers outside city limits and submit questions or comments to City Hall. The letters were mailed out the first week of December, and included a deadline for comments of January 21, 2011.

By the January 21st deadline, the City received no critiques, recommendations or questions from customers regarding any possible changes to the Draft Agreement. We have received over 60 Draft Agreements that were signed by customers.

In two meetings held in February and March, the Water Resources Committee reviewed the draft Agreement and heard public comments. In response to the comments, minor changes were made to the draft Agreement language. The Committee approved the form and content of the final draft of the Agreement.

Recommended Action: Approve the form and content of the Water Services Agreement for customers outside city limits and direct staff to send the agreement, along with a cover letter and instructions, to all customers outside the City limits to sign and return to City Hall. The letter shall also contain instructions that all new customers (new renters or homebuyers with existing connections) outside the City limits will be required to sign the agreement when they visit City Hall to start their new account.

Alternative(s): None recommended.

Fiscal Impact: There will be an initial cost of preparing and mailing the Agreement that is expected to be minimal. In the longer term, the Agreement will allow the City to adjust water rates to users outside the City to match the rates inside the City and contribute to the financing of water improvements throughout the water system.

Personnel Impact: There will be staff time devoted to preparing and mailing the agreements and responding to inquiries during the initial stages of the process, but this is expected to be a relatively short term impact.
Reviewed by: ☒ City Manager ☒ City Attorney ☐ Finance Director ☐ Human Resources ☒ Risk

Council Action: ☐ Approved ☐ Denied ☐ Other: _____

Records: ☐ Agreement ☐ Resolution #_____ ☐ Ordinance #_____ ☐ Other _____

AGREEMENT FOR WATER SERVICE OUTSIDE CITY LIMITS

This agreement is made on this _____ day of _____, 20 _____, by and between _____, hereinafter called the CUSTOMER, and the City of Willits, hereinafter called the CITY.

The City will provide water services to customers with existing connections outside City limits who agree to be subject to the same water service ordinances, standards, rules and regulations that apply to customers within City limits.

1 - The CUSTOMER agrees that this agreement shall terminate upon the failure of CUSTOMER to comply with any provision hereof, any water conservation measure adopted by City Council, or any applicable provision of City codes, ordinances, standards, rules or regulations.

2 - The CUSTOMER agrees to pay all charges, deposits, and rates for water services under the CITY'S current ordinances and rate schedules, or as may be revised by City Council resolution.

3 - The CUSTOMER agrees that any water services extended under this agreement shall be used only by the CUSTOMER, and not for any other residential, commercial or institutional use unless written permission is granted by the CITY.

4 - The CUSTOMER agrees that written permission must be granted by the City before expanding water use for significant property improvements including – but not limited to – structural additions and additional units.

5 - This document contains the entire agreement between the parties and any and all existing statements or agreements, whether oral or written between the parties hereto, covering the same subject matter, are hereby cancelled and superseded by this agreement, and such prior statement(s) or agreement(s) shall have no further effect.

Customer Signature	**City Manager Signature**
Customer Name Printed	**City Manager Name Printed**
Customer Connection Address	111 E. Commercial St, Willits, CA **City of Willits Address**
Date Signed	**Date Signed**

Item No. 9e(1)

Meeting Date: May 11, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Tom Mannatt, City Engineer

Agenda Title: PRESENTATION AND DISCUSSION OF ADOPTION OF THE SANITARY SEWER MANAGEMENT PLAN (SSMP)

Type: ☒ Presentation ☐ Consent ☒ Regular Agenda ☐ Public Hearing ☐ Urgent Time: 10 min.

Summary of Request: On May 2, 2006, the State Water Resources Control Board (Board) issued Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). As a requirement set forth by the WDR, any entity that owns a collection system greater than one mile in length must develop and implement a Sewer System Management Plan (SSMP), which will be available to the State or Regional Board upon request and must be approved by the City's governing body.

The SSMP provides a mechanism to properly manage, operate, and maintain all parts of the sanitary sewer system, with the ultimate goal being to reduce and prevent SSOs, as well as mitigate any SSOs that do occur. The City's SSMP must:

(1) Establish the legal authority to prevent illicit discharges into its sanitary sewer system;

(2) Require that sewers and connections be properly designed and constructed;

(3) Ensure access for maintenance, inspection, or repairs for those portions of the lateral owned or maintained by the City;

(4) Limit the discharge of fats, oils, and grease and other debris that may cause blockages; and

(5) Enforce any violation of its sewer ordinances.

The SSMP has eleven mandatory elements, each with implementation deadlines according to the size of the collection system. In summary, these elements address: operations and maintenance, legal authority, design criteria, source control, system capacity evaluation, and emergency response procedures. The City has met all deadlines except for the final adoption of the SSMP, which was due May 2, 2010.

The City Engineer will present the proposed Sanitary Sewer Management Plan to Council tonight. The document is attached for Council review. SSMP appendices and supporting documents are not because the SSMP with the supporting material amounts to roughly 400 pages. In the interest of Council time and paper reduction, only the core document is included in this summary for Council review.

Recommended Action: Adopt the Sanitary Sewer Management Plan.

Alternative(s): Refer the Sanitary Sewer Management Plan back to committee for further discussion.

Fiscal Impact: None

Personnel Impact: None

Reviewed by: ☐ City Manager ☐ City Attorney ☐ Finance Director ☐ Human Resources ☐ Risk

Council Action: ☐ Approved ☐ Denied ☐ Other: _____

Records: ☐ Agreement ☐ Resolution #_____ ☐ Ordinance #_____ ☐ Other _____

City of Willits Sanitary Sewer Management Plan (SSMP)

Last updated 5/4/2011

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Executive Summary

The City of Willits (City) owns and maintains the wastewater collection system that serves the City and other satellite agencies, including: Brooktrails Township, Meadowbrook Subdivision and the Sherwood Valley Rancheria. The City's wastewater collection system is comprised of approximately 22 miles of pipe ranging from 4" to 24" in diameter.

On May 2, 2006, the State Water Resources Control Board (Board) issued Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). As a requirement set forth by the WDR, any entity that owns a collection system greater than one mile in length must develop and implement a Sewer System Management Plan (SSMP), which will be available to the State or Regional Board upon request and must be approved by the City's governing body.

The purpose of the SSMP is to reduce Sanitary Sewer Overflows (SSOs) by requiring collection systems to adopt preventative operating, maintenance and management plans. A sanitary sewer overflow (SSO) is a release of untreated or partially treated wastewater resulting in public health and environmental pollution hazards. It also refers to wastewater backups into buildings and onto private property that are caused by blockages in the City's portion of the sanitary sewer system.

The SSMP provides a mechanism to properly manage, operate, and maintain all parts of the sanitary sewer system, with the ultimate goal of reducing and preventing SSOs, as well as mitigating any SSOs that do occur. The City's SSMP must:

(1) Establish the legal authority to prevent illicit discharges into its sanitary sewer system;
(2) Require that sewers and connections be properly designed and constructed;
(3) Ensure access for maintenance, inspection, or repairs for those portions of the lateral owned or maintained by the City;
(4) Limit the discharge of fats, oils, and grease and other debris that may cause blockages; and
(5) Enforce any violation of its sewer ordinances.

The SSMP has eleven mandatory elements with implementation deadlines according to the size of the collection system. Due to the size of the City of Willits, its deadline for completion of the SSMP is May 2, 2010. The elements are as follows:
(1) Goal;
(2) Organization;
(3) Legal Authority;
(4) Operation and Maintenance Program;
(5) Design and Performance Provisions;
(6) Overflow Emergency Response Plan;
(7) Fats, Oils and Grease (FOG) Program;
(8) System Evaluation and Capacity Assurance Plan;
(9) Monitoring, Measurement and Program Modifications;
(10) Sewer System Management Plan Program Audits; and
(11) Communication Program.

In November 2006, the City submitted a Notice of Intent (NOI) or application for permit coverage under the General WDR for Sanitary Sewer Systems. In February 2008, City Council approved a proposed SSMP Development Plan and Schedule which listed development and implementation deadlines for each of the eleven mandatory elements of the City's SSMP. Based on the service area population for the City of Willits Sewer Collection System, the SSMP completion deadline is May 2, 2010. With the adoption of this plan all of the mandatory elements of the SSMP will be met. The plan is considered a living document, subject to revisions as industry standards or conditions in the system change over time. Through continuous evaluation of the existing programs, future improvement plans will be developed to ensure adequate capacity to meet future growth demands and proper allocation of resources for the operation, maintenance, and timely repair of the sanitary sewer system.

Element 1 -Goals

This element of the SSMP outlines the City's goals with respect to the Sanitary Sewer Management Plan. This section complies with the goal requirements outlined in the WDR SSMP Element 1 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the City's SSMP goals shall address the following components:

> *The Goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.*
> - State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems

The City of Willits is committed to protecting local waterways and the health of its citizens by preventing Sanitary Sewer Overflows. The City is developing a Sanitary Sewer Management Plan to achieve cost effective maintenance, operations and management of the wastewater collection system.

