



City Council
Regular Meeting
AGENDA

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482
Register for Ukiah City Council Regular Meeting at:

<https://attendee.gotowebinar.com/rt/9199312935703156493>

After registering, you will receive a confirmation email containing information about joining the webinar. Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

February 3, 2021 - 6:00 PM

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- 3.a. Adoption of Resolution and Administer of Oath of Office Appointing Mari Rodin to the City Council, Filling the Unexpired Term of Maureen Mulheren, and Becoming Effective Immediately Thereafter.

Recommended Action: Adopt Resolution and direct Clerk to administer the Oath of Office to Mari Rodin, appointing her to fill the unexpired term of departed Councilmember Maureen Mulheren, to become effective immediately thereafter, with the term ending with the General Municipal Election in November 2022.

Attachments:

1. 2021-02-03 Resolution

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- 5.a. Approval of the Minutes for the January 20, 2021, Regular Meeting.

Recommended Action: Approve the Minutes of January 20, 2021, a Regular Meeting, as submitted.

Attachments:

1. 2021-01-20 Draft Minutes

6. RIGHT TO APPEAL DECISION

Persons who are dissatisfied with a decision of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the California Code of Civil Procedure, which generally limits to ninety days (90) the time within which the decision of the City Boards and Agencies may be judicially challenged.

7. CONSENT CALENDAR

The following items listed are considered routine and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember or a citizen in which event the item will be considered at the completion of all other items on the agenda. The motion by the City Council on the Consent Calendar will approve and make findings in accordance with Administrative Staff and/or Planning Commission recommendations.

- 7.a. Award Contract for Professional Environmental Services with GHD for Permitting Efforts for the Maintenance of Gibson Creek Box Culvert at School Street in the Amount of \$11,800.

Recommended Action: Award Contract for Professional Environmental Services in the amount of \$11,800 to GHD for permitting efforts for the maintenance of Gibson Creek Box Culvert at School Street.

Attachments:

1. GHD Proposal for Professional Environmental Services_2021-01-20

- 7.b. Possible Adoption of Ordinance Amending Section 7161 of Division 8, Chapter 1, Article 11 of the City Code to Regulate Short Time Limit Parking.

Recommended Action: Adopt the Ordinance Amending Section 7161 of Division 8, Chapter 1, Article 11 of the City Code to Regulate Short Time Limit Parking.

Attachments:

1. Short Time Limit Parking Ordinance Introduced

- 7.c. Possible Adoption of Ordinance Amending Section 9224.7 of Division 9, Chapter 2, Article 18 of the City Code to Regulate Permanent Outdoor Dining Facilities.

Recommended Action: Adopt the Ordinance Amending Section 9224.7 of Division 9, Chapter 2, Article 18 of the City Code to Regulate Permanent Outdoor Dining Facilities.

Attachments:

1. Outdoor Dining Ordinance Introduced

- 7.d. Review and Approve Updates to the Sewer System Management Plan for the 5-Year Audit Period, and Recertify the Document.

Recommended Action: Review and approve changes made to the Sewer System Management Plan for the 5-year audit period, and recertify the document.

Attachments:

1. Ukiah SSMP Dec2020

- 7.e. Approval of Agreement with JM Integration for SCADA Upgrades at the Water Treatment Plant in the amount of \$259,756, and Approval of Corresponding Budget Amendment.

Recommended Action: Approve agreement with JM Integration for SCADA upgrades at the Water Treatment Plant in the amount of \$259,756, and approve corresponding budget amendment.

Attachments:

1. JM Integration Proposal

- 7.f. Approval of Change Order #3 to CV Larsen Company in the Amount of \$173,283.12 for Pressure Zone 2 South Reservoir Replacement Project, Specification No. 20-02 for a Total Revised Contract Amount of \$742,053.88.
Recommended Action: Approve Change Order #3 to CV Larsen Company in the Amount of \$173,283.12 for Pressure Zone 2 South Reservoir Replacement Project, Specification No. 20-02, for a total revised contract amount of \$742,053.88.
Attachments:
1. PZ2STankFCO3
- 7.g. Approve the Renewal of the ESRI Geographical Information System (GIS) Software Licensing Agreement for a Term of Three Years in the Amount of \$27,500 Annually for a Total of \$82,500 Plus Applicable Sales Tax.
Recommended Action: Approve the Renewal of the ESRI Geographical Information System (GIS) Software Licensing Agreement for a Term of Three Years in the Amount of \$27,500 Annually for a Total of \$82,500 Plus Applicable Sales Tax.
Attachments:
1. Ukiah EA Renewal 2021-2024_Q-419134
- 7.h. Approve Budget Amendment in the Amount of \$40,000 to Establish an Account for the Payment of Fees to the Mendocino Local Agency Formation Commission Related to FY 2020-21 Reorganization Applications and the City's Municipal Service Review and Sphere of Influence Update.
Recommended Action: Approve a budget amendment in the amount of \$40,000 to establish an account for the payment of fees to the Mendocino Local Agency Formation Commission (LAFCo) related to FY 2020-21 reorganization applications and the City's Municipal Service Review and Sphere of Influence Update.
Attachments:
1. CC Reso 2020-06 - Adopting Annexation Policy
- 7.i. Accept and Authorize Expenditure of a Grant Award from the California Fire Foundation in the Amount of \$10,000.00 for Fireline Hose Clamps and Wildland PPE Fireline Packs; and Approve Corresponding Budget Amendments.
Recommended Action: Approve expenditure of a grant award from the California Fire Foundation in the amount of \$10,000.00 for fire equipment and personal protective equipment (PPE) for the Ukiah Valley Fire Authority, and approval of corresponding budget amendments.
Attachments: None
- 7.j. Accept and Authorize Expenditure of Grant Funds from FM Global in the Amount of \$3,339.00 for two (2) Combustible Gas Detectors; and Approval of Corresponding Budget Amendments.
Recommended Action: Accept the grant from FM Global, and authorize the expenditure of \$3,339.00 for two (2) combustible gas detectors; and approve corresponding budget amendments.
Attachments: None

- 7.k. Report of a Contract with Cordico Psychological Corporation for the Use of Cordico's Wellness Software, and Approve Its Continued Use.

Recommended Action: Receive a report of a contract with Cordico Psychological Corporation for the use of their Cordico Wellness Software (app), and approve the continued use of this contract.

Attachments:

1. Cordico Agreement - 1920-193

- 7.l. Update on Emergency Repair of the Yosemite Drive Water Main and Determine that Emergency Conditions Continue to Require the Emergency Repair.

Recommended Action: Determine that emergency conditions continue to require the repair of the Yosemite Drive Water Main without competitive bidding.

Attachments:

1. Resolution 2020-63 Yosemite Drive Water Main Emergency Work

- 7.m. Authorization of Payment to Sonoma Water for Professional Services Related to the Stormwater Resource Plan Preparation and Implementation from Grant Funds Received, and Approval of Corresponding Budget Amendment.

Recommended Action: Authorize payment to Sonoma Water for professional services related to the Stormwater Resource Plan Development and Implementation from grant funds received, and approval of corresponding budget amendment.

Attachments:

1. Sonoma County Water Agency - Agreement and Invoice

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

9. COUNCIL REPORTS

10. CITY MANAGER/CITY CLERK REPORTS

11. PUBLIC HEARINGS (6:15 PM)

- 11.a. Conduct a Public Hearing to Consider Adoption of a Resolution Approving the Submittal of One or More Applications in the Aggregate Amount Not to Exceed \$395,757 in response to the 2020 State Community Development Block Grant Program- Coronavirus Response Round 2 and 3 (CDBG-CV2 and CV3) NOFA Dated December 18, 2020; and Consider Adoption of a Resolution Approving an Amendment to the 2020 CDBG- Coronavirus Response Round 1 (CDBG-CV1) Standard Agreement to Add Additional Funds From the 2020 CDBG-CV2 and CV3 NOFA Dated December 18, 2020; and Approve Corresponding Budget Amendments if Awarded Funding for the Application(s).

Recommended Action: Adopt resolution in Attachment 4 approving the submittal of one or more applications in the aggregate amount not to exceed \$395,757 in response to the 2020 State Community Development Block Grant Program- Coronavirus Response Round 2 and 3 (CDBG-CV2 and CV3) NOFA dated December 18, 2020; and adopt resolution in Attachment 5 approving an amendment to the 2020 CDBG- Coronavirus Response Round 1 (CDBG-CV1) standard agreement to add additional funds from the 2020 CDBG-CV2 and CV3 NOFA dated December 18, 2020; and approve corresponding budget amendments if awarded funding for the application(s).
Attachments:

1. cdbg_cv2_3_nofa_final_approved_12-18-20
2. Appendix A- Allocations
3. City of Ukiah - 20-CDBG-CV1-00004 - Award Letter
4. Resolution- 2020 CDBG-CV2 and CV3 applications
5. Resolution- Amendment to CDBG-CV-1 Agreement for Generator

12. UNFINISHED BUSINESS

- 12.a. Receive Status Report and Consider Any Action or Direction Related to the Novel Coronavirus (COVID-19) Emergency Including Operational Preparedness and Response; Continuity of City Operations and Services; Community and Business Impacts; and Any Other Related Matters.

Recommended Action: Receive status report and consider any action or direction related to the Novel Coronavirus (COVID-19) Emergency including operational preparedness and response; continuity of City operations and services; community and business impacts; and any other related matters.

Attachments: None

- 12.b. Possible Introduction by Title Only of an Ordinance Amending Division 1, Chapter 4, Article 4 of the City Code Regarding the Procedure for Filling Vacancies on the Planning Commission.

Recommended Action: Introduce by Title Only an Ordinance Amending Division 1, Chapter 4, Article 4 of the City Code Regarding the Procedure for Filling Vacancies on the Planning Commission.

Attachments:

1. Planning Commissioner Appointment Ordinance Redline
2. Planning Commissioner Appointment Ordinance Clean
3. Planning Commissioner Position Draft Application
4. Current Planning Commission Roster

- 12.c. Update on Emergency Repair of the Yosemite Drive Water Main and Determine that Emergency Conditions Continue to Require the Emergency Repair.
Recommended Action: Determine that emergency conditions continue to require the repair of the Yosemite Drive Water Main without competitive bidding.
Attachments:

1. Resolution 2020-63 Yosemite Drive Water Main Emergency Work

- 12.d. Consider Request for Continuing Funding, in the Amount of \$50,000, for the Ongoing Potter Valley Project Licensing Efforts by the Mendocino County Inland Water and Power Commission.
Recommended Action: Approve request for continuing funding, in the amount of \$50,000, for the ongoing Potter Valley Project Licensing Efforts by the Mendocino County Inland Water and Power Commission.
Attachments: None

13. **NEW BUSINESS**

- 13.a. Consideration and Possible Adoption of Resolution Adopting the City of Ukiah Subsistence Payment Program Guidelines, to Possibly be Funded by the State Community Development Block Grant Program- Coronavirus Response Round 2 and 3 (CDBG-CV2 and CV3).
Recommended Action: Adopt resolution adopting the City of Ukiah CDBG-CV Subsistence Payment Program Guidelines.
Attachments:
1. City of Ukiah CDBG-CV Subsistence Payment Program Guidelines
2. Resolution- Subsistence Payment Program Guidelines
- 13.b. Authorization for the City Manager to Negotiate and Execute the No-Fee Transfer of and Associated Maintenance Agreement for Parcel 002-101-31 Near Orr Creek from Rural Communities Housing Development Corporation to the City of Ukiah.
Recommended Action: Authorize the City Manager to negotiate and execute the no-fee transfer of parcel number 002-101-31 and an associated maintenance agreement from Rural Communities Housing Development Corporation to the City of Ukiah.
Attachments: None
- 13.c. Receive Updates on City Council Committee and Ad Hoc Assignments, and, if Necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad Hoc(s); Including Consideration of Adoption of Resolution Appointing a Member and Alternative Member to the Ukiah Valley Basin Groundwater Sustainability Agency (UVBGS).
Recommended Action: 1. Receive report(s). The Council will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).
2. Adopt Resolution Appointing a Member and Alternative Member to the Ukiah Valley Basin Groundwater Sustainability Agency (UVBGS).
Attachments:
1. 2020 City Council Special Assignments - 1-6-21
2. Ukiah Valley Basin GSA JPA
3. UVBGS Appointing Resolution 2021

14. CLOSED SESSION - CLOSED SESSION MAY BE HELD AT ANY TIME DURING THE MEETING

14.a. Conference with Legal Counsel—Anticipated Litigation

(Government Code Section 54956.9(d)(2))

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)(Number of potential cases: 3)

Recommended Action: Confer in Closed Session

Attachments: None

14.b. Conference with Legal Counsel—Anticipated Litigation

(Government Code Section 54956.9(d)(4))

Deciding whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9 (Potential Cases: 1)

Recommended Action: Confer in Closed Session

Attachments: None

14.c. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9(d)(1))

Name of case: Vichy Springs Resort v. City of Ukiah, Et Al; Case No. SCU-K-CVPT-2018-70200

Recommended Action: Confer in Closed Session

Attachments: None

14.d. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: City of Ukiah v. Questex, LTD, et al, Mendocino County Superior Court, Case No. SCU-K- CVPT-15-66036

Recommended Action: Confer in Closed Session

Attachments: None

14.e. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

Recommended Action: Confer in Closed Session

Attachments: None

14.f. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 157-050-03, 157-060-02, 157-050-04, 157-050-03, 157-030-02, 157-050-01, 157-050-02, 157-050-10, 157-050-09, 157-070-01, 157-070-02, 003-190-01

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Dave Hull and Ric Piffero

Under Negotiation: Price & Terms of Payment

Recommended Action: Confer in Closed Session

Attachments: None

14.g. **Conference with Real Property Negotiators**

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 002-101-31 and 002-101-30

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Rural Communities Housing Development Corporation (RCHDC)

Under Negotiation: Price & Terms of Payment

Recommended Action: Confer in Closed Session

Attachments: None

15. ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Kristine Lawler, City Clerk

Dated: 1/29/21



AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolution and Administer of Oath of Office Appointing Mari Rodin to the City Council, Filling the Unexpired Term of Maureen Mulheren, and Becoming Effective Immediately Thereafter.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Kristine Lawler, City Clerk

ATTACHMENTS:

1. 2021-02-03 Resolution

Summary: Council will adopt a resolution and the Clerk will administer the Oath of Office to Mari Rodin appointing her to the City Council, becoming effective immediately thereafter.

Background: Councilmember Maureen Mulheren submitted her resignation in December 2020, with an effective date of January 4, 2021 to begin her new role on the Mendocino County Board of Supervisors. When there is a vacancy on the City Council, Government Code Section 36512(b) provides for the following; "...the Council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy";

On December 16, 2020, the remaining Councilmembers (*with Councilmember Mulheren recusing herself*) opted to fill the vacancy by appointment and directed the City Clerk's office to notice the vacancy and accept applications with a deadline of noon on January 21, 2021, and to be reviewed at a special council meeting on January 28, 2021. By noon on January 21, 2021, eight applications had been received.

On January 28, 2021, after careful consideration with reviewing applications, interviewing applicants, receiving public comment, and holding a discussion, the Council nominated Mari Rodin to fill the vacant seat.

Discussion: Council is being asked to adopt the resolution (Attachment 1) making the appointment official, and direct the City Clerk to administer the Oath of Office. Following these actions, Mari Rodin will take seat immediately.

Recommended Action: Adopt Resolution and direct Clerk to administer the Oath of Office to Mari Rodin, appointing her to fill the unexpired term of departed Councilmember Maureen Mulheren, to become effective immediately thereafter, with the term ending with the General Municipal Election in November 2022.

BUDGET AMENDMENT REQUIRED: No

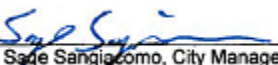
CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2021-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPOINTING MARI RODIN FOR CITY COUNCIL, FILLING THE UNEXPIRED TERM OF MAUREEN MULHEREN, TERM ENDING WITH THE GENERAL MUNICIPAL ELECTION IN NOVEMBER, 2022.

WHEREAS, Councilmember Maureen Mulheren submitted her resignation in December 2020, with an effective date of January 4, 2021; and

WHEREAS, when there is a vacancy on the City Council, Government Code Section 36512(b) provides for the following; "...the Council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy"; and

WHEREAS, on December 16, 2020, the remaining Councilmembers (*with Councilmember Mulheren recusing herself*) opted to fill the vacancy by appointment and directed the City Clerk's office to notice the vacancy and accept applications with a deadline of noon on January 21, 2021, and to be reviewed at a special council meeting on January 28, 2021; and

WHEREAS, by noon on January 21, 2021, eight applications had been received; and

WHEREAS, on January 28, 2021, after careful consideration with reviewing applications, interviewing applicants, receiving public comment, and holding a discussion, the Council nominated and appointed Mari Rodin.

NOW, THEREFORE, BE IT RESOLVED that Mari Rodin is hereby appointed as a City Council member, to fill the unexpired term of Maureen Mulheren, term expiring November, 2022; and commencing upon the adoption by the City Council of this resolution, the seating of the appointed official and taking of the oath of office; and

THE FOREGOING RESOLUTION WAS ADOPTED at a regular meeting of the Ukiah City Council held on the 3rd day of February 2021, by the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Juan V. Orozco

ATTEST:

Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
January 20, 2021
6:00 p.m.**

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on January 20, 2021, having been legally noticed on January 15, 2021. Mayor Orozco called the meeting to order at 6:14 p.m. Roll was taken with the following **Councilmembers Present:** Douglas F. Crane, Josefina Dueñas (*arriving at 6:45 p.m.*), Jim O. Brown, and Juan V. Orozco. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR OROZCO PRESIDING.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Kristine Lawler, City Clerk.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

a. Recognize Exceptional Volunteers from the Ukiah Men's Golf Club for their Dedication and Service to the Ukiah Valley Golf Course.

Presenter: Vice Mayor Brown.

Certificates were presented to Bret Carlstedt, Mark Sparso, Bob L. Stout Jr., Bo Strong, and Roger Vincent.

4. PETITIONS AND COMMUNICATIONS**5. APPROVAL OF MINUTES**

a. Approval of the Minutes for the December 16, 2020, Regular Meeting.

Motion/Second: Crane/Brown to approve Minutes of December 16, 2020, a regular meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION**7. CONSENT CALENDAR**

- a. Report of Disbursements for the Month of December 2020 – *Finance*.
- b. Adoption of Resolution (2021-01) Approving the City of Ukiah's Qualified Contractors List for 2021- *City Clerk*
- c. Council will Consider Awarding a Contract (COU No. 2021-164) in the Amount of \$106,917.50 for Conduit Installation at Yokayo Court to Wipf Construction, LLC of Ukiah – *Electric Utility*.

- d. Authorize the Sale of Surplus Obsolete Self-Contained Breathing Apparatus Units to the Hopland Fire District – *Fire*.
- e. Notification of Professional Service Agreement (COU No. 2021-165) with Hildebrand Consulting for Annual Sewer Reconciliation Financial Analysis (Annual True-Up) – *Finance*.
- f. Consideration of Awarding Bid for Purchase of Palo Alto Networks Firewall in the Amount of \$97,080.51 from CDWG – *Information Technology*.
- g. Approval of Letter of Support for the Mendocino Transit Authority - 2021/22 Sustainable Transportation Planning Grant Program Application – *Administration*.

Motion/Second: Crane/Brown to approve Consent Calendar Items 7a-7g, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

8. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

Public Comment: Jinny Sheppard – Diversity and Inclusion; Roseanne Ibarra – Diversity, Inclusion, and White Supremacy concerns; and Tim Karas – COVID Vaccination.

9. **COUNCIL REPORTS**

10. **CITY MANAGER/CITY CLERK REPORTS**

Presenter: Kristine Lawler, City Clerk.

11. **PUBLIC HEARINGS (6:15 PM)**

Councilmember Duenas arrived 6:45 p.m.

12. **UNFINISHED BUSINESS**

- a. **Receive Status Report and Consider Any Action or Direction Related to the Novel Coronavirus (COVID-19) Emergency Including Operational Preparedness and Response; Continuity of City Operations and Services; Community and Business Impacts; and Any Other Related Matters.**

Presenter: Traci Boyl, Management Analyst.

Report was received.

- b. **Presentation of City's Audited Comprehensive Annual Financial Report (CAFR) and Audit Reports for the Year Ended June 30, 2020.**

Presenter: Dan Buffalo, Finance Director.

Report was received.

- c. **Update on Emergency Repair of the Yosemite Drive Water Main and Determine that Emergency Conditions Continue to Require the Emergency Repair**

Presenter: Tim Eriksen, Public Works Director/City Engineer.

Motion/Second: Crane/Brown to determine that emergency conditions continue to require the repair of the Yosemite Drive Water Main without competitive bidding. Motion **carried** by the following roll call votes: AYES: Crane, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

13. NEW BUSINESS

a. Possible Introduction by Title Only of Ordinance Amending Section 7161 of Division 8, Chapter 1, Article 11 of the City Code to Regulate Short Time Limit Parking.

Presenter: Darcy Vaughn, Assistant City Attorney and Shannon Riley, Deputy City Manager.

Motion/Second: Crane/Brown to introduce the Ordinance by title only. Motion **carried** by the following roll call votes: AYES: Crane, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

City Clerk, Kristine Lawler, read the following title into the record:

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING SECTION 7161 OF DIVISION 8, CHAPTER 1, ARTICLE 11 OF THE CITY CODE TO REGULATE SHORT TIME LIMIT PARKING.

Motion/Second: Crane/Brown to introduce the Ordinance amending Section 7161 of Division 8, Chapter 1, Article 11 of the City Code to regulate short time limit parking. Motion **carried** by the following roll call votes: AYES: Crane, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

b. Possible Introduction by Title Only of Ordinance Amending Section 9224.7 of Division 9, Chapter 2, Article 18 of the City Code to Regulate Permanent Outdoor Dining Facilities.

Presenter: Darcy Vaughn, Assistant City Attorney and Shannon Riley, Deputy City Manager.

Motion by Councilmember Crane for recommended action with caveat that the ordinance is sunset in one year.

Maker of the motion rescinds the caveat to sunset the ordinance in one year.

Motion/Second: Crane/Brown to introduce the Ordinance by title only. Motion **carried** by the following roll call votes: AYES: Crane, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

City Clerk, Kristine Lawler, read the following title into the record:

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING SECTION 9224.7 OF DIVISION 9, CHAPTER 2, ARTICLE 18 OF THE CITY CODE TO REGULATE PERMANENT OUTDOOR DINING FACILITIES.

Motion/Second: Crane/Brown to introduce the Ordinance Amending Section 9224.7 of Division 9, Chapter 2, Article 18 of the City Code to regulate permanent outdoor dining facilities, and include an annual review. Motion **carried** by the following roll call votes: AYES: Crane, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

c. Update on Implementation of Revised Fire Prevention Fees.

Presenter: Doug Hutchison, Fire Chief.

Report was received.

d. Discussion with Possible Direction to Staff for the Merging of the Parks, Recreation, and Golf Commission (PRGC) with the Paths, Open Space, and Creeks Commission (POSCC); and to Provide a New Charter and Name for the Merged Commission.

Presenter: Neil Davis, Community Services Administrator.

Council Consensus to direct Staff to develop recommendations for the merging of the Parks, Recreation, and Golf Commission (PRGC) and the Paths, Open Space and Creeks Commission (POSCC); including developing a new charter and name for the merged commission, and bring back in approximately three months' time.

e. Discussion and Possible Direction to Amend the Procedure for Filling Vacancies on the Planning Commission.

Presenter: Craig Schlatter, Community Development Director.

Council Consensus to direct Staff to develop an ordinance for Council's review at an upcoming meeting that would reflect the approach for filling vacancies on the Planning Commission discussed in the staff report, and bring the procedure back to a similar method used before the last change was made by Council.

f. Receive Updates on City Council Committee and Ad Hoc Assignments and, if Necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad hoc(s).

Presenter: Sage Sangiacomo, City Manager.

THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 8:19 P.M., PRECEDED BY THE RDA SUCCESSOR AGENCY MEETING

14. CLOSED SESSION

a. Conference with Legal Counsel—Anticipated Litigation

(Government Code Section 54956.9(d)(2))

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)(Number of potential cases: 3)"

b. Conference with Legal Counsel—Anticipated Litigation

(Government Code Section 54956.9(d)(4))

Deciding whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9 (Potential Cases: 1)"

c. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9(d)(1))

Name of case: Vichy Springs Resort v. City of Ukiah, Et Al; Case No. SCU-K-CVPT-2018-70200

d. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: City of Ukiah v. Questex, LTD, et al, Mendocino County Superior Court, Case No. SCU-K- CVPT-15-66036

e. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

f. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 157-050-03, 157-060-02, 157-050-04, 157-050-03, 157-030-02, 157-050-01, 157-050-02, 157-050-10, 157-050-09, 157-070-01, 157-070-02, 003-190-01

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Dave Hull and Ric Piffero

Under Negotiation: Price & Terms of Payment

g. Conference with Real Property Negotiators

Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 002-101-31 and 002-101-30

Negotiator: Sage Sangiacomo, City Manager;

Negotiating Parties: Rural Communities Housing Development Corporation

Under Negotiation: Price & Terms of Payment

Direction was given to staff.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 9:04 p.m.

Kristine Lawler, City Clerk

**CITY OF UKIAH
SUCCESSOR AGENCY TO THE UKIAH REDEVELOPMENT AGENCY MINUTES
Special Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
January 15, 2020
6:00 p.m.**

1. ROLL CALL

Ukiah City Council as Successor Agency to the Ukiah Redevelopment Agency met at a Special Meeting on January 20, 2021, having been legally noticed on January 15, 2021. Chair Orozco called the meeting to order at 8:20 p.m. Roll was taken with the following **Members Present:** Douglas F. Crane, Josefina Dueñas, Jim O. Brown, and Juan V. Orozco. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, Secretary.

CHAIR OROZCO PRESIDING

2. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

3. APPEAL PROCESS

4. APPROVAL OF MINUTES

a. Minutes of January 15, 2020, a Special Meeting.

Motion/Second: Crane/Brown to approve the Minutes of January 15, 2020, a Special Meeting. Motion **carried** by the following roll call votes: AYES: Crane, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

5. CONSENT CALENDAR

6. PUBLIC HEARINGS

7. UNFINISHED BUSINESS

a. Review and Consider the Recognized Obligation Payment Schedule (ROPS) and Administrative Budget for July 1, 2020 through June 30, 2021.

Presenter: Dan Buffalo, Finance Director.

Motion/Second: Crane/Brown to:

1. Adopt the Resolution (SA Reso 2021-01) of the Successor Agency to the dissolved Redevelopment Agency of the City of Ukiah, approving a Recognized Obligation Payment Schedule for the period July 1, 2021 to June 30, 2022, pursuant to Health and Safety Code Section 34177(l) & 34177(m).
2. Adopt the Resolution (SA Reso 2021-02) of the Successor Agency to the dissolved Redevelopment Agency of the City of Ukiah, approving the Successor Agency's administrative budget for the period July 1, 2021 to June 30, 2022, pursuant to Health and Safety Code Section 34177(j).

Motion **carried** by the following roll call votes: AYES: Crane, Dueñas, Brown, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

8. NEW BUSINESS

9. COMMISSIONERS REPORTS

10. EXECUTIVE DIRECTOR REPORTS

11. ADJOURNMENT

There being no further business, the meeting adjourned at 8:26 p.m.

Kristine Lawler, Successor Agency Secretary



AGENDA SUMMARY REPORT

SUBJECT: Award Contract for Professional Environmental Services with GHD for Permitting Efforts for the Maintenance of Gibson Creek Box Culvert at School Street in the Amount of \$11,800.

DEPARTMENT: Public Works

PREPARED BY: Jason Benson, Senior Civil Engineer

PRESENTER: Consent Calendar

ATTACHMENTS:

1. GHD Proposal for Professional Environmental Services_2021-01-20

Summary: The City Council will consider awarding a contract to GHD in the amount of \$11,800 for permitting efforts for the maintenance of Gibson Creek Box Culvert at School Street.

Background: The Public Works Department has been contacted several times over the last few years by concerned property owners on School Street near Gibson Creek. There is a box culvert that allows for Gibson Creek to cross under School Street between Henry Street and Scott Street. Gibson creek flows from the west to the east and discharges into the Russian River. Gibson creek crosses other roadways: State Street, Main Street, Perkins Street (at Hospital Drive), Hwy 101, and the intersection of E. Gobbi Street and Babcock Lane while flowing downstream of School Street.

Box culverts are structures made of pipes, concrete, or other materials installed in roadways to allow streams and stormwater to pass through the section of roadway. The installation of culverts is necessary to allow for the stream's natural flow and prevent flooding in the immediate area and prevent the full construction of bridges. While there is a lot of positives with installation of culverts, it does come with some possible negatives. One negative is the decline in efficiency and purpose of the culvert due to the lack of maintenance or the ability to maintain.

The culvert that allows storm water to pass under School Street has been in place for nearly 100 years. This culvert is called a box culvert and is about ten feet wide and five feet in height.

Discussion: City staff has received the proposal (Attachment 1) from GHD for their professional environmental services in support of a project permitting maintenance activities at the School Street culvert crossing of Gibson Creek. This will also include the creek area 100 feet upstream and 100 feet downstream of the crossing.

Over the lifetime of the Gibson Creek culverts at School Street, the volume has been reduced due to accumulation of sediment and debris and it slows the flow rate of water through. This results in seasonal flooding of adjacent property and the roadway due to the restricted ability for water to flow inside the culvert. The goal of the project is to remove the material from the culverts and the adjacent upstream and downstream channel to restore the hydraulic capacity of the channel and reduce or eliminate the future flooding potential in the area.

GHD has three tasks proposed in the scope of services: 1) a preliminary investigation into the resource agency permits needed to conduct this maintenance work and prepare a preliminary Biological Resource Memo; 2)

Identify and define a list of anticipated maintenance activities; 3) Contact the resource agencies to discuss concerns and strategize on the approach. GHD will provide the City three deliverables: Biological Resources Memo, Maintenance Activities List, and Resource Agency Call Log. The City will provide access to site, any existing resource agency permits, and construction as-built documents. The work is proposed to be based on time and materials (T&M) fees for invoicing and not to exceed \$11,800 to complete the scope.

Recommended Action: Award Contract for Professional Environmental Services in the amount of \$11,800 to GHD for permitting efforts for the maintenance of Gibson Creek Box Culvert at School Street.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: 10024224.52100: \$11,330; 10024210.52100: \$470

PROPOSED BUDGET AMOUNT: \$11,800

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Tim Eriksen, Director of Public Works / City Engineer

Approved: 
Sage Sangiacomo, City Manager



January 20, 2021

Tim Eriksen, PE
Director of Public Works/City Engineer
Public Works Department
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482-5400

RE: Proposal for Professional Environmental Services: Permitting for Maintenance of Gibson Creek
Box Culvert at School Street, Ukiah, CA

Dear Mr. Eriksen:

GHD is pleased to provide this proposal for professional environmental services in support of permitting maintenance activities at the School Street culvert crossing of Gibson Creek, including 100 feet above and 100 feet below the crossing. The hydraulic capacity of the culverts has been reduced due to accumulation of sediment and cobblestone, resulting in seasonal flooding of adjacent residences. The goal of the project is to remove the material from the culverts and adjacent upstream and downstream channel to restore the hydraulic capacity of the channel and reduce or eliminate the future flooding potential in the area. The following scope of services covers the preliminary investigation into the resource agency permits needed to conduct this maintenance work. It includes preparing a preliminary Biological Resource Memo to identify potential sensitive resources at the site, defining the anticipated maintenance activities, and reaching out to the resource agencies to discuss concerns and strategize on the approach to successfully permitting the maintenance activities.

Scope of Services

Task 1a Biological Resources Memo

GHD's biologist will conduct a desktop investigation to compile a list of potential special-status species that may occur within, or in the vicinity of, Gibson Creek. In addition, a site visit will be performed to identify habitat along the 200-foot segment of Gibson Creek. A draft and final memo will be prepared of the findings, including a preliminary habitat map. The purpose of the memo will be to describe the existing conditions. This will be used as a basis for discussing the project and potential concerns with the resource agencies with regard to maintenance activities in the creek. It will not constitute a Biological Resources Study in support of permitting. This preliminary investigation does not include protocol-level special-status species surveys, wetland delineation, a description of potential impacts, or development of mitigation measures.



Task 1b Define Maintenance Activities

GHD's engineer will develop a bullet list of the likely activities that may need to occur within and adjacent to Gibson Creek in support of the maintenance goals of the City. This will be needed to frame the discussion with the resource agencies.

Task 1c Coordinate with Resource Agencies

GHD's environmental permitting team will contact the three resource agencies that likely will have jurisdiction over the project: US Army Corps of Engineers; North Coast Regional Water Quality Control Board; and California Department of Fish & Wildlife. The intent will be to determine the most efficient path forward to permit the maintenance activities and early identification of any concerns the agencies may have and how impacts within the creek can be minimized. A log will be kept of each contact and the results of the discussion.

Deliverables:

- Draft and Final Biological Resources Memo
- Maintenance Activities List
- Resource Agency Call Log

City Provided Information

1. Access to the project site.
2. Copies of resource agency permits authorizing the existing culvert structure, if any.
3. As-built or other information indicating depth of sedimentation/bottom of culvert.

Fee Proposal

GHD proposes a time-and-materials fee not to exceed \$11,800 to complete the scope of services. Services not included in this proposal can be provided by a negotiated fee at current rates.

We welcome the opportunity to work with you on this important project, and look forward to contributing to its success. Should you have any questions, please do not hesitate to contact me.

Sincerely,
GHD Inc.


Matt Kennedy, PE, TE
Principal Engineer / Project Manager

Attachments:

1. GHD Standard Rates



FY 2021 US West Region Rate Schedule

Finance Class Code		Rate
A01	Senior Technical Director 1	\$275
A02	Senior Technical Director 2	\$255
A03	Senior Technical Director 3	\$235
A04	Technical Director 1	\$215
A05	Technical Director 2	\$195
A06	Senior Professional 1	\$170
A07	Senior Professional 2	\$155
A08	Professional 1	\$135
A09	Professional 2	\$120
A10	Professional 3	\$110
A11	Intern	\$80
B01	Lead Design Technician 1	\$250
B02	Lead Design Technician 2	\$225
B03	Lead Design Technician 3	\$205
B04	Senior Design Technician 1	\$165
B05	Senior Design Technician 2	\$155
B06	Design Technician 1	\$145
B07	Design Technician 2	\$130
B08	Drafting/Design 1	\$120
B09	Drafting/Design 2	\$110
B10	Drafting/Design 3	\$100
B11	Drafting/Design 4	\$90
B12	Intern Drafting/Design	\$80
C01	Business Services Manager 1	\$250
C02	Business Services Manager 2	\$210

Finance Class Code		Rate
C03	Senior Admin Officer 1	\$155
C04	Senior Admin Officer 2	\$125
C05	Admin Officer 1	\$105
C06	Admin Officer 2	\$90
C07	Admin Officer 3	\$75
D01	Business Services Manager 1	\$275
D02	Business Services Manager 2	\$255
D03	Senior Admin Officer 1	\$215
D04	Senior Admin Officer 2	\$170
D05	Admin Officer 1	\$155
D06	Admin Officer 2	\$110
D07	Admin Officer 3	\$100
D08	Admin Officer 4	\$90
D09	Admin Officer 5	\$85
D10	Admin Officer 6	\$75
S01	Senior Construction Manager	\$250
S02	Construction Manager	\$205
S03	Lead Site Engineer/Supervisor	\$175
S06	Lead Inspector	\$165
S07	Senior Inspector	\$150
S08	Inspector / Specialist 1	\$135
S09	Inspector / Specialist 2	\$110
S10	Clerk / Specialist 3	\$80
S15	Operator/Laborer 1	\$125
S16	Operator/Laborer 2	\$105
S17	Operator/Laborer 3	\$95

- 1 Rates are for employees of all GHD companies.
- 2 All travel cost will be invoiced at coach class rates. Lodging and meal expenses will be at cost unless per diem rate is negotiated.
- 3 Reimbursement for direct expenses incurred for proposed services, including sub-consultant services, will be billed at cost plus 15%
- 4 The cost of using equipment and specialized supplies is billed on the basis of employee hours dedicated to the projects at the following rates
 - a. General Associated Project Charges (APC): \$6.50 / hour
 - b. Environmental Department/Construction Inspector: \$11.50 / hour
 - c. Field Survey APC: \$15.00 / hour
- 5 Reimbursement for vehicles used for proposed services will be at the federally approved mileage rates or at a negotiated monthly rate.
- 6 Overtime for non-exempt employees will be charged at 1.5 times the hourly billing rate.
- 7 If prevailing wage are applicable, the above billing rates and APC will be adjusted proportionate to the increase in labor cost
- 8 The Rate Schedule is subject to change annually (July 1st each year).



