

ELEMENT 2 - ORGANIZATION

The Organization Element of the SSMP identifies the Seaside County Sanitation District (District) Staff and Contract 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 CIWQS.

This SSMP Element outlines the District organization, SSMP responsibilities of personnel, authorized representatives, and chains of communication for SSO response and reporting. Names and contact information of the current District Board members, and the current representative to MRWPCA are available in Appendix 2A.

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: Seaside County Sanitation District Authorized Representatives

Name	Title	CIWQS SSO Database
Diana Ingersoll	District Engineer	Legally Responsible Official
Tim O’Halloran	Seaside City Engineer	Legally Responsible Official
Rick Riedl	Senior District Engineer	Legally Responsible Official

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

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

An organization chart showing the lines of authority for all District, City of Seaside, contract MRWPCA staff and other contract staff is described below in Table 2-2 and is included in Appendix 2B1 to 2B2.

Table 2-2: SCSD Board, District Staff and Contract Staff with SSMP Responsibilities and Contact Information

Name and Title	SSMP Responsibilities	Contact Information
Ralph Rubio, Chair Jeff Cecilio, First Vice Chair David Pendergrass, Second Vice Chair District Board <i>Seaside County Sanitation District</i>	The District Board directs the District Manager, District Engineer, and Legal Counsel in the management of all eleven (11) SSMP Elements.	Ralph: (831) 899-6825 Jeff: (831) 394-8511 David: (831) 394-3054



Name and Title	SSMP Responsibilities	Contact Information
<p>John Dunn District Manager <i>Seaside County Sanitation District</i></p>	<p>The District Manager directs the management of all eleven (11) SSMP Elements.</p>	<p>(831) 899-6203 Office E-mail: JDunn@ci.seaside.ca.us</p>
<p>Diana Ingersoll District Engineer <i>Seaside County Sanitation District</i></p>	<p>The District Engineer assists the District Manager in the management of all eleven (11) SSMP Elements.</p>	<p>(831) 899-6825 Office E-mail: DIngersoll@ci.seaside.ca.us</p>
<p>Tim O'Halloran Seaside City Engineer/Public Works Services Manager <i>City of Seaside</i></p>	<p>The Seaside City Engineer assists the District Engineer in the management of all eleven (11) SSMP Elements.</p>	<p>(831) 899-6825 Office E-mail: TO'Halloran@ci.seaside.ca.us</p>
<p>Cynthia Hasson Legal Counsel <i>Office of the County of Monterey Counsel</i></p>	<p>The District Legal Counsel directs the District in the management of Element 3, Legal Authority.</p>	<p>(831) 755-5313 Office</p>
<p>Lesley Milton District Clerk <i>Seaside County Sanitation District</i></p>	<p>The District Clerk assists the District Board in the setting of the Agenda, creation of Board Meeting Minutes, and posting of the monthly District Board Agenda Packet which communicates the business of the District to the ratepayers.</p>	<p>(831) 899-6707 Office E-mail: LMilton@ci.seaside.ca.us</p>
<p>Daphne Hodgson Administrative</p>	<p>The Administrative Services Director directs the Administrative Assistants in the response to in person</p>	<p>(831) 899-6825 Office</p>

Name and Title	SSMP Responsibilities	Contact Information
<p>Services Director</p> <p><i>City of Seaside</i></p>	<p>communications, phone calls, e-mails, and faxes to assist with the implementation of</p> <ul style="list-style-type: none"> • Element 4 – Operation and Maintenance Program; • Element 6 – Overflow Emergency Response Plan; • Element 7 – FOG Control Program; • Element 11 – Communication Program. <p>In a SSO response, could provide a carefully pre-scripted message for citizens who call with general questions.</p>	<p><i>E-mail:</i> DHodgson@ci.seaside.ca.us</p>
<p>Misty Wilson Tawana Davis Dominique Jones</p> <p>Administrative Assistants</p> <p><i>City of Seaside</i></p>	<p>The Administrator receives and assures the appropriate District Staff respond to in person communications, phone calls, e-mails, and faxes to assist with the implementation of</p> <ul style="list-style-type: none"> • Element 4 – Operation and Maintenance Program; • Element 6 – Overflow Emergency Response Plan; • Element 7 – FOG Control Program; • Element 11 – Communication Program. <p>In a SSO response, could provide a carefully pre-scripted message for citizens who call with general questions.</p>	<p>(831) 899-6825 Office</p> <p><i>E-mail:</i> MWilson@ci.seaside.ca.us TDavis@ci.seaside.ca.us DJones@ci.seaside.ca.us</p>
<p>Rick Riedl, PE</p> <p><i>Senior Civil Engineer</i></p> <p><i>Seaside County</i></p>	<p>The Senior Civil Engineer is directed by the District Manager and District Engineer in the management and implementation of:</p> <ul style="list-style-type: none"> • Element 4 – Operation and Maintenance Program, Rehabilitation and Replacement Plan; 	<p>(831) 899-6825 Office</p> <p><i>E-mail:</i> RRiedl@ci.seaside.ca.us</p>