The City of Willits (City) owns and maintains the wastewater collection system that serves the city, as well as several satellites agencies: Brooktrails Township, Meadowbrook Subdivision, and the Sherwood Rancheria. The Sewer Department ensures safe conveyance of wastewater to the Willits Wastewater Treatment Plant. The department strives to do so by employing preventative maintenance measures in a efficient and cost effective manner by utilizing a city developed Operation and Maintenance Program. In addition, the department has the legal authority to enforce programs that minimize sewer blockages. The city maintains an Overflow Emergency Response Plan that provides direction in the event of a sanitary sewer overflows. Furthermore, sewer operators train in emergency response to SSO to ensure proper and efficient response to such events. The City of Willits Sewer Department is dedicated to achieving the following goals:

- Minimize preventable Sanitary Sewer Overflows (SSO).
- Maintain an effective and timely SSO Emergency Response Plan.
- Proactively inspect/maintain all city-owned sewer collection infrastructures.
- Develop a database to prioritize areas in need of special maintenance and repair.
- Implement an effective Fats, Oils and Grease (FOG) Control Program.
- Implement an effective Root Control Program.
- Decrease Inflow and Infiltration.
- Implement an adequate Sewer Collection Rehabilitation Program.
- Provide sufficient sewer capacity to accommodate future growth
- Develop a public outreach program addressing SSO prevention and the importance of sewer collection infrastructure.
- Provide a safe work environment for all operators of the Collection System.

Element 2 - Organizational Structure

This element of the SSMP outlines the City's organizational structure with respect to the Sanitary Sewer Management Plan. This section complies with the organizational structure requirements outlined in the WDR SSMP Element 2 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the City's organizational structure shall address the following components:

> *The SSMP must identify:*
>
> *(a) The name of the responsible authorized representative as described in Section J of this Order*
>
> *(b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organizational chart or similar document with a narrative explanation, and*
>
> *(c) The chain of communications for reporting SSOs, from receipt of complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES).*
>
> - State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems

Organizational Structure

The City of Willits is governed by a Council-City Manager form of government. The Council is an elected body of officials charged with governing the City. They are vested with powers of legislation on municipal affairs and form a complete local government consistent with the Constitution of the State.

The City Manager is the Chief Administrative Officer heading the administrative branch of the city government. The City Manager oversees the operation of the all departments within the City. The City Manager reports to reports to Council and executes their direction by giving tasks to management. Management then directs city staff to perform the assigned work.

The City Attorney provides legal assistance and guidance to the City. The City Attorney is responsible for ensuring the City has proper legal authorities through existing ordinances.

This section includes an organizational chart that outlines the City's chain of command. Each position's role and responsibility is outlined in the section subsequent to the organizational chart.

2a. Responsible Authorized Representative

The Chief Plant Operator is the current "Responsible Authorized Representative" for the City of Willits for matters concerning official reports to the State and Regional Water Quality Control Board regarding the City's sanitary sewer system.

2b. Persons Responsible for SSMP Implementation

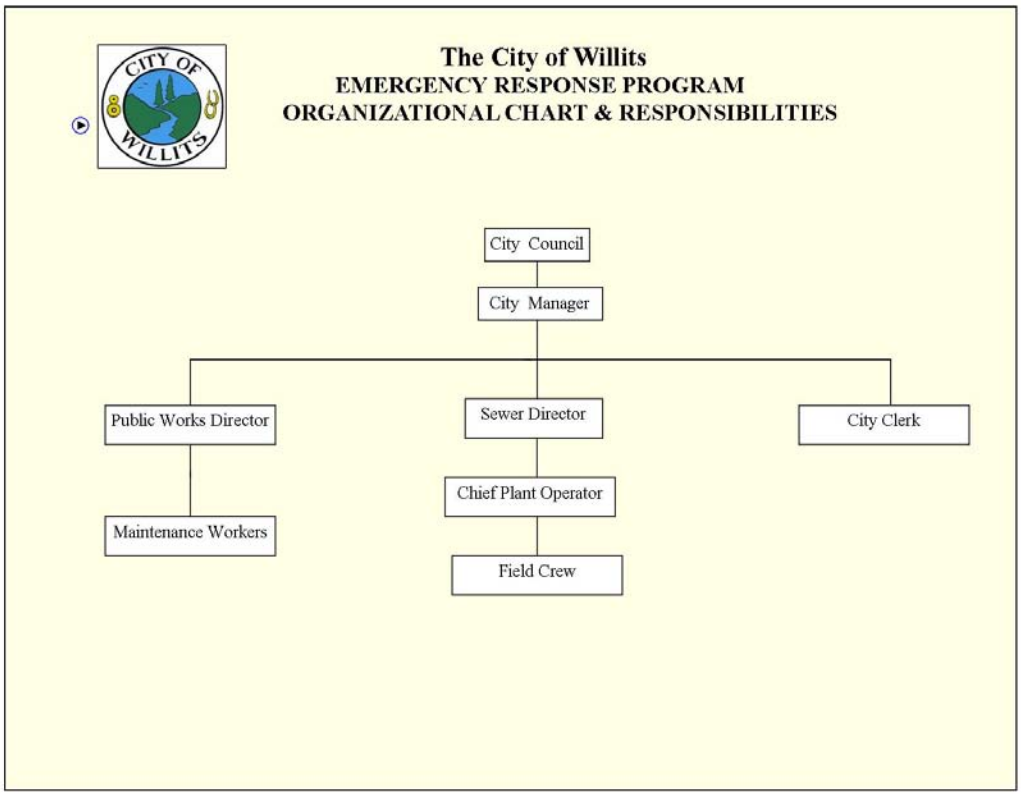
Title	Phone Number
City Manager	707-459-4601
Chief Plant Operator	707-459-5028
City Engineer	707-459-4605
Sewer Operator	707-459-5028

The SSMP Work Plan and Schedule was submitted to the City Council and approved by resolution on January 23rd, 2008. This document contains specific SSMP task assignments. The document is attached for reference.

2c. Chain of communication for SSO Reporting

An SSO is generally reported by the public to Sewer, Public Works, Police or City Hall. The report is then communicated to the Sewer Department. Sewer Operators respond to the report by taking emergency clean-up equipment, such as a vac-jet truck and other SSO response equipment, including a SSO response kit which includes all reporting and public safety supplies. The SSO information is tracked in the SSO Tracking Spreadsheet and reported to RWQCB, Mendocino County Public Health Department, and the Office of Emergency Services, as well as on the CIWQS database.

2.0 Organizational Chart



2.1 Definition of Roles

City Council – Governing body responsible for establishing policy.

City Manager, Sewer Director, Public Work Director – Enforces policy, plans strategy, leads staff, allocates resources, delegates responsibility, authorizes outside contractors

City Clerk – Provides informational updates to the Board or City Council. Notifies REMIF in the event of an overflow.

Chief Plant Operator – Directs Field Crew in the event of an emergency. Reports Overflows to the Office of Emergency Services, Regional Water Quality and Mendocino County Health Department.

Maintenance Workers & Field Crew- Staff that conduct preventative and corrective maintenance activity, mobilize and respond to notification of stoppages and Sanitary Sewer Overflows (SSOs).

References

- *Resolution 2008-09 A Resolution of the City Council of the City of Willits Adopting the Sewer System Management Plan - Work Plan and Schedule*
- *SSMP Work Plan and Schedule*

Element 3- Legal Authority

This element of the SSMP outlines the City's Legal Authority with respect to the Sanitary Sewer Management Plan. This section complies with the legal authority requirements outlined in the WDR SSMP Element 3 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the City's Legal Authority shall address the following:

> *Each Enrollee must demonstrate, through sanitary sewer system use ordinance, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:*
> *(a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);*
> *(b) Require that sewers and connections be properly designed and constructed;*
> *(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;*
> *(d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and*
> *(e) Enforce any violation of its sewer ordinances.*
> -State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems)

City of Willits Legal Authority

"Title 13-Sewers" of the Willits Municipal Code (WMC) governs the City's legal authority of the sewer collection system. Title 13 is considered a living document, subject to revision as regulatory agencies and best management standards for sewer systems change over time. Title 13 can be viewed by the public in its entirety at http://thecityofwillits.com/city-departments/city-clerk/.

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3a. Illicit Discharge Prevention Including I/I from Laterals, Stormwater, and Satellite Agencies

Illicit discharge prohibitions are covered under the WMC 13.04.120. Section 13.04.110 prohibits connection of drainage facilities to the sewer system, causing Inflow and Infiltration (I&I). There are three sewer agreements allowing satellite agencies to discharge into the Willits Collection System. In 1967, the City of Willits entered into the first agreement with the Brooktrails Township Community Services. To date, four amendments to the original document have been signed. The City also entered into an agreement with the Sherwood Valley Band of Pomo Indians dated June 12, 1989. This agreement governs the Sherwood Valley Rancheria discharge into the Willits Collection System. This agreement was modified in 1995 to include additional area acquired by the Sherwood Valley Band of Pomo Indians to provide low cost housing to tribal members. In 1956, the City signed an agreement with the Meadowbrook Manor County Sanitary District. This agreement has been amended several times since its inception. The City of Willits WMC Section 13.04.250

established the legal authority governing illicit discharges from satellite agencies into the Willits Sewer Collection System.

3b. Design and Construction Standards

Under WMC section 13.08.020, Design and Construction Standards, it states that the

> *Design and construction of building sewers and lateral sewers shall be in accordance with the requirements of the plumbing code and in accordance with city standard specifications. –WMC13.08.020*

The City of Willits recently adopted City Standards. The City's Design Standards are available in hardcopy at City Hall, 111 E. Commercial St., Willits, CA 95490 and online at http://thecityofwillits.com/city-standards-documents/.