AGENDA SUMMARY REPORT

SUBJECT: Possible Adoption of Ordinance Amending Section 7161 of Division 8, Chapter 1, Article 11 of the City Code to Regulate Short Time Limit Parking.

DEPARTMENT: City Attorney

PREPARED BY: Darcy Vaughn, Assistant City Attorney

PRESENTER: Darcy Vaughn, Assistant City Attorney

ATTACHMENTS:

1. Short Time Limit Parking Ordinance Introduced

Summary: The City Council will consider adopting an Ordinance Amending Section 7161 of Division 8, Chapter 1, Article 11 of the City Code to Regulate Short Time Limit Parking.

Background: As local retail businesses, restaurants, and cafes struggle to remain open during the COVID-19 pandemic surge, City staff members have met with local business owners to discuss options and solutions to increase patronage, including designating parking spaces specifically for curbside pick-up or take-out of items from retail stores or meals from restaurants and cafes. To that aim, staff recommends designating certain parking spaces with a ten (10) minute duration limit for curbside pick-up and take-out near these downtown businesses.

Currently, the City Code provisions regulating parking state that parking spaces with a green curb marking and sign allow parking for up to twenty-four (24) minutes. As the California Vehicle Code § 21458 states that a green curb marking at a parking space indicates time limit parking specified by local ordinance, the City can simply introduce and adopt an ordinance that allows for ten (10) minute time limit parking spaces as well.

At their January 20, 2021, the City Council voted unanimously to introduce the Short Time Limit Parking Ordinance by title only.

Discussion: The Short Time Limit Parking Ordinance, attached here as Attachment 1, amends Section 7161 of Division 8, Chapter 1, Article 11 of the City Code to state that a parking space with a green curb marking shall mean no standing or parking for a period of time longer than either ten (10) minutes or twenty four (24) minutes. Signage or curb markings shall give notice of restricted parking at these spots and will indicate whether the space is a ten (10) minute or twenty-four (24) minute parking spot.

The Short Time Limit Parking Ordinance will allow staff to enforce the City Code to ensure that the ten (10) minute time limit spaces remain available for curbside pick-up and take-out.

The current version of the Short Time Limit Parking Ordinance reflects a wide array of community, City staff, and Council input. The Ordinance is now ready for consideration for adoption and will go into effect thirty (30) days after adoption. This item was unanimously supported and introduced by the City Council at January 20, 2021 meeting and thus will be considered under the consent calendar.

Recommended Action: Adopt the Ordinance Amending Section 7161 of Division 8, Chapter 1, Article 11 of the City Code to Regulate Short Time Limit Parking.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Community Services

Approved:


Sage Sangiacomo, City Manager

ORDINANCE NO.

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH
AMENDING SECTION 7161 OF DIVISION 8, CHAPTER 1, ARTICLE 11
OF THE CITY CODE TO REGULATE SHORT TIME LIMIT PARKING.**

The City Council of the City of Ukiah hereby ordains as follows:

SECTION ONE.

Section 7161 of Division 8, Chapter 1, Article 11 of the Ukiah City Code is hereby amended to read as follows:

§7161 SHORT TIME LIMIT PARKING

Green curb marking shall mean no standing or parking for a period of time longer than either ten (10) minutes or twenty four (24) minutes at any time specified by resolution of this City.

On those streets or portions of streets designated by ordinance or resolution of this City, when authorized signs, parking meters or curb markings have been determined by the City Engineer to be necessary and are in place giving notice of parking restricted to not longer than ten (10) or twenty four (24) minutes, no operator of any such vehicle shall stop, stand or park said vehicle adjacent to any such legible curb marking or sign or parking meter in violation thereof.

SECTION TWO.

1. Publication: Within fifteen (15) days after its adoption, this Ordinance shall be published once in a newspaper of general circulation in the City of Ukiah. In lieu of publishing the full text of the Ordinance, the City may publish a summary of the Ordinance once 5 days prior to its adoption and again within fifteen (15) days after its adoption.

3. Effective Date: The ordinance shall become effective thirty (30) days after its adoption.

Introduced by title only on January 20, 2021, by the following roll call vote:

AYES: Councilmembers Dueñas, Crane, Brown, and Mayor Orozco

NOES: None

ABSENT: None

ABSTAIN: None

Adopted on _____, 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:
ABSTAIN:

Juan V. Orozco, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Possible Adoption of Ordinance Amending Section 9224.7 of Division 9, Chapter 2, Article 18 of the City Code to Regulate Permanent Outdoor Dining Facilities.

DEPARTMENT: City Attorney

PREPARED BY: Darcy Vaughn, Assistant City Attorney

PRESENTER: Darcy Vaughn, Assistant City Attorney.

ATTACHMENTS:

1. Outdoor Dining Ordinance Introduced

Summary: The City Council will consider adopting an Ordinance Amending Section 9224.7 of Division 9, Chapter 2, Article 18 of the City Code to Regulate Permanent Outdoor Dining Facilities.

Background: As local restaurants and cafes struggle to remain open while state and local public health orders prohibit indoor dining during the COVID-19 pandemic surge, City staff members have met with local restaurant owners to discuss options and solutions, including expansion of outdoor dining facilities within the City's historic downtown.

Currently, the City's Downtown Zoning Code takes a restrictive approach to regulation of the location and permanence of outdoor dining facilities. Local restaurant owners have asked that these restrictions be eased to allow for larger outdoor dining areas with permanent structures for shade, seating, and demarcation of the dining area. Staff believes this is a reasonable request that can be granted in a manner that follows the Ukiah General Plan and complies with the intent of the Downtown Zoning Code, provided that this expansion is accompanied by a discretionary review process and issuance of conditional permits prior to installation of additional outdoor dining facilities. The Outdoor Dining Ordinance amends the Downtown Zoning Code to accomplish this.

At their January 20, 2021 meeting, the City Council voted unanimously to introduce the Outdoor Dining Ordinance by title only.

Discussion: The Outdoor Dining Ordinance (Attachment 1) amends Section 9224.7 of Division 9, Chapter 2, Article 18 of the City Code so that outdoor dining facilities are not prohibited in pedestrian walkways and required parking spaces, but are instead a permitted use in the City's historic downtown, subject to Zoning Administrator approval of a minor use permit.

In addition, the Outdoor Dining Ordinance states that permanent structures (such as shade covers and barriers) and furniture (such as concrete tables and benches) are also permitted uses downtown, subject to Zoning Administrator approval of a minor use permit. All structures and other facilities for outdoor dining will be subject to any other applicable permits, such as building permits or site development permits.

Staff has opted to use the existing use permit procedures for outdoor dining facilities that are in the public right of way or that involve permanent structures and furniture in order to ensure an efficient review process that will also allow staff to impose conditions to preserve public access and to require maintenance of these outdoor facilities. Note that Ukiah City Code § 9224.7.1 states that permission to conduct outdoor dining can be

revoked by the City if the facilities are being operated in violation of the Ordinance or if outdoor dining is operated in a manner that constitutes a nuisance.

The current version of the Outdoor Dining Ordinance reflects a wide array of community, City staff, and Council input. The Ordinance is now ready for consideration for adoption and will go into effect thirty (30) days after adoption.

This item was unanimously supported and introduced by the City Council at January 20, 2021 meeting and thus will be considered under the consent calendar.

Per Council's direction, this ordinance will be added to the annual forecasting calendar for review of performance by the City Council.

Recommended Action: Adopt the Ordinance Amending Section 9224.7 of Division 9, Chapter 2, Article 18 of the City Code to Regulate Permanent Outdoor Dining Facilities.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

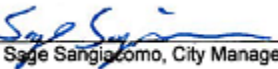
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Planning, Public Works, Community Services

Approved:


Sage Sangiacomo, City Manager

ORDINANCE NO.

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH
AMENDING SECTION 9224.7 OF DIVISION 9, CHAPTER 2, ARTICLE
18 OF THE CITY CODE TO REGULATE PERMANENT OUTDOOR
DINING FACILITIES.**

The City Council of the City of Ukiah hereby ordains as follows:

SECTION ONE.

Section 9224.7 in Division 9, Chapter 2, Article 18 of the Ukiah City Code is hereby amended to read as follows:

§9224.7 OUTDOOR DINING

On-site outdoor dining shall comply with the requirements of this section where allowed by Table 3: Allowed Uses and Permit Requirements, and only when the outdoor dining is incidental to and part of the operation of a restaurant located on the same parcel.

A. Purpose: The provisions of this section are intended to allow outdoor dining in association with a restaurant located on the same parcel as the outdoor dining, where the outdoor dining is clearly incidental to the adjacent restaurant use and will not negatively impact the operations and function of the existing restaurant, including parking facilities, pedestrian access and circulation, and disabled access facilities.

B. Location of Outside Dining: Outdoor dining shall be located on the same site as the restaurant which the outdoor dining will serve. Outdoor dining facilities, such as tables, chairs, umbrellas, etc., shall not be located in pedestrian walkways, required parking spaces, or disabled access facilities (such as parking spaces, walkways, entries, etc.) on or adjacent to said site. However, where there is sufficient clearance to accommodate the usual pedestrian traffic and to comply with applicable state and federal law, outdoor dining facilities are a permitted use in the areas described in the preceding sentence, subject to Zoning Administrator approval of a minor use permit. Outdoor dining areas may be located in landscaped areas if located in such a manner as not to damage the landscaping.

C. Hours of Operation: Days and hours of operation for the outdoor dining shall not extend beyond the hours of operation for the restaurant which it serves. Movable tables, chairs, and all other furniture used in the operation of outdoor dining shall be removed from any pedestrian walkways and stored indoors at night and whenever the cafe is not in operation.

D. Live Entertainment: Outdoor dining shall not be used for live entertainment unless in compliance with section 9224.6 of this code.

E. Structures, Tables, Chairs, Furniture, Signage:

1. In order to provide adequate and safe ingress/egress, a minimum unobstructed pedestrian walkway width of forty-eight inches (48") or the width of the doors, whichever is greater, shall be maintained. The required width of the unobstructed pedestrian walkway shall extend from the front of the door(s) to the public sidewalk. A reduced width may be approved by the Building Official in compliance with the building code.

2. A minimum of sixty inches (60") of unobstructed space shall be maintained between exits and any structures, furniture or fixtures related to outdoor dining, or as required by the building code, whichever is greater.

3. All outdoor dining furniture, including tables, chairs, umbrellas, and planters, shall be movable. However, permanent outdoor dining furniture such as concrete tables and benches are a permitted use, subject to Zoning Administrator approval of a minor use permit.

4. Umbrellas shall be secured with a minimum base of not less than sixty (60) pounds and shall leave a vertical clearance of seven feet (7') from the sidewalk surface.

5. Outdoor heaters are allowed subject to fire and building code compliance. Non-live music and/or speakers may be authorized with Zoning Administrator approval of a minor use permit.

6. No signage shall be allowed in the outdoor dining area except for the name of the establishment on an awning or umbrella fringe and in compliance with this section and Division 3, Chapter 7 of this code (sign ordinance).

7. Permanent outdoor dining structures such as shade covers and barriers are a permitted use, subject to Zoning Administrator approval of a minor use permit.

F. Maintenance: The permittee is responsible for maintaining all outdoor dining furnishings and the outdoor dining area in good condition, including but not limited to the following:

1. All outdoor dining furnishings and all exterior surfaces within the outdoor dining area shall be easily cleanable and kept clean and free of debris.

2. The outdoor dining area and adjacent areas kept in a clean and safe condition.

G. Food and Beverages: Outdoor dining areas may only serve food and nonalcoholic beverages prepared or stocked for sale at the adjoining indoor restaurant; provided, however, that the service of beer or wine or both solely for on-premises consumption by customers within the outdoor dining area may be authorized by the Planning Director and Police Department if each of the following requirements are met:

1. The outdoor dining operation is duly licensed, or prior to the service of any beer or wine will be duly licensed by State authorities to sell beer or wine for consumption within the outdoor dining area.

2. The authorized outdoor dining area is identified in a manner which will clearly separate and delineate it from the areas of the sidewalk that will remain open to pedestrian traffic.

3. One or more signs, as approved as part of the encroachment permit, are posted during all times the sidewalk cafe is in operation, which shall give notice to the cafe's customers that the drinking of beer or wine or the carrying of any open container which contains beer or wine is prohibited and unlawful outside the delineated outdoor dining area.

Outdoor dining areas authorized by the Planning Department and Police Department and in compliance with the requirements of this section are exempt from Section 6000 of this code.

H. Service Requirements:

1. Service areas (such as busing and service stations) may be located within the outdoor dining area. Service areas shall comply with subsection B of this Section (Location of Outside Dining). Outdoor food preparation in the outdoor dining area is prohibited.

2. Restrooms for the outdoor dining area shall be provided in the adjoining indoor restaurant. Seating for the outdoor dining may be counted in determining the restroom requirements for the indoor restaurant at the discretion of the Building Official.

I. Revocation: The outdoor dining may be revoked by the City upon finding that one or more of the requirements of this Section have been violated or that the outdoor dining is being operated in a manner that constitutes a nuisance.

SECTION TWO

Table 3 in Section 9223.1 of Article 18, Chapter 2 in Division 9 of the Ukiah City Code is hereby amended to specify that the Use Category "Restaurant – outdoor dining (on site)" is a permitted use with an approved Minor Use Permit in the General Urban (GU), Urban Center (UC), and Downtown Core (DC) zoning districts.

SECTION THREE.

1. Publication: Within fifteen (15) days after its adoption, this Ordinance shall be published once in a newspaper of general circulation in the City of Ukiah. In lieu of publishing the full text of the Ordinance, the City may publish a summary of the Ordinance once 5 days prior to its adoption and again within fifteen (15) days after its adoption.

3. Effective Date: The ordinance shall become effective thirty (30) days after its adoption.

Introduced by title only on January 20, 2021, by the following roll call vote:

AYES: Councilmembers Dueñas, Crane, Brown, and Mayor Orozco

NOES: None
ABSENT: None
ABSTAIN: None

Adopted on _____, 2021, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Juan V. Orozco, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Review and Approve Updates to the Sewer System Management Plan for the 5-Year Audit Period, and Recertify the Document.

DEPARTMENT: Water Resources **PREPARED BY:** Sean White, Water Resources Director, Jarod Thiele, Public Works Management Analyst
PRESENTER: Consent Calendar

ATTACHMENTS:

1. Ukiah SSMP Dec2020

Summary: Review and approve changes made to the Sewer System Management Plan for the 5-year audit period, and recertify the document.

Background: In August 2014, staff prepared an update of the Sewer System Management Plan (SSMP) in accordance with our State Water Resources Control Board (SWRCB) permit. This permit requires public agencies that own or operate sanitary sewer systems to develop and implement a SSMP aimed at reducing Sanitary Sewer Overflows (SSO's). It also requires agencies to electronically report all SSO's to the Regional Board. Since this plan was last certified in 2014, staff has updated it annually according to the progress being made on various components within the SSMP. In addition, staff has conducted a self-audit each year and reported the status to the Regional Board through the California Integrated Water Quality System (CIWQS) reporting system.

Discussion: Every five years, as required by the SWRCB, the governing body must re-certify this document and report to the Regional Board accordingly (Attachment #1). The changes from 2014 to 2020 were minor. The majority of the changes showed that the projects and programs have been implemented in order to meet the goal of the Regional Board to reduce SSO's within the collection system. This plan and its annual updates have proven useful to staff that manage the collection system and have guided staff on what deficiencies in the system need more attention. As a result, the numbers of SSO's have reduced dramatically.

At this time, staff is requesting Council approve the changes and recertify the document for another 5-year period. The entire updated document can also be viewed at the following link:

<https://cityofukiah.box.com/s/mxvxrwz5rkq94q1sj0vpohj865n2q62>

Recommended Action: Review and approve changes made to the Sewer System Management Plan for the 5-year audit period, and recertify the document.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Tim Eriksen, Director of Public Works/City Engineer

Approved: 
Sage Sangiacomo, City Manager



Sewer System Management Plan



UPDATED DECEMBER 2020

WINZLER & KELLY

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Requirements

The State Water Resources Control Board (SWRCB) has, by General Waste Discharge Requirement (GWDR) Order No. 2006-0003, required public agencies that own or operate sanitary sewer systems to develop and implement a Sewer System Management Plan (SSMP) aimed at reducing sanitary sewer overflows (SSOs). It has also required these agencies to report electronically all SSOs to the Board.

The SSMP describes how the City of Ukiah (City) and Ukiah Valley Sanitation District (District) construct, manage, operate, and maintain their sanitary sewer system by addressing each of the 11 elements of the plan. These elements are summarized below:

1. Goals of the SSMP
2. Organization and Chain of Communications for SSMP
3. Legal Authority to Operate and Maintain Sewage Collection System
4. Sewer Collection System Operation & Maintenance Program
5. Sewer Collection System Design and Performance Provisions
6. Sewer Overflow Emergency Response Plan
7. Fats, Oil and Grease Control Program
8. Collection System Evaluation and Capacity Assurance Plan
9. Operation and Maintenance Monitoring, Management and Plan Modifications
10. SSMP Program Audits
11. Communication Program with Public and Stakeholders

The various program improvements included in this Executive Summary and the SSMP are periodically reviewed by the City and District and addressed in subsequent fiscal year budgets and/or planning documents.

Table ES-1 below is a tracking matrix for the City and the District that illustrates the various tasks required by the GWDR and the actions taken by the City and District to comply with the requirements.

Table ES-1
GWDR Tracking

Main Task Sub-task	Comments	Due Date Status	Date Completed	Responsible Party
Application for Coverage	Submit Notice of Intent identifying the agency's authorized representative.	11/2/07 Complete	11/2/07 Final	City on behalf of the City and District
SSO Electronic Reporting Program	Agency must report all SSOs to the statewide SSO database via the Internet.	05/02/07 Ongoing	05/02/07 Ongoing	City on behalf of the City District

Main Task Sub-task	Comments	Due Date Status	Date Completed	Responsible Party
SSMP Development Plan and Schedule	Initial plan on how the agency intends to develop and implement their SSMP.	11/2/07 Complete	11/2/07 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
1.0 Goal				
SSMP Goals	Stated goals for the SSMP.	11/2/07 Complete	11/2/07 Final	Goals adopted by both the City Council and District Board
2.0 Organizational Structure				
Agency Organizational Structure	Names and staff positions responsible for developing and implementing the SSMP including the chain of communications for reporting SSOs	11/2/07 Complete	11/2/07 Final	City on behalf of the City and District. The City operates both its collection system and the District's system.
3.0 Legal Authority				
Legal Authority	Agency's legal authority to operate and maintain its sewage collection system.	5/2/2009 Complete	5/1/2009 Final	The City adopted Ordinance No. 845 in 1985 as its Wastewater Ordinance. The District adopted Ordinance No. 12 in 1985 as its Wastewater Ordinance. The two agencies have contracted with Winzler & Kelly to prepare this plan element.
4.0 Operation and Maintenance				
Mapping	Up to date mapping of the sewage collection system facilities including appropriate storm water systems.	5/2/2009 Ongoing	5/1/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
Preventative Maintenance Program	Written description of the preventive maintenance activities the agency employs.	5/2/2009 Complete	5/1/2009 Final	

Main Task Sub-task	Comments	Due Date Status	Date Completed	Responsible Party
Rehabilitation and Replacement Program	Short- and long-term plan for the rehabilitation or replacement due to system deficiencies including funding (CIP).	5/2/2009 Ongoing	5/1/2009 Final	
Inspection Program	Program for the regular visual and CCTV inspection of the system.	5/2/2009 Ongoing	5/1/2009 Final	
Staff Training	Staff O&M training and assurance that contractors are adequately trained.	5/2/2009 Ongoing	5/1/2009 Final	
Equipment and Parts Inventory	Equipment and parts inventory including the identification of critical replacement parts.	5/2/2009 Complete	5/1/2009 Final	
5.0 Design and Performance Provisions				
Design Standards	Design standards for new and rehabilitated systems.	8/2/2009 Ongoing	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
Inspection and Testing Standards	Inspection and testing standards for new and rehabilitated systems.	8/2/2009 Ongoing	7/15/2009 Final	
6.0 Overflow Emergency Response Plan (OERP)				
	Written procedures defining how the agency responds to SSOs.	10/1/2008 Draft to RWQCB 5/1/2009 Complete per GWDR	5/1/2009 Final	Adopted by the City Council on April 15, 2009 and by the District Board on April 16, 2009.
7.0 Fats, Oils & Grease (FOG) Control Program				
FOG Ordinance	Legal authority to prevent the discharge of FOG into the system.	5/2/2009 Complete	5/1/2009 Final	FOG Ordinance No. 1111 was adopted by the City in October 2008; District Ordinance No. 28 was adopted in 2006.
FOG Program	Program to reduce or eliminate FOG-related SSOs.	5/2/2009 Ongoing	5/1/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.

Main Task Sub-task	Comments	Due Date Status	Date Completed	Responsible Party
8.0 System Evaluation and Capacity Assurance Plan (SECAP)				
System Evaluation	Evaluate those portions of the system that are experiencing capacity-related overflows. Establish steps to eliminate capacity-related overflow including I&I program and short- and long-term CIP for capacity issues.	8/2/2009 Ongoing	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
9.0 Monitoring, Measurement, and Program Modifications				
Monitoring, Measurement, and Program Modifications	Maintain records, monitor and assess the effectiveness of the program and update as necessary.	8/2/2009 Ongoing	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
10.0 SSMP Program Audits				
Audits	Conduct periodic audits at least every two years on the SSMP.	8/2/2009 Ongoing	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
11.0 Communication Program				
Communications with the Public	Develop a public communication program with customers and potential customers that include the opportunity to provide input during the development, implementation, and performance of its SSMP.	8/2/2009 Ongoing	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.

Main Task Sub-task	Comments	Due Date Status	Date Completed	Responsible Party
Communications with Satellite Agency	If there is a satellite agency connected to the collection system, develop a plan of regular communications with them.	8/2/2009 Complete	7/15/2009 Final	Joint effort between the City and District to develop the SSMP. The City and District have parallel ordinances, with the City in charge of all system maintenance. The two agencies have contracted with Winzler & Kelly for support.
Final SSMP				
	Final the SSMP document after all elements have been developed and implemented.	8/2/2009 complete	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.

Background Information

The City and District are located in the Yokayo valley in southern Mendocino County (See Figure ES-1). Within the city limits there are approximately 16,000 residents. The greater Ukiah area, including adjacent valleys and connecting communities, is home to more than 40,000 people. Ukiah is a full service city governed by an elected Council. The District is a special purpose district governed by an elected Board. The District's collection system serves both unincorporated areas of Mendocino County and portions of the City which were annexed in the last 30 years.

The City has approximately 44 miles of sewer collection pipelines and one pump station within its corporate limits, and manages another 46 miles of sewer collection pipelines and two pump stations owned by the District. The pipelines vary in diameter from 6- to 42-inches. Both jurisdictions deliver collected wastewater to the City's Wastewater Treatment Plant (WWTP) located in the southern part of Ukiah. The WWTP has a current treatment capacity of 3.01 million gallons per day (mgd) of dry weather flow and up to 24.5 mgd of peak wet weather flow. Figure ES-2 shows an overview of the City and District collection systems, including the WWTP. The District's facilities are generally satellite facilities to the City's collection system. The City, through an agreement with the District, maintains all collection system facilities using maintenance staff from its Public Works Department.

Summary of the SSMP

The following discussion provides a brief overview of each element including a summary of the requirements of the SSMP, and City and District accomplishments and future program improvements.

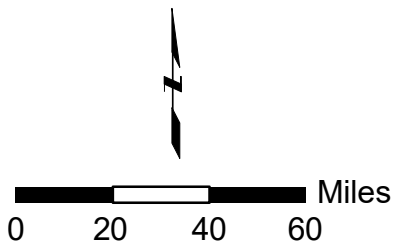


Figure ES-1
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Element I - Goals

The SWRCB requires the SSMP to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system in order to reduce and prevent SSOs as well as mitigate any future SSOs. The following goals were approved by the City and District to achieve the SWRCB requirements:

1. Maintain or improve the condition of the collection system infrastructure in order to provide reliable service now and into the future.
2. Cost-effectively minimize infiltration/inflow and provide adequate sewer capacity to accommodate design storm flows.
3. Minimize the number and impact of sanitary sewer overflows.

The City and District have implemented several programs to enact the aforementioned goals to date. The City and District have adopted grease ordinances, scheduled cleaning of known areas that have been the cause of overflows (hot spots), mapped FOG problem areas, and conducted closed-circuit television (CCTV) inspections of the entire collection system. A summary of the program improvements and the associated estimated costs are provided in Table ES-I.

Table ES-I
Goals – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Evaluate and update the goals as needed in order to reduce, prevent and mitigate SSOs	City and District staff time	Annually beginning in 2010

Element II – Organization

This element provides information on responsible representatives, an organizational chart explaining who is responsible for implementing specific measures in the SSMP, and the chain of communication for reporting SSOs.

The City Council and District’s Board of Directors hold quarterly joint meetings to discuss issues of common interest. The City’s Director of Public Works also represents the City at all District Board meetings. The City is responsible for all engineering and operations at the treatment plant and collection system. However, the development of this SSMP is a joint effort between the City and District.

The City and District will continue working together to provide safe, functional, and effective sanitary sewer service to the rate payers. Some reorganization of responsibilities for public works staff is anticipated to accomplish the various goals and projects outlined in this SSMP.

Table ES-II
Organization – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Update organizational chart and staff contact information as needed	City staff time	As needed
Update chain of communication for reporting SSOs	City staff time	As needed

Element III – Legal Authority

The City and District possess the legal authority to operate, maintain, and enforce standards for the wastewater collection system. The following ordinances provide the District with this authority within its jurisdictional boundary:

Ordinance No. 1, establishes authority to regulate sewage disposal in public and private systems;
Ordinance No. 12, builds upon Ordinance No. 1 serving as the District’s Wastewater Ordinance;
Ordinance No. 28, establishes a grease interceptor/trap policy; and
Ordinance No. 30, facilitates the proper maintenance of private sewer laterals.

The following ordinances provide the City with this authority within its jurisdictional boundary:

Ordinance No. 845, provides rules and regulations for the use of sanitary sewer facilities;
Ordinance No. 1059, regulates the generation of grease interceptor waste;
Ordinance No. 1105, facilitates the proper maintenance of private sewer laterals;
Ordinance No. 1111, regulates the facilities that create and discharge grease into the public sewer system; and
Ordinance No. 1114, removes the City/District overlap area from the City’s jurisdiction regarding grease interceptor waste.

Upon completion of its CCTV inspection and condition assessment of the collection system in 2011, the City and District identified problem areas that may be addressed through enforcement of their respective Ordinances. Also, through its fats, oils, and grease (FOG) program, the City is able to identify consistent food service establishment (FSE) “hot spots” which may require enforcement.

Table ES-III
Legal Authority – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Maintain authority to control sewer use and maintenance	City and District staff time	Ongoing
Maintain up-to-date information about sewer codes and ordinances in SSMP	City and District staff time	Annually beginning in 2010
Enforce violations of the FOG ordinances	City and District staff time	As needed

Element IV – Operation & Maintenance

In order to provide an adequate and appropriate Operation and Maintenance (O&M) Program, the City and District maintain their collection system mapping, conduct routine preventative O&M activities, rehabilitation and replacement, equipment and replacement part inventories, and provide training opportunities for staff.

Collection System Mapping

The City has mapped the entire collection system (both City and District owned) and maintains map resources in AutoCAD and in a geographic information systems (GIS) database. The City makes regular updates to these resources based on field observations made during CCTV and visual inspection. Updates are also made using record drawings following the completion of improvement projects. Through the preparation of this SSMP, additional sanitary sewer and storm drainage base maps have been produced using the GIS database.

The City understands the important correlation between the occurrence of a SSO and the location of the storm drainage system and surface waters. The City identified storm drain outlets adjacent to the sewer collection system and continues to update the storm drainage system information in the GIS database. The City will continue to integrate collection system metrics such as system geometry, materials, and age into the GIS database. This information provides a basis for hydraulic modeling and asset management.

Preventative Maintenance

The City uses its map resources and CCTV inspections to better characterize hot spots and problem areas in the collection system and to inform its cleaning and inspection schedules. The City utilizes its manual work log system to clean and inspect the overall collection system on a regular schedule.

The City will continue to monitor hot spots and other problem areas. These locations in the collection system will be added and/or modified in the GIS database and any future asset management programs that are adopted by the City or the District. Cleaning activities and inspection schedules will be modified as appropriate to cover these locations. The City will continue to enforce the City and District grease ordinances for FSEs to reduce the impact of FOG on the collection system.

Rehabilitation and Replacement

The City completed a CCTV inspection of the entire collection system in 2011 and continues these inspections as needed. The results of this inspection have been used to complete various spot repairs and lateral improvements throughout the collection system. The City completed water quality testing of its urban streams through the Healthy Waterways Study and further investigated portions of the sewer system that could be contributing to degraded water quality via exfiltration.

To accompany CCTV inspections, the City used a condition assessment of a portion or all of the collection system using National Association of Sewer Service Companies (NASSCO) defect categories and Pipeline Assessment and Certification Program rating procedures. Results were recorded in the GIS database. The City conducted limited wet weather flow monitoring and hydraulic modeling to better characterize average dry weather and peak wet weather flows for the collection system. Additional monitoring is planned as part of the City's effort to prepare a Sewer Master Plan by the end of 2022. The SMP will be used to refine future budgets for capital improvement projects. The City and District have also purchased emergency backup generators for the three collection system pump stations in our system.

Contingency Equipment and Replacement Inventories

The City installed telemetry equipment at the three collection system pump stations. The City will integrate the management of its parts and equipment inventories with an asset management system.

Training

City staff use professional development and training resources from the California Water Environment Association (CWEA) and California Division of Occupational Safety and Health (Cal/OSHA). Staff attends conferences and training events to maintain and/or enhance grade level certifications and knowledge of current industry practices. Staff members also attended NASSCO training in order to support planned condition assessment activities. Staff is trained on operation of equipment and software, such as CCTV inspection vehicles necessary for the operation, maintenance, and inspections of the collection system.

The City will continue to train staff per CWEA guidelines and will maintain or increase grade level certifications as appropriate. The City will train additional staff on the use of CCTV equipment and coordinate CCTV inspections with staff members trained for NASSCO condition assessment. The City will continue to train staff in the use of the GIS database. The City and District regularly review and update Standard Operating Procedures (SOP) to document and train in the practices and information utilized by the City.

Table ES-IV
Operation and Maintenance – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Maintain up-to-date GIS maps of the sanitary sewer system	City staff time	Ongoing
Update storm drainage system into GIS	City staff time	Completed 2011
Integrate collection system metrics into GIS	City staff time	Complete by 2024
Perform routine preventive maintenance program	City staff time	Ongoing
Monitor and track hot spots or other problematic areas	City staff time	Ongoing
Condition assessment of collection system	Retain professional services	Included in Element 8 – Collection System Master Plan
Rehabilitation and replacement plan that identifies and prioritizes sewer system defects	Retain professional services	Included in Element 8 – Collection System Master Plan
Take appropriate measures to reduce I&I	City staff time	Ongoing
Install emergency backup generators at the three pump stations	Retain professional services to assist in preparing construction documents. Purchase and install generators.	Complete by 2020
Utilize asset management programs	Purchase the appropriate software and begin data input and implementation.	Complete by 2024

Provide regular technical training for the staff	City staff time	Ongoing
Maintain up-to-date equipment and critical spare parts inventory	City staff time	Ongoing

Element V – Design & Performance Provisions

This element must identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for rehabilitation and repair of existing sanitary sewer systems. In addition, this element must identify the procedures and standards for inspecting and testing the installation for the abovementioned systems.

The City and District have ordinances, standards, and established guidance for sewer main and lateral construction, inspections, and testing. CCTV technology has further allowed the City to inspect laterals. This information, including program applications and forms, is available to the public on the City's website.

The City and District can improve their SOP by updating and reviewing them on a regular basis. The City and District should ensure that general construction observation and specific inspections occur at appropriate milestones during a sewer main or lateral installation, rehabilitation, or repair.

Table ES-V
Design and Performance Provisions – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Adopt Standards of Practice (SOPs) and commit to periodically review and increase their effectiveness	City staff time	Implemented by 2011
Maintain up-to-date information about design, inspection and testing standards	City staff time	Ongoing

Element VI – Overflow Emergency Response Plan

The element requires the development and implementation of an overflow emergency response plan that identifies measures to protect the public health and environment. The response plan is a stand-alone document that is summarized in the SSMP.

The City has adopted and submitted an Overflow Emergency Response Plan (OERP) to the Regional Water Quality Control Board on September 30, 2008, which covers activities in both the City and District collection systems. The Plan provides an effective overflow response plan to minimize any health risks or damage to private property or the environment from SSOs. The complete OERP document is found in Appendix 6-A and includes the following sections:

- I. Authority
- II. General

- III. Overflow Response Procedures
- IV. Public Advisory Procedures
- V. Regulatory Agency Notification Plan
- VI. Media Notification Procedures
- VII. Distribution and Maintenance of OERP

The City trains staff on the procedures outlined in the OERP and uses GIS resources to identify potential SSO locations, strategize for future system improvements, and provide mapping resources for field crews.

Table ES-VI
OERP – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Update overflow emergency response plan (OERP) per state and regional requirements for reporting SSOs	City staff time	Ongoing, most recently in December 2020
Provide training for the staff on the OERP procedures	City staff time	First training September 2009; subsequent trainings as needed

Element VII – Fats, Oils & Grease Control Program

Fats, oils, and grease do not easily break down in a sewer collection system, especially when combined with other solid sewer waste constituents and subsurface obstructions (i.e., tree roots, offset joints, side sewer connections, etc.).

The City and District have a FOG program that provides a balanced approach to address the problem by:

- Identifying FOG sources;
- Enforcing City and District codes requiring the installation and maintenance of pretreatment facilities for non-domestic sanitary sewer customers;
- Minimizing FOG-related sewer blockages and overflows in a cost-effective manner; and
- Educating the public about FOG and its impact on the community and environment.

The City and District have implemented strategies to achieve these objectives through the adopted grease ordinances and identifying commercial food preparation and other non- domestic and domestic FOG problem areas. The City and District continue to monitor and document FOG problem areas and implement a FOG community outreach program.

Table ES-VII
FOG Control Program – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Implement FOG community outreach program to promote the proper disposal of FOG	City staff time	Ongoing

Assign a staff person to coordinate FOG outreach	City staff time	Complete
Develop a plan for the disposal of FOG generated within the service area	Retain professional services or City staff time	Completed
Maintain preventative maintenance for facilities with FOG-related problems	City staff time	Ongoing
Maintain up-to-date information about food service establishments (FSEs) location and their FOG-control devices	City staff time	Ongoing

Element VIII – System Evaluation & Capacity Assurance Plan

This element requires the City and District to prepare and implement a capital improvement plan (CIP) that ensure that the collection system provides hydraulic capacity for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the CIP evaluates portions of the sanitary sewer system that experience a hydraulic deficiency, design criteria, the steps needed to establish a short- and long-term CIP, and a schedule for the plan.

The City and District have identified laterals, through CCTV inspection, in need of repair and/or replacement, design criteria that will be used for wet weather flow hydraulic modeling, and collected records and mapped existing data for modeling purposes.

The City and District are planning to update their sewer system master plan by the end of 2022. The master planning effort would include a review of projected growth patterns, a flow monitoring program and modeling the sewer system, identifying and prioritizing capacity and rehabilitation improvement projects, and recommendations for a short- and long-term CIP.