Name and Title	SSMP Responsibilities	Contact Information
<p><i>Sanitation District and City of Seaside</i></p>	<ul style="list-style-type: none"> • Element 5 – Design and Performance Provisions; and • Element 8 – System Evaluation and Capacity Assurance Plan. 	
<p>David Fortune Maintenance and Utilities Superintendent <i>Seaside County Sanitation District and City of Seaside</i></p>	<p>The Maintenance and Utilities Superintendent directs the implementation of:</p> <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 9 – Monitoring, Measurement, and Program Modifications; and • Element 10 – SSMP Program Audits. <p>Ensures Maintenance Workers are trained and follow required SOPs and EOPs.</p> <p>Responds to an SSO if the Senior Civil Engineer is unreachable after hours, on weekends, and on holidays.</p>	<p>(831) 899-6829 Office</p> <p>E-mail: DFortune@ci.seaside.ca.us</p>
<p>Leslie Llantero Scott Ottmar, PE Assistant Engineers</p>	<p>The City of Seaside Engineering Staff provides CIP project and construction management and for the District for projects associated with:</p> <ul style="list-style-type: none"> • Element 4 – Operation and Maintenance Program; and • Element 8 – System Evaluation and Capacity Assurance Plan. <p>Work under the direction of Senior Civil</p>	<p>Leslie: (831) 899-6832</p> <p>Scott: (831) 899-6885</p> <p>Public Works Hotline: (831) 899-6828</p> <p>E-mail: LLantero@ci.seaside.ca.us SOttmar@ci.seaside.ca.us</p>



Name and Title	SSMP Responsibilities	Contact Information
<p><i>City of Seaside – Contract with Seaside County Sanitation District</i></p>	<p>Engineer to review plans and specifications of assigned projects, attend pre-construction conferences, and perform field inspections of sanitary sewer facilities among other tasks described in the contract.</p> <p>The Assistant Engineer manages the District FOG Program outreach, FSE maintenance record review, and enforcement as described in Element 7 – Fats, Oils, and Grease Control Program.</p>	
<p>Bret Boatman Maintenance Supervisor <i>Monterey Regional Water Pollution Control Agency – Contract with District</i></p>	<p>The Operations Manager and his team of MRWPCA mechanics and electricians perform routine operation, preventative maintenance, and repair and major maintenance services for the District owned lift stations as described in Element 4 – Operation and Maintenance Program.</p> <p>Communicates maintenance results for the District lift stations to the Maintenance and Utilities Supervisor and Senior Civil Engineer.</p>	<p>(831) 883-6112 Office E-mail: BretB@mrwpc.com</p>
<p>Vacant Community Relations Specialist <i>Monterey Regional Water Pollution Control Agency – Contract with District</i></p>	<p>The MRWPCA Community Relations Specialist conducts public education and outreach as described in:</p> <ul style="list-style-type: none"> • Element 7 – Fats, Oils, and Grease Control Program; and • Element 11 – Communication Program. <p>Conducts residential and commercial outreach via newspaper articles, television, and radio ads.</p>	<p>(831) 372-3367</p>
<p>Roy Tilly Tommy Douglas Mario Alcaraz</p>	<p>Perform sewer collection system operational and maintenance for the District from the City of Seaside Public Works Department, which include</p>	<p>(831) 899-6836 Main Phone (831) 899-6828 Non-Emergency 24-Hour Public</p>