3c. Ensure Access for Maintenance, Inspection and Repairs for Portions of the Lateral Owned or Maintained by the Public Agency.

Easement access is granted through easement agreements that are maintained by the City Engineer. The Sewer Department's collection crew regularly access easements for cleaning, TV inspections, I/I monitoring, or repair work.

3d. Limit the discharge of Fats, Oils, Grease and Other Debris which Lead to Blockages.

Section 13.04.310 Fats, Oils and Grease (FOG) Program, addresses the City's authority to regulate discharges fats, oils, and grease and other debris produced by food service establishments. The purpose behind this section is to reduce Sanitary Sewer Overflows (SSO) caused by grease related blockages.

3e. Enforcement of Sewer Ordinance Violations

Section 13.04.350 Enforcement gives the authority to enforce sewer ordinances. This section establishes the process of enforcement of violations.

References

- *Willits Municipal Code*, Title 13-Sewers
- Sewer Agreement – Brooktrails Township Community Services
- Sewer Agreement – Sherwood Valley Band of Pomo Indians
- Sewer Agreement – Meadowbrook Manor County Sanitary District
- Manor County Sanitary District

Element 4 - Operations and Maintenance Program

This element of the SSMP outlines the City's Operations and Maintenance Program with respect to the Sanitary Sewer Management Plan. This section complies with the operations and maintenance requirements outlined in the WDR SSMP Element 4 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the City's Operations and Maintenance Program shall address the following:

> *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 Preventive 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 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 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."*
> -State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems

City of Willits Operations & Maintenance Program

The City maintains an operations and maintenance program for its collection system. This program includes a continuously updated sewer system map, a system of scheduling regular maintenance, and a rehabilitation and replacement plan. The following information outlines the plan.

4a. Sewer System Mapping

The City of Willits maintains an up to date map of the sewer collection system. In 2009, the City conducted a survey of all manhole lids and updated the sewer system maps to include elevation data, thereby converting old two dimensional maps to three dimensional maps. The addition of elevation data has aided the Engineering Department in design and hydraulic modeling. The City has recently acquired equipment that is capable of gathering mapping data as it televises the lines. This data is gathered by Granite XP software, which interfaces with ESRI. Once gathered, the information is then uploaded into our base map. The City is working towards making the following information available on the map:

- Elevations
- Mains
- Cleanouts
- Flow Direction
- Lift Stations
- Manholes
- Laterals
- Pressure pipes
- Valves

The City's Sewer Map is continually updated and improved. The City is currently working on developing a GIS system for the sewer system to utilize the TV truck's mapping capabilities.

4b. Routine and Preventative Operation and Maintenance Activities

The City's Sewer Department is responsible for the operation and maintenance of the City's collection system. The service area includes 22 miles of pipe, one lift station, and 450 manholes. In 2009, the City acquired new equipment to televise the system. In 2011 the City will purchase a combination sewer cleaning truck. City Staff maintains a spreadsheet of problem areas as identified by TV Truck inspections and SSOs. Problem areas are defined as areas with frequent back ups; Fats, Oils, and Grease (FOG) deposits; defects in the integrity of the pipes or other sewer structures; and root intrusions. Problem areas are worked into the routine maintenance schedule. Records are kept on areas that are televised, cleaned or repaired. They are tracked to ensure coverage of the system. City Staff targets televising and cleaning an average of five miles of pipe each year and covering the entire system with in 5 years. City Staff schedules cleaning and televising the lines by scheduling problem areas first. The rest of the system is scheduled by starting from the extents of the system and working inward, culminating the work at the treatment plant.

4c. Rehabilitation and Replacement Plan

The City maintains a short and long term *Capital Improvement Project List*. This list is included in the City of Willits fiscal year budget. On an annual basis the City plans for improvements projects, both long and short term, through the budgeting process. During this process, projects are prioritized and funding is identified. These projects include repair, rehabilitation and construction on new and existing infrastructure to ensure the sustainability of the wastewater collection system.

Short-term Repair and Rehabilitation Projects

The City regularly inspects sewer lines using CUES closed circuit television (CCTV) truck. Problems are noted in a database called Granite XP. Areas that are prone to grease build up, root intrusion, cracks in the line, etc. are prioritized through the rating system and other data gathered in the Granite XP database. Funds are allocated on an annual basis for short term rehabilitation and repair projects.

In 2010, the City purchased new pipe patching equipment. Therefore, City Staff can now patch leaks in the field, without spending additional funds on contractors to perform the work.

Long-term Capitol Improvements Projects

The City of Willits is involved in the construction of a new wastewater treatment plant. The competition date is currently projected to be in 2012. The goal of the project is to improve the quality of effluent and recycled water. In terms of our collection system, Long term Capitol Improvement Projects are planned out annually during the budgeting process.

4d. Operations and Maintenance Training

Staff training is facilitated both internally and externally. New employees work in tandem with more experienced staff to obtain experiential training on the proper operations and maintenance of the equipment and facilities. The City follows OSHA regulations providing safety training and tailgate meetings on confined space, eye safety, safe work habits, heat illness, defensive driving, back safety, first aid, and blood-born pathogens, trailer safety, safety signs and others. The operators set a goal of conducting biweekly tailgates training using the *7 Minute Minder* trainings. Trainings are tracked in a binder maintained at the plant by the operators.

Operators attend trainings from outside agencies such as CWEA and RCAC. Technical training is provided to keep staff abreast of new technology, current and upcoming regulatory issues, and the City's and department's policies and procedures. Staff receives training in collections topics such as: safety, SSO-WDR compliance workshops, emergency response plan for SSOs, FOG implementation, line cleaning, root control application, televising the sewer lines, pipe patching, as well as other important topics in the sewer collections field.

Cross training is encouraged and supported. It is recognized by the City as a vital instrument to ensure coverage in all aspects of the Sewer Department.

Training funds are identified annually during the budgeting process. Staff is encouraged to attend trainings, based on interest and areas that need improvement.

4e. Critical Equipment & Replacement Parts Inventory

The City maintains a list of critical spare parts and a list of major equipment used for sewer system operation and maintenance.

The City is capable of doing spot repairs for 6”-15” pipes using pipe patching technology. Larger projects are generally contracted out to licensed contractors. Equipment and parts for larger projects are provided by the contractor. Service vehicles are maintained by a local mechanic.

Supervisors have the authority to purchase materials and supplies. Any items in excess of a thousand dollars require a Purchase Order, which must be signed by the City Manager. In the interest of pubic safety, a supervisor has the authority to bypass that requirement during in an emergency situation.

References

- *City of Willits Sewer System Map*
- *Capital Improvement Project List, City of Willits Fiscal Year Budget* (updated annually)
- *City of Willits Sewer Department Work Order*
- *7 Minute Minder (Training resource)*
- *Critical Equipment and Replacement Parts Inventory*

Element 5 – Design and Performance Provisions

This section of the SSMP outlines the City's Design and Performance Provisions, including a description of the City's design criteria, design and construction standards, and inspection protocol. This section complies with the Design and Performance Provisions requirements outlined in the WDR SSMP Element 5 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the City's Design and Performance Provisions shall address the following:

> *The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:*
> *" (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 appurtenance and for rehabilitation and repair projects."*
> -State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems

City of Willits Design and Performance Provisions

The City minimizes Sanitary Sewer Overflow occurrences caused by hydraulic loading by sizing sewer lines to accommodate current peak flows design capacity. The City is planning for the future by sizing lines according to projected growth patterns. To avoid surcharges in the sewer system that may result in an SSO, pipes will be sized to carry no more than 80% of the pipe diameter during peak capacity. The optimum pipe diameter is calculated using the Manning's Equation.

All sewers shall be designed to have a slope which will give a mean velocity at design of no less than 2.0 feet per second based on the Manning's Equation using an "n" value of 0.013. Minimum velocity, if approved by the Sewer Director or City Engineer, shall be no less than 1.5 feet per second at a design capacity. Slope requirements shall be followed to ensure self cleansing and self-oxidizing velocities in order to avoid significant generation of hazardous, odoriferous, and corrosive sulfur compounds.

The following peaking factors shall be utilized in the design of sewer mains:

Peak Factor	Pipe Size
3.0	8"
2.5	10"
2.0	12" to 15"

No gravity sewer main shall be less than 6 inches in diameter (implemented August 2002), and no laterals shall be less than 4 inches.

5a. Design and Construction Standards and Specifications for New Installations

In October of 2010, the City published a complete set of design and construction Standards. The document is titled *City of Willits Design and Construction Standards*. The standards are reviewed and updated at annually to include the best available technologies and ensure conformance with the latest codes. As problems construction standards and specifications are defined by the City with consideration to industry standards and local conditions. The *City of Willits Design and Construction Standards* provides information on the installation of sanitary sewer pipe and appurtenances describing:

- Pipe installation.
- Trench detail, including structure, excavation, backfill, foundation and bedding.
- Standard materials.
- Connection of service laterals.
- Installation of sewer home branches.
- Manhole construction and drop sewer connections.
- Clean outs.
- Grease traps.