Table ES-VIII
System Evaluation & Capacity – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Prepare Collection System Master Plan including: Land use projections Wet weather flow monitoring program Sewer system modeling in order to evaluate the hydraulic performance of the system Identify deficiencies and prioritize rehabilitation and replacement projects Recommendations for short-term and long-term CIPs	Retain professional services	Complete by the end of 2022

Element IX – Monitoring, Measurement, and Program Modifications

This element requires the City and District to maintain information that that can be used to establish and prioritize appropriate SSMP activities, monitor the effectiveness of each element of the SSMP and if necessary update elements, assess the preventative maintenance program, and identify and illustrate SSO trends.

The following list shows the quantitative indicators that are currently tracked or those planned to be tracked by the City and District:

- Location of all SSOs over the past 12 months;
- Number of SSOs over the past 12 months, distinguishing between dry weather overflows and wet weather overflows;
- Volume distribution of SSOs (e.g., number of SSOs less than 100 gallons, 100- to 999 gallons, 1,000- to 9,999 gallons, more than 10,000 gallons);
- Volume of SSOs that was contained in relation to total volume of SSOs;
- SSOs by cause (e.g., roots, FOG, debris, pipe failure, pump station failure, capacity, other);
- Number of SSOs over the past 12 months;
- Stoppages by cause;
- Number of grease interceptors inspected over the past 12 months;
- Percentage of grease interceptors inspected over the past 12 months;
- Miles of gravity mains cleaned over the past 12 months;
- Percentage of total gravity mains cleaned over the past 12 months;
- Percentage of wet wells cleaned over the past 6 months.

The Public Works Director will assume the overall responsibility for maintaining and updating the SSMP. A number of the activities described in the SSMP reflect ongoing programs for which the review and update process is well established. Examples include preventative maintenance measures, staff training, outreach, inspection, and testing. Updates will occur as infrequently as every five years, and more frequently if warranted through significant changes in the supporting documents for the program elements. See also Element X – Audits.

Table ES-IX
MMP – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Monitor implementation of SSMP	City staff time	Ongoing
Update SSMP every five years	City staff time	Ongoing beginning in 2014

Element X – Audits

This element requires the City and District to conduct SSMP internal audits at least once every two years. Audits focus on evaluating the effectiveness of the SSMP and the City's

compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

The City and District continue to work to identify and implement best management practices through the SSMP, including implementing a new Computerized Maintenance Management System.

Table ES-X
Audits – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Conduct periodic audits and record the results	City staff time	Ongoing every two years beginning in 2011

Element XI – Communication

This element requires the City and District to communicate with the public on the development, implementation, and performance of its SSMP. In addition, the City is required to have a formal plan of communication with the District.

The development of this SSMP is a joint effort between the City and District. The City and the District continue to communicate as the SSMP is implemented. The City ensures that the public is involved with the development of the SSMP. In addition, beyond SWRCB requirements, the City has identified a need to be proactive in the community in the prevention of FOG and SSOs. The City will implement a communication program to fulfill this need.

Table ES-XI
Communication – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Implement communication program with public and satellite agencies	City staff time	Ongoing beginning in 2009

Introduction

I. Background

This Sewer System Management Plan (SSMP) has been prepared in July 2009 by Winzler & Kelly, for the City of Ukiah (City) and Ukiah Valley Sanitation District (District). The SSMP has been updated as needed over the years, most recently by Larry Walker Associated (LWA) in December 2020.

The State Water Resources Control Board (SWRCB) issued its General Waste Discharge Requirements (GWDRs) for Sanitary Sewer Systems (Order No. 2006-0003) in May 2006 and expressed its intent to directly regulate the management of collection systems. Both the City and the District have enrolled for coverage under the GWDRs and have agreed to develop a SSMP. The SSMP preparation effort compliments the maintenance, management and policy activities that the City and District are undertaking and provides a framework for organizing, measuring and monitoring on-going activities.

The structure (section numbering and nomenclature) of this SSMP follows the SSMP Elements required by the GWDR. The SSMP describes how the City and the District manage, operate, and maintain their sanitary sewer system in 11 elements listed below.

1. Goals of the SSMP
2. Organization and Chain of Communications for SSMP
3. Legal Authority to Operate and Maintain Sewage Collection System
4. Sewer Collection System Operation & Maintenance Program
5. Sewer Collection System Design and Performance Provisions
6. Sewer Overflow Emergency Response Plan
7. Fats, Oil and Grease Control Program
8. Collection System Evaluation and Capacity Assurance Plan
9. Operation and Maintenance Monitoring, Management and Plan Modifications
10. SSMP Program Audits
11. Communication Program with Public and Stake Holders

II. System Overview

The City of Ukiah is located in the Yokayo Valley in southern Mendocino County (See Figure 1). Within the city limits there are approximately 16,000 residents. The greater Ukiah area, including adjacent valleys and connecting communities, is home to more than 40,000 people. The City owns and manages approximately 44 miles of sewer collection pipelines and one pump station within its corporate limits, and manages another 46 miles of sewer collection pipelines and two pump stations owned by the District. The District's collection system serves both unincorporated areas of Mendocino County and portions of the City which were annexed in the last 30 years. The collected wastewater is conveyed to the City's Wastewater Treatment Plant (WWTP) located in the southern part of Ukiah. The WWTP has a current treatment capacity of 3.01 million gallons per day (mgd) of dry weather flow and up to 24.5 mgd of peak wet weather flow. Figure 2 shows an overview of the City and District collection systems, including the WWTP.

III. SSMP Development Plan and Schedule

The SWRCB time schedule for the implementation of various sections of SSMP is shown in Table 1.

Table 1
SSMP Implementation Schedule

SSMP IMPLEMENTATION SCHEDULE				
Task	Population Served > 100,000	Population Served 10,000 to 100,000	Population Served 2,500 to 10,000	Population Served <2,500
Plan and Schedule	8/2/2007	11/2/2007	2/2/2008	5/2/2008
Goals Organization	11/2/2007	11/2/2007	5/2/2008	5/2/2008
Emergency Response Plan Legal Authority O&M Plan FOG Plan	11/2/2008	5/2/2009	11/2/2009	2/2/2010
Design and Performance Standards System Capacity Plan Monitoring and Program Modifications Program Audits Communications Program Final SSMP and Certification		8/2/2009	5/2/2010	8/2/2010

Table 2 is a tracking matrix for the City and the District that illustrates the various tasks required by the GWDR and the actions taken by the City and District to comply with the requirements.

Table 2
GWDR Tracking

Main Task Sub-task	Comments	Due Date Status	Date Completed	Responsible Party
Application for Coverage	Submit Notice of Intent identifying the agency's authorized representative.	11/2/07 Complete	11/2/07 Final	City on behalf of the City and District

SSO Electronic Reporting Program	Agency must report all SSOs to the statewide SSO database via the Internet.	05/02/07 Ongoing	05/02/07 Ongoing	City on behalf of the City District
SSMP Development Plan and Schedule	Initial plan on how the agency intends to develop and implement their SSMP.	11/2/07 Complete	11/2/07 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
1.0 Goal				
SSMP Goals	Stated goals for the SSMP.	11/2/07 Complete	11/2/07 Final	Goals adopted by both the City Council and District Board
2.0 Organizational Structure				
Agency Organizational Structure	Names and staff positions responsible for developing and implementing the SSMP including the chain of communications for reporting SSOs	11/2/07 Complete	11/2/07 Final	City on behalf of the City and District. The City operates both its collection system and the District's system.
3.0 Legal Authority				
Legal Authority	Agency's legal authority to operate and maintain its sewage collection system.	5/2/2009 Complete	5/1/2009 Final	The City adopted Ordinance No. 845 in 1985 as its Wastewater Ordinance. The District adopted Ordinance No. 12 in 1985 as its Wastewater Ordinance. The two agencies have contracted with Winzler & Kelly to prepare this plan element.
4.0 Operation and Maintenance				
Mapping	Up to date mapping of the sewage collection system facilities including appropriate storm water systems.	5/2/2009 Ongoing	5/1/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
Preventative Maintenance Program	Written description of the preventive maintenance activities the agency employs.	5/2/2009 Complete	5/1/2009 Final	
Rehabilitation and Replacement Program	Short- and long-term plan for the rehabilitation or replacement due to system deficiencies including funding (CIP).	5/2/2009 Ongoing	5/1/2009 Final	

Inspection Program	Program for regular visual and CCTV inspection of the system.	5/2/2009 Ongoing	5/1/2009 Final	
Staff Training	Staff O&M training and assurance that contractors are adequately trained.	5/2/2009 Ongoing	5/1/2009 Final	
Equipment and Parts Inventory	Equipment and parts inventory including identification of critical replacement parts.	5/2/2009 Complete	5/1/2009 Final	
5.0 Design and Performance Provisions				
Design Standards	Design standards for new and rehabilitated systems.	8/2/2009 Ongoing	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
Inspection and Testing Standards	Inspection and testing standards for new and rehabilitated systems.	8/2/2009 Ongoing	7/15/2009 Final	
6.0 Overflow Emergency Response Plan (OERP)				
SSO Response Plan	Written procedures defining how the agency responds to SSOs.	10/1/2008 Draft to RWQCB 5/1/2009 Complete per GWDR	5/1/2009 Final	Adopted by the City Council on April 15, 2009 and by the District Board on April 16, 2009.
7.0 Fats, Oils & Grease (FOG) Control Program				
FOG Ordinance	Legal authority to prevent the discharge of FOG into the system.	5/2/2009 Complete	5/1/2009 Final	FOG Ordinance No. 1111 was adopted by the City in October 2008; District Ordinance No. 27 was adopted in 2006.
FOG Program	Program to reduce or eliminate FOG- related SSOs.	5/2/2009 Ongoing	5/1/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
8.0 System Evaluation and Capacity Assurance Plan (SECAP)				
System Evaluation	Evaluate those portions of the system that are experiencing capacity-related overflows. Establish steps to eliminate capacity-related overflow including I&I program and short- and long-term CIP for capacity issues.	8/2/2009 Ongoing	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.

9.0 Monitoring, Measurement, and Program Modifications				
Monitoring, Measurement, and Program Modifications	Maintain records, monitor and assess the effectiveness of the program and update, as necessary.	8/2/2009 Ongoing	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
10.0 SSMP Program Audits				
Audits	Conduct periodic audits at least every two years on the SSMP.	8/2/2009 Ongoing	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
11.0 Communication Program				
Communications with the Public	Develop a public communication program with customers and potential customers that include the opportunity to provide input during the development, implementation, and performance of its SSMP.	8/2/2009 Ongoing/	7/15/2009 Final	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.
Communications with Satellite Agency	If there is a satellite agency connected to the collection system, develop a plan of regular communications with them.	8/2/2009 Complete	7/15/2009 Final	Joint effort between the City and District to develop the SSMP. The City and District have parallel ordinances, with the City in charge of all system maintenance. The two agencies have contracted with Winzler & Kelly for support.
Final SSMP				
	Final the SSMP document after all elements have been developed and implemented.	8/2/2009 complete	7/15/2009 Final (City) 7/16/2009 Final (District)	City on behalf of the City and District. The two agencies have contracted with Winzler & Kelly for support.

IV. List of Abbreviations and Definitions

BACWA	Bay Area Clean Water Agencies
BMP	Best Management Practices; Refers to the procedures employed in commercial kitchens to minimize the quantity of grease that is discharged to the sanitary sewer system. Examples include scraping food scraps into a garbage can and dry wiping dishes and utensils prior to washing.
BOD	Biochemical Oxygen Demand
CAL/OSHA	California Division of Occupational Safety and Health
CIWQS	California Integrated Water Quality System; Refers to the State Water Resources Control Board online electronic reporting system that is used to report SSOs, certify completion of the SSMP, and provide information on the sanitary sewer system. The electronic reporting requirement became effective on May 2, 2007 in Region 2.
CIP	Capital Improvement Plan; Refers to the document that identifies future capital improvements to the City's sanitary sewer system.
CDFG	California Department of Fish and Game
City	City of Ukiah
CCTV	Closed Circuit Television; Refers to the process and equipment that is used to internally inspect the condition of gravity sewers.
COD	Chemical Oxygen Demand
CWEA	California Water Environment Association
District	Ukiah Valley Sanitation District
EPA	Environmental Protection Agency
Failure Analysis	Investigating the cause of a sewer system overflow (i.e., pipe failure, pump station failure, grease, roots)
FOG	Fats, Oils, and Grease; Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.
FSE	Food Service Establishment; Refers to commercial or industrial facilities where food is handled/prepared/served that discharge to the sanitary sewer system.
FTE	Full-time Equivalent; Refers to the equivalent of 2,080 paid labor hours per year by a regular, temporary, or contract employee.

GWDR	General Waste Discharge Requirements; Refers to the State Water Resources Control Board Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006.
GIS	Geographical Information System; Refers to the City's system that is used to capture, store, analyze, and manage geospatial data associated with the City's sanitary sewer and storm drainage system assets.
GPS	Global Positioning System; Refers to the handheld unit that is recommended to determine the longitude and latitude of sanitary sewer overflows for use in meeting CIWQS reporting requirements.
gpm	gallons per minute
Hot Spot	Has two different meanings in the SSMP: food service establishments that are known or have potential to contribute FOG to the sewer collection system (Element 4) and areas within the collection system impacted by FOG deposition (Element 7).
I&I	Infiltration and Inflow; Refers to water that enters the sanitary sewer system from storm water and groundwater that increases the quantity of flow. Infiltration enters through defects in the sanitary sewer system after flowing through the soil. Inflow enters the sanitary sewer without flowing through the soil. Typical points of inflow are holes in manhole lids and direct connections to the sanitary sewer (e.g., storm drains, area drains, and roof leaders)
Lateral	Refers to the piping that conveys sewage from a building to the District or City sewer system.
mgd	million gallons per day
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
OSHA	Occupational Safety and Health Administration
PACP	Pipeline Assessment and Certification Program
POTW	Publicly Owned Treatment Works
PM	Preventative Maintenance; Refers to maintenance activities intended to

	prevent failures of the sanitary sewer system facilities (e.g., cleaning, CCTV, repair)
R&R	Rehabilitation and Replacement
RRWA	Russian River Watershed Association
RWQCB	Regional Water Quality Control Board
SSOs	Sanitary Sewer Overflows; Refers to the overflow or discharge of any quantity of partially treated or untreated wastewater from the sanitary sewer system at any point upstream of the wastewater treatment plant. SSOs are typically caused by blockages, pipe failure, pump station failure, or capacity limitation.
SOP	Standards of Practice; Standard Operating Procedure
SWRCB	State Water Resources Control Board; Refers to the California Environmental Protection Agency (EPA) State Water Resources Control Board and staff responsible for protecting the State's water resources.
SCADA	Supervisory Control and Data Acquisition
TM	Technical Memorandum
WDR	Waste Discharge Requirements
WWTP	Wastewater Treatment Plant

V. ORDINANCES

- Ordinance No. 1 An ordinance adopted by the Ukiah Valley Sanitation District on December 16, 1958 establishing the District's authority within its boundaries to regulate sewage disposal in public and private systems, maintain those systems, promulgate connection and lateral requirements, promulgate public sewer construction requirements, oversee uses of its sewer facilities, establish fees and service charges, issue permits, and carry out enforcement.
- Ordinance No. 12 An ordinance adopted by the Ukiah Valley Sanitation District on November 2, 2005 building upon Ordinance No. 1 to serve as the District's Wastewater Ordinance.
- Ordinance No. 28 An ordinance adopted by the Ukiah Valley Sanitation District on December 14, 2006 establishing a grease interceptor/trap policy for areas within the District and not within the jurisdictional boundary of the City of Ukiah.
- Ordinance No. 30 An ordinance adopted by the Ukiah Valley Sanitation District on January 30, 2008 to facilitate the proper maintenance of private sewer laterals.
- Ordinance No. 845 An ordinance adopted by the City of Ukiah in 1985 providing rules and regulations for the use and construction of sanitary sewer facilities installed, altered and repaired within the City.
- Ordinance No. 1059 An ordinance adopted by the City of Ukiah in 2004 to regulate the generation of grease interceptor waste.
- Ordinance No. 1105 An ordinance adopted by the City of Ukiah on February 6, 2008 to facilitate the proper maintenance of private sewer laterals.
- Ordinance No. 1111 An ordinance, also known as the Grease Ordinance, adopted by the City of Ukiah on October 1, 2008 builds upon Ordinance No. 1059 by providing frame work for the review, permitting, construction, inspection, and ongoing maintenance of facilities that create and discharge FOG into the public sewer system.
- Ordinance No. 1114 An ordinance, also known as the Grease Interceptor Waste Ordinance, adopted by the City of Ukiah on April 1, 2009 to remove the City/District overlap area from the City's jurisdiction.

Element 1 - Goals

This is a Sewer System Management Plan for the City of Ukiah and the Ukiah Valley Sanitation District. Ukiah is a full service City governed by an elected Council. The District is a special purpose district governed by an elected Board.

The City has approximately 44 miles of sewer collection pipelines and one pump station within its corporate limits, and manages another 46 miles of sewer collection pipelines and two pump stations owned by the District. Both deliver wastewater to a treatment plant owned and maintained by the City. The District's facilities are generally satellite facilities to the City's collection system. The City, through an agreement with the District, maintains all collection system facilities using maintenance staff from its Public Works Department.

This SSMP has been prepared in order to comply with General Waste Discharge Requirement (Order No. 2006-0003) as set forth by the State Water Resources Control Board (SWRCB).

This section of the SSMP identifies the goals that have been set for the management, operation, and maintenance of the sewer collection system.

1.1 Regulatory Requirements for Goals Element

The summarized State Water Resources Control Board (SWRCB) requirements for the Goals Element of the SSMP are as follows:

The goal of the SSMP is to provide a plan and schedule to properly manage, operate and maintain all parts of the sanitary sewer system in order to reduce and prevent Sanitary Sewer Overflows (SSOs) as well as mitigate any future SSOs.

1.2 Goals Discussion

Both the City Council and the Ukiah Valley Sanitation District Board of Directors have approved the following goals for the SSMP program:

1. Maintain or improve the condition of the collection system infrastructure in order to provide reliable service now and into the future.
2. Cost-effectively minimize infiltration/inflow (I&I) and provide adequate sewer capacity to accommodate design storm flows.
3. Minimize the number and impact of sanitary sewer overflows (SSOs) that occur.

1.3 SSMP Program Audit – Goal

Element 10, SSMP Audits, serves to record the evolution of the SSMP elements. Per SWRCB requirements, the entire SSMP is to be audited at least every two years, which is the current audit plan for the City and District. The following is a summary of accomplishments and identified potential future program improvements that will assist with the future audit process.

1.3.1 Accomplishments

The goals stated in Section 1.2 were established by the City and District in 2007 and are the basis for this SSMP and current operation and maintenance practices. The following are examples of

how these goals have been implemented to date:

Plan Element 3 – Legal Authority: The City and District have adopted new grease ordinances that provide the authority to permit, inspect and enforce the maintenance of devices that control Fats Oil and Grease (FOG) (e.g., grease interceptors) for non-domestic customers.

Plan Element 4 – Operation and Maintenance Program: The City has completed CCTV inspection of the entire collection system with the goal of identifying problem areas and preparing recommendations for improvements based on condition assessment. The City has completed relining sewer mains and repairing manholes in the sewer mains within 200 feet of Doolan and Mendocino Creeks.

Plan Element 7 – FOG Control Program: The City has identified all commercial food preparation and service locations within its service area as part of its monitoring and surveillance program. These locations are being mapped and coordinated with preventative maintenance schedules to reduce the influence of FOG on the collection system. The City has also begun a residential outreach program to educate residents on the proper disposal of fats, grease and oil.

Plan Element 8 – System Evaluation and Capacity Assurance Plan: Limited modeling has been prepared to date for the collection system; however, the City and District are aware that the collection system is susceptible to infiltration and inflow (I & I). The City and District are also aware that hydraulic capacity has historically not been the primary cause for SSOs in the collection system. Blockages caused by debris, grease and roots have historically been the cause of overflows. The City has also encountered a new problem with “shop towels” and “baby wipes” flushed down the toilet. These items have reinforcing fibers and do not break apart. They collect on greasy roots and have been responsible for several SSOs. The City has developed a scheduled cleaning program to address known “hot spots”.

1.3.2 Future Program Improvements

The City will use the audit process to evaluate the effectiveness of the operation and maintenance and planning measures described in this SSMP to reassess the stated goals. While the goal statements may not change, the procedures to achieve the goals may change. This could take the form of reorganization of duties for the Public Works Department, preventative maintenance and CIP projects that result from CCTV inspection, condition assessment, and future monitoring and hydraulic modeling of the collection system.

The effort needed to complete future program improvements will require City and District staff time. Starting in 2010, the City has conducted annual evaluations and updates of the SSMP goals

Element 2 - Organization

2.1 Self-Assessment

Table 2.1
Organization – Self Assessment

	Yes	No	N/A
1. Has your agency applied for the GWDR and named your responsible or authorized representative?	X		
2. Does your agency have an organization chart showing your chain of command?	X		
3. Does your agency have a chain of communication for reporting SSOs and for receiving complaints and information from the public?	X		

This section of the Sewer System Management Plan (SSMP) identifies City staff responsible for implementing the SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet State Water Resources Control Board (SWRCB) requirements for completing and certifying spill reports.

2.2 Regulatory Requirements for Organization Element

The SSMP must identify:

- a. The name of the responsible or authorized representative;
- b. The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP, including an organization chart with a narrative explanation; and
- c. The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the SWRCB, the Regional Water Quality Control Board (RWQCB), and other agencies, if applicable (such as County Health Officer, County Environmental Health Agency, and/or State Office of Emergency Services (OES)).

2.3 Organization Discussion

The City's policy making body is the City Council, which consists of five elected members. The City Council is a general governmental body and among its many activities, the Council sets policy, approves rates, and authorizes contracts related to its sewer collection system and wastewater treatment plant.

The Ukiah Valley Sanitation District's policy making body is its Board of Directors, which consists of five elected members. The District's Board of Directors is a special purpose board, focusing only on sewer system issues. The Board of Directors sets policy, approves rates and authorizes contracts related to its sewer collection system and trunk lines.

The City and the District have a contractual relationship that affects both the treatment plant and sewer collection system. The District has a capacity share in the treatment plant, which the City owns and operates. The District has also contracted with the City to operate the collection system that it owns. All engineering and operational staff persons are employees of the City.

The City's chief executive is the City Manager, who enforces policy, plans strategy, leads staff, allocates resources, delegates responsibility, authorizes outside contractors to perform services, and generally leads communication to the public. The District is managed by a District Manager, who is the District's sole paid employee. The District Manager enforces policy, plans strategy and serves as the liaison to the City on contractual matters.

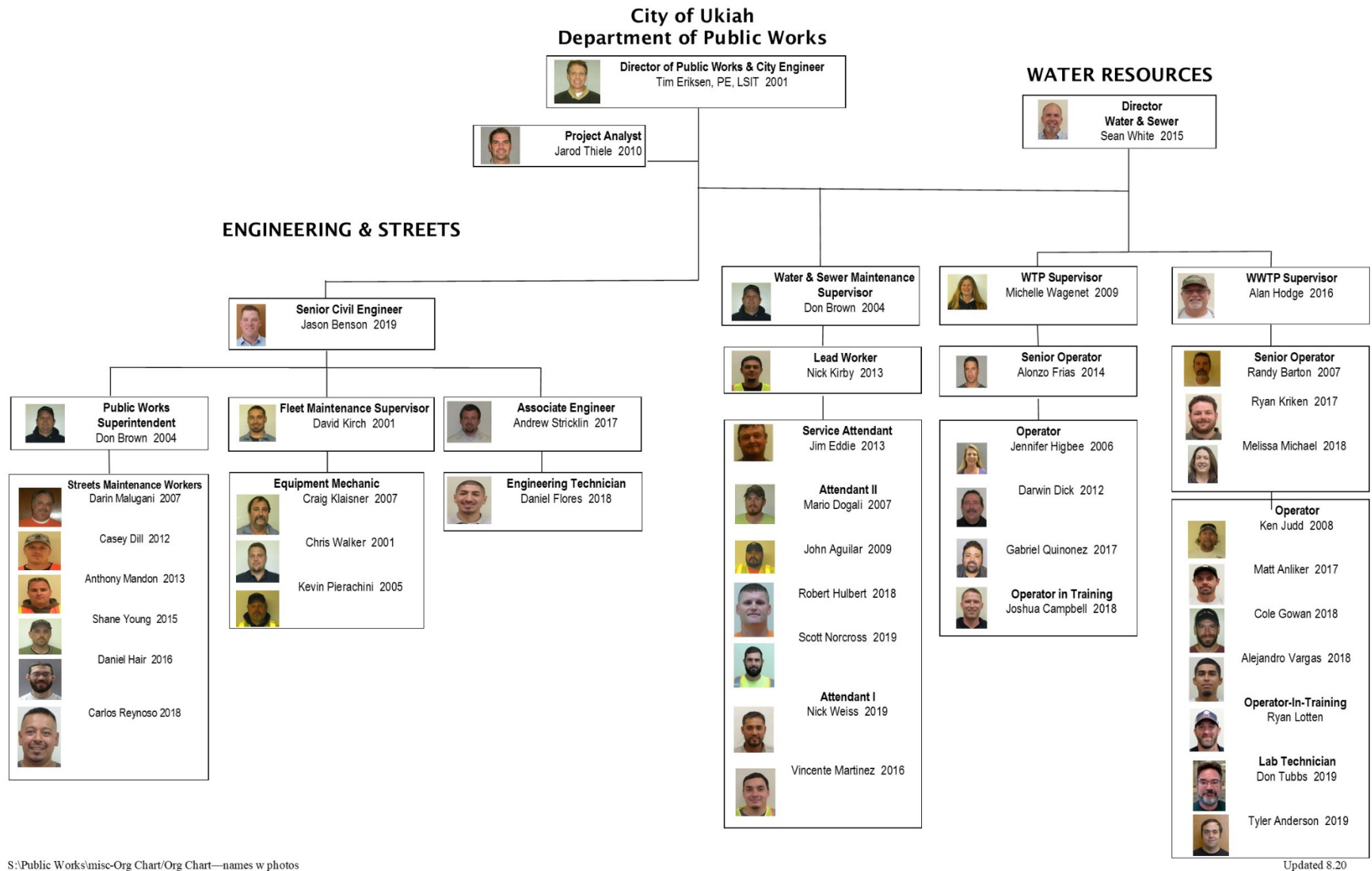
The City staff includes a City Clerk and the District Manager provides clerk services for the District. The clerks' functions include publication of agendas, minutes and notices in accordance with the law, management and filing of Ordinances and Resolutions adopted by the Council and Board of Directors and arrangement for emergency meetings if necessary.

The Department of Public Works organization chart for day-to-day operations is illustrated in Figure 2-1. This staff provides for the engineering and operational needs of both City and District facilities. The roles and responsibilities of day-to-day operational staff are described below.

Public Works Director-City Engineer – Prepares wastewater collection system planning documents, manages capital improvement delivery system, documents new and rehabilitated assets, and coordinates development and implementation of SSMP. The Director of Public Works provides management oversight for Engineering Group, the Collection System Operation and Maintenance Group and Treatment Plant Operation and Maintenance Group. Both the Engineering and Collection System Operation and Maintenance Groups assist in the development and implementation of the SSMP. The Director of Public Works reports to the City Manager and serves as a liaison with the District.

Water/Sewer Maintenance Supervisor – the Maintenance Supervisor ensures that new and rehabilitated assets meet agency standards, works with field crews to handle emergencies when contractors are involved, provides verbal reports to the Director of Public Works and implements enforcement actions.

Collection System Operation and Maintenance Group – The Collection System Operations and Maintenance Group includes the Water/Sewer Maintenance Supervisor and the Field Crew. The Water/Sewer Maintenance Supervisor manages field operations and maintenance activities, provides relevant information to agency management, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews. The Field Crew includes staff that conducts preventive and corrective maintenance activities, and mobilizes and responds to notification of stoppages and SSOs (i.e., mobilize sewer cleaning equipment, bypass pumping equipment, and portable generators).



S:\Public Works\misc-Org Chart\Org Chart—names w photos

Updated 8.20

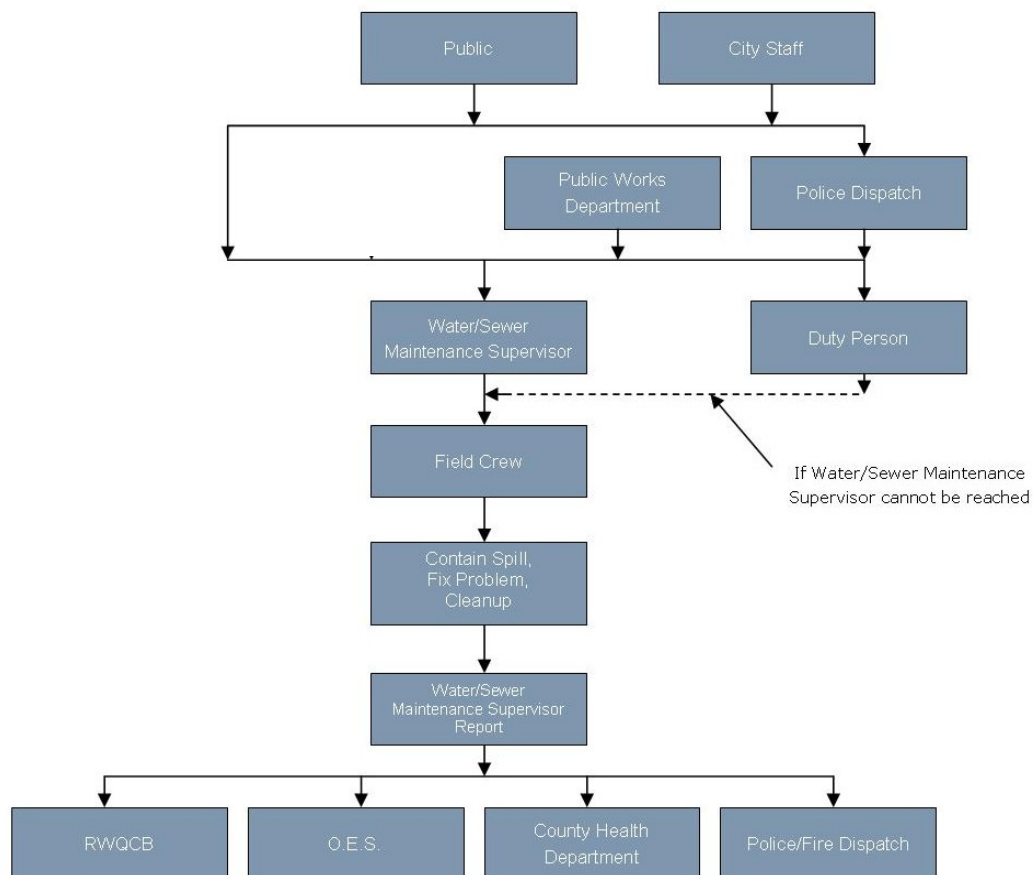
2.4 Chain of Communication for Reporting SSOs

The chain of communication related to SSOs reporting is illustrated in Figure 2-2. Potential sources for SSO reports include:

- Public phone calls to the local law enforcement agency;
- Public phone calls directly to the City or District or fire protection office;
- Public phone calls to an after-hours answering service;
- Reports from field personnel and employees of other departments, etc.; and
- Auto-dialer reports from sewage lift stations, etc.

These reports are then forwarded to the appropriate field personnel for investigation and response.

Figure 2-2 SSO Reporting Chain of Communications



Agency's Responsible or Authorized Representative

City's Authorized Representative	Sean White	707-463-6280
District's Authorized Representative	Sean White	707-463-6280

Names and Phone Numbers

Role	Name	Phone Number
Director of Public Works (Water & Sewer)	Sean White	707-463-6280
City's Responsible Representative	Don Brown	707-467-5790 707-489-1814 (cell)
District's Responsible Representative	Wing-See Fox	707-462-4429
Water/Sewer Maintenance Supervisor	Alan Hodge	707-467-5790 707-489-1814 (cell)
Service Attendant	Don Brown	707-467-2813 707-489-1850 (cell)

2.5 SSMP Program Audit – Organization

Element 10, SSMP Audits, serves to record the evolution of the SSMP elements. Per SWRCB requirements, the entire SSMP is to be audited at least every two years, which is the current audit plan for the City and District. The following is a summary of accomplishments and identified potential future program improvements relative to this element.

2.5.1 Accomplishments

The entire sewer collection system serves areas within the City limits, as well as areas in unincorporated Mendocino County that are within the jurisdiction of the District. With only a few exceptions, these unincorporated areas are adjacent to the City. In a number of cases, the service areas overlap. The City Council and District's Board of Directors hold quarterly joint meetings to discuss issues of common interest. The City's Director of Public Works also represents the City at all District Board meetings. The development of this SSMP is a joint effort between the City and District.

2.5.2 Future Program Improvements

The City and District will continue working together to provide clean, functional, and effective sanitary sewer services to the rate payers. Through the completion and implementation of this SSMP and the City and District annual budgeting processes, the City and District will be better able to determine specific responsibilities and assign them to the appropriate staff members. Some reorganization of responsibilities for public works staff may be needed to accomplish the various goals and projects outlined in this SSMP.

Updates to the organizational chart, staffing contact information, and chain of communication for reporting SSOs will require City staff time on an as needed basis.

Element 3 - Legal Authority

3.1 Self-Assessment

Table 3.1
Legal Authority – Self Assessment

	Yes	No	N/A
1. Does your agency have legal authority to operate a wastewater collection system?	X		
2. Does your agency have a sewer use ordinance that describes how the public can use your sewer system?	X		
3. Does your Sanitary Sewer System have a Satellite Collection System attached to it and do you have a service agreement with that agency?	X		
4. Does your agency require, through a legally binding requirement, that new sewer systems are properly designed and constructed?	X		
5. Do your design standards require vehicular access to all manholes and cleanouts?	X		
6. Does your ordinance, if you have one, prohibits the discharge of FOG and other debris into the sewer?	X		
7. Do you require a public sewer easement be recorded over any new public owned sewer that is not within a public right of way?	X		
8. Do you have a section in your ordinance that allows for enforcement of violations of your sewer use ordinance?	X		

This element of the Sewer System Management Plan (SSMP or “Plan”) provides a summary of the City’s and District’s legal authority to operate, maintain, and enforce standards for the wastewater collection system. The City’s and District’s respective authority includes all aspects of planning, engineering, construction, operations, and maintenance.

3.2 Regulatory Requirements for Legal Authority Element

The SWRCB requirements for the Legal Authority Element of a SSMP are summarized as follows:

The City and District must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that they possess the necessary legal authority to:

- a. Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- b. Require that sewers and connections be properly designed and constructed;
- c. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City and/or District;
- d. Limit the discharge of fats, oils, and grease (FOG), as well as any other debris that may cause blockages; and
- e. Enforce any violation of its sewer ordinances.

3.3 Legal Authority Discussion

In 1985, the City of Ukiah adopted Ordinance No. 845 as the City’s Wastewater Ordinance. The ordinance provides rules and regulations for the use and construction of sanitary sewer facilities installed, altered, and repaired within the City. This ordinance is codified in Division 4. *Utilities* Chapter 2 *Sewers*, Sections 3700.00 et seq, of the Ukiah City Code. The ordinance is found online at www.codepublishing.com/CA/Ukiah/ (updated as needed). Within the ordinance, the City has the following legal authorities:

- Assign responsibility for maintenance of sewer laterals
- Prevent unlawful sewage disposal into the public sewer collection system
- Require proper design and construction of sewers and connections
- Ensure access for maintenance, inspection and repairs
- Limit discharge of fats, oils, and grease (FOG) and other debris
- Enforce violation of its sewer ordinance, as appropriate

Also in 1985, the Ukiah Valley Sanitation District adopted Ordinance No. 12. This ordinance builds upon District Ordinance No. 1 to serve as the District’s Wastewater Ordinance. Like the City’s ordinance, Ordinances No. 1 and No. 12 establish the District’s authority within its boundaries to regulate sewage disposal in public and private systems, maintain those systems, promulgate connection and lateral requirements, promulgate public sewer construction requirements, oversee uses of its sewer facilities, establish fees and service charges, issue permits, and carry out enforcement. Ordinance Nos. 1 and 12 are available online at www.uvsd.org/ordinances.html (updated as needed).