Name and Title	SSMP Responsibilities	Contact Information
<p>Public Works Specialist</p> <p><i>Seaside County Sanitation District</i></p>	<p>Buildings & Grounds and Streets. These Public Works Specialists are in the City of Seaside Utility and Maintenance Division, but are the specialists who operate and maintain the sanitary sewer system.</p> <p>Respond to SSOs with the Vactor truck and other cleanup tools, notifies regulatory agencies, document response activities using District procedures, assist in determining cause of SSO, and assist in implementing corrective actions to prevent recurrence of future SSOs.</p>	<p>Works Hotline</p> <p>On-Call Cell Phone: (831) 760-2336</p> <p>Roy: (831) 901-4612 Tommy: (831) 760-2340</p>
<p>Utility and Maintenance Workers</p> <p><i>City of Seaside</i></p>	<p>The Utility and Maintenance Workers conduct routine and preventative maintenance, of the sanitary sewer system (SSS) and respond to SSOs as described in:</p> <p>Element 4 – Operation and Maintenance Program; and Element 6 – Overflow Emergency Response Plan.</p> <p>Perform weekly manhole inspections, maintenance, and cleaning of the SSS, and relay critical information, such as High Maintenance Areas, to the Wastewater Field Supervisor.</p> <p>Deliver FOG and other SSS notices or door hangers.</p> <p>Respond to SSOs with the Vactor truck and other cleanup tools, notifies regulatory agencies, document response activities using District procedures, assist in determining cause of SSO, and assist in implementing corrective actions to prevent recurrence of future SSOs.</p>	<p>(831) 899-6829 Office</p>

Name and Title	SSMP Responsibilities	Contact Information
<p>David Phillips</p> <p>Sewer Cleaning and Emergency Response</p> <p><i>Green Line Corporation – Contract with District</i></p>	<ul style="list-style-type: none"> ▪ Green Line contractually implements sewer line hydroflush cleaning, root removal, and emergency call-services to SSOs as described by: <ul style="list-style-type: none"> - Element 4 – Operation and Maintenance Program; and - Element 6 – Overflow Emergency Response Plan. 	<p>(831) 649-6388 Office</p> <p>E-mail: phillipsd@lfgw.com</p>

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

SSO reports typically begin with a call from a resident to the City of Seaside, Sand City, or Del Rey Oaks, 911 dispatchers, or the Police and Fire Departments.

The District Public Works Non-Emergency telephone contact number is (831) 899-6828. After hours, the voicemail directs callers to call (831) 648-3143, the main line for the Police Department in the event of a sewer emergency.

Police and Fire personnel have a Public Works Call Out List, which has the names and phone numbers of:

1. Utility and Maintenance Supervisor;
2. Utility and Maintenance Staff; and
3. Green Line.

The Public Works Call Out List is included in SS-EOP-02: SSO Notification Attachment 1, which is provided in SSMP Element 6 – Overflow Emergency Response Plan Appendix A, and has the names of Staff to call in order of who lives in the District, as staff who live east of the District have a response time of thirty (30) minutes or greater as California Highway 68 and Carmel Valley Road are frequently impacted with traffic.

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 Public Works business hours, the Administrative Assistant receives the call from a citizen, the Police, or 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 District Police or Fire Department contact the on-call Public Works (aka Maintenance and Utility) Staff and direct them to the described location. The Overflow Emergency Response Plan (OERP) contained in Element 6 is initiated.
3. District Utility and Maintenance Staff proceed to the location to verify the report.
4. If a SSO is verified, the Utility and Maintenance Staff member contacts the Maintenance and Utility Supervisor and requests support.
5. The Maintenance and Utility Supervisor will notify the Senior Engineer both during and after business hours.
6. The Utility and Maintenance staff responding notifies the regulatory agencies listed below in Table 2-3. If the Utility and Maintenance staff is unable to make the notifications, the Senior Engineer or Utility and Maintenance Supervisor contact the agencies listed in Table 2-3, and contact the District Manager.

7. Monterey County Environmental Health, Cal OES, and RWQCB must be contacted within two (2) hours of an SSO, when the SSO is over 1,000 gallons or the SSO reaches a drainage channel or surface water.

SSMP Element 6 – Overflow Emergency Response Plan and SS-EOP-01: Overflow Emergency Response Plan, which is provided in SSMP Element 6 – Overflow Emergency Response Plan Appendix A, contains a chain of communication for reporting SSOs for use in the field by the Utility and Maintenance Supervisor or Senior Engineer. This chain of communication is reproduced in Figure 2-1 for reference.