5b. Inspection and Testing Standards for New Installations

The *City of Willits Design and Construction Standards* contains testing specifications and procedures for the installation of standard specifications. In addition, there is specific language for the following:

- Deflection test for sewer lines.
- Leakage test of sewer lines and service laterals.
- Television inspection of interior of installed pipe.

References

- *City of Willits Design and Construction Standards (Sewer Sections)*, http://thecityofwillits.com/city-standards-documents

Element 6 – Overflow Emergency Response Plan

This section of the SSMP outlines the City's Overflow Emergency Response Plan, including procedures for containment, cleaning, reporting and posting public warnings about the spill. This section complies with the Overflow Emergency Response Plan requirements outlined in the WDR SSMP Element 6 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the City's Overflow Emergency Response Plan shall address the following:

> *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, 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 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.*
>
> - State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems

City of Willits Overflow Emergency Response Plan

The City maintains an overflow and emergency response plan for Sanitary Sewer Overflows. Operators do periodic training to keep their skills sharp. The plan is reviewed and updated on an as need basis during the annual review of the SSMP.

6a. Notification Procedures for Primary Responders and Regulatory Agencies

The City of Willits maintains an up-to-date Overflow Emergency Response Plan. The City is required by the State to report any Sanitary Sewer Overflows (SSOs) within two hours. The Sewer Overflow Response kit includes a simplified reporting form that can be filed out in the field and faxed to Regional Water Quality Control Board (RWQCB), and the Mendocino County Environmental Health Department. Spills have to be reported to the State Office of Emergency Services via phone. Contact information, including phone numbers for each agency are listed on the form.

Citizens and other City services (Police, Fire, Streets, Water, etc.) can report Sanitary Sewer Overflows (SSOs) by calling City Hall (707) 459-4601 during normal business hours or the Police Dispatcher at (707) 459-6122 after hours or weekends. Police Dispatchers have been notified that when a spill is reported after hours, they must notify a live Staff member. In other words, they, under no circumstances, should leave a voice mail or cease attempts to contact someone and deliver the message directly to a Staff member at the Sewer Department.

6b. Response Program

The City contracted with Risk Management Solutions, now DKF Solutions Group, to develop the City's *Sanitary Sewer Overflow and Backup Plan*. The City adopted the plan in May of 2008. The plan ensures a uniform, proper response protocol for all levels of spills. The City considers the plan a living document, which can be revised as regulatory conditions change over time. The City reviews the document annually or when regulatory changes occur to determine whether changes need to be reflected in the plan. Emergency response vehicles housed at the Willits Wastewater Treatment Plant contain emergency response kits. Kits contain a flow chart instructing first responders on the proper response steps to take; they also contain a chart to aide in estimating the volume of a spill, a camera, a calculator, and a Field Questionnaire for documenting and reporting the spill.

6c. Prompt Regulatory Agency Notification Procedures

The City strives to report all SSOs within 2 hours of notification of the spill, regardless of size. When spills occur, a representative from the Sewer Department contacts the California Office of Emergency Services (OES), Regional Water Quality Control Board (RWQCB) in Santa Rosa, and the Mendocino County Environmental Health Department. Staff responding to the spill report first assesses the situation to determine the severity of the spill, take the proper actions to ensure that the spill is captured and returned to the sewer system. If the spill is over 1000 gallons, agencies are notified via phone at the earliest possible convenience, after the spill damage has been amended and within 2 hours of the spill notification. If there is a potential for contact with the public, the Responder will post public hazard signs, which are kept in trucks used for spill response. If the spill is less than 1000 gallons, the protocol for notification of regulatory agencies is to complete the Field Response Sheet, which contains questions on the State's CIWQS online reporting questionnaire, call OES within two hours and fax the Field Response Sheet to RWQCB and the Mendocino County Public Health agency when responders return to the office (within two hours of notification of the spill).

The Officials that will receive notification of a spill are:

Chief Plant Operator
300 N. Lenore St.
Willits, CA 95490
707-841-7911 (cell)

City Manager (Depending on the severity of the spill)
111 E. Commercial St.
Willits, CA 95490
707-459-7112

Office of Emergency Services (official on duty)
3650 Schriever Ave
Mather, CA 95655
1-800-852-7550
(OES provides a control number for reference)

Lisa Bernard
Sanitary Engineering Associate
Regional Water Quality Control Board
5550 Skylane Blvd., Suite A
Santa Rosa, CA 95043
1-707-576-2677 (phone)
1-707-523-0135 (fax)

Pete Lowman
Mendocino County Environmental Health Department
501 Low Gap Road
Ukiah, CA 95482
707-463-4142
707-463-4038

6d. Overflow Response Procedures Notification for Personnel and Contractors

David Patzer of Risk Management Solutions (now known as DKF Solutions Group) conducted extensive training when the *Sanitary Sewer Overflow and Backup Plan* was originally adopted. Whenever substantial changes are made to the plan, the Department conducts trainings addressing the changes, in addition to reviewing the plan. The department also does periodic "tailgate" trainings on the Overflow Emergency Response Plan. The Public Works Department attends Traffic control trainings. They are called in to an emergency response situation if the first responder deems it necessary. Current contractors that are utilized in emergency situations ensure proper training on the equipment they use for response efforts. The City contracts with professionals that perform work in the City's collection system. The City's contract requires sufficient coverage for any damages caused by the contractor. Generally, the first responder directs the contractor to do the work that the staff member deems necessary to achieve the objective of spill clean up and the health and

safety of citizens and the environment. In addition, all contractors shall comply with provisions of all applicable laws, ordinances and regulations.

6e. Emergency Response Procedures for Mobilization and Appropriate Response

The Emergency Overflow Response Plan provides guidelines to address all procedures of a sewer overflow. Back up coverage, in the form of personnel or equipment, is provided to ensure all possible situations are adequately managed. Response time follows US EPA guidelines of 60 minutes or less at any time. Proper safety procedures are employed to ensure a safe environment, protecting the public and City staff. Generally, spill response protocol involves spill containment, clearing the blockage, sanitizing spill to minimize health and safety impacts to the general public or the environment and reporting the spill. Proper signage warning of health hazards is used if the spill reaches storm water basins and/or if the spill may come into contact with the public.

6f. Containment, Prevention and Monitoring of Wastewater Contamination in Waters of the U.S.

The *Sanitary Sewer Overflow and Backup Plan* provides guidelines for minimizing or avoiding wastewater contact with surface waters or drainage channels. First responders assess the spill location identifying any nearby surface waters or drainage channels. If they appear to be threatened by contamination, staff responds accordingly. Possible response efforts include, but are not limited to vacuuming wastewater and using sandbags to contain wastewater, thereby minimizing contamination or contact with any surface waters or drainage channels. If necessary, sandbags will be placed in the storm drain downstream of the spill location. Sampling of any impacted waters will commence according to the guidelines specified in the Emergency Response Plan. If necessary, the City will take the following measures: assessment, traffic control, volume estimate, correction, clean-up, investigation, sampling of receiving waters, notification, incident documentation and enforcement of violations. Based on its findings, the City will take further action to ensure that the cause of the spill is eliminated and proper measures are being taken to avoid duplication of the spill.

References

- *Willits Sanitary Sewer Overflow and Backup Plan, Purpose Policy & Definition*
- *Sanitary Sewer Overflow and Backup Response Plan Field Guide*
- *Emergency Vendor Contact Sheet*
- *Regulatory Notification Packet*
- *Willits Backup Packet*
- *Public Notification Door Hangers*
- *Willits Overflow Packet*
- *SSO Public Posting*

Element 7 – FOG Program, Fats, Oils and Grease Plan & Program

This section of the SSMP outlines the City's Fats, Oil and Grease (FOG) Control Program, including procedures for identifying problem areas, focused cleaning, and source control. This section complies with the FOG control requirements set forth in the WDR SSMP Element 7 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the FOG Control Program shall address the following components:

> *Each enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an enrollee determines that a FOG program is not needed, the enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:*
>
> *(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;*
> *(b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;*
> *(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;*
> *(d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;*
> *(e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;*
> *(f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and*
> *(g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (6) above.*
>
> -State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems)

City of Willits Fats, Oils, and Grease (FOG) Source Control Plan

7a. Public Education Implementation Plan and Schedule

The City plans to implement a public outreach campaign. The focus of this campaign is to provide the public with information regarding pollution prevention and best management practices for proper disposal of fats, oils, and grease. The campaign

plan includes posting information on the city's website: www.cityofwillits.com, as well as developing posters for Food Service Establishments (FSEs) identifying Best Management Practices (BMPs) for the proper disposal of fats, oils and grease. These would be distributed during inspections. In addition, informational brochures will be available at City Hall. The timeline for implementation depends on staff availability.

7b. FOG Disposal Plan and Schedule

Food Service Establishments (FSEs) are required to properly dispose of fats, oils and grease. Yellow grease is generally picked up by recycling companies. Interceptors are required to be cleaned at least every six months or more often if deemed necessary. Cleaning is performed by haulers certified by the California Department of Food and Agriculture, Meat and Poultry Inspection Branch. The State requires haulers to record disposal location(s), track their activities, and manifests to ensure proper and legal disposal of the contents of the interceptor.

7c. Legal Authority Plan

The Willits Municipal Code carries the legal authority to enforce existing codes to ensure proper management and disposal of grease waste. It also establishes the authority to inspect, permit and/or take corrective action if a business is found in violation of the code.