As the City and District share use of the sanitary sewer collection and treatment system, both parties entered into a Participation Agreement in 1995. This Agreement is, in part, to ensure consistency in the design, engineering and treatment requirements of the two jurisdictions. This Agreement is discussed in greater detail in Section 3.4 below.

3.3.1 Sewer Laterals Maintenance Responsibility

Per Article 5, Section 3704.8, of City Wastewater Ordinance and Article 5, Section 5.8, of the District Wastewater Ordinance, property owners are responsible for maintaining the sewer line between the foundation wall of any building and its connection at the main sewer. This portion of the sewer system is referred as a “side lateral”. Article 18 of the City’s ordinance and Section 5.9 of the District’s ordinance provide requirements for the testing, repair, and replacement of all sewer laterals within City and District areas served by the wastewater treatment plant.

Moreover, the City and the District have a Private Sewer Lateral Testing Program, effective January 2007, which requires the cleaning, inspection and testing of sewer laterals connected to public sewers. This program includes residential, multi-family residential, commercial or industrial users and is effective upon the occurrence of events outlined in the program standards. A copy of this program is presented in Appendix 5-B.

3.3.2 Prevention of Illicit Discharges

Article 3 of both the City's and District's wastewater ordinances prohibits illicit discharges. It is the general intent of the City and District to regulate and control the quantity and quality of discharges into the sewer system so that they will not adversely affect the collection and treatment system, as well as human health and environment. Per Articles 3 and 7 of both wastewater ordinances, it is prohibited to discharge the following into public sewer system:

- Effluent from onsite systems (i.e., septic tank, cesspool, etc.)

- Rainwater, storm/surface or subsurface water

- Swimming pool direct connection drains

- Cooling water

- Commercial/industrial wastes in excess of their permit allowance

- Any waste disposal containing explosive or flammable substances, corrosive materials, petroleum, solids and garbage, and toxic substances. Inclusive lists of the prohibited wastes are found in these articles of the wastewater ordinances.

Article 4 of both the City's and District's wastewater ordinances allows for private sewage disposal systems where public sewer is not available. However, issuance of a written permit by the City Engineer, the Director of Public Works, and/or County Health Officer is required. The type, capacities, locations and layout of a private sewage disposal system shall comply with all requirements of the California Department of Public Health and of the Mendocino County Health Officer. The City has the legal authority to inspect the work at any stage of construction for any private sewage disposal system. Once a public sewer becomes available within 200 feet of a property, a direct connection shall be made to the public sewer in compliance with the ordinances, rules, and regulations of City, and private sewage disposal facilities shall be abandoned.

3.3.3 Require Proper Design and Construction of Sewers and Connections

Section 200 of the City's Standard Plans covers the construction of sanitary sewers in the City and the District. These standards ensure that new sewer lines and connections are properly designed and constructed. A copy of the Standard Plans is included in Appendix 3-A.

The Standard Plans are adjunct to the City's and District's wastewater ordinances, which describes authorities and regulations for proper design and construction of private sewer laterals (Article 5 in both) and public sewer system (Article 6 in both). The wastewater ordinances require:

- A written permit, payment of all connection fees, and furnishing of all required bonds before constructing, extending or connecting to any public sewer system. (Article 5, Section 3704.1 [City] and Section 5.1 [District]); Article 6, Section 3705.1 [City] and Section 6.1 [District])

- Compliance with the standards for the design and construction of sewers within the City in accordance with the Standard Improvement Details (Standard Plans) adopted by the City. (Article 6, Section 3705.2[City] and Section 6.2 [District])

- Submittal of plans, profiles and specifications, complying with all applicable ordinances, rules and regulations of the City, prepared by a civil engineer registered in the State of California, to obtain a permit for public sewer construction. (Article 6, Section 3705.3 [City] and Section 6.3 [District])

Submittal of “As-Built” drawings showing the actual locations of all mains, structures, wyes, laterals, and other changes to the construction drawings prior to the City’s final acceptance of the work. (Article 6, Section 3705.8[City] and Section 6.8 [District]) Testing of all sewerage works prior to the City’s final acceptance of the work. (Article 6, Section 3705.9[City] and Section 6.9 [District])

Installation of separate and independent sewers for every structure. (Article 5, Section 3704.3[City] and Section 5.3 [District])

Installation of clean-outs for all building laterals. (Article 5, Section 3704.5[City] and Section 5.5 [District])

3.3.4 Ensure Access for Maintenance, Inspection and Repairs

Article 6, Section 3705.5, of the City Wastewater Ordinance and Article 6, Section 6.5, of the District Wastewater Ordinance states that all portions of a public sewer extension shall have “a proper easement or grant of right-of-way having a minimum width of ten feet (10') sufficient in law to allow the laying and maintenance of such extension or connection.”

The City and District also have the right of entry to any properties for the purpose of inspecting and protecting the public sewer system per City Wastewater Ordinance Article 7, Section 3706.7, Paragraph J, and District Wastewater Ordinance Article 7, Section 7.7, Paragraph J (paraphrased):

“The Director of Public Works, and other duly authorized employees of the District/City bearing proper credentials and identification, shall be permitted to enter all properties served by the City for the purpose of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this ordinance.”

The Sewer Standard Plans do not specifically require vehicular access to all manholes and cleanouts; however, easement provisions allow access where necessary. Through its design review process, the City and District requires such access as common engineering practice. Further, the City intends on updating its Sewer Standard Plans and policies to include this requirement. See the draft Sanitary Sewer Standards of Practice (SOP) in Appendix 5-A for more information.

3.3.5 Limit Discharge of FOG and other Debris

On October 1, 2008, the City adopted Ordinance No. 1111, which amended Article 17 of the City Wastewater Ordinance. The ordinance was prepared and adopted in accordance with the City’s 2006 National Pollutant Discharge Elimination System (NPDES) permit in order to control FOG. The City’s ordinance provides a frame work for the review, permitting, construction, inspection, and ongoing maintenance of facilities that create and discharge FOG into the public sewer system. Article 17, Section 3798 C (d), of Ordinance 1111 states the following:

“No User may intentionally or unintentionally allow the direct or indirect discharge of any petroleum oil, non-biodegradable cutting oil, mineral oil, or any Fats, oils, or Greases of animal

or vegetable origin into the POTW (Publicly Owned Treatment Works) system in such amounts as to cause interference with the collection and treatment system, or as to cause pollutants to pass through the treatment works into the environment.”

Ordinance No. 1111 is codified in Article 17.5, Section 3798A.7 and coupled with Article 7, Part 3706.1, which prohibits discharge of any waste that could cause damage to the sewer system or cause extra collection, treatment, or disposal cost. Additionally, Article 7, Part 3706.4 prohibits discharge of solids in quantities or of such size capable of causing obstruction to the flow in the sewer system.

Ordinance No. 1111 is applicable within the City limits, including those areas previously within the District's jurisdiction. In April 2009, Ordinance No. 1114 was adopted to remove the City/District overlap area from the City's jurisdiction. District Grease Interceptor Ordinance No. 28 was adopted on December 14, 2006 and is applicable for all portions of the District area. A copy of Ordinances No. 1111 and No. 1114 are available at www.codepublishing.com/CA/Ukiah/ and Ordinance No. 28 is available at www.uvsvd.org/ordinances.html.

The City's FOG control program is further discussed in SSMP Element 7 – Fats, Oils, and Grease (FOG) Control Program.

3.3.6 Enforcement Measures

Article 11 of both the City's and District's wastewater ordinances describes different enforcement measures that are available for violations of the sewer ordinances. At first, written notice stating the nature of the violation is provided to any person found to be violating and a reasonable time limit – from twenty-four (24) hours to ten (10) working days – is given for the satisfactory correction. Upon noncompliance with an enforcement action, a public nuisance may be declared which would potentially lead to the violating user being disconnected from the sewer mains. Costs associated with disconnection and reconnection would be paid by the user. Violations are also punishable by monetary fines, imprisonment, or both.

3.4 Agreement with Satellite Agencies

Article 10 of the City Wastewater Ordinance allows the connection of satellite facilities upon execution of an agreement between the City and the satellite agency. The City owns and manages a sewer collection system within its corporate limits and manages the collection system owned by the District. The District's collection system serves both unincorporated areas of Mendocino County and portions of the City that were annexed in the last 30 years.

The City has had a contractual agreement with the District that affects both the treatment plant and sewer collection system since the adoption of the "Participation Agreement between the City of Ukiah and the Ukiah Valley Sanitation District" on July 19, 1995. (A copy of the agreement and its amendments are available in Appendix 3-B). A few key items in this agreement are as follows:

The agreement has an initial term of 30 years.

The City acts as the agent for all District operation and maintenance funds.

The City is responsible for the operation, maintenance and repair of the District's trunk sewer and sewage collection system, including all sewer mains constructed within the District.

The City is responsible for the construction of all required private sewer laterals for public sewer extensions and the inspection of sewer lines installed by subdivision developers.

The basic agreement was amended on March 24, 1999, to address annual costs and budgets. A second amendment was signed by the City and the District on December 15, 2005. Amendment No. 2 allocated new sewer service units within each agency's boundary and described cost sharing for wastewater treatment plant upgrades.

3.5 SSMP Program Audit – Legal Authority

Element 10, SSMP Audits, serves to record the evolution of the SSMP elements. Per SWRCB requirements, the entire SSMP is to be audited at least every two years, which the City and District will do. The following is a summary of accomplishments and identified potential future program improvements relative to this element. It should be noted that, through its participation agreement with the District, the City is responsible for the completion of any action items.

3.5.1 Accomplishments

The City has begun to exercise its authority in controlling FOG in the sewer collection system by identifying restaurants and businesses (Food Service Establishments or FSEs) involved in food processing or preparation. Establishments that have been identified as a major source of FOG are being contacted and apprised of their responsible of the City's and District's Sewer Grease Ordinances by the Sewer Program Coordinator. These types of establishments can be substantial sources of FOG. Likewise, with adoption of its Overflow Emergency Response Plan, the City may exercise its authority in preventing or reducing illicit discharges into its collection system.

3.5.2 Future Program Improvements

Future program improvements are summarized in Table 3.5.

Table 3.5
Legal Authority – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Maintain authority to control sewer use and maintenance	City and District staff time	Ongoing
Maintain up-to-date information about sewer codes and ordinances in SSMP	City and District staff time	Annually beginning in 2010
Enforce violations of the FOG ordinances	City and District staff time	As needed
Maintain up-to-date information about satellite agencies agreements	City and District staff time	Ongoing

Appendix 3-A

Standard Plans: Section 200-Sewer



City of Ukiah
Department of Public Works
Standard Plans



**CITY OF UKIAH
STANDARD PLANS**

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R:\ENGINEERING
STANDARD.PLN

CONSTRUCTION GENERAL NOTES

1. ALL CONSTRUCTION SHALL CONFORM TO THE CITY OF UKIAH SPECIFICATIONS, CITY OF UKIAH STANDARD DRAWINGS AND THE PROJECT PLANS.
2. THE CONTRACTOR SHALL PROVIDE, PROCURE AND PAY FOR ALL PERMITS REQUIRED TO CARRY ON AND COMPLETE THE WORK. THESE INCLUDE, BUT ARE NOT LIMITED TO, ENCROACHMENT PERMITS, CURRENT BUSINESS LICENSE, VALID AND PROPER CONTRACTOR'S LICENSE. ENCROACHMENT PERMITS MUST BE LOCATED ON THE JOB SITE DURING WHICH TIME CONTRACTOR IS WORKING THERE.
3. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT (U.S.A) TWO (2) WORKING DAYS PRIOR TO ANY EXCAVATION. DIAL (TOLL FREE) 1-800-642-2444.
4. ANY AND ALL INSPECTION FEES SHALL BE DUE AND PAYABLE TO THE CITY BEFORE ANY WORK BEGINS.
5. CONSTRUCTION MATERIALS AND EQUIPMENT SHALL BE NEW AND OF A QUALITY EQUAL TO THAT SPECIFIED OR APPROVED. WORK SHALL BE DONE AND COMPLETED IN A THOROUGH AND WORKMANLIKE MANNER.
6. WHENEVER ANY MATERIAL OR EQUIPMENT IS INDICATED OR SPECIFIED BY PATENT OR PROPRIETARY NAME OR BY THE NAME OF THE MANUFACTURER, SUCH SPECIFICATION SHALL BE CONSIDERED AS USED FOR DESCRIBING THE MATERIAL OR EQUIPMENT DESIRED AND SHALL BE CONSIDERED AS FOLLOWED BY THE WORDS "OR APPROVED EQUAL". THE CONTRACTOR MAY OFFER ANY MATERIAL OR EQUIPMENT WHICH SHALL BE EQUAL IN EVERY RESPECT TO THAT SPECIFIED; PROVIDED, THAT WRITTEN APPROVAL FIRST IS OBTAINED FROM THE CITY ENGINEER.
7. MATERIALS SHALL BE SO STORED TO ENSURE THE PRESERVATION OF THEIR QUALITY AND FITNESS FOR THE WORK. THEY SHALL BE SO LOCATED AND DISPOSED THAT PROMPT AND PROPER INSPECTION THEREOF MAY BE MADE.
8. THE CITY SHALL HAVE THE RIGHT TO TAKE POSSESSION OF AND USE ANY COMPLETED OR PARTIALLY COMPLETED PORTIONS OF THE WORK, NOTWITHSTANDING THE TIME FOR COMPLETING THE ENTIRE WORK OR SUCH PORTIONS WHICH MAY NOT HAVE EXPIRED; BUT SUCH TAKING POSSESSION AND USE SHALL NOT BE DEEMED AN ACCEPTANCE OF ANY WORK NOT COMPLETED IN ACCORDANCE WITH THE PROJECT PLANS. IF SUCH PRIOR USE INCREASES THE COST OF OR DELAYS THE WORK, THE CONTRACTOR SHALL BE ENTITLED TO SUCH EXTRA COMPENSATION, OR EXTENSION OF TIME OR BOTH, AS THE ENGINEER MAY DETERMINE.

CITY OF UKIAH

CONSTRUCTION GENERAL NOTES

Scale: NO SCALE	Drawn By: ML	Approved By: 4/88 R. Pedroncelli	Drawing No. 100
Date: 12/03/87	Revised:		

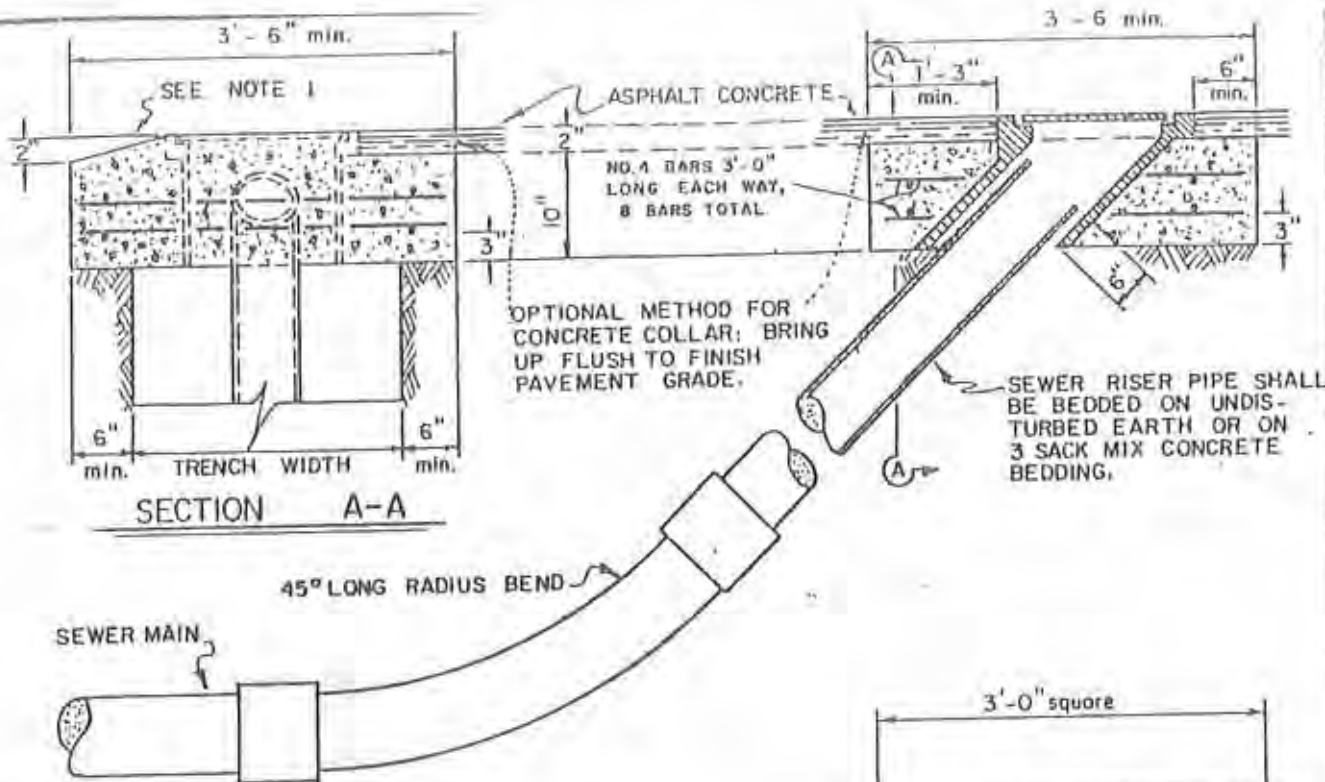
SEWER CONSTRUCTION NOTES

1. THE CONTRACTOR SHALL PROVIDE, PROCURE AND PAY FOR ALL PERMITS REQUIRED TO CARRY ON AND COMPLETE THE WORK. THESE INCLUDE, BUT ARE NOT LIMITED TO, ENCROACHMENT PERMITS, CURRENT BUSINESS LICENSE, VALID AND PROPER CONTRACTOR'S LICENSE. ENCROACHMENT PERMITS MUST BE LOCATED ON THE JOB SITE DURING WHICH TIME CONTRACTOR IS WORKING THERE.
2. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT (U.S.A.) TWO (2) WORKING DAYS PRIOR TO ANY EXCAVATION. DIAL (TOLL FREE) 1-800-642-2444.
3. ALL SEWER TAPS INTO LIVE MANHOLES OR MAINS SHALL BE MADE BY THE CITY, AT THE DEVELOPER'S EXPENSE, UNLESS OTHER ARRANGEMENTS HAVE BEEN APPROVED.
4. NEW SEWER MAINS ARE TO BE CLEANED AND FREE OF DEBRIS, BY MEANS OF AN APPROVED METHOD (E.G. RUBBER BALL WASHED THROUGH, HYDRO-CLEANER, ETC.): PRIOR TO TESTS FOR LEAKAGE AND DEFLECTION.
5. PIPE DEFLECTION SHALL BE TESTED BY USE OF A STEEL MANDREL, WITH MAXIMUM ALLOWABLE DEFLECTION OF 5%. CONTRACTOR SHALL PROVIDE A STEEL MANDREL AT THE JOB SITE, FOR EVERY DIAMETER OF SEWER MAIN CONSTRUCTED.
6. SEWER MAINS SHALL BE TESTED FOR SOUNDNESS AND TIGHTNESS (LEAKAGE) BY THE USE OF LOW-PRESSURE AIR TEST OR A HYDROSTATIC TEST WITH A MINIMUM OF 10' OF HEAD AND ANY PORTION OF THE MAIN TO BE TESTED. CONTRACTOR SHALL HAVE ON-SITE, A MEANS BY WHICH TO TEST THE MAIN.
7. MANHOLES SHALL BE COATED INSIDE WITH ONE (1) COAT OF THORO-SEAL, XPEX OR APPROVED EQUAL.
8. MANHOLES SHALL BE SUBJECT TO HYDROSTATIC TESTS, BY FILLING WITH WATER AND MEASURING THE DROP IN WATER LEVEL OVER A 30 MINUTE PERIOD. PRIOR TO THE 30 MINUTE TEST, MANHOLES SHALL BE FILLED WITH WATER FOR A MINIMUM 24 HOUR PERIOD.
9. ALL TRENCHES SHALL BE BACKFILLED IN ACCORDANCE WITH STANDARD DRAWING NO. 206, PRIOR TO TESTS FOR LEAKAGE AND DEFLECTION. *220*
10. SEWER CONSTRUCTION IN PUBLIC RIGHT-OF-WAY AND ON SITE (EXCEPT THROUGHOUT THE BUILDING ITSELF) SHALL BE SUBJECT TO FIELD INSPECTIONS BY THE CITY.

CITY OF UKIAH

SEWER CONSTRUCTION NOTES

Scale: NO SCALE	Drawn By: ML	Approved By: <i>4/88</i> <i>R. Pedernales</i>	Drawing No. 200
Date: 12/03/87	Revised:		



NOTES:

1. WHEN CLEANOUT IS OUTSIDE OF ROADWAY, SLOPE CONCRETE PAD AWAY FROM CASTING, AS SHOWN.
- 2.
3. USE THE FOLLOWING FRAME AND COVER OR APPROVED EQUIVALENTS:
PINKERTON A-211 CAST IRON
SOUTH BAY FOUNDRY B11
PHOENIX IRON WORKS P-7002
4. FOR ALTERNATE METHOD OF INSTALLATION, SEE FIGURE (A1).
5. TO ADJUST SEWER RISER PIPE FOR PROPER GRADE, A PORTION OF LONG RADIUS BEND MAY BE SAWCUT AND INSERTED INTO INLET FRAME AS SHOWN IN FIGURE (A1)

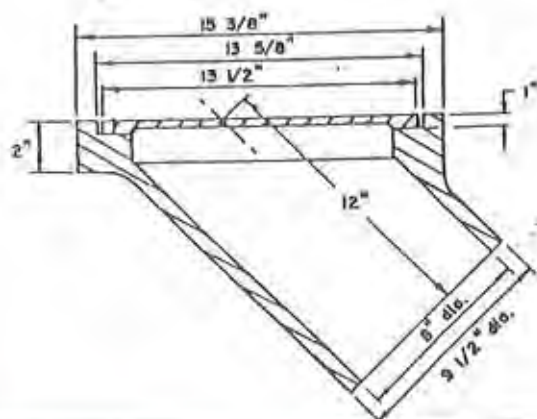
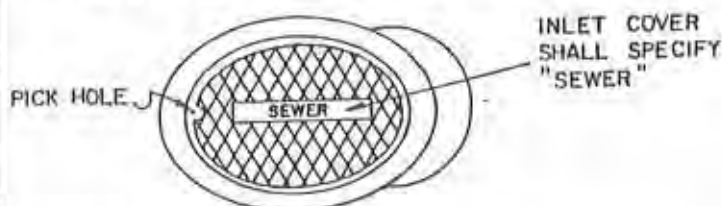


FIGURE (A1)

FOR THIS METHOD OF INSTALLATION, USE THE FOLLOWING FRAME AND COVER OR APPROVED EQUIVALENT:

PHOENIX IRON WORKS P-2501

ALL OTHER DIMENSIONS AND NOTES USED FOR STANDARD INSTALLATION METHOD APPLY TO FIGURE (A1)

CITY OF UKIAH

SEWER CLEANOUT

Scale: No Scale

Drawn By: ML

Approved By: 4/88

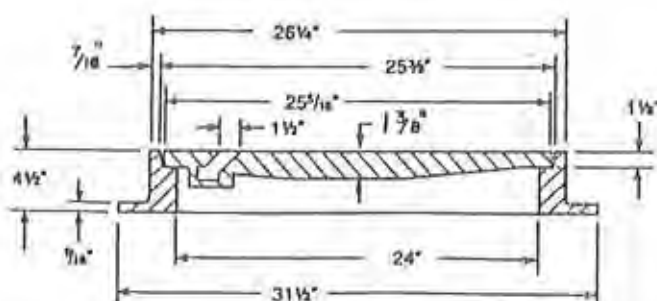
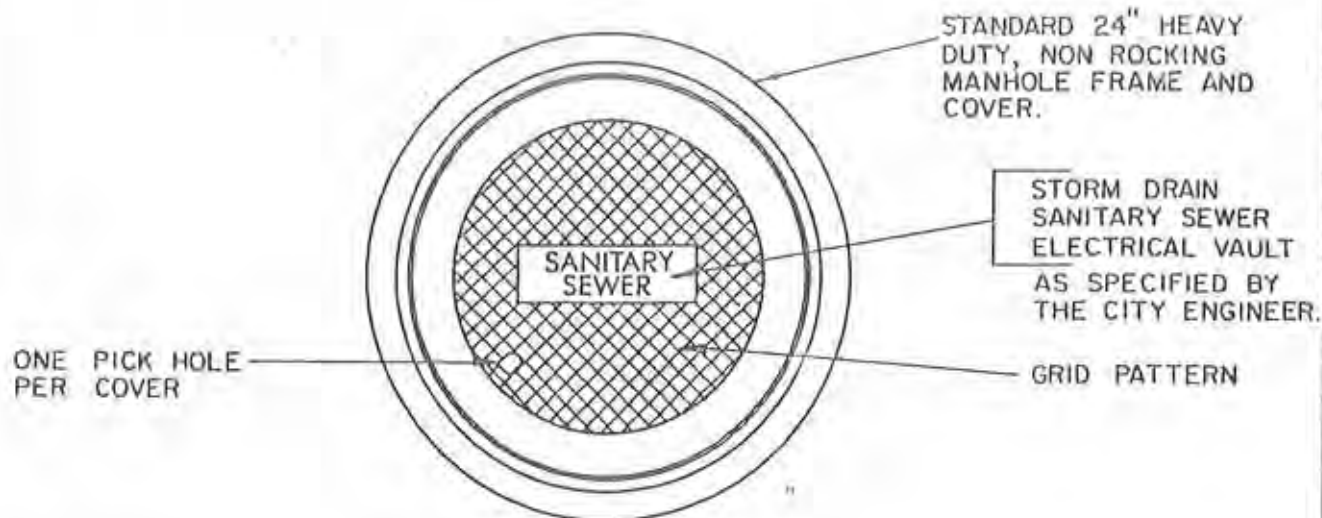
Drawing No.

Date: 1/4/87

Revised:

R. Pedroncelli

203

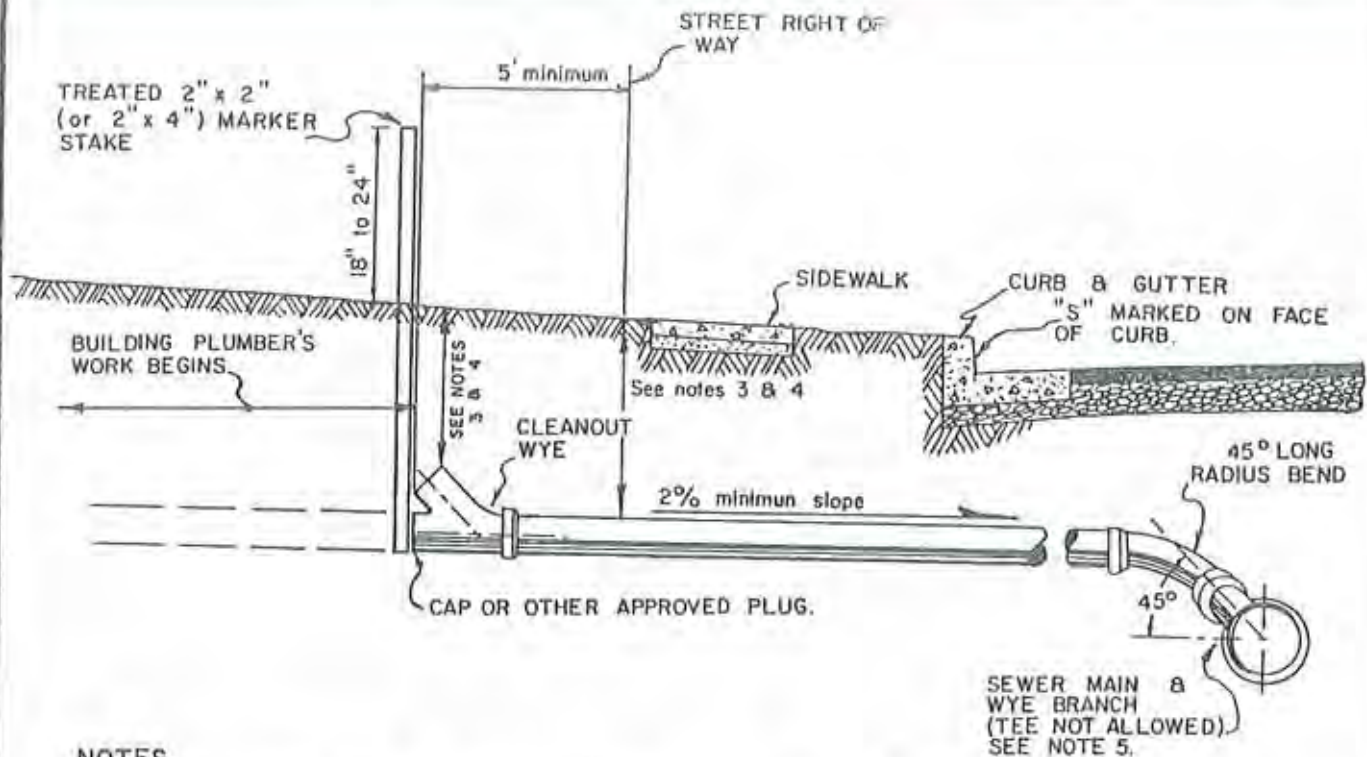


NOTES:

1. Specify "STORM DRAIN", "SANITARY SEWER" or "ELECTRICAL VAULT" when ordering; all castings shall be dipped in asphalt paint (black bituminous paint).
2. All material used in manufacturing shall conform to A.S.T.M. A-159-G3000 or to United States Government Specifications QQI-652b.
3. Minimum weight requirements: cover — 130 pounds
 frame — 135 pounds
4. Approved manholes frame and cover assemblages:

PHOENIX IRON WORKS	P - 1090
PINKERTON FOUNDRY	A - 640
SOUTH BAY FOUNDRY	A - 46
VALLEY IRON AND STEEL	127

CITY OF UKIAH			
MANHOLE FRAME AND COVER DETAIL			
Scale: NO SCALE	Drawn By: ML	Approved By: <i>4/88</i> <i>R. Padroncelli</i>	Drawing No. 204
Date: 1/30/87	Revised:		



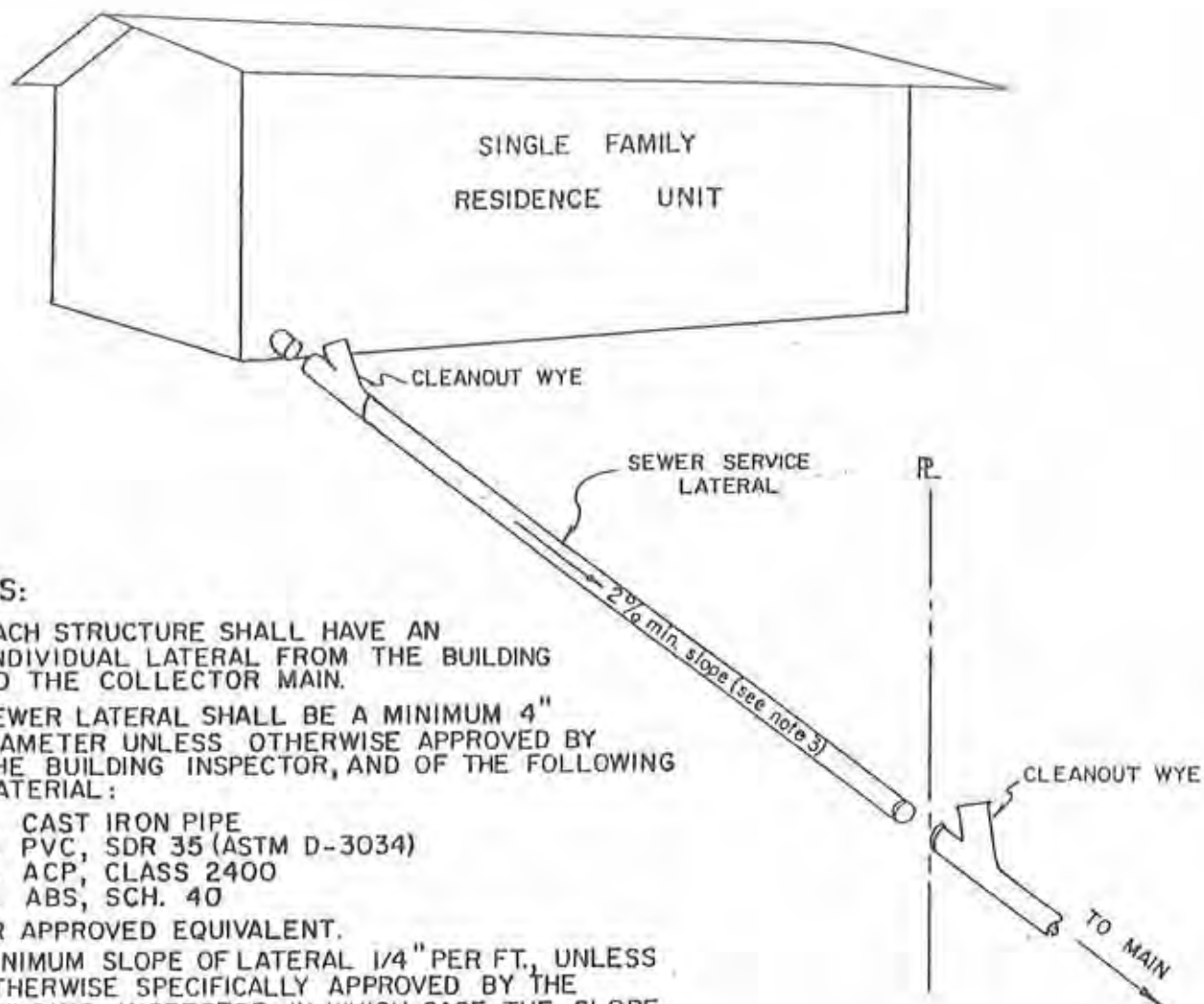
NOTES

1. LATERAL PIPE TO BE 4" I.D. MINIMUM, AND ONE OF THE FOLLOWING MATERIALS:
 - A) CAST IRON PIPE
 - B) ASBESTOS CEMENT PIPE, CLASS 2400
 - C) POLYVINYL CHLORIDE (PVC), SDR-35
2. 2% MINIMUM SLOPE GRADE EXCEPT WHERE A VARIATION IS SPECIFICALLY APPROVED BY THE CITY ENGINEER.
3. DEPTH OF SERVICE LATERAL AT RIGHT OF WAY, IN NO CASE, SHALL BE LESS THAN 3', HOWEVER SUFFICIENT DEPTH SHALL BE PROVIDED TO ADEQUATELY SERVE THE BUILDING SITE.
4. IN SOME CASES, THE ENGINEER MAY BE REQUIRED TO STAKE THE LATERAL INVERT AT RIGHT OF WAY.
5. MINIMUM INVERT ELEVATION OF WYE BRANCH EQUALS CENTERLINE OF SEWER MAIN.
6. FOR SERVICE LATERAL TRENCH DETAILS SEE STANDARD DRAWING NO. 220.

CITY OF UKIAH

**SEWER SERVICE LATERAL
(INITIAL CONSTRUCTION)**

Scale: No Scale	Drawn By: ML	Approved By: <i>H. H. H.</i>	Drawing No.
Date: 1/2/87	Revised:	<i>R. Pedraza</i>	Page 90 of 623

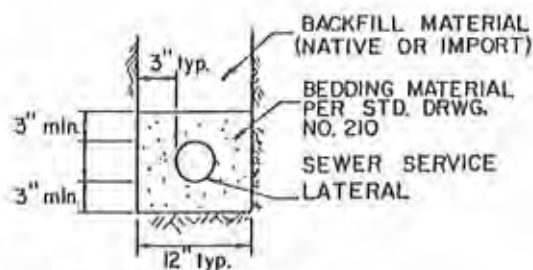


NOTES:

1. EACH STRUCTURE SHALL HAVE AN INDIVIDUAL LATERAL FROM THE BUILDING TO THE COLLECTOR MAIN.
2. SEWER LATERAL SHALL BE A MINIMUM 4" DIAMETER UNLESS OTHERWISE APPROVED BY THE BUILDING INSPECTOR, AND OF THE FOLLOWING MATERIAL:
 - A. CAST IRON PIPE
 - B. PVC, SDR 35 (ASTM D-3034)
 - C. ACP, CLASS 2400
 - D. ABS, SCH. 40
 OR APPROVED EQUIVALENT.
3. MINIMUM SLOPE OF LATERAL 1/4" PER FT., UNLESS OTHERWISE SPECIFICALLY APPROVED BY THE BUILDING INSPECTOR, IN WHICH CASE THE SLOPE SHALL BE NO LESS THAN 1/8" PER FT.
4. BACKFILL LATERAL TRENCH PER "TRENCH DETAIL" AND STD. DRW. NO. 210.
5. LIMITS OF INSPECTION:

BUILDING INSPECTOR: FROM $\mathcal{R}$ TO AND THROUGHOUT THE BUILDING.

