Sewer System Management Plan
Annual Audit Report

Name of Agency	Arrowbear Park County Water District	
Date of Audit	2/9/2018	
Name of Auditor(s)	Norman Huff - GM	
System Overview		
Miles of Gravity Sewer Mains		12.0
Miles of Force Mains		.5
Total Miles of all Sewer Lines		12.5
Number of Pump Stations		1
Number of Private Sewer Mains, Excluding Laterals		0
Population Served		1396
Current Average Monthly Single-Family Residential Sewer Rate		$38.00

I.   GOALS

1. Are the goals stated in the SSMP still appropriate and accurate? **YES** / NO

2. If you answered NO to question 1, describe the content and schedule for updates.
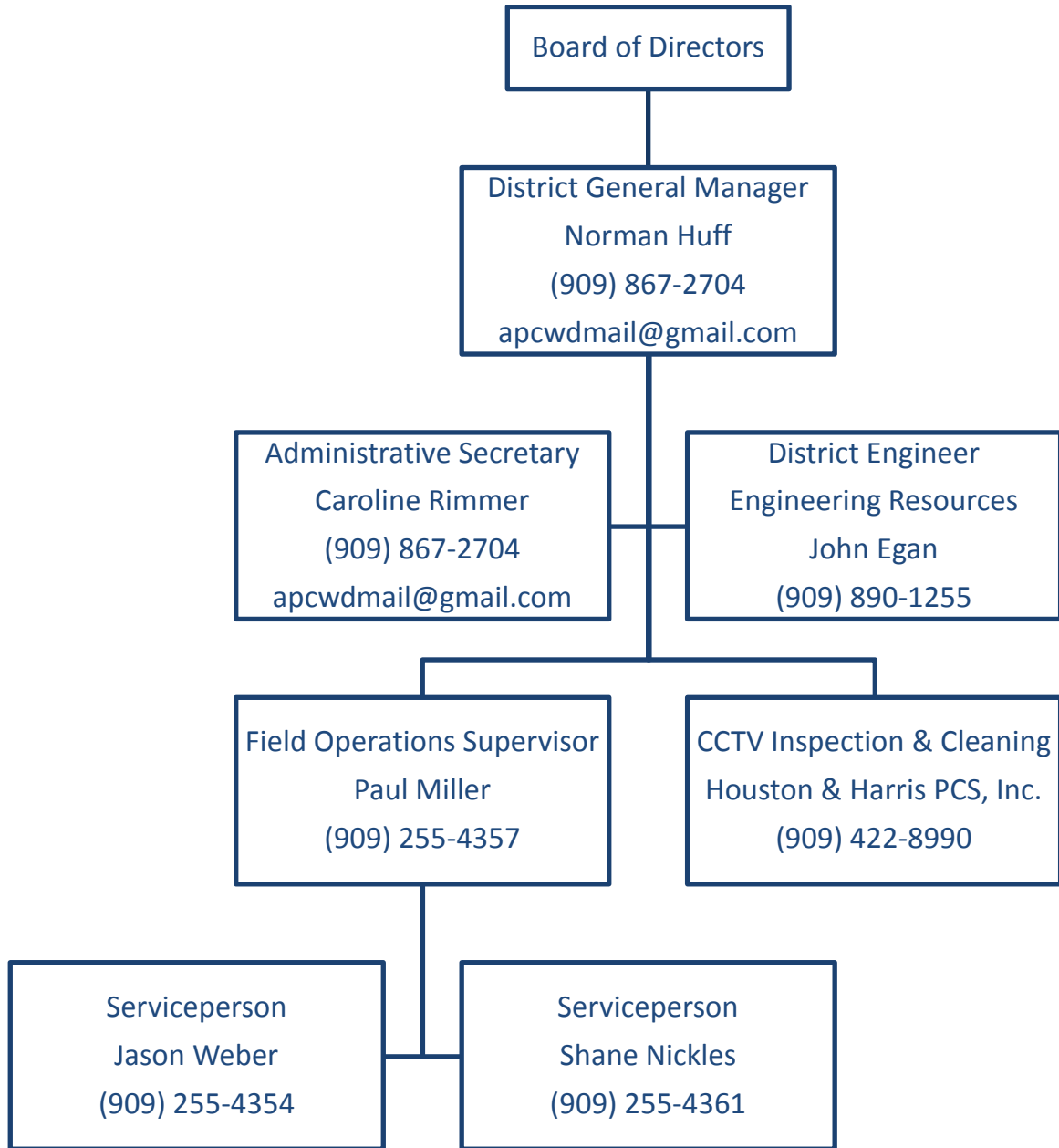
    Notes/Comments:

II.   ORGANIZATION

Reference Material
- Organization Chart
- Phone List

3. Is the SSMP up-to-date with agency organization and staffing contact information?   **YES** / NO

4. If you answered NO to question 3, describe content and schedule for updates.

Notes/Comments:

