City of Hollister
Sewer System Management Plan Revision 1 January 2017
Prepared by:
CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

[Signature]

Danny Hillstock
Associate Engineer: Utilities – City of Hollister
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ACRONYMS AND ABBREVIATIONS

ABS   Acrylonitrile Butadiene Styrene
BMP   Best Management Practices
CAP   Capacity Assessment Plan
Cal OES California Office of Emergency Services
Cal/OSHA California Division of Occupational Health and Safety
CCR   California Code of Regulations
CCTV  Closed Circuit Television
CDFW  California Department of Fish and Wildlife
CFR   Code of Federal Regulations
CIP   Capital Improvement Plan
City  City of Hollister
CIWQS California Integrated Water Quality System
CWEA  California Water Environment Association
EHS   Environmental Health Services
ELAP  Environmental Laboratory Accreditation Program
EOP   Emergency Operating Procedure
EPA   Environmental Protection Agency
FOG   Fats, Oil, and Grease
FSE   Food Services Establishment
HMA   High Maintenance Area
I/I   Inflow & Infiltration
IIPP  Injury and Illness Prevention Program
LRO   Legally Responsible Official
mgd   Million Gallons per Day
MRP   Monitoring and Reporting Program (Used in this SSMP to reference MRP Order No. WQ 2013-0058-EXEC, which is the MRP to WDR Order No. 2006-0003-DWQ.)
OERP  Overflow Emergency Response Plan
OES   Office of Emergency Services
O&M   Operation and Maintenance
OSHA  Occupational Safety and Health Administration
PLSD  Private Lateral Sewage Discharge
PM    Preventative Maintenance
Acronyms and Abbreviations

PPE  Personal Protective Equipment
PVC  Polyvinyl Chloride
R&R  Rehabilitation and Replacement
RWQCB Central Coast Regional Water Quality Control Board
SCADA Supervisory Control and Data Acquisition
SECAP Sewer Evaluation and Capacity Assessment Plan
SCSMP Sewer Collection System Master Plan
SOP  Standard Operating Procedure
SSOR Sewer System Overflow Report
SSMP Sewer System Management Plan
SSO  Sanitary Sewer Overflow
SSS  Sanitary Sewer System
SWRCB State Water Resources Control Board
VCP  Vitrified Clay Pipe
WDR Waste Discharge Requirements (Used in this SSMP to reference WDR Order No. 2006-0003-DWQ, the Statewide General WDR for SSSs.)
SSMP UPDATE AND ADOPTION RECORD

The City of Hollister’s SSMP has undergone the following revisions and formal updates.

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Adoption/Revision Date</th>
<th>Description of Revision and/or Five Year Update</th>
<th>Revision Completed By</th>
<th>Revision Approved By</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>2007</td>
<td>The City created a document entitled the Sewer System Management Plan (SSMP) Development Guide to address the requirements of the 2006 Sanitary Sewer System (SSS) Orders issued by the State Water Resources Control Board (SWRCB).</td>
<td>City of Hollister Staff</td>
<td>Unknown</td>
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<tr>
<td>1</td>
<td>February 2017</td>
<td>The SSMP was revised in accordance with the findings and recommendations of the November 2, 2015 SSMP Audit. This revision also served as the five (5) year update.</td>
<td>Wallace Group</td>
<td>City Council</td>
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EXECUTIVE SUMMARY

The State Water Resources Control Board’s (SWRCB’s) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, and Amended Monitoring and Reporting Program (MRP), Order No. WQ 2013-0058-EXEC, require the City of Hollister (City) to have, maintain and implement a Sewer System Management Plan (SSMP), which provides “a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system” in order to “help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur” [Order No. 2006-0003-DWQ Section D.13(i)].

The SSMP is a living document which should be understood and implemented by City staff and assessed, modified and updated on a regular basis.

The SSMP includes the following eleven (11) Elements:

1. **Goal**

   The City’s goals, which are included in the SSMP, are:

   a) Have less than 5 SSOs in 2016 and 2017 calendar years.

   b) Purchase a Vac Con truck that is dedicated to the sewer system. The current Vac Con is used for both sewer and storm drain cleaning.

   c) Evaluate hiring 1-2 FTE Utility Maintenance staff dedicated to sewer system operations, maintenance and management.

   d) Analyze CCTV Data to develop a Rehabilitation and Replacement Program based on CCTV findings by the end of 2016/17 fiscal year.

   e) Clean the entire collection system on a biennial (2year) schedule.

2. **Organization**

   The Organization Element of the SSMP identifies the City of Hollister Staff, who are responsible for implementing the SSMP, responding to SSOs, and meeting the SSO reporting requirements, and identifies the lines of authority of SSO responsibilities and chains of communication for SSO response and reporting. The Legally Responsible Official (LRO) is also designated in this SSMP Element in order to meet the SWRCB requirements for completing and certifying SSO reports in the SWRCB’s online regulatory information database and tracking system, California Integrated Water Quality System (CIWQS).
3. Legal Authority

This SSMP Element outlines the City Municipal Code Chapters that provide the City with the legal authority to:

   a. Prevent illicit discharges;
   b. Require that sewers and connections be properly design and constructed;
   c. Limit the discharge of fats, oils, and grease (FOG) and other debris that may cause blockages; and
   d. Enforce any violation of its sewer ordinances.