UKIAH VALLEY SANITATION DISTRICT: CITY PUBLIC WORKS WILL INSPECT FROM $\mathcal{R}$ TO BUILDING.



TRENCH DETAIL

CITY OF UKIAH

SEWER SERVICE LATERAL (PROPERTY LINE TO BUILDING)

Scale: No Scale

Drawn By: ML

Approved By: 4/83

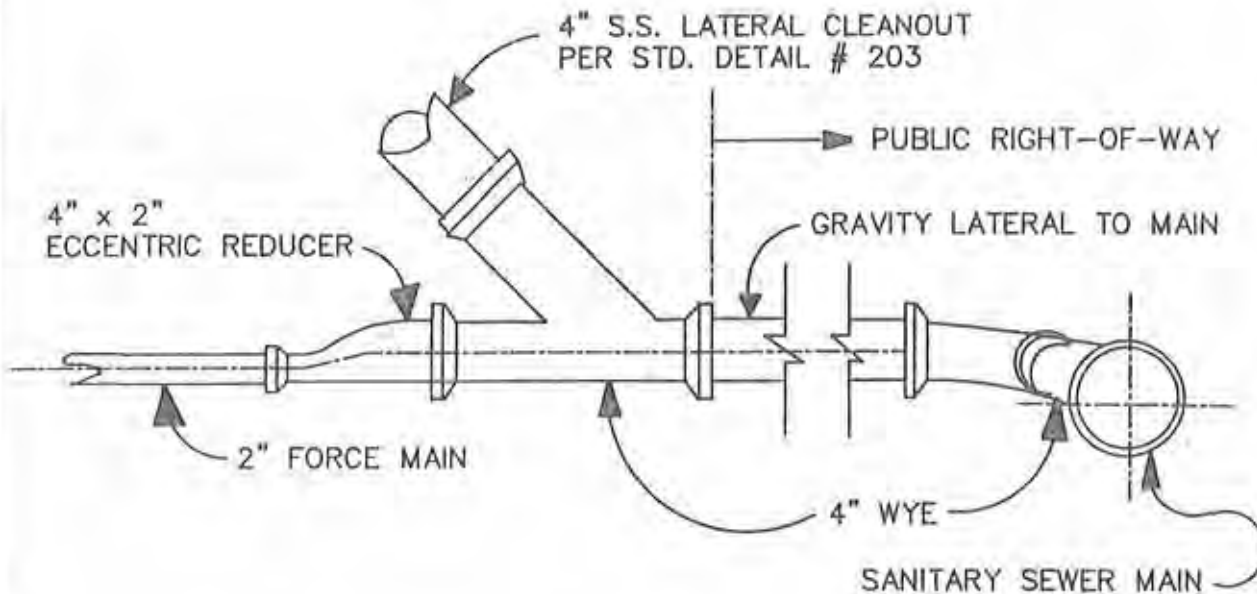
Drawing No.

Date: 3/02/87

Revised:

R. Pedernalli

213



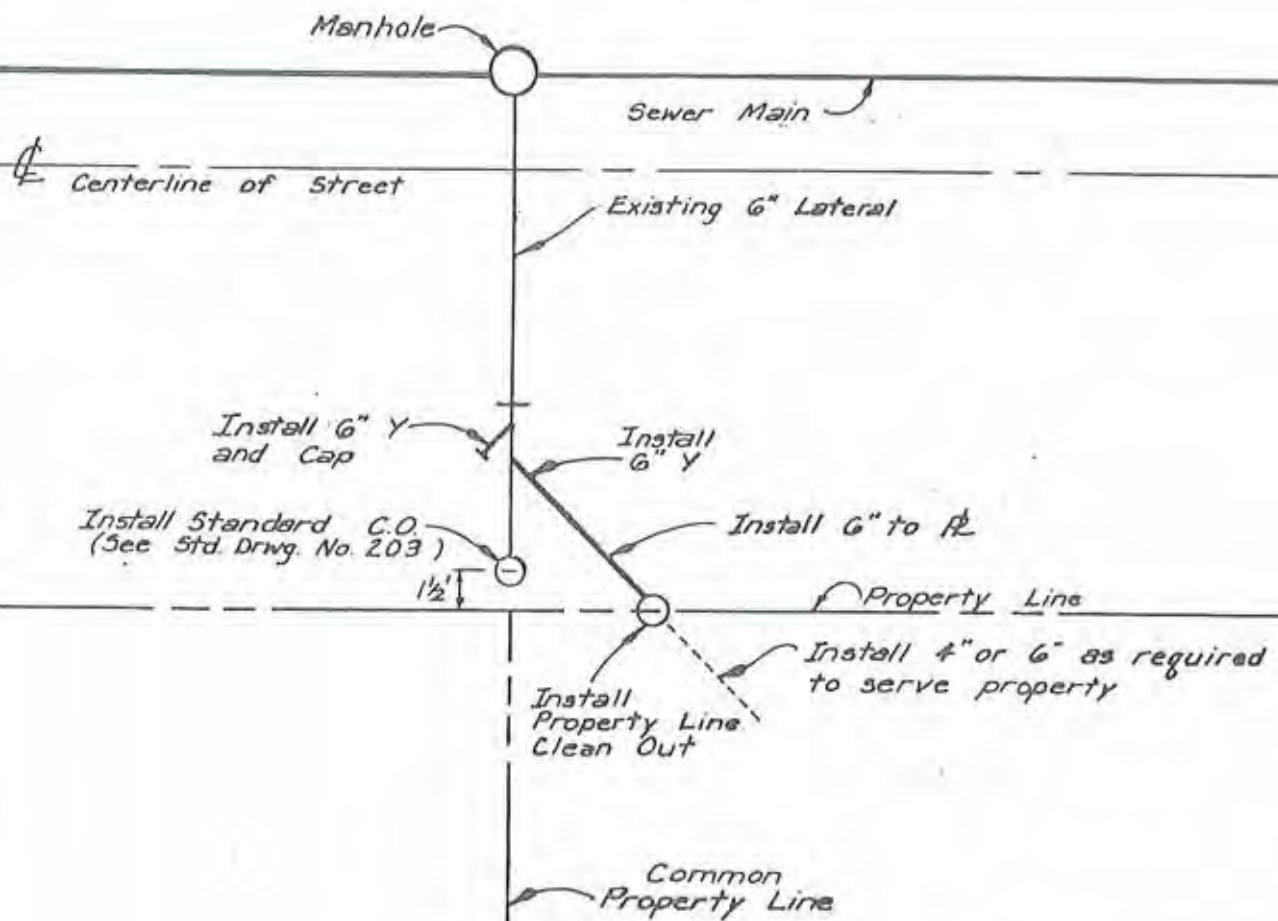
NOTE

1. ALL SEWERS MUST GRAVITY FLOW TO THE SEWER MAIN.
NO DIRECT CONNECTIONS WILL BE ALLOWED ON TRUNK SEWERS
AND SOME INTERCEPTOR SEWERS.
2. THE DISCHARGE LINE FROM AN EJECTOR, PUMP, OR OTHER
MECHANICAL DEVICE SHALL BE PROVIDED WITH AN ACCESSIBLE
BACKWATER VALVE AND GATE VALVE (UPC SECTION 409).
3. CONSTRUCTION DETAILS, SLOPE, AND MATERIALS CONFORM TO DRW. 210.
4. ANY ALTERNATE DESIGN MUST BE SUBMITTED FOR APPROVAL.

CITY OF UKIAH

SINGLE FAMILY DWELLING PRIVATE FORCE MAIN

SCALE	NONE	APPROVAL DATE	DRAWN BY	TM
DATE	5-21-96	APPROVED BY	REVISED	
SHEET NO.			DRAWING NO.	215



CITY OF UKIAH

**MULTI-SEWER
CONNECTIONS**

Scale: NTS	Drawn By: SK	Approved By: 1-9-91	Drawing No.
Date: 12-18-90	Revised:	<i>[Signature]</i>	218

TRENCH IN STREET
RIGHT OF WAY

TRENCH OUTSIDE STREET
RIGHT OF WAY

EXISTING PAVING

PAVEMENT: TYPE B-1/2" MEDIUM
ASPHALT CONCRETE
VERTICAL SAWCUT, TACK
EDGES WITH ASPHALTIC
EMULSION RS-1
CLASS II AGGREGATE BASE
SECTION TO MATCH EXISTING
OR 12" MIN. WHICH EVER IS
GREATER. 95% RELATIVE
COMPACTION.

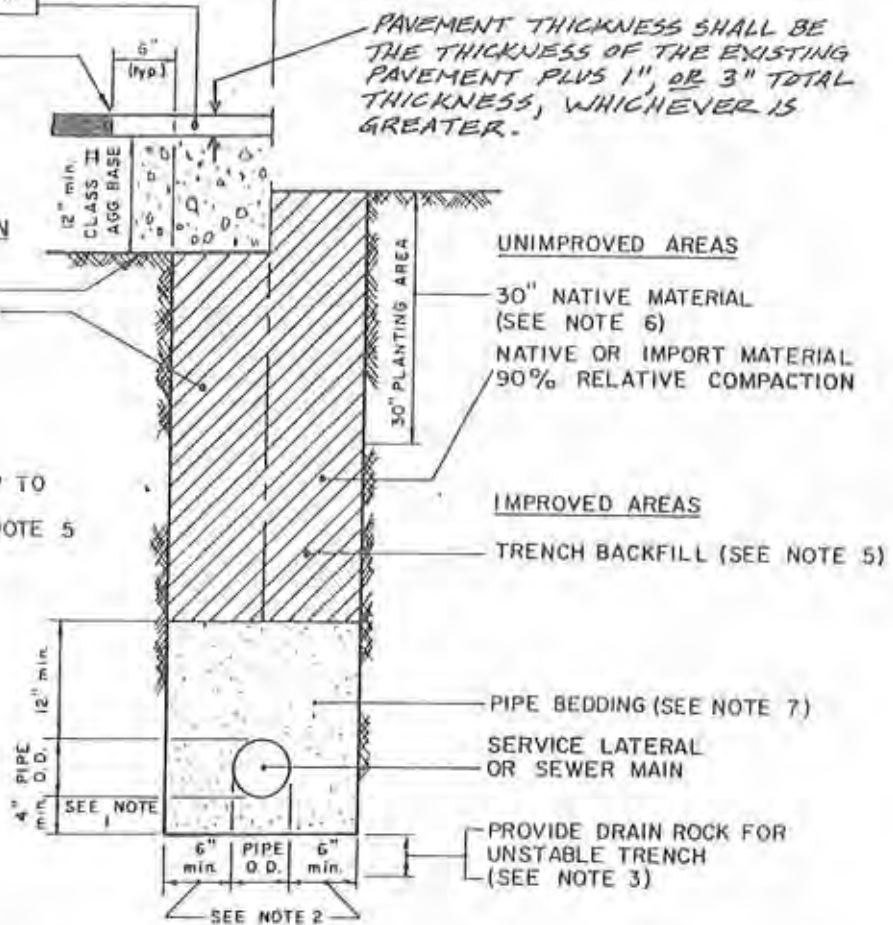
STREETS UNDER CONSTRUCTION

SEE NOTE 4
SUBGRADE
TRENCH BACKFILL (SEE NOTE 5)

UNPAVED AREAS

CLASS II AGGREGATE BASE UP TO
FINISH GRADE,
PLACE TRENCH BACKFILL PER NOTE 5

PAVEMENT THICKNESS SHALL BE
THE THICKNESS OF THE EXISTING
PAVEMENT PLUS 1", OR 3" TOTAL
THICKNESS, WHICHEVER IS
GREATER.



NOTES:

1. When excavation is in rocky ground, use the greater of 1/4 pipe o.d. or 4" minimum.
2. For 18" diameter pipe, or less, use 6" minimum, 9" maximum; for greater than 18" dia. use 9" minimum, 12" maximum.
3. For unstable trench provide drain rock for width of trench, depth as specified on the improvement plans or by the engineer.
4. New street section per improvement plans.
5. Trench backfill, 95% relative compaction within 30" of finish grade. Remaining backfill, 90% relative compaction.

Sieve size	% passing
3/4"	95%
No. 4	65 % min.
No. 100	15 % max.

6. Backfill with native material removed from upper 30", 85% relative compaction.
7. Pipe bedding, 90% relative compaction.

Sieve size	% passing
3/4"	95 - 100 %
No. 4	55 - 100 %

8. Compaction: hand and mechanical tamping in 8" maximum lifts.

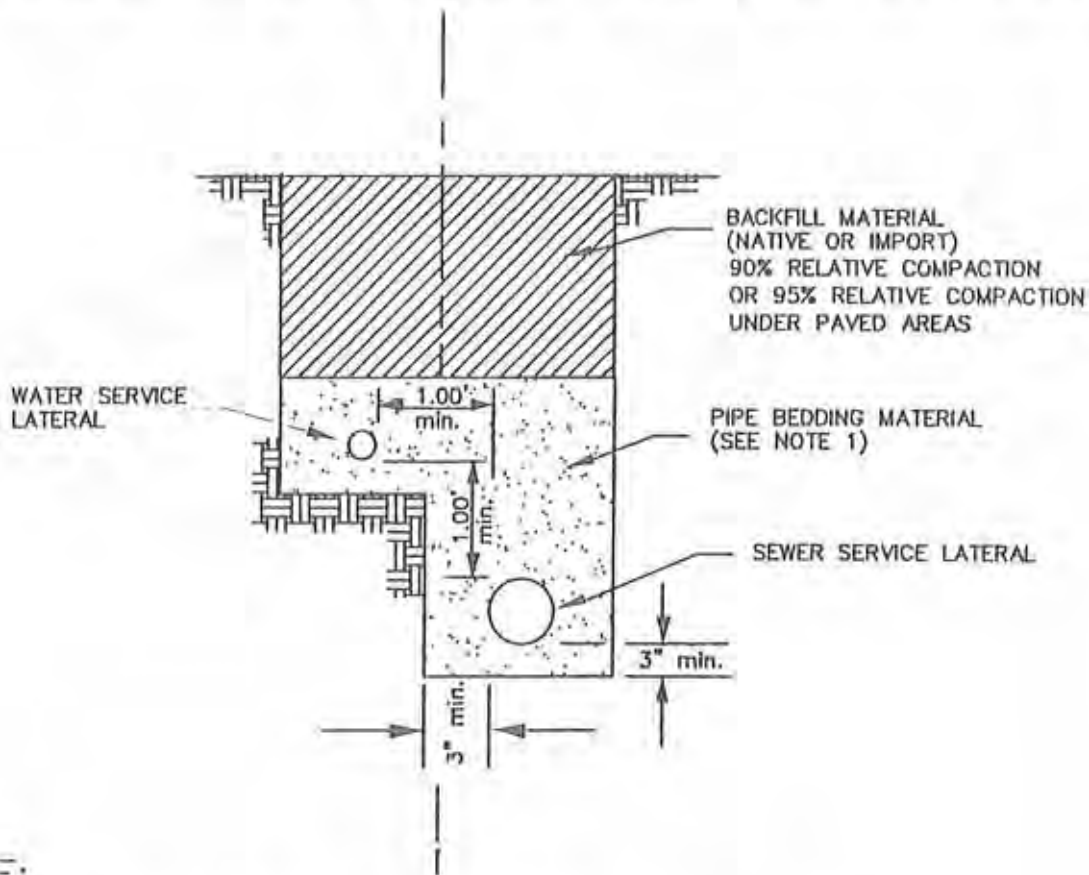
REVISED: 2/25/99

CITY OF UKIAH

**TRENCH DETAIL
SERVICE LATERAL/SEWER MAIN**

Scale: no scale	Drawn By: ML	Approved By:	Drawing No.
Date: 1-2-90	Revised:		220

JOINT TRENCH DETAIL OUTSIDE THE PUBLIC RIGHTS OF WAY



NOTE:

1. Pipe bedding material shall consist of either washed river sand, red lava sand or pea gravel. No white lava sand will be allowed.

CITY OF UKIAH		
JOINT TRENCH DETAIL WATER & SEWER SIDE SERVICES		
SCALE: NONE	APPROVAL DATE: July 3, 1996	DRAWN BY: TCM
DATE: 6/5/96	APPROVED BY: [Signature]	REVISED:
SHEET NO.:		DRAWING NO.: 222

Appendix 3-B
City of Ukiah / Ukiah Valley Sanitation District
Participation Agreement

1104103
1995

PARTICIPATION AGREEMENT BETWEEN
THE CITY OF UKIAH
AND
THE UKIAH VALLEY SANITATION AGREEMENT

THIS AGREEMENT is made this 19th day of July, 1995, between the CITY OF UKIAH, California, hereinafter referred to as "CITY," and the UKIAH VALLEY SANITATION DISTRICT, hereinafter referred to as "DISTRICT."

PREMISES

The Ukiah Valley Sanitation District was duly created and formed by the Board of Supervisors of Mendocino County on July 6, 1954, for the purpose of providing sewage facilities for the unincorporated areas suburban to the City of Ukiah.

The City of Ukiah has need for continuing operation of the sewage disposal facilities to satisfy the present and future sewage disposal requirements of its inhabitants, and

Both CITY and DISTRICT have determined that present and future needs will best be served through the operation of joint facilities and that these facilities will best serve the interests of the City of Ukiah and the Ukiah Valley Sanitation District and the inhabitants thereof.

AGREEMENT

CITY and COUNTY agree as follows:

1. The annual costs for treatment, including maintenance, operation, expansion, upgrading, administration, insurance and financial services of the entire sewer system (treatment plant, trunk sewer, and collection system) shall be apportioned between the CITY and DISTRICT each year based upon the ratio of CITY to DISTRICT sewer service units for each year of operation. For the purpose of this Agreement, one sewer unit is defined as being a single unit of sewer discharge having characteristics of flow, B.O.D. and suspended solids equivalent to that generated and discharged by a typical single family residential unit. CITY shall be the paying and receiving agent for all DISTRICT operation and maintenance funds. Cost apportionment between CITY and DISTRICT as described above shall be adjusted annually at the beginning of each fiscal year of operation based upon the ratio of CITY to DISTRICT equivalent sewer service units on record as of March 31 each year.

2. CITY shall obtain and maintain liability and property loss insurance coverage in the sum of \$5,000,000 to protect DISTRICT and CITY against claims or losses, naming both DISTRICT

and CITY as insured parties. Nothing in this paragraph or this Agreement is intended to have the effect of making either party, or its officials, agents or employees liable for the torts, contracts or other obligations or debts of the other; provided, however, that DISTRICT's insurance shall cover CITY employees for claims arising out of such CITY employees performance of services under this Agreement.

3. The title, management and control of the sewer treatment plant and any additions or changes to it shall remain in CITY. CITY shall maintain said plant and furnish personnel for the maintenance, operation and control of said plant. CITY shall also service and maintain the trunk lines and collection lines.

4. CITY will not contract with any person, firm, or corporation outside DISTRICT's boundaries for treatment of sewage for said persons, firms, or corporations without the consent of DISTRICT.

5. DISTRICT will not contract with any person, firm, or corporation outside DISTRICT's boundaries for treatment of sewage for said persons, firms, or corporations without the consent of CITY.

6. To carry out the purpose of this Agreement, the Board of Directors of DISTRICT and the City Council of CITY shall meet together at such times and places as they shall agree, but in any event at least once a year beginning with the effective date of this Agreement.

7. The term of this Agreement shall be thirty (30) years. CITY or DISTRICT may cancel this Agreement by giving the other party five (5) years advance written notice.

8. CITY or DISTRICT may connect the sewage collector mains and house laterals which have or may hereafter be constructed by the other, at points mutually agreeable to the City Engineer or other representative of CITY and to the District Engineer or other representative of DISTRICT.

9. CITY shall operate, maintain and repair DISTRICT's sewage collection system, including all sewer mains and laterals constructed within the DISTRICT as part of its sewer collection system. CITY shall maintain the system in good repair, and shall make all required repairs within a reasonable period of time. As part of its obligation under this Agreement, CITY shall construct all required sewer laterals for new connections from the nearest main to the property line. If a subdivider is required to install sewer lines as a condition of the subdivision's approval, CITY shall be required to inspect the construction of those lines to insure compliance with DISTRICT standards, but CITY shall not be required to construct the lines or contract for their construction.

10. CITY shall provide such maintenance, operation and repair in accordance with the rules, regulations and ordinances of DISTRICT applicable thereto as DISTRICT may from time to time adopt.

11. DISTRICT will establish by ordinance or resolution, as appropriate, such rules and regulations as are necessary for the orderly administration of DISTRICT's system. These rules and regulations shall include the use of the public sewers and drains, the installation of sewer lines and connections in buildings, the installation of sewer laterals and public sewer mains and the extension of these, the discharge of waters and wastes into the public sewer system, and sewer fees and charges, including connection fees, service fees, and capacity charges.

12. DISTRICT will establish such fees and charges as will be sufficient to reimburse CITY for its actual costs of issuance of permits and cost of inspection. CITY shall maintain full and complete accounting records on such services, which will allow the review of such charges not less than once each year so they may at all times reflect such actual costs.

13. CITY will maintain complete records and accounts relating to costs and expenditures made pursuant to or in connection with this Agreement, and of all sewer service revenues which it may have collected.

The parties hereto have set their signatures below.

CITY OF UKIAH

UKIAH VALLEY SANITATION DISTRICT

By

Freddie Muir
Mayor

By

Frank M. Michael
Chairperson

ATTEST:

Cathy Wilkey
City Clerk

Krista Ayer
Clerk of the Board

Amendment No. 1
to the
Participation Agreement between The City of Ukiah and
the Ukiah Valley Sanitation District

This Amendment No. 1 amends the Participation Agreement between the City of Ukiah and the Ukiah Valley Sanitation District dated July 19, 1995 to reflect the following changes:

Paragraph 1 shall read as follows:

The annual costs for treatment, including maintenance, operation, administration, repair and replacement, expansion, upgrading, debt service, insurance and financial services of the entire sewer system (treatment plant, trunk sewer and collection system) shall be apportioned between the CITY and DISTRICT each year based upon the ratio of CITY to DISTRICT sewer service units for each year of operation. Expense categories not included in a approved budget prior to the 1997/98 fiscal year must be authorized by a separate written agreement approved by both the CITY and DISTRICT, such an agreement shall be required if any expense (1) is a capital expenditure in excess of \$100,000, other than for repair or replacement of existing facilities or equipment, or (2) involves a charge that can be lawfully imposed in either the City or the unincorporated area but not in both the City and the unincorporated area. For the purpose of this agreement, one sewer unit is defined as being a single unit of sewer discharge having characteristics of flow, B.O.D. and suspended solids equivalent to that generated and discharged by a typical single family residential unit. CITY shall be the paying and receiving agent for all DISTRICT operation and maintenance funds. Cost apportionment between CITY and DISTRICT as described above shall be adjusted annually at the beginning of each fiscal year of operation based upon the ratio of CITY to DISTRICT equivalent sewer service units on record as of March 31 each year.

Paragraph 6 shall read as follows:

To carry out the purpose of this Agreement, the Board of Directors of the District and the City Council of the City of Ukiah shall meet together at such times and places as they shall agree, but in any event at least once a year, prior to the commencement of the fiscal year (July 1 - June 30) for, among other purposes, approval of the annual budget for the sewer system operations.

6.1 The CITY shall prepare the proposed budget for the sewer system which must receive approval from both the City Council and the Ukiah Valley Sanitation District Board of Directors.

6.2 If the City Council and the Board of Directors fail to agree on any item or items in the proposed budget, they shall appoint a committee consisting of one representative from each body to review the disputed items and make a recommendation for approval by both bodies. If the City Council and Ukiah Valley Sanitation District Board fail to reach agreement on one or more of the disputed items

within a period of sixty days (60) from the date of the their joint meeting ("disputed budget item(s)"), the dispute shall be resolved as provided in subsection 6.3.

6.3 Disputed budget item(s) shall be resolved as follows:

6.3.1 The disputed item(s) shall be excluded from the budget or included under conditions acceptable to both parties until the dispute is resolved as provided herein.

6.3.2 Either the City Council or the Ukiah Valley Sanitation District Board of Directors may request resolution as provided in this subparagraph 6.3, if the parties have failed to reach agreement on a disputed budget item as provided in subparagraph 6.2, by providing the other party with a Notice of Dispute Resolution. Said Notice shall identify the Disputed Budget Item or Items which is to be submitted for resolution, the proposed remedy of the dispute, and the name, address, and phone number of the party's nominee to the Disputed Resolution Hearing Panel.

6.3.3 Within ten (10) days of receiving notice initiating dispute resolution, the party receiving notice shall submit the name, address, and phone number of its nominee of the Hearing Panel to the other party. Within ten (10) days thereafter, the two nominees shall meet and/or consult and select a third panel member, which shall complete the formation of the Hearing Panel. Each party and its nominee shall endeavor to appoint members of the Panel who have expertise in the subject matter of the dispute. Within ten (10) days of the Notice of Dispute Resolution, the parties may agree to a single arbitrator as a less costly alternative to the Hearing Panel. All references to the Hearing Panel shall include a single arbitrator, if the parties so agree.

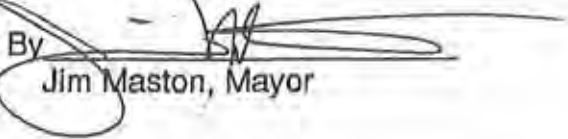
6.3.4 The Hearing Panel shall establish such rules of procedure as it deems necessary to resolve the dispute provided that such rules must provide for a hearing at which each party may be represented by legal counsel and at which each party is entitled to present written and oral evidence and legal argument in support of its position. The Panel must hold the hearing and issue its written decision within forty-five (45) days from the date the third panel member is selected and agrees in writing to serve on the Panel. The decision of the Hearing Panel shall be reported to the parties who, within thirty (30) days of the date notice of the decision is given, must each meet and vote to accept or reject the decision.

6.3.5 Each party must act in good faith in considering the decision and should accept the decision unless the decision is contrary to law, clearly erroneous or in direct conflict with written ordinances or policies adopted by the party before the dispute arose. The decision shall be deemed approved by a party, unless within thirty (30) days of the date notice of the decision is given to a party, that party notifies the other party that it has rejected the decision. If either party rejects the

Hearing Panel's decision, the disputed budget item shall be deemed disapproved and excluded from the budget. If the Hearing Panel recommends approval of a disputed budget item on conditions acceptable to the CITY and the DISTRICT rejects the decision, the CITY shall have the right to terminate this agreement by giving the DISTRICT one hundred eighty (180) days prior written notice of said termination; provided it provides that notice within sixty (60) days of the date the DISTRICT gives notice that it rejected the decision of the Hearing Panel.

This Amendment No.1 is made this 24th day of March, 1999, and the parties hereto have set their signatures below.

CITY OF UKIAH

By 

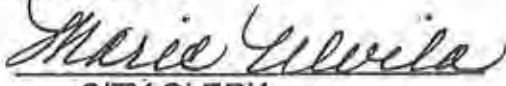
Jim Maston, Mayor

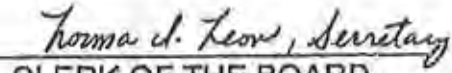
UKIAH VALLEY SANITATION DISTRICT

By 

Michael Delbar, Chairperson

ATTEST:


CITY CLERK


CLERK OF THE BOARD

AMENDMENT NO. 2

TO

PARTICIPATION AGREEMENT

BETWEEN

CITY OF UKIAH

AND

UKIAH VALLEY SANITATION DISTRICT

This Agreement is entered on DEC. 15, 2004 ("Effective Date"), in Ukiah, California, between the City of Ukiah ("City"), a general law municipal corporation, and the Ukiah Valley Sanitation District ("District"), a special district. The City and the District may be referred to herein as a "Party," or collectively as "the Parties."

RECITALS:

1. The Parties entered a Participation Agreement on July 19, 1995, under which (1) they share the cost and use of a waste water treatment plant owned and operated by the City, and (2) the City operates and maintains the sewer mains, laterals and related facilities owned by the District.
2. On July 19, 1995, the Parties entered an Amendment No. 1 to the Participation Agreement. That agreement affirms that the annual costs for the entire sewer system (treatment plant, trunk sewer and collection system of the City and the District), including maintenance, operation, administration, repair and replacement, upgrading, debt service, insurance and financial services are allocated between the City and the District based upon the ratio of City and District sewer service units for each year of operation. "Sewer service unit" is defined in the Participation Agreement and is referred to herein as "Sewer service unit" or "ESSU."
3. Amendment No. 1 also requires a separate written agreement between the City and the District for expense categories not included in an approved budget for the sewer system prior to the 1997/1998 fiscal year, if the expense is a capital expense in excess of \$100,000 other than a repair or replacement of existing facilities or equipment.
4. The wastewater treatment plant is at or near its capacity to treat and discharge treated wastewater in compliance with its Waste Discharge/NPDES Permit from the North Coast Regional Water Quality Control Board ("NCRWQCB").
5. Using pre-treatment methods recommended by Brown and Caldwell, Environmental Engineers and Consultants, on an interim basis only, the City has increased the treatment capacity

of its sewage treatment plant by a total of 1388 Equivalent Sewer Service Units ("ESSUs"), assuming that availability of these ESSUs is not affected by any orders or determinations by the NCWRQCB or any other administrative or judicial body with jurisdiction over the City's sewer discharges.

6. In addition to expanding its treatment capacity, many of the structures and treatment processes within the treatment plant have exceeded their useful design life and need to be replaced or rehabilitated.

7. The City has obtained a preliminary design from Brown and Caldwell for two related projects: (1) a project to increase the capacity of the wastewater treatment plant to permit additional new connections in both the District and the City ("the Capacity Project"); and (2) a project to rehabilitate and upgrade the wastewater treatment plant ("the Upgrade/Rehabilitation Project"), collectively, "the Project." The engineer's cost estimates for the projects are approximately \$21,000,000 for the Capacity Project and \$42,000,000 for the Upgrade/Rehabilitation Project, for a combined Project cost of \$63,000,000. The City currently estimates that both projects will be completed in 2008. Many factors could affect the estimated completion date, and the Parties acknowledge that this is an estimate only.

8. The Parties estimate that upon its completion, the Capacity Project will increase the wastewater treatment plant's capacity by an additional 2400 ESSU's ("Increased Capacity"), including the number made available temporarily as described in Recital Number 5, above.

9. Allocating the costs of the Capacity Project and the upgrade portion of the Upgrade/Rehabilitation Project requires a separate written agreement under Amendment No. 1, because those portions of the projects will involve expense categories not included in an approved budget for the sewer system prior to the 1997/1998 fiscal year, which are capital expenses in excess of \$100,000 other than a repair or replacement of existing facilities or equipment. Accordingly, the Parties require this Amendment No. 2 to allocate the available ESSU's and to share the cost of the Project.

AGREEMENT:

NOW, THEREFORE, in consideration of the above-recited facts and the terms and conditions as stated below, the Parties agree as follows:

1. Allocation of ESSU's Prior to Completion of Project and of Increased Capacity after Project Completion.

1.1 ESSU's During Interim Period. The ESSU's made available through the use of the pre-treatment process recommended by Brown and Caldwell shall be allocated as follows: 938 to the District; 442 to the City. If either party uses its remaining connections before the other party, it may give the other party written notice that it requests negotiations to share the other party's remaining connections. Not later than fifteen (15) days after such notice has been given, the

Parties shall meet and negotiate the sharing of the remaining connections. The Parties are not required to agree to share the remaining connections, but each party shall carefully consider the interests and concerns of the other party and make a good faith effort to accommodate them, while still protecting its own governmental interests.

1.2 The Increased Capacity. The Increased Capacity shall be allocated as follows: 65% to the District; 35% to the City. This allocation of Increased Capacity shall be subject to the same review and opportunity for adjustment as is provided for the allocation of Capacity Project costs under Section 2.1 of this Agreement.

2. Allocation of the Project Costs. All of the costs of the Project ("Project Costs"), including, but not limited to, planning, engineering, design, design review, administration, construction, legal and financing (including fees, financial services, transaction costs and debt service) shall be allocated between the City and the District as follows:

2.1. The Capacity Project. 35% of the Project Costs of the Capacity Project shall be paid by the City and 65% of those Project Costs shall be paid by the District. This allocation of Capacity Project Costs is based on an estimate of the number of new Sewer service units that will be needed in the City and in the District through the year 2020. The allocation of these costs shall be reviewed annually by the Parties to insure that the cost sharing reflects the actual proportion of new connections in the City and the District. Each year, commencing twelve months after the completion of the Project, the Parties shall meet to conduct this review, taking into account the number of new service connections within each party during the previous twelve months, the total number of new connections within each party's jurisdiction since the Effective Date, the likely number of new connections in the next one, three and five year time periods, any changes in organization, including annexations or detachments, which may have occurred, and any other facts or conditions the Parties consider relevant. Based upon this review, the Parties may adjust the allocation of these costs between them.

2.2. The Upgrade/Rehabilitation Project. The Project Costs of the Upgrade/Rehabilitation Project shall be allocated between the City and the District based upon the ratio of City and District ESSUs for each year of operation, commencing in the year when Project Costs are first incurred, as provided in the Participation Agreement. Consistent with the Participation Agreement, these allocations shall be calculated each year at the same time and in the same manner as other costs allocated under Section 1 of the Participation Agreement.

2.3. Rate Setting to Recover Costs. Each party agrees to establish rates (connection fees and sewer service fees) which are sufficient to pay its share of Project Costs as apportioned pursuant to this Agreement.

3. Compliance with waste discharge/NPDES requirements. Each party in its management of its sewer system agrees to comply with the Waste Discharge/NPDES permits issued to the City for the operation of the waste water treatment plant and sewer system and with applicable provisions of state and federal law, which regulate discharges to the waters of the State

of California and the United States, including the Porter Cologne Water Quality Act and the Clean Water Act; provided, however, that the legal and other costs of defending a citizen suit or other enforcement action and any settlement or judgment shall be an expense of the entire sewer system, subject to apportionment under the Participation Agreement. Such costs shall not be apportioned and shall be allocated to one Party, if the other Party gives that Party written notice of actions it must take to avoid such a violation and that Party fails to take such action within the time provided in the notice.

4. **Notice.** Whenever written notice is required or permitted by this Agreement, the Participation Agreement, Amendment No. 1, or any future amendments to the Participation Agreement, it shall be deemed given when actually received, if delivered by personal delivery, fax, registered or certified mail or overnight courier, or 48 hours after deposit in the United States Mail with proper first class postage affixed thereto, when addressed or sent as follows:

CITY OF UKIAH

Attention: City Manager
Ukiah Civic Center
300 Seminary Avenue
Ukiah, CA. 95482

FAX: 463-6204

**UKIAH VALLEY SANITATION
DISTRICT**

Attention: Chairman
County of Mendocino
County Administration Center
501 Low Gap Road
Ukiah, CA. 95482

FAX: 463-4245

5. **Effect on Participation Agreement.** This Amendment No. 2 constitutes a second amendment to the Participation Agreement, and is not intended to alter the terms of the Participation Agreement and Addendum No. 1, except as expressly provided herein. Collectively, the Participation Agreement, Amendment No. 1 and this Amendment No. 2 ("the Agreements") contain the entire agreement between the City and the District concerning the wastewater treatment plant and the City's operation of the sewer systems in the City and the District. Together, these agreements supercede and replace any other statements, agreements, or understandings between the Parties concerning this subject matter. The Participation Agreement, including Amendment No. 1 and this Amendment No. 2 may be modified only by a written agreement approved by the governing bodies of the Parties and executed by an authorized officer of each Party.