7d. Requirements for Food Service Establishments

The Willits Municipal Code (WMC) requires installation of grease removal devices for all Food Service Establishments. In addition, the WMC requires FSEs to obtain a Wastewater Discharge Permit for grease disposal. The permit outlines specific BMP to be followed by FSEs.

7e. Inspection and Enforcement Authority Plan

The Willits Municipal Code gives the authority to inspect and permit Food Service Establishments. The code establishes the City's authority to enforce code violations.

7f. "Hot Spot" Identification and Maintenance Plan and Schedule

"Hot Spots" are problem areas that have a history of blockages and require frequent maintenance. These areas are prioritized and maintained more frequently. Data from sewer line inspections is logged, analyzed and prioritized for future work projects. This work is performed to minimize the risk of sewer main blockages. Information is collected to analyze the cause of the failure, response time, responding staff, and maintenance required or performed for inspected sewer infrastructure. The City uses this information to determine trends that will help identify cleaning frequency for critical and non-critical areas and will prioritize manhole inspection, line cleaning, video inspection, chemical root control, grease control and sewer line spot repairs. The program tracks areas of high maintenance defined as "Hot Spots." Semiannually, the list is updated and locations are given priority for inspection.

7g. "Hot Spot" Source Control Measures Development and Implementation Plan

The City of Willits' Wastewater Discharge Permit addresses inspection and permitting of Food Service Establishments for compliance with fats, oils and grease disposal requirements. "Hot Spots" or problem areas with high maintenance needs are prioritized for more frequent inspections and special permitting requirements. Sewer line blockages that are caused by excessive grease accumulation are investigated to find the possible location (business or residential area) causing the problem. In addition, areas with high maintenance needs (Hot Spots) are flagged for follow up investigations and further enforcement if needed. Residential or business outreach and education may be used further address problem areas.

FOG Source Control Program

7.1 Title

This document shall hereafter be known as the "FOG Source Control Program"

7.2 Purpose

The purpose of the FOG Control Program is to reduce Sanitary Sewer Overflows (SSOs) and blockages, and to protect public health and the environment by minimizing exposure to unsanitary conditions.

7.3 Legal Authority

Implementation of a successful FOG Control Program is dependent on the City's ability to enforce program requirements on non-domestic sources of wastewater. The City's authority to implement a FOG Control Program is based on the potential impact of SSOs on either Waters of the US or storm basins, both of which are regulated by the Clean Water Act governed by the Environmental Protection Agency. A component of the Clean Water Act, the General Pretreatment Regulations, 40 CFR 403, requires municipalities to establish local authority. The City of Willits has established the legal authority to regulate FOG contributions to the Willits collection system by adopting 13.04.310 and 13.04.320 of the Willits Municipal Code. The FOG Program has been adopted into the Willits Municipal Code as Section 13.04.310.

7.4 Regulatory Requirements

The City of Willits has established and incorporated a FOG ordinance into the City of Willits Municipal Code. The ordinance is adopted into the WMC as section 13.04.400 and includes a title and purpose, definitions specific to FOG, permit requirements for Food Service Establishments (FSEs), pretreatment requirements, general prohibitions, specific prohibitions, Best Management Practices requirements, and other monitoring and reporting requirements as necessary.

7.5 FOG Wastewater Discharge Permit Required

All Food Service Establishments proposing to discharge or currently discharging wastewater containing FOG to the POTW shall obtain a FOG Wastewater Discharge Permit. Existing FSEs discharging to the POTW shall obtain a FOG Wastewater Discharge Permit within the timeframe established in the Willits Municipal Code. Any new FSE proposing to discharge to the POTW shall obtain a FOG Wastewater Discharge

Permit prior to beginning the discharge. The implementation of enforcing this requirement will depend on staff availability.

FOG Wastewater Discharge permits shall be subject to all provisions of the Willits Municipal Code. Nothing in the permit is intended to relieve the discharger of any local, state, or federal regulation.

7.5.1 Permit Application

During program initialization, existing Food Service Establishments will be sought out, inspected, and requested to participate in the permit program. It is the City's intention to contact all food service establishments and request their participation within the first year of implementation; however, accomplishing this goal will be dependent on staff availability. Upon completion, the FSE will be inspected and a general wastewater discharge permit will be issued. The application will include the following information:

- Name, address, telephone number, description of the Food Service Establishment and service activities.
- Name of any and all principals/ owners of the FSE.
- Name and address of property owner or lessor and the property manager where the FSE is located
- Floor, site and plumbing plans showing detailed sewer connections and grease removal devices.
- Specifications of all grease removal devices.
- Any other information as may be specified in the application form.

Special cases may require additional information related to the applicant's business operations and potential discharge in order to properly evaluate the permit application.

7.5.2 FOG Wastewater Discharge Permit Conditions

The FOG Wastewater Discharge Permit may contain any of the following conditions or limits:

- Limits on discharge of FOG and other pollutants
- Requirements to install, operate, and maintain adequate pretreatment devices including grease removal devices
- Grease interceptor and/or trap maintenance frequency schedule
- Requirements for implementing and maintaining all applicable Best Management Practices
- Requirements for maintaining logs and records, including waste hauling records and manifests and to have such records available for inspection
- Additional requirements as may be determined to be reasonably appropriate by the Sewer Director or as specified by other Regulatory Agencies to protect the collection system
- Other terms and conditions, which may be reasonably applicable to ensure compliance with the FOG program

7.5.3 FOG Wastewater Discharge Permit Modifications

In accordance with the Willits Municipal Code, a FOG Wastewater Discharge Permit may be modified for good cause, including but not limited to the following reasons:

- To incorporate any new or revised federal, state, or local pretreatment standards or requirements;
- To address significant alterations or additions to the user's operation, processes, or wastewater volume or character since the time of the wastewater discharge permit issuance;
- A change in the POTW that requires either temporary or permanent reduction or elimination of the authorized discharge;
- A circumstance in which the permitted discharge poses a threat to the POTW or city personnel;
- Violation of any terms or conditions of the Wastewater Discharge Permit;
- Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting; or
- To correct typographical or other errors in the Wastewater Discharge Permit.

7.6 Identifying FOG Sources

FOG source identification an important component to reducing SSOs. This is a proactive measure, intended to address problem areas before an overflow occurs. The strategy for identifying problem areas begins with reviewing historical information associated with "hot spots," which are areas within the collection system that have record of frequent blockages due to FOG build up. These areas are prioritized and measures are taken to address the problem.

Methodical approach to identifying FOG sources:

1. Identify problem areas within the collection system based on SSOs, cleaning frequency, types of materials being removed during cleaning.
2. Inspect & record the line using CCTV equipment.
3. Categorize the hot spots by the cause of the operational problems (i.e. roots, FOG, structural issues).

If a problem is identified, the location is noted and the director determines the measures appropriate for reducing the future potential for blockages.

7.7 Pretreatment

Currently, the best means of controlling FOG is the use of a grease removal device such as a grease interceptor or an automatic grease trap. Food Service Establishments will be required to install, operate, and maintain an approved type and adequately sized grease removal device. The grease removal device shall be adequate to separate and remove FOG contained in wastewater discharges from Food Service Establishments prior to discharge to the sewer system. Fixtures, equipment, and drain lines located in the food preparation and clean up areas of Food Service Establishments that are sources of FOG discharges shall be connected to the grease removal device.

7.7.1 Construction of Food Service Establishments

New Food Service Establishments shall install and properly maintain an adequately sized grease removal device prior to commencing discharges of wastewater to the sewer system.

7.7.2 Existing Food Service Establishments

Existing Food Service Establishments are required to have an adequately sized grease removal device. Implementation of the FOG program will require staff time dedicated to

the project. Existing FSEs will be contacted and requested to participate in the program. FSEs in hot spots, which have caused or contributed to grease related blockages in the sewer system, or which have sewer laterals connected to hotspots, or that have been determined by the Sewer Director to contribute significant FOG to the sewer system shall will be prioritized. FSEs not in hotspot areas may request an extension of time to participate in the program if they can show proof of financial or logistical hardship to the Sewer Director. At the Director's discretion, based on inspection, sampling or camera data from the line, the request will be granted if the FSE is not impacting the collection system.

7.8 Grease Removal Device Requirement

Food Service Establishments shall provide wastewater acceptable to the FOG Program, under the requirements and standards established herein before discharging to the city's collection system. Any FSE that is required to provide FOG pretreatment shall install, operate and maintain an approved type and adequately sized grease removal device necessary to maintain compliance with the objectives of the FOG Control Program. The size and type of the grease removal device will be determined by the amount discharged and the conditions present at the Food Service Establishment. The FSE will submit the size and type of grease removal device for approval from the City. One such alternate pretreatment technology is a grease trap. This alternative is covered under Section 7.12. Considerations of granting an automatic grease trap vs. a grease interceptor will be based on the following:

- There is insufficient space for installation and/or maintenance of a grease interceptor.
- There is inadequate slope for gravity flow between kitchen plumbing fixtures and the grease interceptor and/or the private collection lines or the public sewer.
- The Food Service Establishments can demonstrate that the alternative pretreatment technology is equivalent or better than a grease interceptor in controlling FOG discharge. In addition, the FSE must be able to demonstrate, after installation of the proposed alternative pretreatment, its continued ability to effectively control FOG discharge.

