


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

Meeting Date: November 15, 2022  
To: Honorable Mayor and Honorable City Councilmembers  
From: Dante Del Prete, Public Works Superintendent  
Toni Bertolero, Engineering Consultant  
Subject: 2022 Sewer System Management Plan (SSMP) Audit Report  
Recommendation: Authorize the Public Works Superintendent to File the 2022 SSMP Audit Report  
Funding: Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No  X  N/A  
Net General Fund Cost: \$  0

Account Code/Costs authorized in City Approved Budget (if applicable)  AK  (verified by Administrative Services Department)

**INTRODUCTION/PURPOSE:**

This item is to request that the Council accept and authorize the Public Works Superintendent to file the 2022 Sewer System Management Plan (SSMP) Audit Report with the State of California.

**BACKGROUND AND DISCUSSION:**

On September 15, 2020, the City Council accepted and certified the Sewer System Management Plan (Plan). The Plan is a State-required documented collection of the policies, procedures, and activities that are included in the planning, management, operation, and maintenance of City's sanitary sewer system.

One of the requirements of the SSMP is that an Audit Report be prepared every two years. The 2022 Audit Report (Attachment A.1) is prepared by the Audit Team consisting of Dante Del Prete (Public Works Superintendent) and Toni Bertolero (Engineering Consultant with GHD). A copy of the original 2020 SSMP can be found at the following link: [Resolution-Number-6311-2020-Sebastopol-SSMP.pdf](#)

**GOALS:**

This action supports the following City Council Goals and General Plan Actions:

- *Goal 2 - Maintain, Improve and Invest in the City's Infrastructure (Water, Sewer, Streets, Circulation, Parks, Storm Drains and Public Facilities).*

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, if staff receives any public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

**PUBLIC NOTICE:**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

**FISCAL IMPACT:**

None. There is no fiscal impact associated with this Council action.

**RECOMMENDATION:**

Staff recommends the Sebastopol City Council accept the 2022 SSMP Audit Report and authorize the Public Works Superintendent to file the audit report with the State of California.

**Attachment:**

2022 Audit Report to the SSMP

**Appendix C: Sewer System Management Audit Checklist (2022)**

**City of Sebastopol 2022  
SSMP Audit Checklist  
Report Form**

The purpose of the SSMP Audit is to evaluate the effectiveness of the City SSMP and sanitary sewer program and to identify any needed for improvement. The information identified here will be used to inform the possible findings and necessary information to be evaluated during the biannual Internal Audit of the City SSMP.

**Directions:** Please rank each item below utilizing the following sufficiency ranking system and add any comments to explain the ranking to the Comment Section of each SSMP Element:

- *Complies (C) - complies with all WDR objectives*
- *Substantially Complies (SC) - complies mostly with all WDR objectives*
- *Partially Complies (PC) - complies with basic WDR objectives*
- *Marginal Compliance (MC) - complies minimally with basic objectives of the WDR*
- *Does Not Comply - does not comply with WDR objectives*
- *Not applicable (NA) – does not need to be included in this Audit*

Element O - Introduction/Executive Summary	
A.	NA
B.	NA
C.	NA
D.	NA
Element I- Goals	Rating
A. Are the goals stated in the SSMP Element I still appropriate and accurate?	C
Discussion:	
Element II - Organization	Rating
A. Is the List of Staff Responsible for SSMP Elements current?	SC
B. Is the Sanitary Sewer Overflow Responder List current?	SC
C. Is the Organization Chart current?	SC
D. Are the Staff position descriptions an accurate portrayal of staff responsibilities? Are the LRO and DSs properly identified in the position descriptions?	C

E. Is the Chain of Communication for Reporting and Responding to SSOs section/flow chart accurate and up to date?	C
Discussion: There have been several staff changes and those changes will be noted in the revised Public Works organization chart and the Responder List to be updated no later than the end of calendar year 2022.	
<b>Element III - Legal Authority</b>	
<b>Rating</b>	
Does the SSMP contain current references to the Sebastopol Municipal Code documenting City's legal authority to:	
A. Prevent illicit discharges?	C
B. Require proper design and construction of sewers and connections?	C
C. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City?	C
D. Limit discharges of fats, oils, and grease?	C
E. Enforce any violation of its sewer ordinances?	C
F. Were any changes or modifications made in the past year to Sewer Ordinances, Regulations, or standards?	
Discussion: Resolution No. 6404-2022 establishing a Sewer Lateral Grant Fund Program was adopted by City Council.	
<b>Element IV - Operations &amp; Maintenance</b>	
<b>Collection System Maps</b>	
<b>Rating</b>	
A. Does the SSMP reference the current process and procedures for maintaining City's wastewater collection system maps?	C
B. Are the wastewater collection system maps complete, current, and sufficiently detailed?	C
C. Are storm drainage facilities of the City and County identified in the City service area on the collection system maps? If not, are SSO responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?	C
<b>Prioritized Preventive Maintenance</b>	
<b>Rating</b>	
D. Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?	C
E. Based upon information in the Annual SSO Report, are the City's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	C