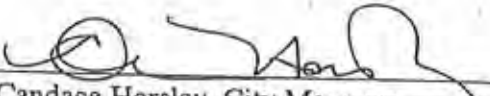
6. **Duplicate Originals.** Two or more copies of this Amendment No. 2 may be executed by the Parties. Each such copy, bearing the original signatures of the Parties, shall be considered an original agreement, admissible in any administrative or judicial proceedings as evidence of the agreement between the Parties.

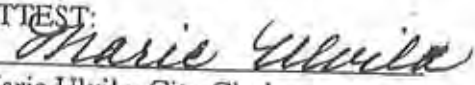
7. **No Third Party Beneficiaries.** Unless otherwise agreed in bond indentures or other agreements or documents prepared in connection with financing the Project, which documents have been approved by the governing bodies of the Parties and signed by authorized

representatives of the Parties, the Parties intend this agreement for the sole benefit of the Parties, and do not intend to confer any rights under the Agreements or any right to enforce the Agreements on any person or entity who is not a Party.

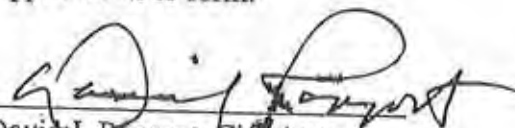
WHEREFORE, the Parties have entered this Agreement on the Effective Date.

CITY OF UKIAH

By 
Candace Horsley, City Manager

ATTEST:

Marie Ulvila, City Clerk

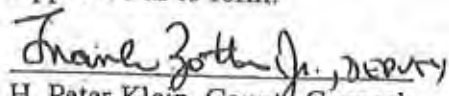
Approved as to form:


David J. Rapport, City Attorney

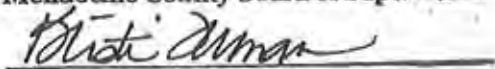
UKIAH VALLEY SANITATION DISTRICT

By: 
MICHAEL DELBAR, Chairman

Approved as to form:


H. Peter Klein, County Counsel

ATTEST:
Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Element 4 – Operation and Maintenance Program

In order to provide an adequate and appropriate Operation and Maintenance Program (O&M Program), this SSMP must address the following elements:

- Collection System Map
- Preventative Operation and Maintenance
- Rehabilitation and Replacement Plan
- Contingency Equipment and Replacement Inventories
- Training

This element of the SSMP provides a summary of the City's O&M Program for the collection system, which includes both City and District facilities.

4.1 Collection System Mapping

Table 4.1
Collection System Map – Self Assessment

	Yes	No	N/A
1. Do you have a map of your collection system?	X		
2. Is it up-to-date?	X		
3. If an agency worker finds a discrepancy between the sewer maps and the collection system (i.e., the map is incorrect), is there a process to fix the error?	X		
4. As the collection system grows (i.e., new subdivisions connect to the system), is there a process for updating the maps and a specified time frame to complete this process?	X		
5. Assuming there are multiple copies of the sewer maps in the field and office, is there a master list of map sets that can be used as a checklist for distributing updated map sets?	X		
6. Does each map sheet have a version date or how can you tell if a map set is the most recent version?	X		
7. Are there any locations in your system where the map scale isn't sufficient to show the necessary detail to respond quickly to an overflow? For example, near pump stations or any other locations where it may be helpful to have additional details.		X	

4.1.1 Regulatory Requirements for Collection System Map

The City and District must maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves, and applicable storm water conveyance facilities.

4.1.2 City and District Sewer Collection System Base Maps

Maps used by City field crews divide the collection system into a set of maps that are bound with plywood and kept at City offices. The map set shows the location of all sewer mains, manholes, laterals, pumping stations and pressurized sewer lines (force mains). An overall

sewer map completes the set and clearly distinguishes between the sewer collection lines owned by the City of Ukiah and those owned by Ukiah Valley Sanitation District.

In addition, the City maintains an AutoCAD-based Geographic Information System (GIS) database for mapping. The GIS database includes detailed information for all collection system components (District and City), such as identification numbers for manholes, distances between manholes, pipe diameters, and pump station information. However, the GIS database does not include the valve information. The City's Engineering Division is responsible for continuous updates to the GIS database, with new maps provided as needed. Updates to maps are generally made when:

- Facilities are added through public works or private development projects;
- System components are rehabilitated; and
- When corrections are identified through field work.

Electronic maps generated from the GIS database are considered to be real time documents and can be printed for use by field operators and engineering staff at any desirable scale to show any necessary details. A large scale map of the entire sewer collection system is provided at the back of this SSMP. Figure 1-2 in the SSMP Introduction section is another example of the mapping capabilities of the GIS database.

4.1.3 City and District Storm Drain System Base Maps

The City and District understand the link between sanitary sewer overflows (SSOs) and their potential impact on adjacent receiving water bodies. City staff has been trained to capture a SSO if it has entered the storm drain system. The City can use its printed maps at the City offices or printed GIS maps to identify the storm drainage system inlets relative to the sewer collection system. The locations of receiving water bodies and storm drain inlets are shown on the sewer collection map included at the back of this SSMP. In order to enhance its Overflow Emergency Response Plan (OERP, Element 6) by minimizing the number of potential blind spots in the sewer and storm system, the City has verified the locations of storm drain outlets along Orr Creek and other receiving water bodies adjacent to the sewer collection system to ensure accessibility to the outfalls. The City completed this effort in 2008 with the aid of Global Positioning System (GPS) equipment and field inspections.

4.2 Preventative Operation and Maintenance

Table 4.2
Preventative Operation and Maintenance – Self Assessment

	Yes	No	N/A
1. Do you have sewer mainline stoppages? If yes:	X		
• Have you documented locations in the system where roots, grease, or solids have caused sewer stoppages or SSOs?	X		
• Has the number of stoppages per year remained about the same?		X	
• If not, increased?		X	
• If you have documentation of SSOs or trouble calls, have you plotted the hot spot locations on a map to determine if the problems seem to be close to each other or on the same pipeline?	X		

2. Do you have a pipeline cleaning program? If yes:	X		
• Do your crews do the cleaning?	X		
• Do you contract out cleaning?		X	
• Is the cleaning program directed at a hot spot list of locations where SSOs have been a problem?	X		
• Are you trying to clean the entire system on a periodic basis?	X		
• Are lines that have been recently cleaned re-inspected with a closed circuit television inspection camera?	X		
• Are your cleaning program and goals written down or otherwise documented?	X		
3. Do you have any “blind” areas where a sewage overflow could potentially go unnoticed for long periods?	X		
4. Do you have any “critical areas” where the impact of a sewage overflow could be very significant?	X		
5. Do you have any areas that have experienced reoccurring SSOs?		X	
6. Do you have any areas where roots are problems?	X		
7. Do you have any areas where grease is a problem?	X		
8. Do you have a work order system? If yes:	X		
• Does the system allow you to easily determine how much footage was cleaned in a year?	X		
• Does the system allow you to determine when a given sewer line was last cleaned?	X		

4.2.1 Regulatory Requirements for Preventative Operation and Maintenance

The City and District must describe routine preventative operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system, with more frequent cleaning and maintenance targeted at known problem areas. The preventative maintenance program should have a system to document scheduled and conducted activities, such as work orders.

4.2.2 Preventative Maintenance Program

In order to monitor and maintain the entire City and District sewer collection system, the City has established O&M practices that collectively form the City’s Preventative Maintenance Program. This program is targeted at identifying and eliminating sanitary sewer overflows and blockages. In addition to knowledge and experience with various portions of the sewer collection system, the City’s Preventative Maintenance Program activities include the following:

Routine monitoring and cleaning of the collection system and its lift stations;
Ongoing evaluation of a Sewer Maintenance List, including “Hot Spots”;
Closed circuit television video (CCTV) inspection; and
Weekly updates to the parts inventory, including critical components.

The Organizational Chart provided in SSMP Element 2 shows the various personnel responsible for field maintenance of both the City and District facilities.

4.2.2.1 Collection System Operation and Maintenance

City crews conduct general cleaning of the entire collection system on an annual basis and clean known critical areas included in the “Sewer Maintenance List” (Appendix 4-A) more frequently. The City and District experience few SSOs annually and the volume and frequency do not show

any particular trend. The vast majority of SSOs do not reach surface waters. All SSOs are reported to the California Integrated Water Quality System (CIWQS). Statistics and details on the frequency and volume of SSOs experienced to date are presented in Appendix 10-B of SSMP Element 10 – SSMP Program Audits.

The City has eight maintenance personnel that are assigned to perform O&M of the entire sewer collection and water system. Two one-ton service trucks and three vactor trucks are utilized to clean pipes and manholes, remove blockages, and respond to SSOs. The critical area sewer pipes (approximately 23,000 feet), which are prone to FOG accumulation or blockages, also known as “Hot Spots”, are given high priority, and are monitored, maintained and cleaned at least once a month. Appendix 4-B includes a City CCTV inspection form and sample inspection forms. City crews use these forms to assess the condition of pipelines and manholes during routine inspections or following an SSO.

The term “Hot Spot” is used in the O&M Program differently than in the FOG program discussed in SSMP Element 7 – FOG Control Program, where “Hot Spots” identify food service establishments that are known or have the potential to contribute FOG to the sewer collection system. As the FOG Program becomes more established and as the sewer collection system continues to be CCTV inspected, the Sewer Maintenance List can be separated into source (FOG) and collection system components.

The primary causes for blockages and SSOs in the sewer collection system have been attributed to accumulation of FOG and constituents such as heavy-duty shop towels and disposable diapers. The frequency and volume of SSOs has remained about the same each year. The Sewer Maintenance List has been incorporated into the City’s GIS database in order to better track and map maintenance locations. See Figures 4-1, 4-2 and 4-3 and a corresponding table with maintenance locations in Appendix 4-A. Hydraulic capacity issues are discussed in SSMP Element 8 – System Evaluation and Capacity Assurance Plan.

Currently, the City has a manual work order system for both routine and targeted operation and maintenance activities. Field crews report to the Water/Sewer Maintenance Supervisor for scheduled operation and maintenance tasks for both types of activities. City personnel and an after-hour emergency phone line are available to receive customer phone calls 24 hours a day, 7 days a week for both City and District customers. The City has also been working closely with the District to address customer complaints and requests.

The “Sewer Maintenance List” is kept in the Water/Sewer Maintenance Supervisor’s office and updated as yearly and monthly cleaning is completed. City crews provide input on the date and time of cleaning as well as the debris type and the severity of the blockage. The Sewer Maintenance List has been developed over time based on field observations during routine and targeted inspections of the collection system. The City merged this list, work order documents, manhole and CCTV inspection forms (Appendix 4-B) and record information for the collection system (i.e., pipe, manhole, and pump station metrics) and the City’s GIS database into iWorq, a city management system with field data and schedules from the O&M Program.

CCTV inspection is used for overall assessment of both the City and District systems and provides useful visual information where problem areas are located between manholes. This

O&M Program component is conducted in part to comply with system assessment goals outlined in the City and District's agreements with Northern California River Watch (River Watch). In addition to general CCTV inspection of the entire collection system, video inspection is used for specific condition assessment of the collection system and for system review following SSO events. City crews persistently correct problems that are identified through CCTV inspection and complete the repairs immediately or in priority order. Priority is currently determined based on the observed severity of each problem area and its impact on the collection system and environment. The City's CCTV inspection program is further described in Section 4.5 below

4.2.2.2 Pump Station Operation and Maintenance

There are three sanitary sewer pump stations located in the City and District service area. See Figure 1-2 in the SSMP Introduction or the Sanitary Sewer Basemap located at the back of the SSMP. Each pump station includes two pumps with control systems for manual operation during a power loss or other emergency situation. Pump stations are currently monitored by daily visual inspections. The City does not currently have a telemetry system for the pump stations nor does it utilize a Supervisory Control and Data Acquisition (SCADA) system to remotely operate the pump stations. The City is in the process of installing a telemetry system for each pump station (CVD-2000 Cellular Voice Dialer) that will remotely notify the City of pump station alarms.

The City utilizes portable pumps located at the WWTP if bypass pumping is required within the collection system. These pumps are not capable of bypass pumping at the pump stations. Pump stations do not have back-up power systems (i.e., generators); however, the City is currently evaluating the need for a portable standby power generator that could operate a pump station in an emergency situation.

Pump stations are cleaned at least monthly by City field personnel. The City follows the recommended pump maintenance schedule from the pump manufacturers. Comprehensive maintenance of pump station piping, valves and other equipment is also performed by the City according to the pump station O&M manuals kept in the Water/Sewer Maintenance Supervisor's office. Both of the City's one-ton service trucks have mounted electric cranes with a service rating of 2,700-pounds that are capable of removing and servicing pumps or other heavy equipment.

A complete list of the City's rolling stock and field equipment is provided in Appendix B of the City's Overflow Emergency Response Plan (OERP) in Appendix 6-A.

4.3 Rehabilitation and Replacement Plan

Table 4.3
Rehabilitation and Replacement Plan – Self Assessment

	Yes	No	N/A
1. Do you have a program to inspect some or all of the sewer pipelines and manholes? If yes:	X		
• Is your program set up to investigate the causes of pipeline stoppages?	X		
2. Do your crews do the pipeline inspection work? If No:	X		
• Do you contract it out? Lower half of trunk line	X		
3. Do you have standards and procedures that the TV inspection crews are required to conform to and follow?	X		
4. How is the data that is collected about the condition of the system stored and used? Sewer Maintenance List	X		
5. Have you included rehabilitation and replacement projects in your Capital Improvement Plan (CIP)? If yes:	X		
• How did you prioritize the projects? Project need and available funding.	X		
• Is there funding for all projects? Projects will be formulated into short- and long-term CIPs.	X		
6. Have rehabilitation and replacement projects that are not immediately required been identified and budgeted?	X		
7. Do the CIP costs include all project costs such as planning, design, construction, and inspection?	X		

4.3.1 Regulatory Requirements for Rehabilitation and Replacement Plan

The City and District are working to develop a Sewer Master Plan to identify and prioritize system deficiencies and implement short-term and long term rehabilitation actions to address each deficiency. The program should include regular visual and CCTV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long term plans together with a schedule for developing the funds needed for the capital improvement plan.

4.3.2 Collection System Inspection and Condition Assessment

The sewer collection system is susceptible to damage and blockages due to structural problems such as joint separation, debris buildup from roots, grease, and paper towels. Further, the collection system has reduced hydraulic capacity in various locations due to infiltration and inflow (I/I). The target of inspection and condition assessment is to locate areas within the collection system impacted by these factors and make corrections as needed.

Infiltration and inflow will be evaluated in the upcoming sewer master plan, planned for completion in 2022. The City's previous sewer master plan document, Wastewater Collection

System and Treatment Improvements, was conducted by Kennedy Engineers in 1978. The 1978 study identified a number of possible sources of I/I, including uncapped plumbing, residential lateral leaks, manhole leaks, and cracked pipes. That study proposed no major reductions in, or remedies for, I/I at that time. However, based on the overall findings of the report, the City chose to expand and improve its wastewater treatment plant to accommodate future anticipated flows.

The City uses its own equipment and staff to perform collection system inspections. The City video inspects the entire sewer collection system annually, including District facilities, or more often for Hot Spots, and maintains the “Sewer Maintenance List” for Hot Spots and “Maintenance and Repairs” list for general inspections. These records are grouped by year and are kept in the Water/Sewer Maintenance Supervisor’s office. The records include information regarding the date and time of the cleaning, the length of the pipes that have been inspected, and all maintenance procedures. There is also a summary page at the beginning of each year’s data that shows the total number of sewer lines that have been cleaned, lined, repaired and replaced as well as the number of new lines constructed during that year.

The manhole inspection form provided in Appendix 4-B is an example of the type of paperwork completed by field personnel during collection system inspection. An example of a closed circuit television video (CCTV) inspection report from the City of Los Angeles for pipeline inspection is also included in Appendix 4-B.

4.3.2.1 CCTV Inspection

Beginning in 2006, the City started to assess the physical condition of the entire sewer collection system, including District facilities, by CCTV inspection performed by City personnel. The inspection has been performed with standard CUES Granite XP software which is certified by the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP). Problem areas are generally repaired by City crews following identification during CCTV inspection.

The records of the CCTV inspections are collected in external hard drives and can be copied to a DVD for viewing and record keeping. Print outs from the software are kept in individual binders for each year and include descriptions of each observed structural or maintenance problem as well as other features of the pipe reach such as lateral connections. CCTV videos and reports can also be added to a GIS database. The database has the capability to create links between stored files such as videos, pictures, and reports. These files would be accessed directly from the database or as “Hot Links” within an electronic map. A Hot Link is essentially a hyperlink that allows a user to click on a point in the map (i.e., pipe, manhole, pump station, etc.) and be directed to the external file.

To date, the City has completed CCTV inspection for 100 percent of the City and District’s sewer pipes, and plans to have the entire collection system inspected on a regular basis. Another round of CCTV inspections is currently underway and planned for completion by the end of 2024.

4.3.2.2 Condition Assessment

Visual inspection of the collection system is performed during manhole and CCTV inspection, occasionally resulting in repair and/or replacement projects; however, condition assessment using NASSCO defect categories and PACP rating procedures is not planned until completion of the CCTV inspection in 2024. At that time, ratings will be incorporated into the City’s GIS System

database where results can be evaluated to determine rehabilitation and replacement needs, and recommendations made for inclusion in annual budgeting. The City's CUES Granite XP CCTV software is compatible with NASSCO forms and procedures. This link between programs will provide the City with a smooth transition to NASSCO standards and reporting capabilities. Pipes and manholes will be defined with a "good, moderate, and poor" or a numerical rating system. The scoring information will be linked to the GIS System database and used as a tool to prioritize the City's rehabilitation and replacement projects. See Appendix 4-B for a summary of NASSCO defect categories and PACP rating procedures for pipelines and manholes.

4.3.3 Asset Management Planning

The City has the necessary ArcView GIS software and AutoCAD files to compile and maintain a database for its sewer collection system. The GIS System database for the collection system includes the following system metrics for pipes, manholes, and pump stations:

- Pipe descriptions, dimensions, and age;
- Manhole descriptions, dimensions, and age; and
- Pump station equipment descriptions and age.

The PACP rating system can be applied once this information for the collection system pipes is added to the database. A similar rating system can be developed by the City for manholes and pump stations.

Rehabilitation and replacement projects will be formulated in the Sewer Master Plan and updated as needed upon the completion of the CCTV inspections in 2024.

CIP projects can include both rehabilitation and replacement projects. A common definition for "rehabilitation" is a City sponsored project designed to replace or repair any portion of the sewerage conveyance system including, but not limited to; sewer mains, manholes, and connections to the main sewer line. Replacement projects could be integrated with rehabilitation, but could also include more substantial capital improvement projects.

4.3.4 R&R Capital Improvement Plan

The City and District approve their annual budgets in June for the following fiscal year. The annual public utilities budget for the sewer utility provides financial support for sewer administration, construction and maintenance, City/District sewer services, and sewer CIP projects. A copy of the City's sewer division budget for the 2019/2020 fiscal year with projections through 2023 is presented in Appendix 4-C.

Currently, the City and District prepare annual rehabilitation and replacement (R&R) projects based on historical sewer back-ups, visual inspection, and the age of the sanitary sewer collection system. Projects scheduled through the end of FY 2022-2023 include lift station upgrades (\$200,000) and replacing approximately 3,000 ft of sewer main (\$2,200,000). The estimated CIP cost includes all project costs such as planning, design, construction, and construction management.

Funding for projects comes from City and District sewer service charges and sanitary sewer connection fees. These charges and fees are defined in the City's and District's wastewater ordinances. The Public Works Director and Water/Sewer Maintenance Supervisor are responsible for submitting budget proposals to the City Council for approval. Similarly, the District Manager is responsible for submitting budget proposals to the District Board of Directors. With an established fiscal year budget, the City Director and Supervisor authorize short-term funding for standard operating and maintenance costs and emergency repairs. Similarly, the District manager authorizes capital expenditures for District projects.

An integral part of the R&R plan includes sewer collection system maintenance and condition assessment projects. These projects will often identify deficiencies and problem areas within the collection system, and will lead towards future R&R or other CIP projects. Projects scheduled for through the end of FY 2022-2023 include lift station upgrades and replacing approximately 3,000 ft of sewer main.

4.3.5 Sewer Lateral Testing Program

In 2007, the City established a "Sewer Lateral Testing Program" (Appendix 5-B) to reduce inflow and infiltration into the sewer collection system. City Ordinance No. 1105 was later adopted on February 6, 2008, to facilitate the proper maintenance of private sewer laterals (available at www.codepublishing.com/CA/Ukiah/). Article 18, Part 3799.1(B) Ordinance states the following:

"It is the policy of the City to reasonably prevent infiltration, exfiltration and better protect the Sewer Treatment Plant and the environment by requiring a reasonable program of inspection, testing, and if necessary repair and replacement, or private sewer laterals."

District Ordinance No. 30 was adopted on January 30, 2008, and effectively mirrors City Ordinance No. 1105. This ordinance is available at www.uvdsd.org/ordinances.html.

The ordinances provide the City and District with the authority to require rehabilitation and replacement for sewer laterals and a framework for ensuring the completion of required work. If repairs are not completed within a required time frame, the City (or District) may complete the work and add a surcharge to the property's utility account. Sewer laterals are required to be cleaned and tested for the following occurrences:

- Following a sanitary sewer overflow generated from the private lateral;
- Upon discovery of an illegal connection or discharge;
- Upon application for a building permit where the value of work exceeds \$100,000;
- For plumbing fixture additions having two or more fixture units (per California Plumbing Code);
- Addition of bedrooms;
- In conjunction with an R&R project to which the lateral is connected;
- Following a Qualifying Sewer Lateral Service Call; and
- For laterals serving parcels within 100 feet of a waterway that is declared to be impacted by the sewer system.

The ordinances include time frames for cleaning, inspecting, and testing based on the type of occurrence. The ordinances also include a requirement that plumbers, contractors, and other

persons be appropriately licensed to perform lateral testing and repair/replacement within the City and District.

To help reduce the cost of lateral repairs and testing, the City Council enacted a grant program wherein up to \$2,000 is available per lateral repair/replacement. To apply for the grant included in Appendix 4-D, customers should fill out a “Sewer Lateral Replacement Grant Program Application” and submit to the Public Utilities Department.

4.4 Contingency Equipment and Replacement Inventories

Table 4.4
Contingency Equipment and Replacement Inventories – Self Assessment

	Yes	No	N/A
1. Have critical components of the system been identified?	X		
2. Have critical spare parts been identified?	X		
3. Are adequate supplies on hand to allow for two point repairs in any part of the system?	X		
4. Is there a parts standardization policy in place?	X		
5. Does the utility have a central location for storing spare parts?	X		
6. Does the utility maintain a stock of spare parts for maintenance vehicle and equipment?	X		
7. Does the utility have a system in place to track and maintain an accurate inventory of spare parts?	X		
8. For those parts which are not kept in inventory, does the utility have a readily available source or supplier?	X		
9. Does the utility have back-up power generation for pump stations?		X	
10. Does the utility have by-pass pumping capability for pump station operation?	X		
11. Has a nearby supplier that is open around the clock been identified where key parts and materials can be obtained within a matter of a few hours?	X		
12. Does your utility have a mutual assistance program with neighboring agencies?	X		

4.4.1 Regulatory Requirements for Contingency Equipment and Replacement Inventories

The City and District must provide equipment and replacement part inventories, including identification of critical replacement parts.

4.4.2 Parts and Equipment Inventory

The City uses QuickBooks software to maintain an inventory of spare and/or replacement parts that can be used for either the City or District system. The inventory is used to track both standard and critical parts for the collection system and pump stations. As simplified inventory inquiry is provided in Appendix 4-E that shows the following information:

- Part Item Number
- Reorder point
- Quantity on hand

The program also has the capability to track items such as order numbers, order backlogs, and expected delivery dates.

The City's Public Utilities Purchasing Department regularly updates the inventory to maintain a current record of available parts. Updates to the inventory are provided by personnel in the maintenance department using an on-going "Charge Outs" list (Appendix 4-F). The inventory does not specifically distinguish between standard and critical parts, but rather a reorder point is established for each critical item so that the City has resources available for immediate response to problem areas and SSOs. Upkeep of the inventory requires collaboration between City departments, as some parts are used infrequently and others during routine maintenance. Also, some parts are only reordered when the quantity on hand is exhausted, whereas others may be ordered with a substantial lead time for less common parts.

Pump stations and the trunk lines are considered critical components of the sewer collection system. Standardization of equipment and parts is an ongoing process and requires budgeting. In general, non-standard parts are replaced with standardized parts during maintenance and repairs. Parts for new system components such as the telemetry system equipment for each pump station are standardized at the time of purchase.

All sewer maintenance equipment and replacement parts, including small tools, pipe and pipe fittings, and manhole components, are stored at the City's Corporation Yard (Corp Yard). The rolling stock described in Section 4.4.3 and provided in the City's OERP (Appendix 6-A) is also stored at the Corp Yard.

4.4.3 Contingency Equipment

Rolling stock and equipment is used for emergency operations as well as for routine operation and maintenance activities. CCTV equipment is used to inspect a pipe following repairs. The City's jetter/rodder and vactor trucks are utilized to remove blockages and assist with the containment and cleanup of an SSO. The electric crane mounted on each service truck is used to lift heavy equipment and could be used as a winch. Emergency generators and portable pumps provide temporary power and bypass capability.

As discussed in Section 4.2.2.2, the City uses portable pumps kept at the WWTP to provide bypass pumping within the collection system. The City is also currently evaluating the need for a portable standby power generator that could operate a pump station in an emergency situation. New telemetry equipment will provide the City with enhanced notification of alarms and problems at each pump station.

The City's OERP (Appendix 6-A) also includes a list of the local vendors, suppliers and contractors who can provide rental equipment during an SSO event or if construction conditions warrant outside resources (i.e., shoring, dewatering). Pace Supply is used as the City's emergency contact during non-working hours. Contact information is posted on the Water/Sewer Maintenance Supervisor's board (Appendix 4-G). The City has not experienced the need to establish a mutual assistance program with neighboring agencies, though this type of program could be implemented in the future based on system demands and the availability of equipment and personnel.

4.5 Training

4.5.1 Regulatory Requirements for Training

The City must provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

4.5.2 Collection System Staff Training

Job descriptions prepared by the City's Human Resources Department for all operation and maintenance positions are based on CWEA Collection System Maintenance Certifications requirements. All of the current sewer operation and maintenance staff are CWEA-certified. The City has two field personnel working with CCTV equipment NASSCO-PACP trained and certified. This training and certification provides the basis for data collection and condition assessment that will be used in the City's Asset Management Plan.

Staff training is also done through mentoring, in-house classes and on-the-job training between staff. All operations personnel are trained in overflow emergency response procedures; a refresher on spill monitoring and reporting procedures and on other recent updates to the SSMP will be conducted in 2021. When new equipment is acquired, the City utilizes the equipment supplier to provide training to appropriate personnel.

The City budget includes annual conference and training expenses of its sewer operation and maintenance staff. An example of personnel training and certification is provided below for the Water/Sewer Maintenance Supervisor:

- California OSHA Competent Person
- Confined Space Entry
- Work Zone Safety
- CWEA – Grade III, Collection System Maintenance
- CWEA – SSO-WDR Compliance Workshop Electronic Reporting

The Water/Sewer Maintenance Supervisor makes sure the employees have the necessary skills to perform the operations and maintenance required by going over the standard operating procedures for all sewer operation and maintenance crew. Human Resources reviews job descriptions against CWEA requirements and informs the supervisor if training or recertification is needed.

Contractors that perform work within the City or District are also required to meet the minimum safety requirements set forth by California OSHA and any training guidelines set forth by CWEA for collection system work.

4.5.3 Outreach to Plumbers and Building Contractors

The City implements an outreach program to educate commercial entities involved in sewer construction or maintenance about the proper practices for preventing blockages in private laterals. The City regularly updates its website (www.cityofukiah.com) to provide local plumbers and building contractors with a convenient resource for the City's sewer policies, standards, and procedures. These documents are also available for distribution at the City or can be discussed by

contacting the City's Public Works Department. More discussion about City standards is presented in SSMP Element 5 – Design and Performance Provisions.

The City is also a member of Russian River Watershed Association (RRWA) which has prepared an outreach fact sheet titled "Good Plumbing Practices" to notify plumbing contractors about the potential impact of their work on the City's sanitary sewer system. The RRWA outreach fact sheet is attached in Appendix 4-H.

4.6 SSMP Program Audit – Operation and Maintenance Program

Element 10, SSMP Audits, serves to record the evolution of the SSMP elements. Per SWRCB requirements, the entire SSMP is to be audited at least every two years, which is the current audit plan for the City and District. To assist in this auditing process, following is a summary of accomplishments and identified potential future program improvements relative to this element.

4.6.1 Accomplishments

Accomplishments are separated into the various sections used in this SSMP element.

4.6.1.1 Collection System Mapping

The City has mapped the entire collection system (both City and District owned) and maintains map resources in AutoCAD and in a GIS database. The City makes regular updates to these resources based on field observations made during CCTV and visual inspection. Updates are also made using record drawings following the completion of improvement projects.

Through the preparation of this SSMP, additional sanitary sewer and storm drainage base maps have been produced using the GIS database.

4.6.1.2 Preventative Maintenance

The City uses its map resources and CCTV inspection to better characterize hot spots and problem areas in the collection system (both City and District) and established a regular cleaning and inspection schedule. The City utilizes its work order system iWorq to clean and inspect the overall collection system on a regular schedule.

4.6.1.3 Rehabilitation and Replacement

The City completed the CCTV inspections in 2011 and is working to complete a second round by 2024. We will continue to inspect with CCTV as necessary. As a result of the inspections, the City completes various spot repairs and lateral improvements throughout the collection system.

The City completed water quality testing of its urban streams through the Healthy Waterways Study and has completed CCTV inspection and repairs to those portions of the sewer system that could be contributing to degraded water quality via exfiltration.

4.6.1.4 Contingency Equipment and Replacement Inventories

The City installed auto dialer equipment at the three collection system pump stations.

4.6.1.5 Training

City staff completed training per CWEA and Cal OSHA guidelines. Staff attended conferences and training events to maintain and/or enhance grade level certifications and to increase knowledge of current industry practices. Two staff members also attended NASSCO training for use in future condition assessment activities.

The City purchased a new CCTV vehicle and trained staff on operation of the equipment and software necessary for its operation.

4.6.2 Future Program Improvements

Future program improvements are separated into the various sections used in this SSMP element and are summarized in Table 4.6.

Table 4.6
Operation and Maintenance – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Collection System Mapping		
Maintain up-to-date GIS maps of the sanitary sewer system.	City staff time	Ongoing
The City understands the important correlation between the occurrence of a SSO and the location of the storm drainage system and surface waters. The City will verify storm drain outlets for receiving water bodies adjacent to the sewer collection system and continue to update the storm drainage system information in the GIS database.	City staff time	Ongoing; begin work in 2010
The City will continue to integrate collection system metrics such as system geometry, materials, and age into the GIS database. This information provides a basis for hydraulic modeling and asset management	City staff time	On-going
Preventative Maintenance		
Perform routine preventive maintenance program	City staff time	Ongoing

The City will continue to monitor hot spots and other problem areas, including enforcement of the City and District grease ordinances for Food Service Establishments. These locations in the collection system will be added and/or modified in the GIS database and future asset management program as appropriate. Cleaning activities and inspection schedules will be modified as appropriate to cover these locations.	City staff time	Ongoing
Rehabilitation and Replacement		
The City will use GIS resources and CCTV inspection to prepare recommendations for collection system repairs and rehabilitation and replacement projects. Following completion of CCTV inspections in 2024, the City plans to complete a condition assessment of a portion or all of the collection system using NASSCO defect categories and PACP rating procedures. Results will be tabulated in the GIS database.	Retain professional services	Included in Element 8 – Collection System Master Plan
The City will conduct wet weather flow monitoring and additional hydraulic modeling to better characterize average dry weather and peak wet weather flows for the collection system. Conclusions from this effort will be used to refine future fiscal year budgets for capital improvement projects.	Retain professional services for the installation and analysis of flow monitoring equipment and for hydraulic modeling. City staff time will also be needed to perform ongoing flow monitoring if flow monitors are permanently installed.	Included in Element 8 – Collection System Master Plan
Rehabilitation and replacement plan that identifies and prioritizes sewer system defects	Retain professional services	Included in Element 8 – Collection System Master Plan
Take appropriate measures to reduce I&I	City staff time	Ongoing
The City and District installed emergency backup generators at the three collection system pump stations.	Purchase and install generators.	Completed in 2019
Utilize asset management programs	Purchase the appropriate software and begin data input and implementation.	Completed; using iWorq software

Training		
The City will continue to train staff per CWEA guidelines and will maintain or increase grade level certifications as appropriate.	City staff time	Ongoing
The City will train additional staff on the use of CCTV equipment and coordinate CCTV inspections with staff members trained for NASSCO condition assessment.	City staff time	Ongoing
The City will continue to train staff in the use of the GIS database.	City staff time	Ongoing
Maintain up-to-date equipment and critical spare parts inventory	City staff time	Ongoing