The Director may require changes to the FSE's permit if subsequent monitoring shows accumulation of FOG in the sewer lateral or the collection system immediately downstream of the FSEs connection.

7.9 Grease Interceptor Requirements

1. Approved grease interceptor sizing and installation shall conform to the latest approved edition of the California Uniform Plumbing Code. Grease interceptors shall be constructed in accordance with the design approved by the Director and shall have a minimum of two compartments with fittings designed for grease retention.

3. The grease interceptor shall be installed at a location where it shall be at all times easily accessible for inspection, cleaning and removal of accumulated grease.

4. Access manholes, with a minimum diameter of 24" inches, shall be provided over each grease interceptor chamber and sanitary tee. The manholes shall also have

readily removable covers to facilitate inspection, grease removal and wastewater sampling activities.

7.9.1 Grease Interceptor Maintenance Requirements

1. Grease interceptors shall be maintained in efficient operating condition by periodic removal of all contents of the devices which include wastewater, accumulated FOG, floating materials, sludge and solids.

2. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.

3. Food Service Establishments that are located in an area that is considered to be a hot spot will be required to submit data and information necessary to establish a maintenance frequency for their grease interceptor.

4. The maintenance frequency for all Food Service Establishments with a grease interceptor shall be determined in one of the following methods:

    a. Grease Interceptors shall be fully pumped out and cleaned periodically to prevent sanitary sewer overflows. The maintenance frequency may vary depending on the condition of the grease interceptor or the collection system. Grease interceptor maintenance shall not exceed six months between cleaning intervals.

    b. The owner/ operator of a Food Service Establishment may submit a request to the Director requesting a decrease in the maintenance frequency at any time. The FSE has the burden of responsibility to prove that the change reflects actual operating conditions based on the average FOG accumulation over time. The FSE must also show that it is in full compliance with the conditions of its permit and the Willits Municipal Code. Upon approval of the Director, the FOG Permit will be modified accordingly to reflect the change in maintenance frequency.

5. Wastewater, accumulated FOG, floating materials, sludge/ solids, and other materials removed from the grease interceptor shall be properly disposed off site by waste haulers in accordance with federal, state, and/or local laws.

7.10 Grease Trap Requirements

1. Food Service Establishments may be required to install grease traps in the waste line leading from drains, sinks and other fixtures or equipment where grease may be introduced into the sewer system in quantities that can cause blockages.

2. Sizing and installation of grease traps shall conform to the latest approved edition of the California Uniform Plumbing Code.

3. Grease traps shall be maintain in efficient operating condition by removing accumulated grease on a periodic basis. The maintenance frequency may vary depending on the condition of the grease trap or collection system. Grease trap maintenance shall not exceed two weeks between cleaning intervals.

4. Grease traps shall be maintained free of all food residues and any FOG waste removed during the cleaning and scraping process.

5. Grease traps shall be inspected periodically to check for leaking seams and pipes, and for effective operation of the baffles and flow regulating device. Grease traps and their baffles shall be maintained free of all caked-on FOG and waste. Removable baffles shall be taken out of the grease trap and cleaned during the maintenance process.

6. Dishwashers and food waste disposal units shall not be connected to or discharged into any grease trap.

7.11 Monitoring Facilities Requirements

1. The Director may require Food Service Establishments to construct and maintain in proper operating condition, at the Food Service Establishments' sole expense, flow monitoring, constituent monitoring and/or sampling facilities.

2. The location of the monitoring and/or metering facilities shall be subject to approval by the Director.

3. Food Service Establishments may be required to provide immediate, clear, safe and uninterrupted access to authorized representatives of the City of Willits to all monitoring and or metering facilities.

4. Food Service Establishments may also be required by the Director to submit waste analysis plans, contingency plans, and meet other necessary requirements in order to ensure proper operation and maintenance of grease removal devices and to comply with the Willits Municipal Code.

7.12 Waiver from Grease Removal Device Installation

When the installation of a grease removal device cannot be installed or equivalent alternative pretreatment cannot be implemented, a waiver from the grease removal device may be granted with the imposition of a line maintenance fee as established in the City of Willits Fee Schedule. Additional requirements may be imposed on the discharge of FOG into the sewer system.

7.13 Terms and Conditions

A waiver shall contain the terms and conditions that serve as the basis for its issuance. A waiver may be revoked at any time when the terms or conditions for issuance are not met or no longer exist. In addition, the waiver shall remain in effect until the specified expiration date.

7.14 Cost Recovery

A Food Service Establishment will be required to reimburse the City of Willits for all costs incurred for cleaning the sewer line to remove FOG buildup as a result of the FSE's discharge.

7.15 Discharge Prohibitions

As adopted by the Willits Municipal Code 13.04.130B, the City prohibits the discharge of "any water of wastewater which may contain more than one hundred milligrams per liter of fat, oil, or grease." Furthermore, the general discharge prohibitions are defined by Willits Municipal Code 13.04.120, any discharge material which may be prohibited falls under the WMC 13.04.130, and any pollutant limitations are outlined in the WMC under 13.04.160.

7.15.1 FOG and Solid Material

Discharge of any waste which has been removed from a grease device into the sewer system is prohibited. Grease removed from interceptors shall be hauled on an approved regular schedule, which will be determined by the average rate of accumulated material. This is a requirement of the grease removal device permit.

7.15.2 Additives

The City prohibits the use of additives. The use of additives defeats the purpose of grease removal devices.

7.15.3 Waste Cooking Oil

Disposal of waste cooking oil into drainage pipes is prohibited. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.

7.15.4 Dishwasher Discharges

The City prohibits the discharge of dishwashers into grease traps. Dishwashers may be connected to grease interceptors if the interceptor is adequately designed and sized to receive the volume of material discharged.

7.15.5 High Temperature Discharges

Discharge of wastewater with temperatures in excess of 140º F (60 ºC) into any grease removal device is prohibited. Higher temperatures have an increased probability of liquefying grease, thus bypassing the function of the grease removal device.

7.15.6 Food Grinders

Food grinders are prohibited at all new Food Service Establishments. Existing Food Service Establishments undergoing a remodel will be required to remove all food grinders. Existing Food Service Establishments not undergoing a remodel but which have caused a sanitary sewer overflow will be required to remove all food grinders within 180 days of notification.

7.15.7 Sanitary Wastes

Discharge of waste from toilets, urinals, wash basins and other fixtures containing fecal materials into sewer lines intended for grease interceptors service is prohibited.

7.16 Best Management Practices (BMPs)

All Food Service Establishments shall implement BMPs to minimize the discharge of FOG to the sewer system. Detailed requirements for the BMPs shall be specified in the permit. These may include kitchen practices and employee training to minimize FOG discharge.

7.16.1 Installation of Drain Screens

Drain screens shall be installed on all drainage pipes in food preparation areas.

7.16.2 Segregation and Collection of Waste Cooking Oil

All waste cooking oil shall be collected and stored properly in recycling receptacles such as barrels or drums. Such recycling receptacles shall be maintained properly to insure that they do not leak. Licensed waste haulers or an approved recycling facility must be used to dispose of waste cooking oil.

7.16.3 Disposal of Food Waste

All food waste should be disposed of directly into the trash or garbage and not in sinks. The practice of double lining bags for food wastes that have the potential to leak in trash bins is highly recommended.

7.16.4 Employee Training

Employees of the Food Service Establishment shall be trained by ownership/management periodically as specified in the permit, on the following subjects:

- How to dry-wipe pots, pans, dishware and work areas before washing to remove grease.
- How to properly dispose of food waste and solids in sealed plastic bags prior to disposal in trash bins or containers to prevent leaking and odors.
- The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.
- How to properly dispose of grease or oils from cooking equipment into a proper grease receptacle without spilling.

7.16.5 Maintenance of Mechanical Exhaust Ventilation Filters

Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning the filter shall be disposed of properly.

7.16.6 Kitchen Signage

Best Management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

7.17 Drawing Submittal Requirements

Food Service Establishments will be required to submit drawings associated with the permit application. Drawings are necessary to map out the location of drainage and plumbing at the facility to ensure compliance with the FOG program requirements.

7.17.1 As-built Plans

Food Service Establishments may be required to submit copies of as-built facility site plans, mechanical and plumbing plans and details to show all sewer locations and connections. The documents shall be in a form and content acceptable to the director for review of existing or proposed grease control devices, monitoring facilities, metering facilities and operating procedures. The review of the plans and procedures shall in no way relieve FSEs of the responsibility to modify the facilities or procedures in the future as necessary to produce an acceptable discharge, and to meet the requirements of the FOG Control Program.

7.17.2 Schematic Drawings

Food Service Establishments may be required to submit a schematic drawing of the FOG control device or other pretreatment equipment, piping and instrumentation diagram and wastewater characterization report. At the director's discretion, the drawings may be required to be prepared by a California Registered Civil, Chemical, Mechanical, or Electrical Engineer.

