

ELEMENT 2 – REVISION RECORD

The City of Hollister SSMP Element 2 – Organization has undergone the following revisions:

Revision No.	Revision Date	Description of Revisions	Revision Completed By	Revision Approved By
0	2007	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).	City of Hollister Utilities Department Staff	Unknown
1	February 2017	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.	City of Hollister Utilities Department and Wallace Group	City Council



ELEMENT 2 - ORGANIZATION

The Organization Element of the SSMP identifies the City of Hollister's (City) Staff who are responsible for implementing this SSMP, responding to SSO events, and meeting SSO reporting requirements. The Legally Responsible Official (LRO) is also designated below in order to meet SWRCB requirements for completing and certifying SSO reports in the California Integrated Water Quality System (CIWQS).

This SSMP Element outlines the City organization, SSMP responsibilities of personnel, authorized representatives, and chains of communication for SSO response and reporting.

2.1 Regulatory Requirements

WDR Order No. 2006-0003-DWQ Section D.13(ii) states:

The SSMP must identify:

- (a) The name of the responsible and authorized representative as described in Section J of this Order.
- (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including persons responsible for reporting SSOs to the State or Regional Water Board and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

The aforementioned WDR Order No. 2006-0003-DWQ Section J states:

All applications, reports, or information shall be signed and certified as follows:

- (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
- (ii) An individual is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

2.2 Responsible and Authorized Representatives [WDR D.13(ii)(a)]

The name of the authorized representatives described in WDR Section J above is listed in Table 2-1:

Table 2-1: City of Hollister Authorized Representatives

Name	Title	CIWQS SSO Database
Henry Gonzales	Utilities Supervisor	Legally Responsible Official
Pete Galvan	Senior Maintenance Worker	Data Submitter

2.3 SSMP Program Implementation [WDR D.13(ii)(b)]

An organization chart showing the lines of authority for the City is described below in Table 2-2. Updated Organization Charts can be found in Appendix 2A.

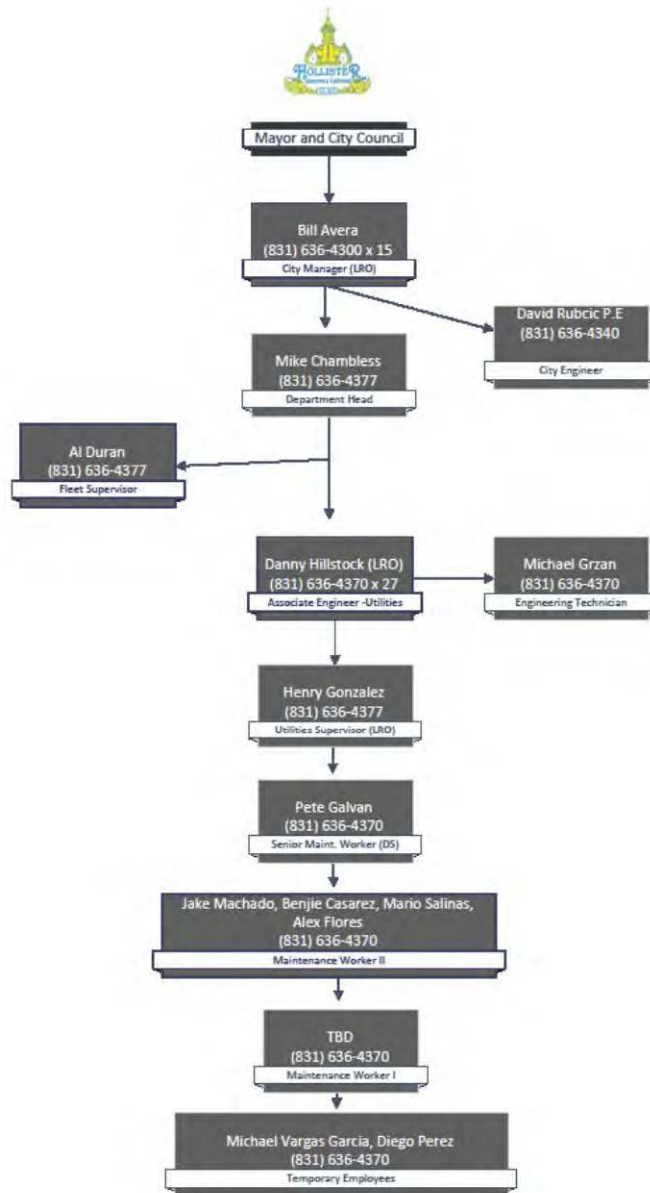


Table 2-2: City of Hollister Organization Chart 2016

The names and contact information for management, administrative, and maintenance Staff who are responsible for implementing specific measures for the City’s SSMP Program are presented in Table 2-3 below along with their specific responsibilities.