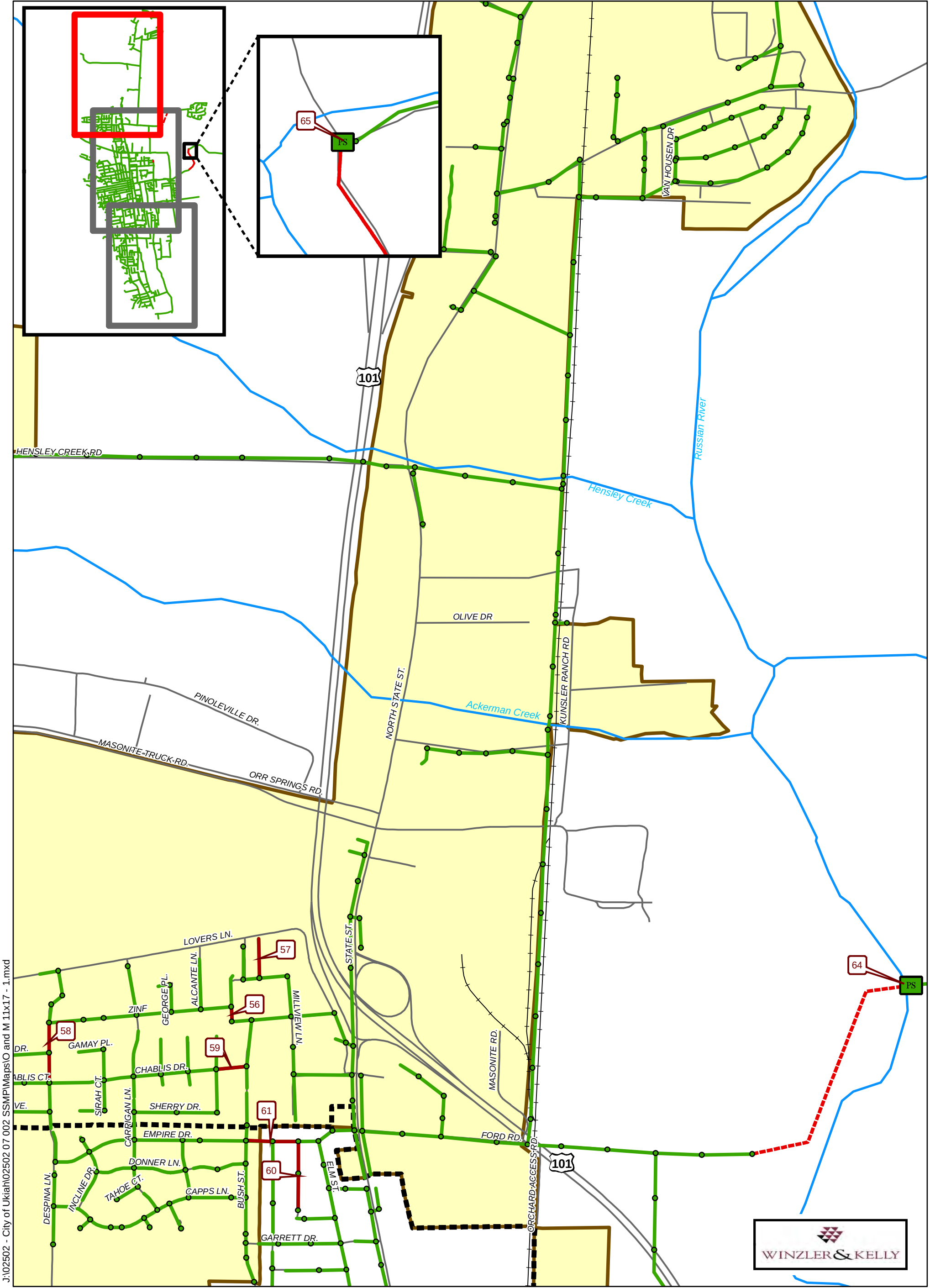
Appendix 4-A Sewer Maintenance List

City of Ukiah
Sewer System Management Plan
Sewer Maintenance List

ID	MH	Location	Length (ft)
1	South State	Skate City North to Firecrest 500'+	1,054
2	South State	1649 South State North to End 255'	235
3	Rosemary Lane	Canyon South to End 500'	244
4	Rosemary Lane	Canyon Road North 280'	297
5	South Dora Street	Laws South to Canyon 280'	348
6	Thompson Street	MH @ 119 Thompson 300'	261
7	Tedford Ave.	South Dora West to next MH 150'	672
8	Apartment Line	Laws North to Tedford 480'	141
9	Old Tire Shop	MH in corner West to Apartment 480'	269
10	Old Tire Shop	MH in corner South to Laws 500'	269
11	Laws Ave	Faull West to 216 Laws 200'	557
12	Laws Ave.	Faull North 200'	269
13	Dora St. @ Washington	South East MH North 150'	325
14	South State @ Washington	North to end 550'	202
15	Helen Ave	Observatory South to CO	137
16	Alice @ Luce	North to Cochrane 310'	96
18	Gardens	Mendocino south to End 350'	185
19	Gardens	Mendocino North 325'	102
20	Mendocino Pl.	Mendocino South to end 300'	183
21	Mutt Hut	Gobbi @ State South 450'	398
22	Curves for Women	Gobbi @ State North 600'+	767
23	Foster Freeze	Gobbi @ State South 600'	413
24	McCarty Manor	Gobbi South to End 480'	223
25	McPeak	McPeak West to Eastlick 350' Keep Press < 1300	135
26	Clay St.	Clay @ Thompson West 350'	1,112
27	Clay St.	Clay @ Thompson North 500'	200
28	Clay St.	Clay @ Oak West 250'	1,112
29	Church St.	School @ Church West 250'	868
30	Perkins St.	Oak @ Perkins West 450'	1,115
31	Bush St.	440 N. Bush North to Walnut 150'	162
32	Dora Ave.	711 Dora Ave. West 350'	569
33	Dora Ave.	640 Dora Ave. West 450'	569
34	Standley Ave.	Standley @ Barnes West 300'	1,478
35	N. School	Patrona's enter C/O 250' N	65
36	N. School and Henry	Cheesecake Momma 200' South	185
37	Willow St.	Dora @ Willow West 250'	484
38	North State St.	State @ Scott South to end 600'	248
39	North State St.	1060 N. State @ Comcast West 300'	105
40	North State St.	640 N. State North to End 550'	381
41	Ford Street	Ford to Evans 265'	99
42	Ford Street	Railroad West to State 350'	293
43	Orchard Ave.	Orchard @ Clara West 280'	160
44	Orchard Ave.	Orchard @ Clara North to end 450'	99
45	Orchard Ave.	Orchard @ Ross N. to Clara 600'	463
46	Orchard Ave.	Orchard @ Perkins N. Full Run 600'+	463
47	Main St.	MH at 307 Main St. North to CO	252
48	Mason St.	Norton St. to Perkins St.	425
49	Mason St.	MH at 206 Mason West to MH at 307 Main 550'	338
50	Mason St.	Mason @ Norton West to State 375'	230

City of Ukiah
Sewer System Management Plan
Sewer Maintenance List

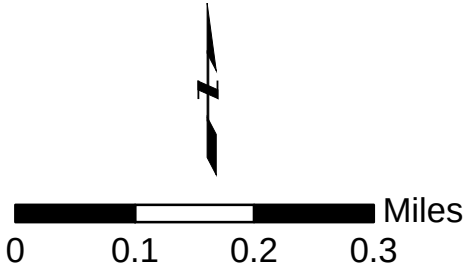
ID	MH	Location	Length (ft)
51	Denny's	Pomeroy @ Perkins South to End 350'	238
52	Yosemite	Oak Manor @ Yosemite West 200'	271
53	North Oak	904 North Oak West to end 200'	76
54	North Oak	Oak @ Cypress North to end 220'	267
55	Low Gap Truck Stop	Low Gap to Oak 280' Check MH Clean as needed	521
56	Feed Lot Lane	MH behind Apartments North 150'	44
57	Zinfandel Apartments	140 Zinfandel North to end 300'	116
58	Despina	Despina @ Zinfandel South 550'	538
59	Chablis	Bush @ Chablis West 425'	747
60	Empire	Empire @ Irvington South to End 550'	204
61	Empire	Empire @ Irvington West 475'	174
62	Henderson Lane	Talmage @ Henderson N. Full Run 600'	252
63	Orchard Ave.	Ford and Orchard Lift Station	n/a
64	El Dorado	El Dorado Lift Station	n/a
65	Vichy Springs	Vichy Springs Lift Station	n/a



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Legend

- Sanitary Sewer Overflow (SSO)
- Sewer Maintenance
- Sanitary Sewer Gravity Pipe
- Sanitary Sewer Force Main
- Streams and Rivers
- Streets
- Sanitary Sewer Pump Stations
- Sanitary Sewer Treatment Plant
- Ukiah City Limits
- Ukiah Valley Sanitation District



City of Ukiah

Ukiah Valley Sanitation District

Figure 4-1: O&M Map (1/3)

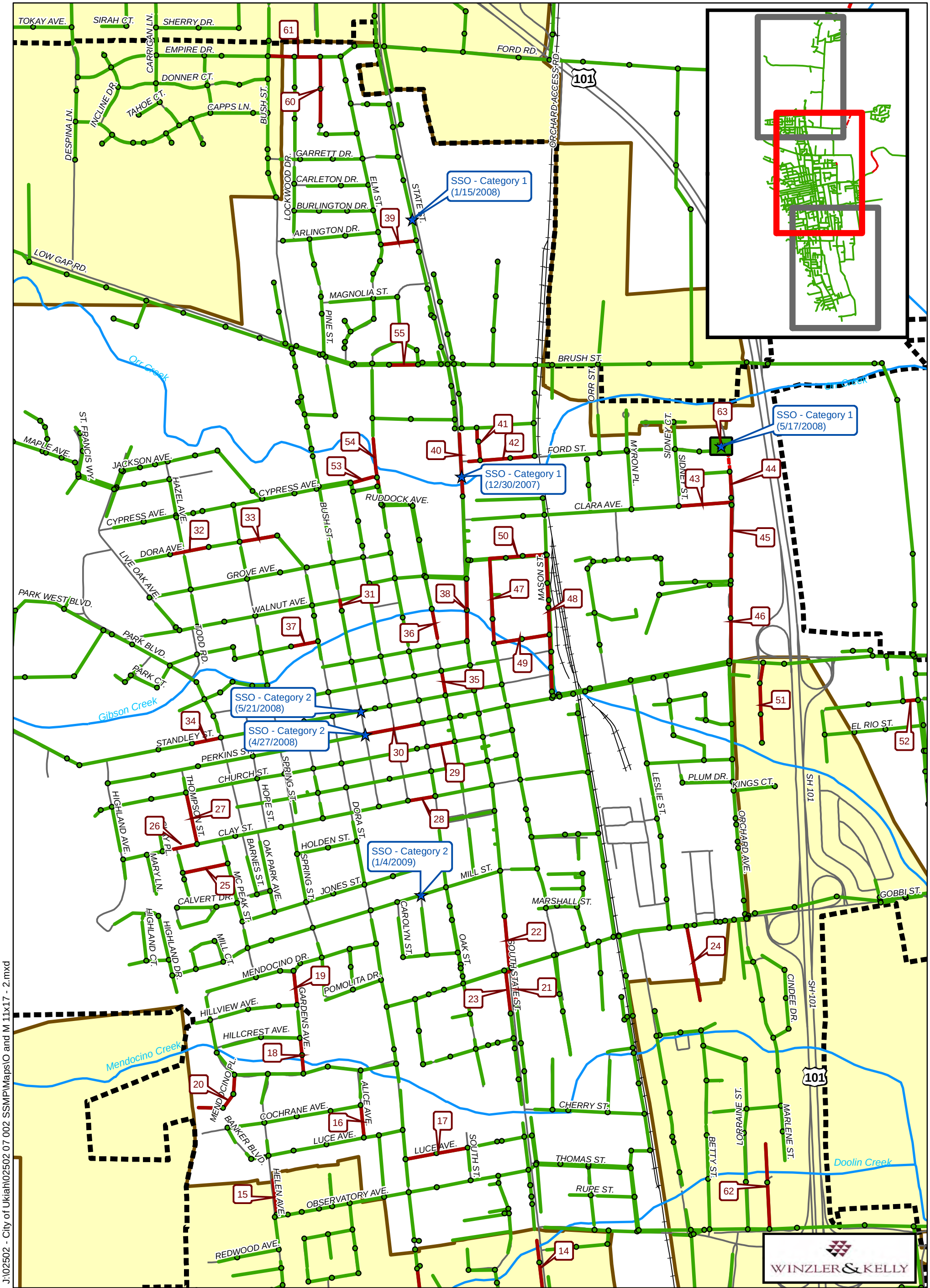
Sewer System Management Plan

Mendocino County, California

02502-07-002

April 2009

Page 127 of 623



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Legend

- ★ Sanitary Sewer Overflow (SSO)
- PS Sanitary Sewer Pump Stations
- WWTP Sanitary Sewer Treatment Plant
- Sewer Maintenance
- Sanitary Sewer Gravity Pipe
- Sanitary Sewer Force Main
- Streams and Rivers
- Streets
- Ukiah City Limits
- Ukiah Valley Sanitation District

0 0.1 0.2 0.3 Miles

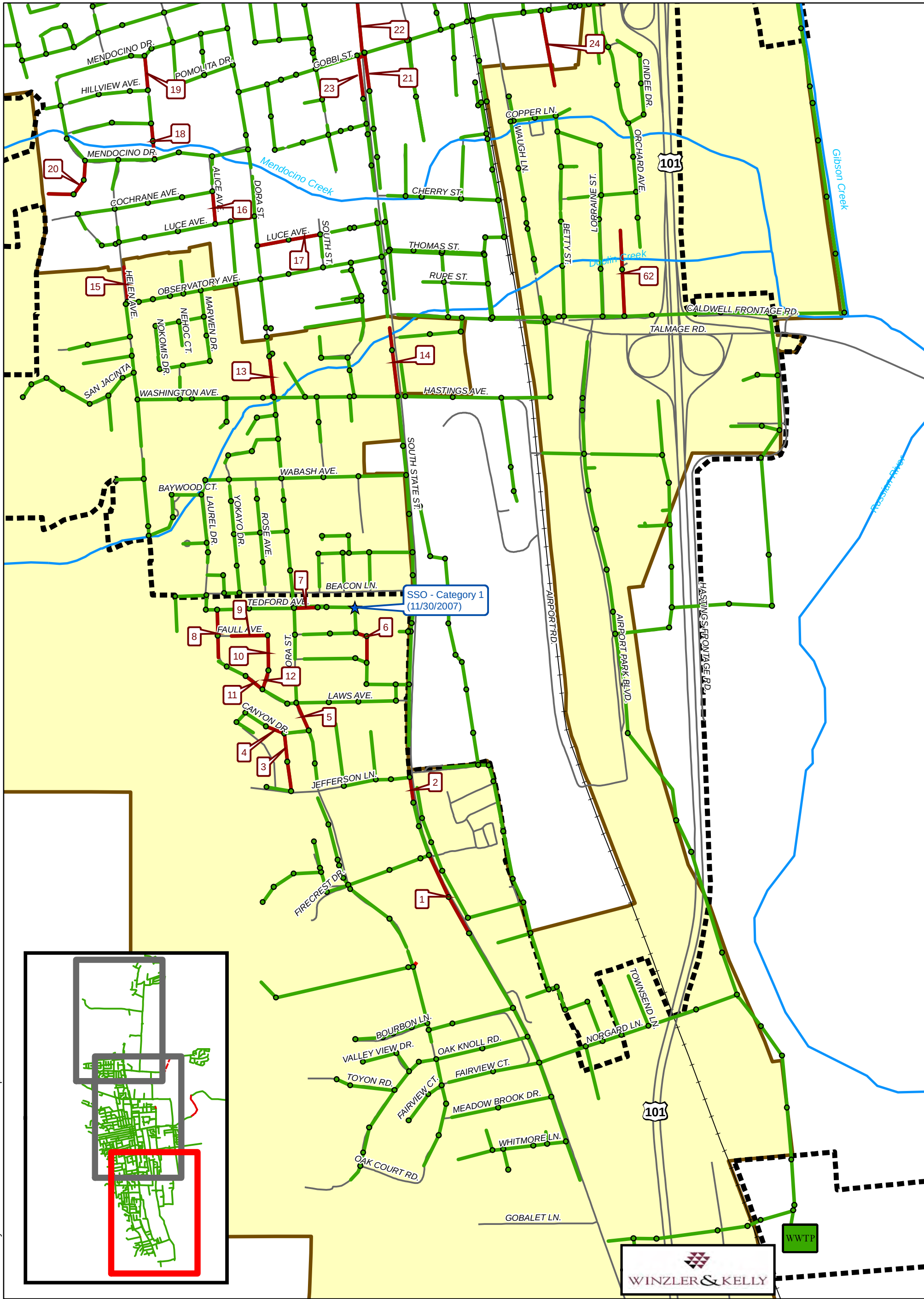
City of Ukiah
Ukiah Valley Sanitation District
Figure 4-2: O&M Map (2/3)



Sewer System Management Plan
Mendocino County, California

02502-07-002
April 2009
Page 128 of 623

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Legend

- Sanitary Sewer Overflow (SSO)
- Sewer Maintenance
- Sanitary Sewer Gravity Pipe
- Sanitary Sewer Force Main
- Streams and Rivers
- Streets
- Sanitary Sewer Pump Stations (PS)
- Sanitary Sewer Treatment Plant (WWTP)
- Ukiah City Limits
- Ukiah Valley Sanitation District

City of Ukiah

Ukiah Valley Sanitation District

Figure 4-3: O&M Map (3/3)

Sewer System Management Plan

Mendocino County, California

02502-07-002

April 2009

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SEWER MAINTENANCE LIST

<u>MANHOLE</u>	<u>LOCATION</u>	<u>DATE/ COMMENTS</u>
SO. STATE	SKATE CITY NORTH TO FIRCREST 500' +	
SO. STATE	1649 SO. STATE NORTH TO END 255'	
ROSEMARY	CANYON SOUTH TO END 500'	
ROSEMARY	CANYON NORTH 280'	
SO. DORA	LAWS SO. TO CANYON 280'	
THOMPSON	MH @ 119 Thompson 300'	
TEDFORD	SO. DORA WEST TO NEXT M.H. 150'	
APARTMENT LINE	LAWS NORTH TO TEDFORD 480'	
OLD TIRE SHOP	M.H. IN CORNER WEST TO APARTMENT 480'	
OLD TIRE SHOP	M.H. IN CORNER SOUTH TO LAWS 500'	
LAWS AVE.	FAULL WEST TO 216 LAWS 200,	
LAWS AVE.	FAULL NORTH 200'	
DORA @ WASHINGTON	SOUTH EAST M.H. NORTH 150'	
SO. STATE @ WASHINGTON	NORTH TO END 550'	
HELEN AVE.	OBSERVATORY SO. TO C.O. 325'	
ALICE @ LUCE	NORTH TO COCHRANE 310'	
LUCE @ SOUTH ST.	WEST TO DORA 480'	
Oservatory at S. State	West to Mulberry 300"	
Thomas at at S. State	West to Observatory 90'	
GARDENS	MENDOCINO SOUTH TO END 350'	
	MENDOCINO NORTH 325'	
MENDOCINO PL.	MENDOCINO SOUTH TO END 300'	
MUTT HUT	GOBBI @ STATE SOUTH 450'	
CURVES FOR WOMEN	GOBBI @ STATE NORTH 600' +	
FOSTER FREEZE	GOBBI @ STATE SOUTH 600'	
McCARTY MANOR	GOBBI SOUTH TO END 480'	
McPEAK	McPEAK WEST TO EASTLICK 350' KEEP PRESSURE BELOW 1300	

PAGE TWO

CHURCH ST.	SCHOOL @ CHURCH WEST 250'	
PERKINS ST.	OAK @ PERKINS WEST 450'	
BUSH ST.	440 N. BUSH NORTH TO WALNUT 150'	
DORA AVE.	711 DORA AVE. WEST 350'	
	640 DORA AVE. WEST 450'	
STANDLEY AVE.	STANDLEY @ BARNES WEST 300'	
N. SCHOOL	PATORNA'S ENTER C/O 250' NORTH	
N.SCHOOL AND HENRY	CHEESE CAKE MAMMA 200' SOUTH	
WILLOW ST.	DORA @ WILLOW WEST 250'	
NORTH STATE ST.	STATE @ SCOTT SOUTH TO END 600'	
NORTH STATE ST.	1060 N. STATE @ COMCAST WEST 300'	
	640 N. STATE NORTH TO END 550'	
FORD STREET	FORD TO EVENS 265'	
	RAILROAD WEST TO STATE 350'	
ORCHARD AVE.	ORCHARD @ CLARA WEST 280'	
	ORCHARD @ CLARA NORTH TO END 450'	
	ORCHARD @ ROSS N. TO CLARA 600'	
	ORCHARD @ PERKINS N. FULL RUN 600' +	
Main St	MH at 307 Main St North To CO	
Mason St	NortonSt to Perkins St	
Mason St	MH At 206 Mason St West To MH At 307 Main St 550'	
MASON ST.	MASON @ NORTON WEST TO STATE 375'	
	200 MASON WEST TO 307 MAIN 350'	

PAGE THREE

DENNY'S	POMEROY @ PERKINS SOUTH TO END 350'	
YOSEMITE	OAK MANOR @ YOSEMITE WEST 200'	
NORTH OAK	904 NORTH OAK WEST TO END D 200'	
	OAK @ CYPRESS NORTH TO END 220'	
LOW GAP	LOW GAP TO OAK 280'	
TRUCK STOP	CHECK M.H. CLEAN AS NEEDED	
FEEDLOT LN.	M.H. BEHIND APARTMENTS NORTH 150'	
ZINFANDEL APARTMENTS	140 ZINFANDEL NORTH TO END 300'	
DESPINA	DESPINA @ ZINFANDEL SOUTH 550'	
CHABLIS	BUSH @ CHABLIS WEST 425'	
EMPIRE	EMPIRE @ IRVINGTON SOUTH TO END 550'	
	EMPIRE @ IRVINGTON WEST 475'	
HENDERSON LN.	TALMAGE @ HENDERSON N. FULL RUN 600'	
ORCHARD AVE	FORD AND ORCHARD LIFT STATION	
ELDORADO	ELDORADO LIFT STATION	
VICHY SPRINGS	VICHY SPRINGS LIFT STATION	
Whitmore In	MH1132 to C/O 361 (Roots)	
Whitmore In	MH1133 to MH1132 (Roots)	
Whitmore In	MH1132 to C/O 166 (Roots)	

Appendix 4-B Manhole and CCTV Inspection Forms and NASSCO Forms

SANITARY SEWER DATA



Name of Person Completing this Form: _____

Date:

MONTH	DAY	YEAR

MANHOLE NUMBER

LOCATION			
Street Address	District / City	Latitude	Longitude

COVER		
Shape	Size	Material

RIM ELEVATION

PIPE CONNECTIONS				
Position*	Invert Elevation	Pipe Size	Flow From	Flow to

* Based on the true North

ADDITIONAL COMMENTS

MANHOLE SKETCH



GRANITE XP REPORT CAPABILITIES

Observations by Inspections

SITE

Site ID	City	Address	Upstream Node	Downstream Node
T399-1106-4964	Los Angeles, CA	2494 Art Blvd.	MH-97-8326-49	MH-75-8749-16
Pipe Type	Pipe Shape	Pipe Height	Pipe Width	
ZZZ	C	18	18	

INSPECTION DATA

Planned Footage	Planned Date	Start Date	End Date
328	8/26/1983	8/26/1983	8/26/1983
Surveyed Footage	Status	Operator	Work Order No.
328	Canceled	Jim Smith	716-5288-0096
Reason	Weather	Condition	
REGULAR	BAD	SAT1	

OBSERVATIONS

Footage	Length	Clock From	Clock To	Code	Modifiers/Severity	Rating
8.00	0.00	0	0	START		
15.50		10	9	LAT		Lev 1
24.00		3	3	CAVITY		Lev 2
35.50	0.00	1	5	GROUTED		Lev 1
108.50		4	4	LAT		Lev 1
131.50	15.50	11	6	CRACK	SEVERE	Lev 1
177.50	34.00	8	8	CRACK	SEVERE	Lev 1
35.50	0.00	1	5	GROUTED		Lev 1

"The Standard of the Industry"



→ Granite XP includes robust Report Management capabilities. Reports can be generated and sent to a printer or another format such as an ODBC target, PDF, HTML or ASCII file. You can also e-mail reports directly from the application. Furthermore, you can register and use report templates from Crystal Reports.

GraniteXP Observation Report with Still Images

Main Asset ID: T399-1106-4964	Project Name: Inspections for Los Angeles Waters	Inspection Date: 8/26/1983	Weather: BAD	Operator: Jim Smith
Upstream Node: MH-97-8326-49	Downstream Node: MH-75-8749-16	Main Length: 328.00	Planned Footage: 328.00	
Comments: New Inspection Crew				

OBSERVATIONS

Distance	Length	Code	Reversed	Clock Pos.	Severity	Comment
8.00	0.0	START	0	0 / 0		
15.50		LAT	0	10 / 9		24
24.00	0.0	CAVITY	0	3 / 3		
35.50		GROUTED	0	1 / 5		26



108.50	0.0	LAT	0	4 / 4		
--------	-----	-----	---	-------	--	--



131.50	15.5	CRACK	0	11 / 6	SEVERE	32
--------	------	-------	---	--------	--------	----

➔ Using the Office edition of Granite XP, you can create reports for clients, browse for specific data, make corrections and also add projects, assets, and inspections. You can also create new report templates using the Report Wizard. This wizard will prompt you to select objects and properties to display in the report, grouping and sorting options, and the report layout. Based on the custom settings you select, the wizard will generate a report template and save it as a file.

TV Inspections by Projects

Project Name: 0778IL CITY OF BERWYN
 Contractor Name: _____
 Client Name: _____

Planned Date: 5/21/2001 12:54:51 PM Start Date: _____
 Planned Footage: _____ End Date: _____
 Status: _____ Canceled Surveyed Footage: _____
 Reason: _____ Operator: GENE POSCHNER
 Weather: Light Rain Work Order No.: _____
 Condition: Paved Asphalt
 Comments: FLOW IS WEST: REVERSE SETUP

Planned Date: 5/21/2001 12:07:32 PM Start Date: _____
 Planned Footage: _____ End Date: _____
 Status: _____ Canceled Surveyed Footage: _____
 Reason: _____ Operator: GENE POSCHNER
 Weather: Light Rain Work Order No.: _____
 Condition: Paved Asphalt
 Comments: FLOW IS WEST

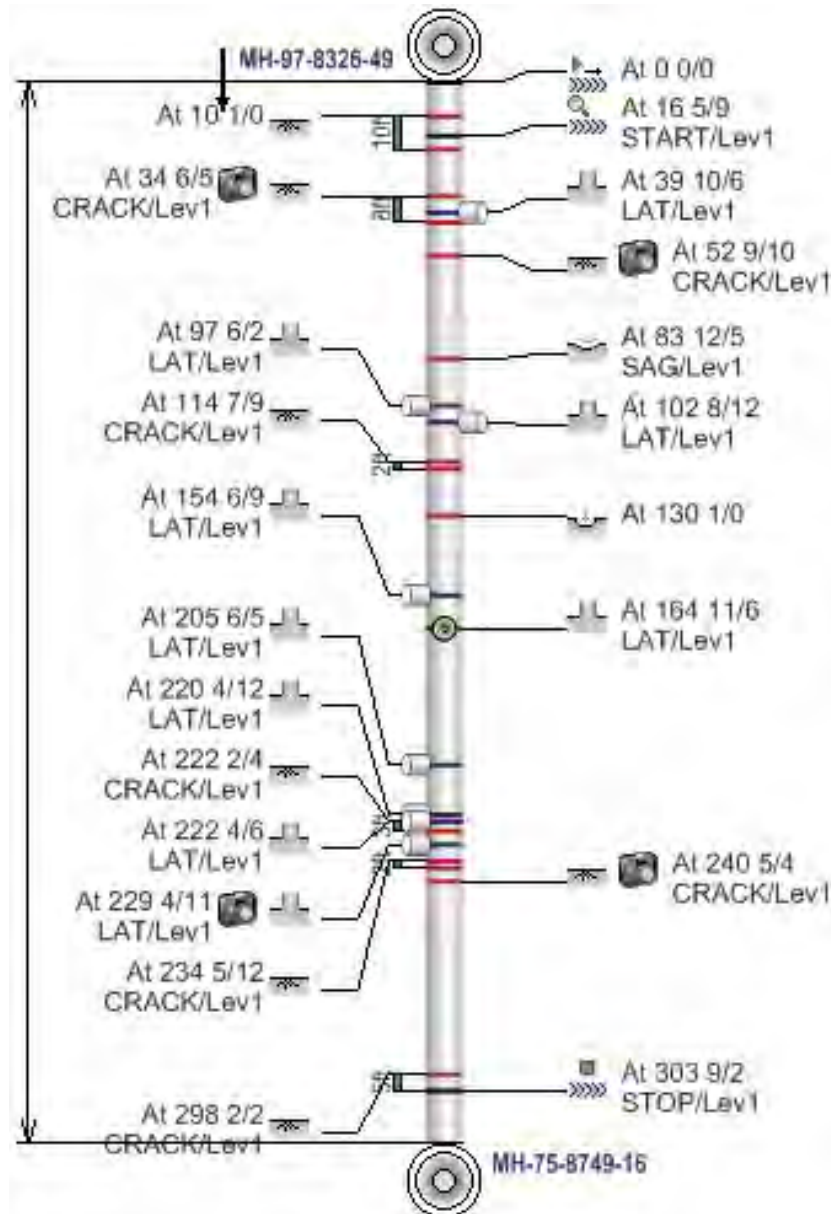
Planned Date: 5/21/2001 11:09:44 AM Start Date: _____
 Planned Footage: _____ End Date: _____
 Status: _____ Canceled Surveyed Footage: _____
 Reason: _____ Operator: GENE POSCHNER
 Weather: Light Rain Work Order No.: _____
 Condition: Paved Asphalt
 Comments: FLOW IS SOUTH: REVERSE SETUP



→ Report Templates are used to define the content and look of a report. Most reports packaged with Granite XP will be represented as templates (in conjunction with report presets to set up filtering criteria). Each report template consists of a number of objects to be described. These objects are represented by a subset of their properties (report fields). Graphics and secondary fields can also be included. For example, values like averages or sums, sorting, and grouping.

TV Inspection with Pipe-Run Graph

Project Name:		Asset ID:		City:		Address:		Surveyed Footage:			
Inspections for Los Angeles Waters		T399-1106-4964		Los Angeles, CA		2494 Art blvd.		328			
Planned Footage:		Pipe Width:		Pipe Height:		Pipe Type:		Surface Condition:		Direction:	
328		18		18		ZZZ		SAT1		Towards Downstream	



Report Presets are used to speed up day-to-day report operations like printing and exporting daily or weekly reports. In Granite XP, it is useful to specify persistent filters for daily or weekly reports and for selecting and generating several reports at a time. By specifying persistent filters for report templates and selecting and generating several reports at a time, report processing time can be shortened.

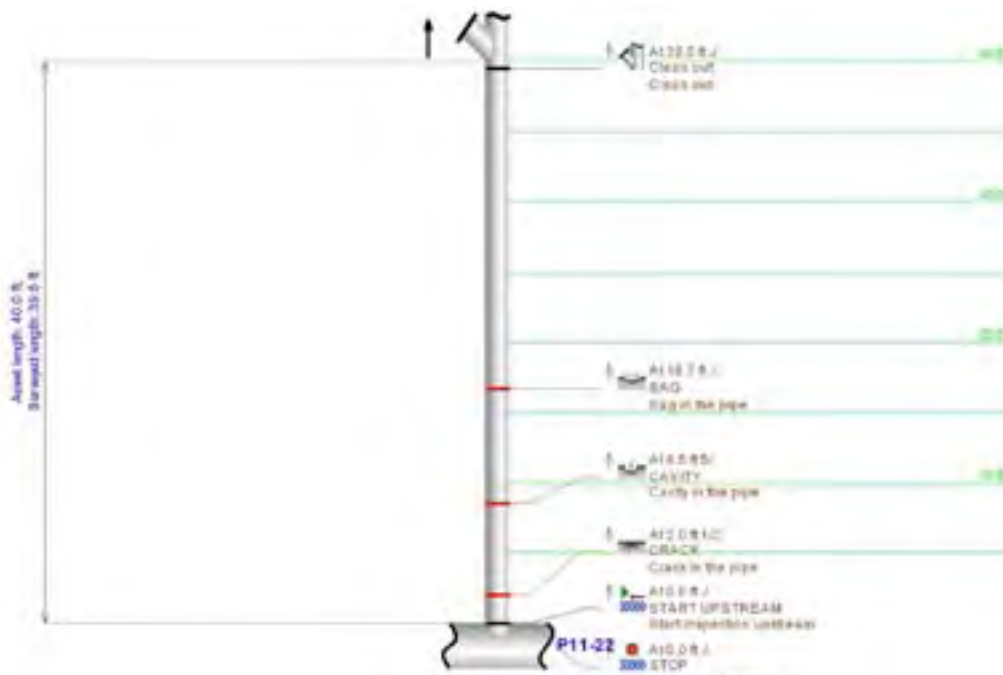
Lateral Inspection with Pipe-Run Graph

SITE DATA

Site ID	City	Address	Upstream Node	Downstream Node
P11-22	Orlando	9988 Main St	MAN11	MAN22
Pipe Type	Pipe Shape	Pipe Height	Pipe Width	Total Lateral Count
CAS	C	18	18	1

LATERAL AT 20.5

Lateral ID	Pipe Type	Pipe Shape	Pipe Height	Pipe Width	Clock position
P11-22 - 1	PE	C	6		3 O'Clock
Surveyed Footage	Status	Operator	Work Order No.		
39.5	Suspended	hEmployer1			
Reason	Weather	Condition	Start Date	End Date	
REGULAR	Light Rain	SAT1	6/2/2004		
Comments					



Report filters are a means of selecting only relevant information to be presented in a report. In Granite XP, Reports can be filtered by applying a Report Template to include user-defined information for the Report. You can create and modify a report filter for a report based on a template.