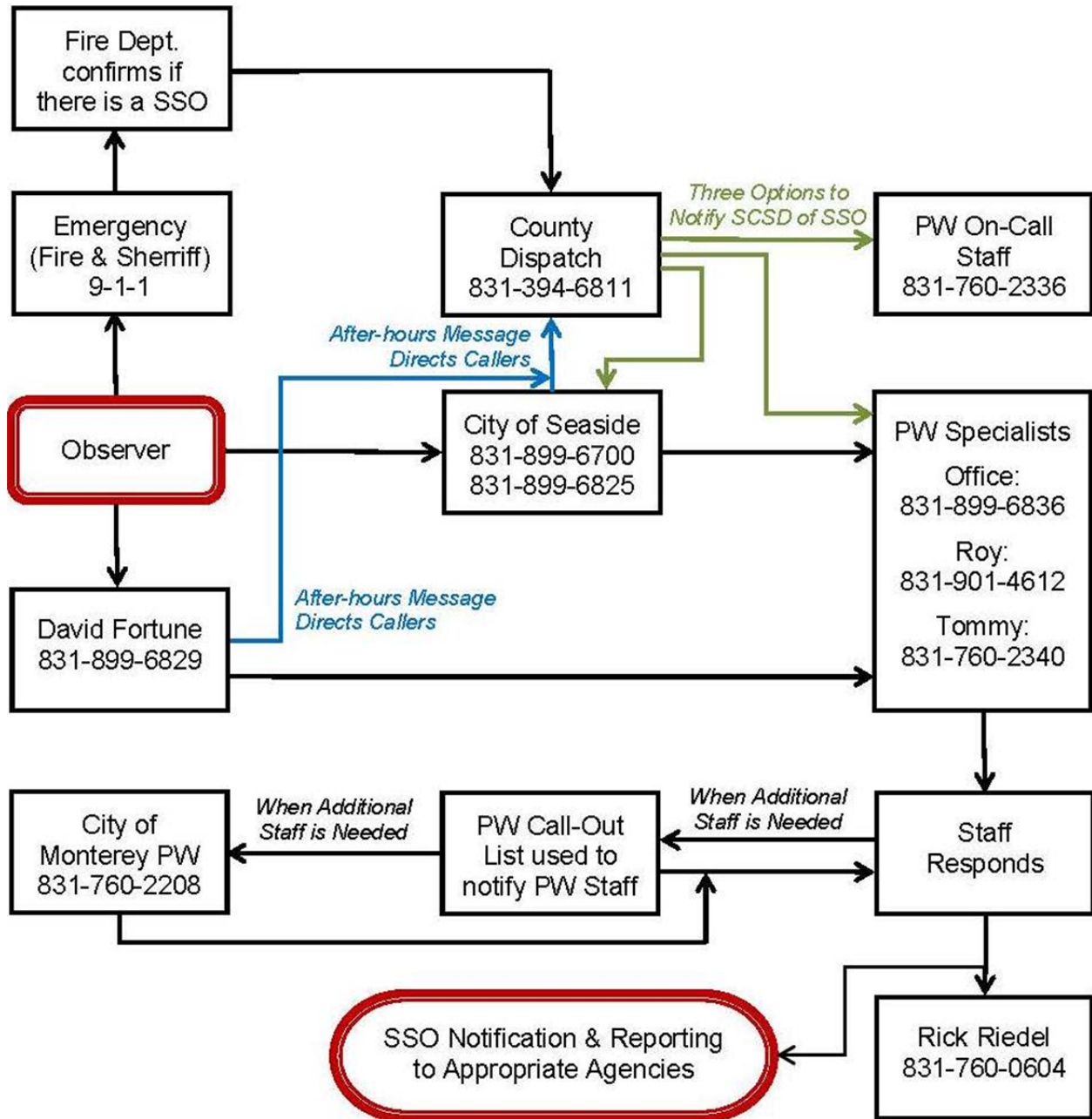


Figure 2-1: SSO Response Chain of Communication

SSO notification is outlined in SSMP Element 6 – Overflow Emergency Response Plan and SS-EOP-02: SSO Notification. The contact information and notification requirements associated with notifying RWQCB and other applicable agencies, such as Cal OES, Monterey County Office of Emergency Services, and Monterey County Environmental Health Services, are included in that SSMP Element and EOP.

Upon completion of containment and clean-up, the Utility and Maintenance Supervisor and Senior Engineer will use SS-EOP-03: SSO Reporting Attachment 1: Reporting SSOs in CIWQS,

which is provided in SSMP Element 6 – Overflow Emergency Response Plan Appendix A, to initiate the Draft SSO Report in CIWQS.