7.18 Record Keeping Requirements

Food Service Establishments shall be required to keep records of cleaning activities for no less than three years. Food Service Establishments shall, upon request, make records available to representative of the City of Willits. These records should include:

- A logbook of grease removal device cleaning and maintenance practices
- Copies of records and manifests of waste hauling

<u>References</u>

The following supporting information for Element 7 is maintained by the Sewer & Engineering Department:

- *Wastewater Discharge Permit* (WWDP), Permit Application and conditions
- *FOG Source Control Program Summary*
- *City of Willits Grease Interceptor Policy*
- *FOG Public Outreach Program samples*
- *City of Willits Design and Construction Standards*, Design Standards for Grease Removal Devices
- List of Grease Haulers Service Vendors
- List of Grease Removal Device Manufacturers
- *Enforcement Response Plan*

Element 8 – System Evaluation & Capacity Assurance

This section of the SSMP outlines the City's System Evaluation and Capacity Assurance Program, including procedures for evaluating the collection system's capacity and planning for the future of the system. This section complies with the system evaluation and capacity assurance requirements set forth in the WDR SSMP Element 8 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the System Evaluation and Capacity Assurance element shall address the following components:

> *"The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:*
>
> *(a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escapes from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including major 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 SSMP review and update requirements as described in Section D. 14."*
>
> -State Water Resource Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems

<u>City of Willits System Evaluation & Capacity Assurance Program</u>

The City of Willits owns and maintains its wastewater collection system. The system contains approximately 22 miles of pipe ranging from 4" to 24" in diameter. In order to prevent sewer line surcharges that result in SSOs, the City ensures sewer connection only when adequate and safe capacity is deemed available in that section of the system by the Sewer Director or designee. The City has a three dimensional model of the sewer

system. Staff is working towards developing computer models of the system using SewerCad to evaluate the hydraulic capacity of the system. This will enable City staff to identify capacity deficiencies.

Annually, the Sewer Department Head, City Manager, and Finance Director plan Capital Improvement Projects for the Sewer Department. Capital Improvement Project budgeting is generally projected for the upcoming 5 years. During these meetings, capacity related improvement projects are addressed and incorporated into budgetary planning.

8a. SSO evaluation

The City tracks the cause, location, volume, and remedial actions of SSOs. This information is analyzing to obtain peak flow estimates during SSO events. Key system components are identified and their capacity is tracked to ensure peak flow capacity. When pipe segments and key component hydraulic deficiencies are identified, they are put on a list of targeted areas in need of improvement. Depending on the magnitude of the project needed to repair the deficiency, it is either fixed in house, contracted out, or put on the Capital Improvement Project list to be addressed during annual fiscal budgeting. If the latter is the case, the area is targeted as in need of frequent maintenance and is scheduled for regular televising and cleaning. Sewer lines are televised regularly to inspect and record system deficiencies. When deficiencies are detected they are recorded and prioritized for repair.

8b. Design Criteria

The City's design criteria incorporates the best available technology and has been tailored to the conditions found in the City. The design criteria in the City Standards does not specify sizing related to capacity because there are too many variables to consider. The section of the system being worked on must be analyzed on a case by case basis and approved by the Sewer Director. When computer modeling is available, system additions and improvement projects will be modeled to ensure sufficient capacity.

8c. Capacity Enhancement Measures

Short and long term Capital Improvement Projects are addressed annually during budgeting. Prior to budgeting, the Sewer Department prioritizes problem areas in need of rehabilitation, replacement or repair. The department then determines a schedule for repairs based on project need and funding. If a priority project exceeds available funding, the department plans alternative measures to ensure the problem area does not cause an overflow. Alternative measures include frequent maintenance, televising and other measures that the department deems appropriate depending on the problem. Short-term Capital Improvement Projects include patching pipes, root removal, replacing or installing a lower lateral, or other relatively small projects. Long-term Capital Improvement Projects include everything from replacing a segment of the sewer main to constructing a new wastewater treatment plant. The City is currently involved in construction of a new treatment plant. The estimated date of completion of the plant is summer 2012. The Capital Improvement Project

Plan is published annually and includes 5 year projection of large scale projects and purchases.

8d. Capital Improvement Schedule

The City purchased a television truck in 2009 and a new vacuum/ jet truck in 2011. The City will do a review of the system to identify problem areas. A full review of the system is expected to be complete in five years. As problem areas are identified, they will be prioritized on a master list. Depending on the scale of the problem and available funding they will either be addressed as a sort term capital improvement project, or they will go on the long-term capital improvement project list so the during the annual budgeting process funding can be identified.

References

- *City of Willits Final Budget*, published annually, available at City Hall
- *Sewer Department Capital Improvement Master List*

Element 9 - Monitoring, Measurement, and Modification

This section of the SSMP outlines the City's Monitoring, Measurement, and Modification Program including procedures for assessing the effectiveness of programs instituted in the SSMP and modifying the programs as changes occur. This section complies with the monitoring, measurement, and modification requirements outlined in the WDR SSMP Element 9 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the Monitoring, Measurement, and Modification element shall address the following components:

> *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 preventive 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."*
> -State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer System)

City of Willits Monitoring, Measurement, and Modification Program

The City of Willits established its SSMP in 2010. The SSMP outlines City programs with respect to the sewer collection system. The document is reviewed regularly and revised as changes are necessary. In addition, as required by SWRCB Order No. 2006-0003-DWQ, the City's SSMP will be audited every two years by City staff. During these audits the City will review the effectiveness of program implementation, update programs, and compile a report identifying SSO trends.

9a. Information Maintenance for Prioritizing SSMP Activities

The City of Willits maintains information on SSMP related system deficiencies as problems are discovered through inspections or SSO events. This information is maintained by operators on a map at the WWTP, in the Granite XP inspection software, and in a spreadsheet titled *SSO Tracking Spreadsheet.* Maintaining such information helps the Sewer Department prioritize maintenance, repair, and replacement activities. The collected data is analyzed on a periodic basis to determine trends that may be indicators of a potential failure due to blockages, deterioration, or other causes. The City is working towards establishing programs of record keeping in electronic format for better tracking. The following programs are currently used for information recording:

- Granite XP Inspection Software
- CIWQS State Water Quality Control Board Reporting System

9b. SSMP Implementation Monitoring

The City's SSMP is evaluated on an ongoing basis, as changes arise the document is revised. The document is reviewed biannually in its entirety to determine whether any sections are obsolete or require adjustments. The SSMP is a living document that evolves as the collection system policies and procedures change. As part of the annual review, the effectiveness of each element is evaluated to determine the efficiency of each element.

9c. Preventative Maintenance Program Assessment

The City maintains the sewer collection system by inspecting and cleaning sewer lines on a regularly scheduled basis. Collection system maintenance includes preventative inspection of the City's lift station. Root control is done on an as needed basis. Maintenance activities are recorded for future analysis. Preventative maintenance activities have resulted in early detection of failures in the system. Problems detected in the system are prioritized for repair. The City endeavors to repair system deficiencies on a preventative, rather than emergency basis. The City utilizes CCTV and visual inspection methods.

9d. Preventative Maintenance Program Updates

Preventative maintenance activities are tracked for analysis. The program is updated as changes are necessary. The SSMP is reviewed biannually to identify areas that require revision.

9e. SSO Identification and Mapping

Data on spills and blockages are collected in the SSO Tracking spreadsheet, on a map at the WWTP and in the CIWQS database maintained by SWQCB. After spills occur, information is collected on the event. This information includes volume, location, cause and frequency. These data collection methods are used to identify and illustrate SSO trends. When trends are identified, preventative maintenance is scheduled to ensure that the spill is not repeated. Preventative maintenance includes cleaning of critical and non-critical areas by rodding, jetting, vacuuming, chemical root control, sewer line spot repairs, and CCTV inspections.

References

- *SSO Tracking* Spreadsheet
- CIWQS Database, http://ciwqs.waterboards.ca.gov/

Element 10 - Internal Audits

This element of the SSMP outlines the City's Internal Audits Program. This section complies with the internal audits requirements outlined in the WDR SSMP Element 10 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the Internal Audits Program shall address the following components:

> *"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."*
> - State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems

City of Willits Internal Audits Program

The City of Willits conducts biannual audits of the SSMP to measure the effectiveness and budgetary requirements of the program. The SSMP is revised as regulation and circumstances change. This audit occurs in preparation for the coming fiscal year budget to incorporate the fiscal needs of the program in the budgetary process.
Annual budgetary considerations include: Capital Improvement Projects, regular maintenance needs, correcting I&I problems, spot repairs, developing employee skills and certifications. The following information is tracked and used to determine program effectiveness during annual audits:

1. Sanitary Sewer Overflows
2. Length of pipe inspected
3. FOG inspections conducted
4. Length of pipe cleaned
5. Quality of pipes maintained
6. Length of pipe repaired
7. Estimate Volume of I&I reduced

References

- *SSO Tracking* Spreadsheet

Element 11 – Communications Program

This element of the SSMP outlines the City's Communications Program. This section complies with the communications requirements outlined in the WDR SSMP Element 11 requirements.

As stated by the State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Sanitary Sewer Systems the Communications Program shall address the following components:

> *"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"*
> -State Water Resource Control Board Order No. 2006-0006-DWQ, Statewide General WDR for Sanitary Sewer Systems

City of Willits Communications Program

The City has established a communications program by posting the SSMP and proposed sewer ordinance changes on the website for public review and comment. Council agenda packets are posted online for public viewing prior to meetings, giving residents a chance to review the proposed plan. Meetings are open to the public and televised locally; therefore, the public has an opportunity to offer input on the plan during this process. In addition, during the Sewer Ordinance revision, the proposed changes were posted online for public input. As programs are implemented and changes are made, the City endeavors to communicate changes proactively as resources are available. Changes adopted by Council are part of a public forum. This offers the public direct access to the City Council members as they discuss the SSMP and Sewer Ordinance adoption. The City also plans to establish a public outreach program to educate the public on proper handling of fats, oils and grease. This program will be implemented as staff time allows.