2/9/18, Updated org chart with new employee – Shane Nickles

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                    ┌───────────────────────┐
                    │   Board of Directors  │
                    └───────────────────────┘
                                │
                ┌───────────────────────────────┐
                │   District General Manager    │
                │         Norman Huff           │
                │       (909) 867-2704          │
                │    apcwdmail@gmail.com        │
                └───────────────────────────────┘
                                │
    ┌───────────────────────────┐   ┌───────────────────────────┐
    │ Administrative Secretary  │   │    District Engineer      │
    │    Caroline Rimmer        │   │  Engineering Resources    │
    │     (909) 867-2704        │   │        John Egan          │
    │  apcwdmail@gmail.com      │   │     (909) 890-1255        │
    └───────────────────────────┘   └───────────────────────────┘
                                │
    ┌───────────────────────────┐   ┌───────────────────────────┐
    │ Field Operations Supervisor│  │ CCTV Inspection & Cleaning│
    │       Paul Miller         │   │  Houston & Harris PCS, Inc.│
    │     (909) 255-4357        │   │     (909) 422-8990        │
    └───────────────────────────┘   └───────────────────────────┘
                                │
    ┌───────────────────────────┐   ┌───────────────────────────┐
    │      Serviceperson        │   │      Serviceperson        │
    │       Jason Weber         │   │       Shane Nickles       │
    │     (909) 255-4354        │   │     (909) 255-4361        │
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III.   LEGAL AUTHORITY

Reference Material

- Ordinances
- Enforcement Actions

5. Does the SSMP contain up-to-date information about your agency's legal authority?   **YES** / NO

6. Does your agency have sufficient legal authority to control sewer use and maintenance?   **YES** / NO

7. If you answered NO to questions 5 or 6, describe content and schedule for changes.

   Notes/Comments:

IV.   **OPERATION AND MAINTENANCE**
   A. **Collection System Maps**
   Reference Material
   ▪ Sanitary Sewer System Maps

8. Does the SSMP contain up-to-date information about your agency's maps?   **YES** / NO

9. Are your agency's collection system maps complete, up-to-date, and sufficiently detailed?   **YES** / NO

10. If you answered NO to questions 8 or 9, describe content and schedule for changes.

    Notes/Comments:

   B. **Resources and Budget**
   Reference Material
   ▪ Current Capital Improvement Plan (CIP)
   ▪ Current Operating Budget

11. Does the SSMP contain up-to-date information about your agency's resources and budget?   **YES** / NO

12. Are your agency's resources and budget sufficient to support effective sewer system management?   **YES** / NO

13. Do your agency's planning efforts support long-term goals?   **YES** / NO

14. If you answered NO to questions 11, 12 or 13, describe content and schedule for necessary changes.

    Notes/Comments:

C. **Preventative Maintenance**
   Reference Material
   - Cleaning Schedule
   - List or Map of Hot Spots
   - Work Orders
   - Service Call Data
   - Customer Feedback

15. Does the SSMP contain up-to-date information about your agency's preventative maintenance program?   **YES** / NO

16. Are you agency's preventative maintenance activities sufficient and effective in reducing and preventing SSOs and blockages?   **YES** / NO

17. If you answered NO to questions 15 or 16, describe content and schedule for necessary changes.

    Notes/Comments:

D. **REHABILITATION AND REPLACEMENT PLAN**

18. Does the SSMP contain up-to-date information about your agency's rehabilitation and replacement plan?   **YES** / NO

19. Is your agency's rehabilitation and replacement plan effective in locating, identifying, and addressing deficiencies?   **YES** / NO

20. If you answered NO to questions 18 or 19, describe content and schedule for necessary changes.

    Notes/Comments:

E. EQUIPMENT AND REPLACEMENT PARTS INVENTORIES

21. Does the SSMP contain up-to-date information about equipment and replacement parts inventories?   **YES** / NO

22. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?   **YES** / NO

23. If you answered NO to questions 21 or 22, describe content and schedule for necessary changes.

    Notes/Comments:

F. TRAINING

24. Does the SSMP contain up-to-date information about your agency's training expectations and programs?   **YES** / NO

25. Do supervisors believe that their staff is sufficiently trained?   **YES** / NO

26. Are staff satisfied with the training opportunities and support offered to them?   **YES** / NO

27. If you answered NO to questions 24, 25 or 26, describe content and schedule for necessary changes.

    Notes/Comments:

V. DESIGN AND PERFORMANCE PROVISIONS
Reference Material
- Design and Construction Standards
- Ordinances

28. Does the SSMP contain up-to-date information about your agency's design and construction standards?   **YES** / NO

29. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date?   **YES** / NO

30. If you answered NO to questions 28 or 29, describe content and schedule for necessary changes.

Notes/Comments:

VI.   OVERFLOW EMERGENCY RESPONSE PLAN
Reference Material
- Data Submitted to CIWQS
- Service Call Data

31. Does the SSMP contain an up-to-date version of your agency's Overflow Emergency Response Plan?   **YES** / NO

Considering the information in Table 1, is the Overflow Emergency Response Plan effective in handling SSOs?   **YES** / NO

32. If you answered NO to questions 31 or 32, describe content and schedule for necessary changes.

Notes/Comments:
See attached CIWQS Collection System Spill Summary (0 spills).