Table 2-3: City of Hollister Staff and Contract Staff with SSMP Responsibilities and Contact Information

Name, Title, Term Expires	SSMP Responsibilities	Contact Information
<p><u>City Council</u> Ignacio Velazquez <i>Mayor – Dec 2020</i></p> <p>Raymond Friend <i>District 1-Dec 2020</i></p> <p>Mickie Solorio Luna <i>District 2 – Dec 2018</i></p> <p>Karson Klauer <i>District 3, Mayor Pro Tempore– Dec 2018</i></p> <p>Roy Sims <i>District 4 – Dec 2020</i></p> <p>Cecilia Rios <i>City Treasurer – Dec 2018</i></p>	<p>The City Council directs the City Manager and Legal Counsel in the management of all eleven (11) SSMP Elements.</p>	<p>See City website for individual phone numbers: http://hollister.ca.gov/government/city-council/</p> <p>City Hall: (831) 636-4300</p>
<p>Bill Alvera City Manager</p>	<p>The City Manager directs the management of all eleven (11) SSMP Elements.</p>	<p>Office: (831) 636-4300 x15</p> <p>E-mail: coh-manager@hollister.ca.gov</p>
<p>Brad Sullivan L+G LLP, Attorneys</p>	<p>The City Attorney assists in the management of Element 3, Legal Authority.</p>	<p>Office: (831) 630-9444</p>



Name, Title, Term Expires	SSMP Responsibilities	Contact Information
at Law City Attorney		E-mail: <u>brad@lq-attorneys.com</u>
David Rubcic, P.E. City Engineer	The City Engineer directs the implementation of Element 5 – Design and Performance Provisions and assists the Associate Engineer – Utilities with the implementation of Element 8 – System Evaluation and Capacity Assurance Plan.	Office: (831) 636-4340 E-mail: <u>david.rubcic@hollister.ca.gov</u>
Danny Hillstock Associate Engineer - Utilities	The Associate Engineer - Utilities Is responsible with the City Manager for the overall management of the SSMP and specifically directs the implementation of: <ul style="list-style-type: none"> • Element 1 – Goal; • Element 2 – Organization; • Element 3 – Legal Authority; • Element 4 - Operation and Maintenance Program; • Element 6 – Overflow Emergency Response Plan; Element 7 – FOG Control Program; • Element 9 – Monitoring, Measurement, and Program Modifications; and • Element 10 – SSMP Audits. 	Office: (831) 636-4377 x27 E-mail: <u>danny.hillstock@hollister.ca.gov</u>
Henry Gonzalez Utilities Supervisor	The Utilities Supervisor is responsible for the management and implementation of: <ul style="list-style-type: none"> • Element 4 - Operation and Maintenance Program; • Element 6 – Overflow Emergency Response Plan; • Element 7 – FOG Control Program. 	Office: (805) 636-4377 Cell: (831) 524-1717 E-Mail: <u>Henry.Gonzalez@hollister.ca.gov</u>
Michael Grzan	The Engineering Technician assists in the implementation of:	Office: (805) 636-4377



Name, Title, Term Expires	SSMP Responsibilities	Contact Information
Engineering Technician	<ul style="list-style-type: none"> • Element 4 - Operation and Maintenance Program; and • Element 11 – Communication Program. 	E-Mail: Michael.Grzan@hollister.ca.gov
Pete Galvan Senior Maintenance Worker	The Senior Maintenance Worker assists in the implementation of: <ul style="list-style-type: none"> • Element 6 – Overflow Emergency Response Plan. 	Office: (805) 636-4377 Cell: (831) 580-7424 E-Mail: <u>Pete.Galvan@hollister.ca.gov</u>

2.4 Chain of Communication for Responding to SSOs [WDR D.13(ii)(b)]

SSO reports typically begin with a call from an observer to the City of Hollister or 911 dispatchers.

The City Utilities Division telephone contact number is (831) 636-4377. After hours, the voicemail directs callers to County of San Benito Emergency Line at (831) 636-4100, the after-hours line for the Utilities Division in the event of a sewer emergency.

During the process of responding to a SSO, the following actions are taken to verify the report and ensure the safety of the public:

1. During business hours, the Utilities Division receives the call from an observer, Law Enforcement, or the Fire Department and obtains the location of concern and a description of the problem. The name and phone number of the caller is requested and documented if not anonymous for follow-up information.
2. After hours, the on-call Utilities Division is contacted and directed to the described location. The Overflow Emergency Response Plan (OERP) contained in Element 6 is initiated.
3. Utilities Division Staff proceeds to the location to verify the report.
4. If a SSO is verified, Utilities Staff member notifies the Utilities Supervisor and requests support, if required.
5. The Utilities Supervisor will notify the Associate Engineer - Utilities both during and after business hours.
6. California Office of Emergency Services (CalOES) and San Benito County Environmental Health must be contacted within two (2) hours of a Category 1 SSO, when the SSO is over 1,000 gallons or the SSO reaches a drainage channel or



surface water. The Regional Water Quality Control Board (RWQCB) may also be notified if warranted.

SSMP Element 6 – Overflow Emergency Response Plan contains a chain of communication for reporting SSOs for use in the field by the Utilities Supervisor.

SSO notification is outlined in SSMP Element 6 – Overflow Emergency Response Plan. The contact information and notification requirements associated with notifying Cal OES and other applicable agencies, such as San Benito County Environmental Health Division, are included in that SSMP Element.

Upon completion of containment and clean-up, the Utilities Supervisor and Senior Maintenance Worker will initiate the Draft SSO Report in CIWQS.

A staff directory and procedures for contacting the Utilities Department are located in Element 6: Overflow Emergency Response Plan and in Appendix 6B.

APPENDIX 2A

City of Hollister Organization Chart – January 2017