<b>Scheduled Inspections and Condition Assessments</b>		<b>Rating</b>
F.	Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?	C
<b>Contingency Equipment and Replacement Inventory</b>		<b>Rating</b>
G.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and documents the procedures of inventory management?	C
H.	Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	C
<b>Training</b>		<b>Rating</b>
I.	Does the SSMP document current training expectations and programs for staff and contractors?	C
<b>Outreach to Plumbers and Building Contractors</b>		<b>Rating</b>
J.	Does the SSMP document current outreach efforts to plumbers and building contractors?	MC
Discussion: The City’s procedures, particularly in the Building Department, include outreach to plumber and building contractors. The outreach efforts will be documented by the City’s public outreach specialist starting in 2023 and will be included in the next SSMP update in 2025.		
<b>Element V - Design and Performance Standards</b>		<b>Rating</b>
A.	Does the SSMP reference current design and construction standards for the installation for new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	C
B.	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	SC
Discussion: The City Standards do not include construction inspection requirements but are included in the Construction Notes and Details in sewer improvement plans and/or City encroachment permit requirements. Construction inspection requirements will be included in a future update to the City Standards.		
<b>Element VI - Overflow and Emergency Response Plan</b>		<b>Rating</b>
A.	Does the City Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSOs?	C
B.	Are staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow Emergency Response Plan?	C

C.	Considering SSO performance data, is the Sanitary Sewer Overflow Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	C
D.	Are all SSO and claims reporting forms current or do they require revisions or additions?	C
E.	Does all SSO event recordkeeping meet the SSS GWDR and MRP requirements? Are all SSO event files complete and certified in the CIWQS system?	C
F.	Is all information in the CIWQS system current and correct? Have periodic reviews of the data been made during the year to assure compliance with SSS GWDR? Have all Technical Report and Water Quality Sampling requirements been met and uploaded to the CIWQS data management system?	C
Discussion:		
<b>Element VII - Fats, Oils and Grease (FROG) Control Program</b>		<b>Rating</b>
A.	Does the FROG Control Program include efforts to educate the public on proper handling and disposal of FROG?	C
B.	Does the FROG Control Program identify sections of the collection system subject to FROG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	C
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping, and reporting established in the FROG Control Program?	C
D.	Does City have sufficient legal authority to implement and enforce the FROG Control Program?	C
E.	Is the current FROG program effective in minimizing blockages of sewer lines resulting from discharges of FROG to the system	C
F.	Was required training on SSMP and OERP completed and documented? Were field exercises with field staff on SSO volume estimation conducted and documented?	C
G.	Did all public improvement plans and specifications that could impact collection system operations include requirements for OERP training or were contractor OERP programs at least as stringent as the City OERP? Were regular items included in project meeting agendas to discuss emergency response procedures and communications?	C
Discussion: The City of Sebastopol contracts with the City of Santa Rosa to manage, implement, and enforce Sebastopol's FROG and pretreatment program. Although the City is in compliance, program effectiveness will be further evaluated with City of Santa Rosa inspection staff.		

<b>Element VIII - System Evaluation and Capacity Assurance Plan</b>		<b>Rating</b>
A.	Does the City Sewer System Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long-term capacity enhancement and improvement projects?	NC
B.	Does the City Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long-term capacity improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity completed?	C
Discussion: Although the City's CIP is updated annually, the City's Sewer Master Plan was last completed in 2008 and should be updated every 5 years and is therefore, out of date. City staff will request an update to the master plan in the Fiscal Year 2023/24 Budget.		
<b>Element IX - Monitoring, Measurement and Program Modifications</b>		<b>Rating</b>
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	C
B.	Is City able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?	C
C.	Do the performance metrics properly support the Goals in Element 1?	C
Discussion: The Public Works Department prepares an Annual Report to the City Council each year in August and the Report is presented at a regularly scheduled City Council meeting.		
<b>Element X - SSMP Audits</b>		<b>Rating</b>
A.	Will the SSMP Audit be completed, reviewed and filed in Appendix B based upon the required time intervals since the original SSMP adoption date?	C
B.	Was the last Audit Report certified by the City LRO as required?	C
C.	Was the final Audit Report presented to the governing body at a publicly noticed meeting?	C
D.	Was the last Audit Report placed in the SSMP Appendix and added to the SCWD SSMP webpage.	N/A
Discussion: This is the first Audit Report and therefore item D does not apply.		
<b>Element XI-Community Program</b>		<b>Rating</b>
A.	Does City effectively communicate with the public and other agencies about the implementation of the SSMP and continue to address any feedback?	SC
B.	Did the City receive and review the Annual Sewer System Report?	C

C. Was the annual report uploaded to the City Sewer Section website and added to Appendix C?		
<del>D. Did staff conduct and document meetings with the Pebble Beach Community Services City's satellite collection systems?</del>		N/A
<del>E. Are all agreements with satellite systems current or are changes necessary to these agreements?</del>		N/A
Discussion: The City presented the 2020 SSMP at a City Council meeting that was publicly noticed and the 2022 Audit Report is also publicly noticed. Any comments and feedback are taken and recorded in City Council meeting minutes.		
<b>Change Log</b>		<b>Rating</b>
A. Is the SSMP Change Log current and up to date?		C
Discussion: The Change Log is current and up to date (Appendix D). The Public Works Department will mark up the 2020 SSMP to reflect the Change Log.		
<b>Audit Team:</b>	Dante Del Prete, PW Superintendent Toni Bertolero, GHD	<b>Date:</b> 10/12/22
<b>Prepared By:</b>	Toni Bertolero, GHD	<b>Date:</b> 11/8/22
<b>Reviewed By:</b>	Larry McLaughlin, City Manager	<b>Date:</b> 11/9/22
<b>Certified By:</b>	Dante Del Prete, PW Superintendent	<b>Date:</b> 11/9/22
<b>Approved for Filing On</b>		<b>Date:</b> 11/15/22