Table 1. Annual SSO Statistics

Indicator	YR 2017	YR _____	YR _____	YR _____
Number of SSOs (total)				
Wet season SSOs*	0			
Dry season SSOs*	0			
Number of SSOs (by volume range)	0			
< 10 gal	0			
10 – 99 gal	0			
100 – 999 gal	0			
1000 – 9,999 gal	0			
$\geq$ 10,000 gal	0			
Total SSO volume				
Volume reaching waters of the State	N/A			
Volume not contained but not reaching waters of the State	N/A			
Volume recovered	N/A			
Net volume (total minus recovered)	N/A			
Number of SSOs per 100 miles of sewer per Year	N/A			
Volume of SSOs per 100 miles of sewer per Year	N/A			
Total volume conveyed to treatment facilities (million gallons)	N/A			
Total volume SSO / total volume conveyed, gallons / million gallons	N/A			
Number of SSOs (by cause)				
Blockages	0			
Roots	0			
Grease	0			
Debris	0			
Debris from laterals	0			
Animal carcass	0			
Construction debris	0			
Multiple causes	0			
Infrastructure failure	0			
Inflow & Infiltration	0			
Natural disaster	0			
Flow capacity deficiency	0			
Bypass	0			
Cause unknown	0			
Average emergency response time (minutes)	N/A			
Business hours	N/A			
Non-business hours	N/A			
Number of locations with multiple SSOs	0			

*Wet season is defined as November-April, dry season May-October. Seasonal categorization does not necessarily reflect weather conditions at time of SSO.

VII.   FOG CONTROL PROGRAM

Reference Material
- List or Map of FOG Sources in Service Area
- List or Map of Hotspots
- Data Submitted to CIWQS
- Service Call Data

Table 2. FOG Control Statistics

	YR 2017	YR _____	YR _____	YR _____
Number of SSOs caused by FOG	0			
Planned cleaning (LF)	13,000			
Unplanned cleaning (LF)	1,080			
Ratio of planned to unplanned cleaning	8.3%			
Number of FOG inspections completed	96			

33. Does the SSMP contain up-to-date information about your agency's FOG control program?   **YES** / NO

34. Considering the information in Table 2, is the current FOG program effective in documenting and controlling FOG sources?   **YES** / NO

35. If you answered NO to questions 33 or 34, describe content and schedule for necessary changes.

    Notes/Comments:

VIII.   SYSTEM EVALUATION AND CAPACITY ASSURANCE PLANS
Reference Material
- CIP
- SSO Data

	YR 2017	YR _____	YR _____	YR _____
Number of SSOs caused by capacity limitations	0			

36. Does the SSMP contain up-to-date information about your agency's capacity assessment?   **YES** / NO

37. Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system? **YES** / NO

38. If you answered NO to questions 33 or 34, describe content and schedule for necessary changes.

Notes/Comments:

IX. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

39. Does the SSMP contain up-to-date information about your agency's data collection and organization? **YES** / NO

40. Is your agency's data collection and organization sufficient to evaluate the effectiveness of your SSMP? **YES** / NO

41. If you answered NO to questions 39 or 40, describe content and schedule for necessary changes.

Notes/Comments:

X. SSMP PROGRAM AUDITS

42. Will this SSMP audit be submitted with the annual report to the Regional Water Board by March 15? **YES** / NO

XI. COMMUNICATION PROGRAM
Reference Material
  ▪ Website
  ▪ Other communication such as mailings, newspaper ads, or other outreach
  ▪ Customer Feedback

43. Does the SSMP contain up-to-date information about your agency's public outreach activities? **YES** / NO

44. Does the SSMP contain up-to-date information about your agency's communications with satellite and tributary agencies? **YES** / NO

45. Has your agency effectively communicated with the public and other agencies about the SSMP, and addressed feedback?   **YES** / NO

46. If you answered NO to questions 43, 44 or 45, describe content and schedule for necessary changes.

Notes/Comments:

XII.   MANAGEMENT NARRATIVE

Upon review of this audit, it is the management's opinion that due to having no spills in calendar year 2017 and successful cleaning and video inspection of a significant amount of the collections system this is evidence that the system and the management of the system is very good. In the last year a significant number (around 30) of manholes were located and raised to grade which enhanced the ability to clean, inspect, and quickly access the collections system in the event of a blockage. In addition, significant progress was made in negotiating with Running Springs Water District for a renewal of the expiring WWTP transportation and treatment agreement.