As the various elements of the SSMP are being implemented, continuous evaluation of performance measures will provide the necessary feedback for adjustments needed to fulfill the goals of the program. The City's website will provide information on the SSMP and offer the public a method of emailing comments to the Sewer Department.

References

- *FAQ about Cooking Oil and Grease Disposal*
- City of Willits website, www.thecityofwillits.com

References

Element 2 - Organizational Structure
- *Resolution 2008-09 (in Appendices)*
- *SSMP Work Plan and Schedule*

Element 3- Legal Authority
- *City of Willits Municipal Code*, Title 13, Sewers *(in Appendices)*
- Sewer Agreement – Brooktrails Township Community Services
- Sewer Agreement – Sherwood Valley Band of Pomo Indians
- Sewer Agreement – Meadowbrook Manor County Sanitary District

Element 4 - Operations and Maintenance Program
- *City of Willits Sewer System Map (in Appendices)*
- *Capital Improvement Project List, City of Willits Fiscal Year Budget*
- *City of Willits Sewer Department Work Order*
- *7 Minute Minder (Training resource)*
- *Critical Equipment and Replacement Parts Inventory*

Element 5 – Design and Performance Provisions
- *City of Willits Design and Construction Standards (Sewer Sections),* http://thecityofwillits.com/city-standards-documents *(in Appendices)*

Element 6: Overflow Emergency Response Plan
- *Willits Sanitary Sewer Overflow and Backup Plan (in Appendices)*
- *Sanitary Sewer Overflow and Backup Response Plan Field Guide*
- *Emergency Vendor Contact Sheet*
- *Regulatory Notification Packet*
- *Willits Backup Packet*
- *Public Notification Door Hangers*
- *Willits Overflow Packet*
- *SSO Public Posting*

Element 7 – FOG Program, Fats, Oils and Grease Plan & Program
- *Wastewater Discharge Permit (in Appendices)*
- *FOG Source Control Program Summary (in Appendices)*
- *City of Willits Grease Interceptor Policy*
- *FOG Public Outreach Program samples*
- *City of Willits Design and Construction Standards*
- List of Grease Haulers Service Vendors
- List of Grease Removal Device Manufacturers
- *Enforcement Response Plan*

Element 8 – System Evaluation & Capacity Assurance
- *City of Willits Final Budget*, FY 10-11
- *Sewer Department Capital Improvement Master List*

Element 9 - Monitoring, Measurement, and Modification
- *SSO Tracking* Spreadsheet
- CIWQS Database, http://ciwqs.waterboards.ca.gov/

Element 10 – Internal Audits

• *SSO Tracking* Spreadsheet

Element 11 - Communications Program

• *FAQ about Cooking Oil and Grease Disposal*

• City of Willits website, www.thecityofwillits.com

APPENDICES

- *Resolution 2008-09* …… 41
- *City of Willits NPDES Permit # CA0023060, RI#-2010-0017*…… 42
- *City of Willits Municipal Code, Title 13, Sewers*…….…… 202
- *City of Willits Sewer System Map*……..…….…… 240
- *City of Willits Design and Construction Standards, Sewer Sections*...…… 241
- *Willits Sanitary Sewer Overflow and Backup Plan*...……...……... 268
- *City of Willits Wastewater Discharge Permit Application*……...……... 287
- *City of Willits Wastewater Discharge Permit*……...……... 291
- *City of Willits FOG Discharge Application*……...…….. 302
- *City of Willits FOG Discharge Permit*……...…….. 310

Item No. 9e(2)

Meeting Date: May 11, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Tom Mannatt, City Engineer

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER WITH ABLE GENERAL ENGINEERING, INC., FOR ADDITIONAL PAVING ON NORTH STREET

Type: ☐ Presentation ☐ Consent ☒ Regular Agenda ☐ Public Hearing ☐ Urgent Time: 5 min.

Summary of Request: The City awarded a contract to Able General Engineering Inc. for construction of the Van Lane and Vicinity Storm Drain Project in the amount of $163,153.98. This contract included the rehabilitation of pavement surfaces above trenches excavated for storm drains along North Street. Due to the stress of construction, the pavement surfaces are failing across the entire road section. For this reason, the staff recommends approving a contract change order to repair the damaged road section between the intersection of West Mendocino and North Street and the intersection of West Commercial and North Street. Able General Engineering Inc. has submitted a proposal for this change order in the amount of $48,644.23. The work scope within this change order includes placement of asphalt, raising of manhole and valve vault covers, edge grinding, and striping. This work is necessary because North Street is a heavily used road and is a major school route. If approved, this would be the second change order. Change Order No. 1, in the amount of $882.01, included the relocation of a curb inlet.

The proposed contract change order and design are attached for Council review.

Recommended Action: Approve Contract Change Order No. 2 with Able General Engineering, Inc., for additional paving on North Street for the amount of $48,644.23.

Alternative(s): None recommended.

Fiscal Impact: To date, the total contract includes the original contract price of $163,153.98 plus Change Order No. 1, in the amount of $882.01, totaling $164,035.99. With approval of Change Order No. 2, in the amount of $48,644.23, the new total contract amount would be $212,680.22. There are sufficient funds in Fund 203 to cover the cost of this change order.

Personnel Impact: Some staff time will be required to administer this change order and inspect the work.

Reviewed by: ☒ City Manager ☒ City Attorney ☒ Finance Director ☐ Human Resources ☐ Risk

Council Action: ☐ Approved ☐ Denied ☐ Other: _____

Records: ☐ Agreement ☐ Resolution #_____ ☐ Ordinance #_____ ☐ Other _____

CITY OF WILLITS

Engineering Department 380 East Commercial St., Willits, CA
Voice: (707) 459-4605 Fax: (707) 459-2481

CONTRACT CHANGE ORDER

Order # 2
Date: 05/05/11

Project Name : Van Lane & Vicinity Storm Drain Project 2011-01
Owner: City of Willits
Contractor Name: Able General Engineering, Inc.
Original Contract Amount $ 163,153.98

Contractor you are herby requested to comply with the following changes.

	Itemized Description of Changes (Attach Supplemental Plans & Specification if Applicable)	Decrease In Contract Price	Increase In Contract Price
1.	A/C Overlay - 286 Tons @ $143.88/Ton		$ 41,149.68
2.	Lower Ex. Iron 13 @ $152.22/EA,		$ 1,978.86
3.	Paving Fabric 1480 SY @ $1.62/SY		$ 2,397.60
4.	Raise MH 7 @ $249.85/EA, Raise Valves 6 @ $228.19/EA		$ 3,118.09
	TOTAL	$ -	$ 48,644.23

NET CHANGES FOR THIS ORDER $ 48,644.23

NEW CONTRACT TOTAL AFTER CHANGES $ 212,680.22

BELOW IS A DETAILED DESCRIPTION OF EACH ITEM CHANGE FROM ABOVE

Pavement on North Street has deteriorated since the start of the project. Repaving is badly needed.

Amount of Contract will ____ **Decrease** ✔ **Increase** ____ **Not Change** **in the net amount of:**
Forty Eight Thousand Six Hundred Forty Four Dollars and Twenty Three Cents $ 48,644.23

The Contract Total Including this and previous change Orders Will Be:
Two Hundred Twelve Thousand Six Hundred Eighty Dollars and Twenty Two Cents $ 212,680.22

Contact Completion Period has: ____ **Increased** ____ **Decreased** ✔ **Not Changed**
0 **Days.** **The Date of Completion** *(Including This and Previous Change Orders)* **is:** 05/18/11

This document will become a supplement to the original contract and all provisions herein shall apply.

Recommended _____ Tom Mannatt, City Engineer _____ Date

Accepted _____ TJ Williams, President _____ Date

Approved by City _____ Paul Cayler, City Manager _____ Date

This information will be issued as a record of any changes to the original construction contract.

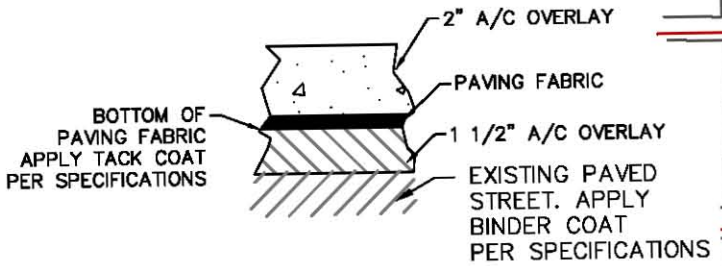
FULLY EXECUTED ORIGINAL PROVIDED TO CONTRACTOR ON: _____

FULLY EXECUTED ORIGINAL PROVIDED TO CITY CLERK ON: _____

PROPOSED NORTH STREET OVERLAY

ESTIMATED QUANTITIES

ASPHALTIC CONCRETE	– 296 TONS
EDGE–GRIND	– 323 SY
PAVEMENT FABRIC	– 1480 SY
ADJUST MANHOLE TO GRADE	– 7
ADJUST VALVES TO GRADE	– 6



TYPICAL FABRIC & LEVELING OVERLAY DETAIL

N.T.S.