4. Operation and Maintenance Program

The City’s operation and maintenance of its collection system ensures that the system is kept in good working condition, and this SSMP Element outlines the work that will be conducted to accomplish operation and maintenance of the City’s collection system. This SSMP Element details:

   a. Sanitary sewer and storm drain system maps, which is developed and maintained in GIS;
   b. Preventative Maintenance Program, which consists of activities such as cleaning of sewer lines and other regular maintenance;
   c. Rehabilitation and Replacement Plan, which focuses on sewer pipes at risk of collapse or prone to more frequent blockages due to pipe defects and includes a time schedule for funding and completing the capital improvement plan;
   d. Training program and records for City Staff and Contractor collection system operation and maintenance activities; and
   e. Equipment and replacement part inventory with critical replacement parts and equipment identified.

The Operation and Maintenance Program Element includes the recommended capital improvement plan (CIP), funding mechanisms, and CIP time schedule from the 2010 Sewer Collection System Master Plan (SCSMP).

Additional staff time will be required in order for the City to comply with the requirements for this SSMP Element and complete all of the work discussed in this SSMP Element. Several work tasks are identified associated with; sewer line cleaning, CCTV and manhole assessments, training on new standard operating procedures, development and implementation of a GIS based work order/work history tracking system, sewer system staffing analysis, updates to CIP plans and rehabilitation and replacement projects. The results of these work efforts are required to be incorporated into the SSMP on an ongoing basis.

The Design and Performance Provisions Element describes the standards and specifications for new construction, repair of the existing sanitary sewer system, and the inspection and testing of these assets. If new plans, specifications and/or testing methods are adopted by the City, they should be incorporated into the SSMP.

6. Overflow Emergency Response Plan

The Overflow Emergency Response Plan (OERP) contains the following information in order to protect public health and the environment in the event of a SSO:

- a. Notification procedures for primary responders and regulatory agencies;
- b. Notification procedures for regulatory agencies and other potentially affected entities for SSOs that potentially affect public health or reach the waters of the State;
- c. OERP training procedures for City Staff and Contractors responsible for responding to SSOs;
- d. Emergency operations procedures for response activities, such as traffic and crowd control; and
- e. A SSO mitigation and impact assessment program.

The City should continually evaluate the effectiveness of this response plan and modify it as conditions change or as appropriate. City staff will require training on newly adopted Overflow Emergency Response Procedures and associated spill response templates.

7. FOG Control Program

The goal of the FOG Control Program is to reduce the amount of FOG discharged to the sanitary sewer system. This SSMP Element includes the following information:

- a. Public education outreach implementation plan and schedule;
- b. FOG disposal plan and schedule;
- c. The legal authority to prohibit FOG discharges and prevent associated SSOs;
- d. Grease control device installation, maintenance, best management practices, and record keeping and reporting requirements and design standards;
- e. High maintenance area identification and cleaning maintenance schedule; and
- f. FOG source control measure development and implementation.

While several of the items described above are in compliance with the requirements of this section, the City has several tasks to complete for full compliance with this Element. A FOG Control Program must be developed and implemented, consisting of; program
outreach, initial contact with Food Service Establishments (FSEs), potential updates to City Municipal Codes enhancing the City’s legal authority, development and implementation of a FSE inspection program.

8. **System Evaluation and Capacity Assurance Plan**

The System Evaluation and Capacity Assurance Plan consists of a sanitary sewer system hydraulic evaluation, which is used to establish appropriate design criteria and a short- and long-term Capital Improvement Program (CIP) with an implementation schedule and identification of funding sources.

The City of Hollister 2010 Sewer Collection System Master Plan (SCSMP) evaluates the collection system’s capacity and maintains a CIP and implementation schedule in order to respond to problem areas identified in these evaluations. The City is currently in the process of updating the SCSMP and will be conducting additional staff investigations and evaluations on CCTV and system inspection data. This SSMP Element will need to be revised to incorporate the updated information upon its completion.

9. **Monitoring, Measurement, and Program Modifications**

The City’s plan provides a plan and information to monitor the implementation of the SSMP Elements in order to measure the effectiveness of the City’s SSMP program in reducing SSOs. This SSMP Element outlines the manner in which each SSMP Element is monitored and evaluated and the schedule with which the City completes associated tasks to conduct this monitoring and evaluation.

10. **Sewer System Management Plan Program Audits**

The SSMP Program Audits Element outlines the audit process and identifies the City Staff responsible for conducting or participating in SSMP Program Audits and generating the required SSMP Program Audit Report. SSMP Program Audits must occur at a minimum of every two (2) years and are required to evaluate the City’s SSMP Program, identify program deficiencies, and provide an improvement schedule based on the audit findings. The next City Audit is due on or before August 2, 2017.

11. **Communication Program**

This SSMP Element describes the manner in which the City communicates the development, implementation, and performance of its SSMP with the public in order to provide them with the opportunity to provide input as the SSMP program is developed and implemented.

Additionally, the City will need to implement communications with Satellite Sewer Agencies (County) and conduct other outreach efforts with the public through social media, newsletters and the City’s website regarding sewer related matters.

This Sewer System Management Plan (SSMP) was developed in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003-DWQ, and Amended
Monitoring and Reporting Program (MRP) Order No. WQ 2013-0058-EXEC, which are both included in Appendix 0A.