PACP Sewer Report

Surveyors Name Scooby Doo		and Certificate Number t-1234-5678		System Owner my owner		Survey Customer my customer		Drainage Area my drain area		Sheet No. 1	
P/O No. my po number		Pipeline Segment Reference section178		Date 2003/05/15		Time 13:44		Location (Street Name and Number) my street		Locality my city	
Further Location Details my location details											
Downstream Manhole Number 123A		Upstream Manhole Number 123B		Rim to Invert 111.1		Grade to Invert 555.6		Rim to Invert 444.4		Grade to Invert 222.2	
Shape C		Material OB		Ln. Method FF		Pipe Joint Length 7.5		Use of Sewer SW		Direction U	
Width 14		Sewer Category J		Pre-Cleaning 2003/07/27		Weather 2		Location Code G		Flow Control D	
Purpose B		Amount of Structural Defects 0		Structural Segment Grade 0		Structural Pipe Rating 3.75		Amount of O&M Defects 0		O&M Segment Grade 0	
Rim to Invert 111.1		Grade to Invert 555.6		Rim to Invert 444.4		Grade to Invert 222.2		Rim to Invert 666.7		Height 12	
Total Length 28.0		Length Surveyed 12.0		Year Laid 1905		Year Rehabilitated 1905		Tape/Media Number 123abc			

Grade	Amount of Structural Defects	Structural Segment Grade	Structural Pipe Rating	Structural Quick Rating	Amount of O&M Defects	O&M Segment Grade	O&M Pipe Rating	O&M Quick Rating	O&M Pipe Rating Index	Overall Pipe Rating	Overall Pipe Rating Index
1	0	0			0	0					
2	1	2			1	2					
3	1	3	15	5231	0	0	2	2100	2	17	3.4
4	0	0			0	0					
5	2	10			0	0					



C.C.T.V. Inspection Form

Surveyors name (1) and Certificate number (1a) System Owner (2) Survey Customer (3) Drainage Area (4) Sheet No. (5)

P/O No. (6) Pipeline Segment Reference (7) Date (8) Time (9) Location (Street Number and Number) (10) Locality (10a)

Further Location details (11) Upstream Manhole Number (12) Rim to Invert (13) Grade to Invert (14) Rim to Grade (15)

Downstream Manhole Number (16) Rim to Invert (17) Grade to Invert (18) Rim to Grade (19) Use of Sewer (20) Direction (21) Flow Control (22) Height (23)

Width (24) Shape (25) Material (26) Ln. Method (27) Pipe Joint Length (28) Total Length (29) Length Surveyed (30) Year Laid (31) Year Rehabilitated (32) Tape / Media Number (33)

Purpose (34) Sewer Category (35) Pre-Cleaning (36) Cleaned 36a) Weather (37) Location Code (38) Additional Information (39)

Distance (feet) (meters)	Video Ref.	Code		Continuous defect	Value			Joint	Circumferential Location		Image Ref.	Remarks
		Group/ Descriptor	Modifier/ severity		S/ M/ L	Inches (mm)			%	At/ From		
						1st	2nd					
●												
●												
●												
●												
●												
●												
●												
●												
●												



C.C.T.V. Inspection Continuation Form

Surveyors name (1)	System Owner (2)	Date (8)	Upstream Manhole Number (12)	Pipe Segment Ref (If Applicable) (7)	Sheet No. (5)
		CCYY/MM/DD			

Distance (feet) (meters)	Video Ref.	Code		Continuous defect	Value				Joint	Circumferential Location		Image Ref.	Remarks
		Group/ Descriptor	Modifier/ severity		S/ M/ L	Inches (mm)		%		At/ From	To		
						1 st	2 nd						
●													
●													
●													
●													
●													
●													
●													
●													
●													
●													
●													
●													
●													



MANHOLE INSPECTION FORM

Surveyor's name (1)

Certificate number (1a)

System Owner (2)

Survey Customer (3)

Drainage Area (4)

Sheet No. (5)

P.O. No. (6)

Date (CCYY/MM/DD) (8)

Time (9)

Location (No. & Name) (10)

Locality/City Name (10a)

Further Location Details (11)

Manhole Number (12)

Outgoing Rim to Invert (13)

Outgoing Grade to Invert (14)

Rim to Grade (15)

Use of Sewer (20)

Year Laid (31)

Year Rehabilitated (32)

Tape/Media Number (33)

Purpose (34)

Sewer Category (35)

Pre-Cleaning (36)

Date Cleaned (CCYY/MM/DD) (36a)

Weather (37)

Location Code (38)

Additional Information (39)

Manhole Surface Type (40)

Potential for Runoff (41)

Access Point Type (42)

Northing (43)

Easting (44)

Elevation (45)

Coordinate System (46)

Accuracy of GPS (47)

Inspection Status (48)

Evidence of Surcharge (49)

Image Reference (50)

Video Name (51)

SKETCH



MANHOLE COMPONENT OBSERVATIONS

Cover Shape	Cover Size/ Width	Cover Material	Cover Type	Vent Hole Diameter	# Vent Holes
Cover Bearing Surface Diameter/Width	Cover/Frame Fit	Cover Condition	Cover Insert Type	Cover Insert Condition	
MH Adjustment Ring Type	MH Adjustment Ring Condition	MH Adjustment Ring Height			
Frame Material	Frame Bearing Surface Width	Frame Bearing Surface Depth	Frame Clear Opening	Diameter	
Frame Condition	Frame Seal Condition	Frame Offset Distance	Frame Seal Inflow	Frame Depth	Chimney Material 1
Chimney Material 2	Int. Chim. Coating/Liner	Ext. Chim. Coating/Liner	Chimney I/I	Chimney Clear Opening	Chimney Depth
Cone Type	Cone Material	Int. Cone Coating/Liner	Ext. Cone Coating/Liner	Cone Depth	Wall Diameter (length/width)
Wall Material	Int. Wall Coating/Liner	Ext. Wall Coating/Liner	Wall Depth	Bench Present?	Bench Coating/Liner
Bench Material	Channel Installed	Channel Material	Channel Type	Channel Exposure	# Steps

Step Material

--

PIPE CONNECTION FIELDS

Pipe Number	Pipe Clock Position	Rim to Invert	Pipe Direction	Pipe Material	Pipe Shape	Pipe Diameter	Pipe Width	Pipe Seal Condition	Pipe Special Condition	Connects to Access Point ID

NASSCO'S PIPELINE ASSESSMENT & CERTIFICATION PROGRAM (PACP)©

Section 4—Continuous Defect Coding

“TRULY” 4-1
 “Truly” continuous defects run along the sewer without any interruption for more than 3 feet.
 Examples:
 - Longitudinal Fractures
 - Cracks

“REPEATED” 4-1
 “Repeated” continuous defects occur at regular intervals along the sewer. These occur at pipe joints and include:
 - Encrustation
 - Open Joints
 - Circumferential Fractures

Section 5—Structural Defect Coding (Module 6A)

C CRACK 5-1 CL Longitudinal 5-2 CC Circumferential 5-2 CM Multiple 5-2 CS Spiral 5-2	F FRACTURE 5-7 FL Longitudinal 5-7 FC Circumferential 5-7 FM Multiple 5-7 FS Spiral 5-7	B BROKEN 5-15 BSV -Soil Visible 5-15 Beyond Defect BV V -Void Visible 5-15 Beyond Defect	H HOLE 5-17 HSV -Soil Visible 5-17 Beyond Defect HV V -Void Visible 5-17 Beyond Defect	D DEFORMED 5-19 DV Deformed 5-19 Vertically (brick) DH Deformed 5-19 Horizontally (brick)	X COLLAPSE 5-23 XP Pipe Collapse 5-23 XB Brick Collapse 5-23	J JOINT 5-27 JO Joint Offset 5-27 (Displaced) JS Joint Separated 5-27 (Open) JA Joint Angular 5-27
S SURFACE DAMAGE 5-32 SRI Roughness Increased 5-32 SRIM -Mechanical 5-33 SRIC -Chemical Attack 5-33 SRIZ -Not Evident 5-33	S SURFACE DAMAGE 5-32 SAV Aggregate Visible 5-32 SAVM -Mechanical 5-33 SAVC -Chemical Attack 5-33 SAVZ -Not Evident 5-33	S SURFACE DAMAGE 5-32 SAP Aggregate Projecting 5-32 SAPM -Mechanical 5-33 SAPC -Chemical Attack 5-33 SAPZ -Not Evident 5-33	S SURFACE DAMAGE 5-32 SAM Aggregate Missing 5-32 SAMM -Mechanical 5-33 SAMC -Chemical Attack 5-33 SAMZ -Not Evident 5-33	S SURFACE DAMAGE 5-32 SRV Reinforcement Visible 5-32 SRVM -Mechanical 5-33 SRVC -Chemical Attack 5-33 SRVZ -Not Evident 5-33	S SURFACE DAMAGE 5-32 SRP Reinforcement Projecting 5-32 SRPM -Mechanical 5-33 SRPC -Chemical Attack 5-33 SRPZ -Not Evident 5-33	S SURFACE DAMAGE 5-32 SRC Reinforcement Corroded 5-32 SRCM -Mechanical 5-33 SRCC -Chemical Attack 5-33 SRCZ -Not Evident 5-33
S SURFACE DAMAGE 5-32 SMW Missing Wall 5-33 SMWM -Mechanical 5-33 SMWC -Chemical Attack 5-33 SMWZ -Not Evident 5-33	S SURFACE DAMAGE 5-32 SSS Surface Spalling 5-33 SSSM -Mechanical 5-33 SSSC -Chemical Attack 5-33 SSSZ -Not Evident 5-33	S SURFACE DAMAGE 5-32 SZ Other 5-33 SZM -Mechanical 5-33 SZC -Chemical Attack 5-33 SZZ -Not Evident 5-33	S SURFACE DAMAGE 5-32 SCP Corrosion 5-33 (metal pipe)	LF LINING FAILURE 5-46 LFD Detached Lining 5-46 LFDE Defective End 5-46 LFB Blistered Lining 5-46 LFCS Service Cut Shifted 5-46 LFAC Abandoned Connection 5-46	LF LINING FAILURE 5-46 (continued) LFOC Overcut Service 5-46 LFUC Undercut Service 5-46 LFBK Buckled Lining 5-46 LFW Wrinkled Lining 5-46 LFZ Other 5-46	WF WELD FAILURE 5-58 WFL Longitudinal 5-58 WFC Circumferential 5-58 WFM Multiple 5-58 WFS Spiral 5-58 WFZ Unidentified 5-58
RP POINT REPAIR 5-64 RPR Pipe Replaced 5-64 RPRD -Defective 5-64 RPP Patch Repair 5-64 RPPD -Defective 5-64	RP POINT (cont) REPAIR 5-64 RPL Localized Lining 5-64 RPLD -Defective 5-64 RPZ Other 5-64 RPZD -Defective 5-64	BRICKWORK 5-70 DB Displaced 5-70 MB Missing 5-70 DI Dropped Invert 5-70	BRICKWORK 5-70 (continued) MM Missing Mortar 5-70 S -Small 5-70 M -Medium 5-71 L -Large 5-71	Updated November 2007		

NASSCO'S PIPELINE ASSESSMENT & CERTIFICATION PROGRAM (PACP)©

Section 6—Operational and Maintenance (Module 6B)

D DEPOSITS 6-1 DA Attached 6-1 DAE -Encrustation 6-2 DAGS -Grease 6-2 DAR -Ragging 6-2 DAZ -Other 6-2	D DEPOSITS 6-1 (continued) DS Settled 6-1 DSF -Fine 6-2 DSGV -Gravel 6-2 DSC -Hard/Compacted 6-2 DSZ -Other 6-2	D DEPOSITS 6-1 (continued) DN Ingress 6-1 DNF -Fine Material 6-3 DNF (silt & sand) DNGV -Gravel 6-3 DNZ -Other 6-3	R ROOTS 6-7 RF Fine 6-7 RFB -Barrel 6-7 RFL -Lateral 6-7 RFC -Connection 6-7	R ROOTS 6-7 (continued) RM Medium 6-7 RMB -Barrel 6-7 RML -Lateral 6-7 RMC -Connection 6-7	R ROOTS 6-7 (continued) RB Ball 6-7 RBB -Barrel 6-7 RBL -Lateral 6-7 RBC -Connection 6-7	R ROOTS 6-7 (continued) RT Tap 6-7 RTB -Barrel 6-7 RTL -Lateral 6-7 RTC -Connection 6-7
I INFILTRATION 6-13 IW Weeper 6-13 ID Dripper 6-13 IR Runner 6-13 IG Gusher 6-13	OB OBSTACLES/ Obstructions 6-19 OBB Brick or Masonry 6-19 OBM Pipe Material in Invert 6-19	OB OBSTACLES/ Obstructions (cont) 6-19 OBI Object protruding through wall 6-19 OBJ Object wedged in joint 6-19	OB OBSTACLES/ Obstructions (cont) 6-19 OBC Object through connection/junction 6-19 OBP External Pipe Cable 6-19	OB OBSTACLES/ Obstructions (cont) 6-19 OBS Built into structure 6-20 OBN Construction Debris 6-20 OBR Rocks 6-20 OBZ Other 6-20	V VERMIN 6-31 VR Rat 6-31 VC Cockroach 6-31 VZ Other 6-31	

Section 7—Construction Features Coding (Module 6C)

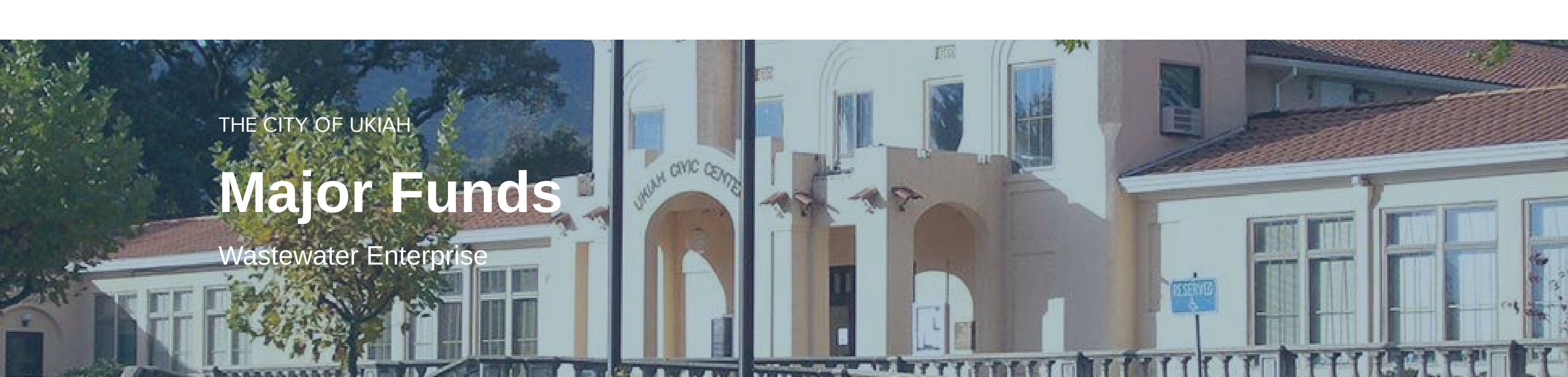
T TAP 7-1 TF Factory Made (junction) 7-1 TFA -Active 7-2 TFB -Abandoned 7-2 TFC -Capped 7-2 TFD -Defective 7-2	T TAP (continued) 7-1 TB Break In/Hammer (connection) 7-2 TBI -Intruding 7-2 TBA -Active 7-2 TBB -Abandoned 7-2 TBC -Capped 7-2 TBD -Defective 7-2	T TAP (continued) 7-1 TS Saddle (connection) 7-2 TSI -Intruding 7-2 TSA -Active 7-2 TSB -Abandoned 7-2 TSC -Capped 7-2 TSD -Defective 7-2	IS INTRUDING SEAL MATERIAL 7-8 ISSR Sealing Ring 7-8 ISSRH -Hanging 7-8 ISSRB -Broken 7-8	IS INTRUDING SEAL MATERIAL 7-8 (continued) ISGT Grout 7-8 ISZ Other 7-8	L LINE 7-11 (of sewer) LL Left 7-11 LLU Left & Up 7-11 LLD Left & Down 7-11 LR Right 7-11	L LINE 7-11 (of sewer) (continued) LRU Right & Up 7-11 LRD Right & Down 7-11 LU UP 7-11 LD Down 7-11
A ACCESS POINT 7-13 AMH Manhole 7-13 AWA Wastewater Access 7-13 ADP Discharge Point 7-13 ATC Tee Connection 7-13	A ACCESS POINT (continued) 7-13 AOC Other Special Chamber 7-14 AM Meter 7-14 AWW Wet Well 7-14 AJB Junction Box 7-14	A ACCESS POINT (continued) 7-13 ACO Clean Out 7-14 ACOM -Mainline 7-14 ACOP -Property 7-14 ACOH -House 7-14	A ACCESS POINT (continued) 7-13 ACB Catch Basin 7-14 AEP End of Pipe 7-14			

Section 8—Miscellaneous Features Coding (Module 6D)

M MISC. FEATURES 8-1 MCU Camera Underwater 8-1 MGO General Observation 8-1 MGP General Photograph 8-1	M MISC. FEATURES (cont) 8-1 MSC Shape/Size Change 8-1 (Sewer Dims/ Vertical/ Horizontal) MJL Joint Length Change 8-1	M MISC. FEATURES (cont) 8-1 MLC Lining Change 8-1 MMC Material Change 8-2 MSA Survey Abandoned 8-2 MWL Water Level 8-2 MWLS -sag 8-2	M MISC. FEATURES (cont) 8-1 MWM Water Mark 8-2 MY Dye Test 8-2 MYV -Dye Visible 8-2 MYN -Not Visible 8-2
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Updated November 2007

Appendix 4-C
City of Ukiah FY 2014/15 Budget
(Public Works and Water/Sewer Utilities)



Purpose of the Fund

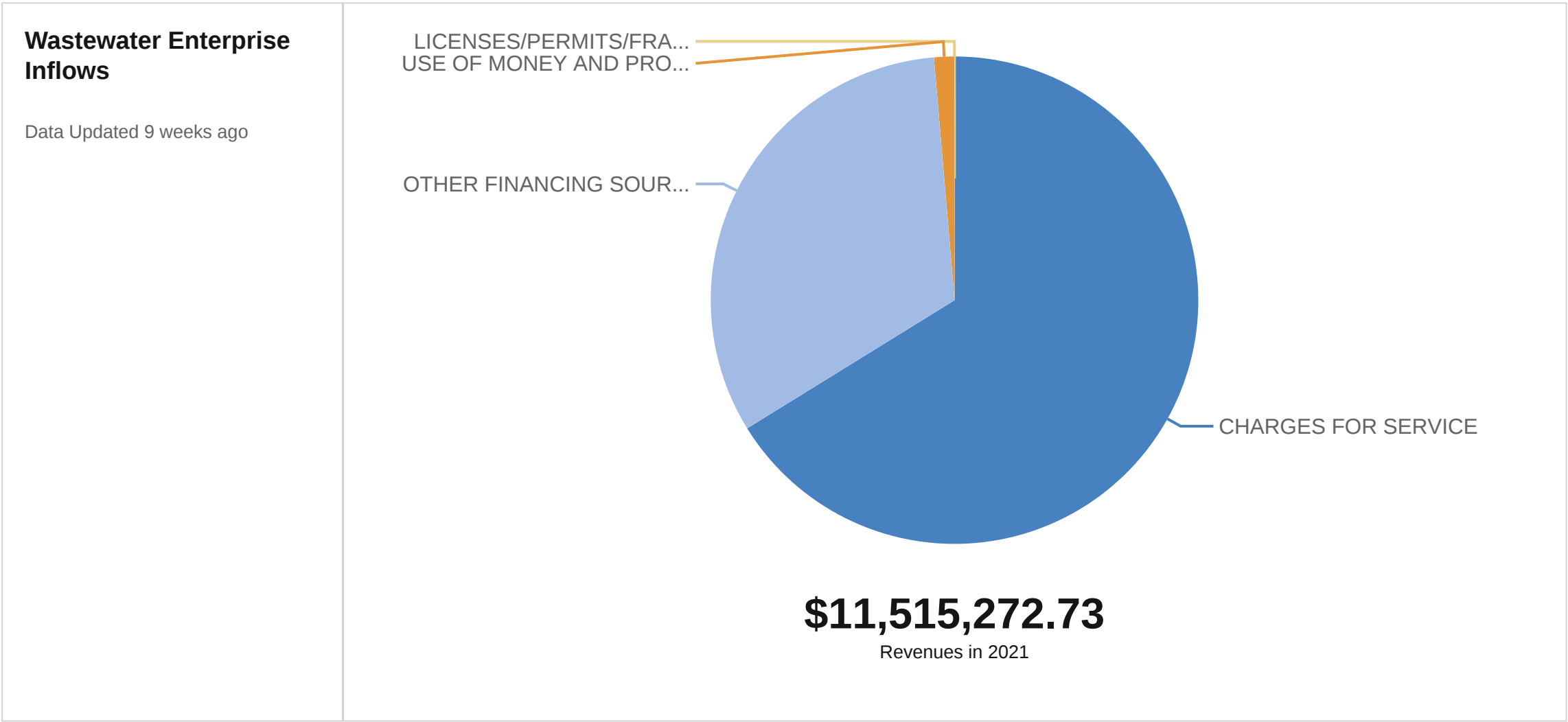
The wastewater enterprise serves the City by providing for the collection, treatment, and disposal of wastewater for the City of Ukiah and the Ukiah Valley Sanitation District (UVSD).

Costs for operation and capital are budgeted in City funds and are shared by the City and UVSD based on an agreed upon apportionment.

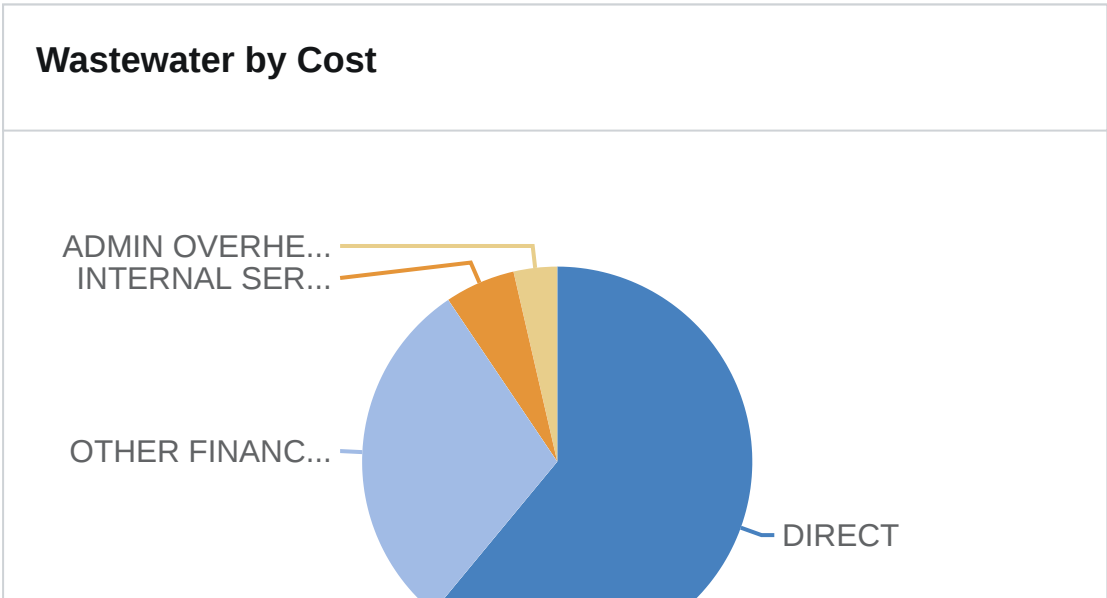
Services Provided

- Wastewater collection
- Service expansion
- Treatment
- Disposal

Budget Summary: Inflows of Resources by Major Sources



Budget Summary: Appropriations by Cost



Budget Summary: Appropriations by Cost

Wastewater by Cost	
Category	2021
DIRECT	\$8,018,901.77
OTHER FINANCING USES	\$3,887,612.00
INTERNAL SERVICE USE	\$767,211.00

\$13,147,637.77

Expenses in 2021

Category	2021
ADMIN OVERHEAD	\$473,913.00

This graph illustrates the costs that are incurred by the fund. It includes transfers (other financing uses).

This table illustrates the same information as the graph to the left but is presented as numerical information.

Costs Over Time



Budget Detail by Cost

Updated On 19 Jun, 2020

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EXPENSES

ENTERPRISE

Data

Collapse All	2017-18 Actuals	2018-19 Actuals	2019-20 Current Budget	2019-20 Estimated Year-End	2020-21 Budget	2022 Projection	2023 Projection
▼ DIRECT	\$ 10,707,525	\$ 11,734,457	\$ 15,178,228	\$ 11,143,723	\$ 8,018,902	\$ 8,081,426	\$ 8,292,430
▶ PERSONNEL	1,616,556	1,704,411	2,154,528	2,022,348	2,137,214	2,267,904	2,407,313
▶ SERVICES & OTHER OPERATING	3,092,140	4,079,330	3,929,709	2,431,400	3,384,076	3,451,910	3,521,106
▶ DEBT SERVICE	4,842,331	4,837,364	4,875,625	2,826,489	2,137,612	2,137,612	2,137,612
▶ CAPITAL	1,156,498	1,113,352	4,218,366	3,863,486	360,000	224,000	226,400
▼ INDIRECT	1,124,655	1,073,877	854,933	1,017,541	1,241,124	1,248,293	1,257,947
▶ ADMIN OVERHEAD	276,276	299,579	264,598	262,252	473,913	478,652	483,439
▶ INTERNAL SERVICE USE	848,379	774,298	590,335	755,289	767,211	769,640	774,509
▼ OTHER FINANCING USES	3,242,802	13,443,191	4,561,130	768,950	3,887,612	3,887,612	3,887,612
▶ TRANSFERS OUT	3,242,802	13,443,191	4,561,130	768,950	3,887,612	3,887,612	3,887,612
Total	\$ 15,074,982	\$ 26,251,525	\$ 20,594,291	\$ 12,930,214	\$ 13,147,638	\$ 13,217,330	\$ 13,437,990

Changes to Working Capital: The Full Picture

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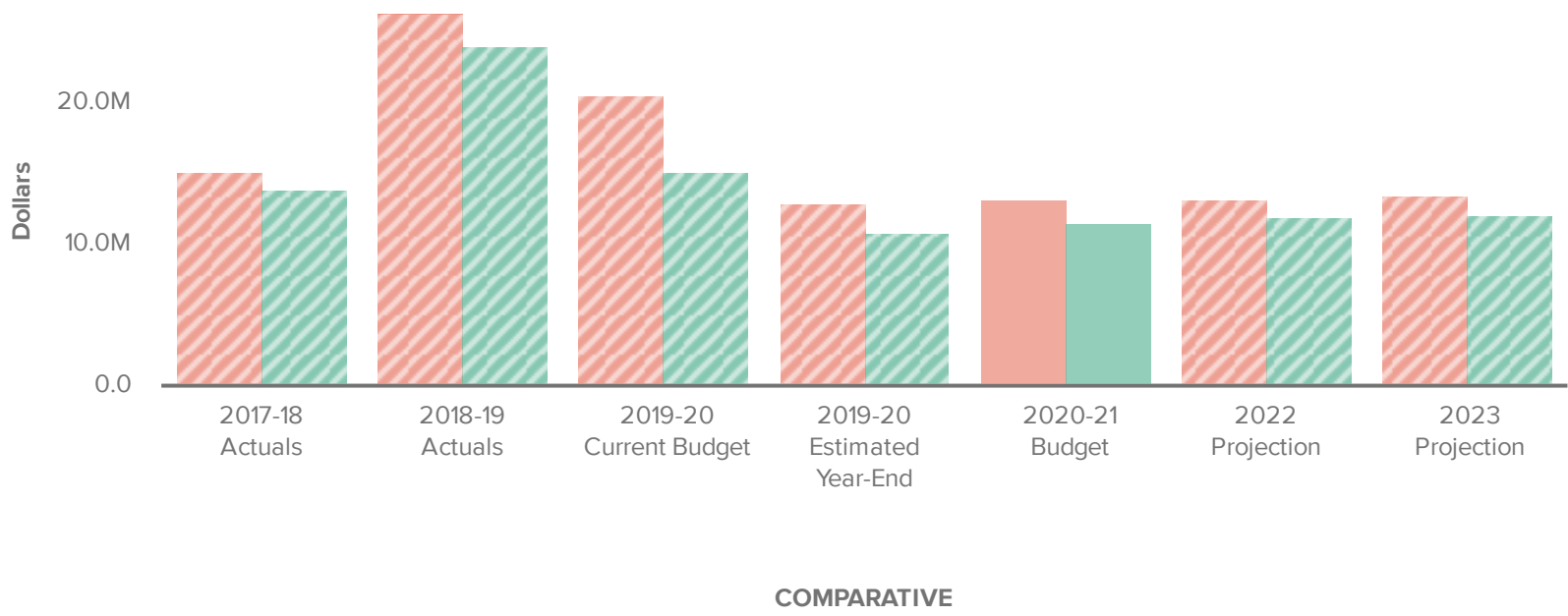
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Types

ENTERPRISE

Visualization



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Sort By Chart of Accounts

- EXPENSES
- REVENUES

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Types

▼ ENTERPRISE ...

Data

Collapse All	2017-18 Actuals	2018-19 Actuals	2019-20 Current Budget	2019-20 Estimated Year-End	2020-21 Budget	2022 Projection	2023 Projection
▼ REVENUES	\$ 13,891,373	\$ 24,041,951	\$ 15,169,652	\$ 10,811,591	\$ 11,515,273	\$ 11,895,999	\$ 12,133,988
▶ CONTRIBUTIONS	2,592,224	2,522,612	2,536,235	2,473,057	0	0	0
▶ CHARGES FOR SERVICE	8,083,036	8,028,806	8,171,564	7,636,294	7,621,903	7,999,516	8,234,330
▶ USE OF MONEY AND PROPERTY	57,936	158,548	41,805	71,391	154,835	157,932	161,090
▶ LICENSES/PERMITS/FRANCHISES	8,742	1,030	8,918	2,565	923	939	956
▶ OTHER REVENUES	5,165	-15,429	0	9,335	0	0	0
▶ OTHER FINANCING SOURCES	3,144,272	13,346,384	4,411,130	618,950	3,737,612	3,737,612	3,737,612
▼ EXPENSES	15,074,982	26,251,525	20,594,291	12,930,214	13,147,638	13,217,330	13,437,990
▼ DIRECT	10,707,525	11,734,457	15,178,228	11,143,723	8,018,902	8,081,426	8,292,430
▶ PERSONNEL	1,616,556	1,704,411	2,154,528	2,022,348	2,137,214	2,267,904	2,407,313
▶ SERVICES & OTHER OPERATING	3,092,140	4,079,330	3,929,709	2,431,400	3,384,076	3,451,910	3,521,106
▶ DEBT SERVICE	4,842,331	4,837,364	4,875,625	2,826,489	2,137,612	2,137,612	2,137,612
▶ CAPITAL	1,156,498	1,113,352	4,218,366	3,863,486	360,000	224,000	226,400
▼ INDIRECT	1,124,655	1,073,877	854,933	1,017,541	1,241,124	1,248,293	1,257,947
▶ ADMIN OVERHEAD	276,276	299,579	264,598	262,252	473,913	478,652	483,439
▶ INTERNAL SERVICE USE	848,379	774,298	590,335	755,289	767,211	769,640	774,509
▶ OTHER FINANCING USES	3,242,802	13,443,191	4,561,130	768,950	3,887,612	3,887,612	3,887,612
Revenues Less Expenses	\$ -1,183,609	\$ -2,209,574	\$ -5,424,639	\$ -2,118,622	\$ -1,632,365	\$ -1,321,331	\$ -1,304,001

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FUND BALANCE/WORKING CAPITAL

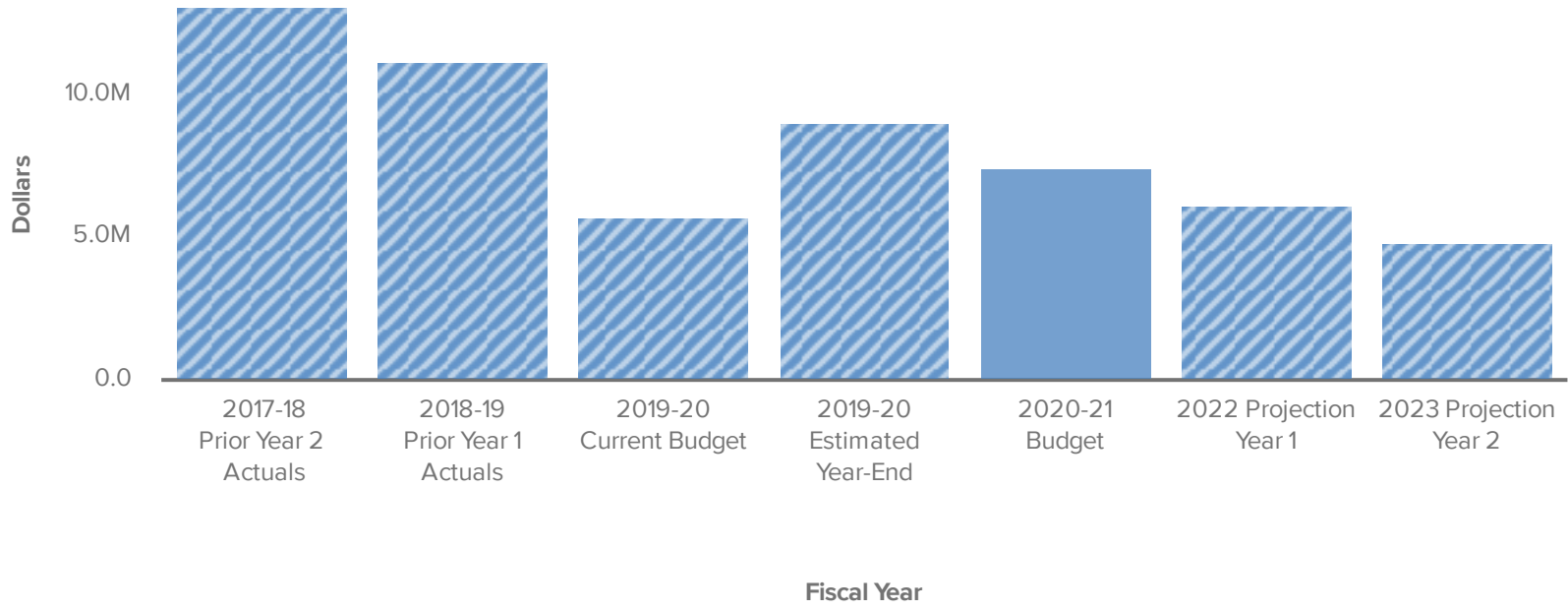
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Sort By Chart of Accounts

FUND BALANCE/WORKIN...

Visualization



Notes:

1. Primary reason for the projected decline in working capital (reserves) are the continued settlement payments to UVSD, which are scheduled to end in FY 2023.

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FUND BALANCE/WORKING CAPITAL

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Data

	2017-18 Prior Year 2 Actuals	2018-19 Prior Year 1 Actuals	2019-20 Current Budget	2019-20 Estimated Year-End	2020-21 Budget	2022 Projection Year 1	2023 Projection Year 2
FUND BALANCE/WORKING CAPITAL	\$ 12,992,466	\$ 11,156,297	\$ 5,731,658	\$ 9,037,675	\$ 7,405,310	\$ 6,083,978	\$ 4,779,977
Total	\$ 12,992,466	\$ 11,156,297	\$ 5,731,658	\$ 9,037,675	\$ 7,405,310	\$ 6,083,978	\$ 4,779,977

End Notes:

1. None.

City of Ukiah

300 Seminary Ave

[City Website](#)

Appendix 4-D
Sewer Lateral Replacement Grant Program

EXHIBIT "A" TO RESOLUTION 2008-03

CITY OF UKIAH AND UKIAH VALLEY SANITATION DISTRICT

SEWER LATERAL REPLACEMENT/REPAIR GRANT PROGRAM GUIDELINES

This Sewer Lateral Replacement/Repair Grant Program (Grant Program) is offered to eligible owners of property located within the City of Ukiah (City) or the Ukiah Valley Sanitation District (District) to help defray the cost of replacing or repairing a qualified defective sewer lateral. Sewer lateral repairs must meet the standards established for a 25 year Sewer Lateral Certificate of Compliance to be eligible for a grant. The City and the District reserve the right to suspend or terminate the Grant Program at any time for any reason and they will suspend or terminate the program if program funds are exhausted. The City and District reserve the right to substitute the Grant Program with a Public Work Project for street lateral rehabilitation consisting of the relining of the street lateral or utilizing other approved trenchless technology and construction of a two way sewer lateral cleanout within the public right of way or any other Cost Participating Project related to the repair or replacement of the sewer lateral in whole or in part. A determination to substitute the Grant Program with a Public Work Project or Cost Participation Project will be made on a project by project basis associated with the rehabilitation of the sewer main and such decision will be made by the governing body of the City or District.

DEFINITIONS

As used in this Grant Program, the following words and phrases shall have the following definitions, which need not be capitalized, when used in these Guidelines:

A. "Application" shall mean and refer to a form and process that an eligible property owner must complete and follow in order to qualify for a grant under the Grant Program. All applications will be prioritized by the City or District and reviewed for approval.

B. "Building Drain" shall mean and refer to that part of the lowest piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building or structure and conveys it to the building sewer which begins two feet outside the exterior building wall.

C. "Building Sewer" shall mean and refer to that portion of the sewer lateral which extends from two feet from outside the exterior building wall to the property line.

D. "Building Wall" shall mean and refer to a component part of a structure built, erected, framed and designed for the housing, shelter, enclosure or support of persons, animals, or property of any kind.

E. "Closed Circuit TV Inspection" or "CCTV Inspection" shall mean and refer to a process whereby a camera is placed into and run through the inside of a sewer lateral or public sewer main for the purpose of visually detecting leaks or other defects and the inspection is recorded on DVD or videotape or other approved recording medium all in accordance with the standards and specifications adopted by the City and District.

EXHIBIT "A" TO RESOLUTION 2008-03

F. "Defective Sewer Lateral, Defective Building Lateral or Defective Street Lateral" shall mean and refer to any sewer lateral, building lateral, or street lateral that fails the exfiltration test or that at the sole discretion of the City or District unacceptable pipe defects are noted as a result of the CCTV Inspection.

G. "Eligible Costs" shall mean and refer to qualified expenditures made by the property owner as a result of replacing or repairing a qualified defective sewer lateral that can be reimbursed to the property owner under the Grant Program up to the maximum reimbursement amount allowed.

H. "Eligible Property Owner" shall mean and refer to any Property Owner legally connected to the City or District public sewer main by a defective sewer lateral and who is not discharging prohibited liquids and substances into the sewer lateral and illegal connections to the sewer lateral do not exist.

I. "Exfiltration Test" shall mean and refer to the static water test that is to be performed on a sewer lateral in accordance with the procedures and standards established by the City and District to determine if the lateral is defective.

J. "Grant" shall mean and refer to an amount of money that may be reimbursed by the City or District to an Eligible property Owner or his/her agent or designee and is less than or equal to 50% (fifty percent) of the Eligible Costs. The Grant amount shall not exceed the Maximum Grant Amount.

K. "Maximum Grant Amount" shall mean and refer to the maximum reimbursement that will be made by the City or District for each qualifying defective sewer lateral and this maximum reimbursement shall be set by Resolution of the Governing Body.

L. "Grant Funds" shall mean and refer to a portion of those funds designated for Inflow/Infiltration reduction within Budget Account 614.3510.810.004 for the City and Budget Account 614.3510.811.004 for the District. The amount of Grant Funds shall be determined by the City or District on an annual basis.

M. "Public Sewer Main" shall mean and refer to the sewers owned or maintained by the City or District lying within the limits of public streets, roads, easements, reserves, non-exclusive easements or other rights of way serving or intended to serve two or more separate properties or parcels. The street lateral is not a Public Sewer Main, however, the street lateral wye connection to the sewer main shall be considered as a component of the Public Sewer Main. Any sewer lateral connection that is made to sewer main without the use of a fitting such as a wye or saddle is not a component of the Public Sewer Main.

N. "Qualified Defective Sewer Lateral" shall mean and refer to a sewer lateral that has been inspected and tested as a result of the occurrence of an event or trigger that requires the inspection and testing of the sewer lateral pursuant to the Sewer Lateral Inspection and Testing Ordinances adopted by the City or District and the sewer lateral has failed the exfiltration test or the City or District has determined as a result of the CCTV Inspection that the condition of the sewer lateral is not acceptable. A Qualified Defective Sewer lateral does not include a sewer lateral which has been tested and inspected at the discretion of the property owner or his/her agent or designee.

EXHIBIT "A" TO RESOLUTION 2008-03

O. "Qualified Expenditure" or "Qualified Expense" shall mean and refer to a monetary expense for labor, materials, and equipment incurred by the property owner as a result of making permitted repairs or replacements to a qualified defective sewer lateral subsequent to receiving an approved permit to perform a sewer lateral inspection and test. A qualified expense includes the expenditures for the necessary excavation and backfill or the operations necessary for a trenchless technology related to the repair or replacement of a qualified defective sewer lateral including the reasonable restoration of improvements and landscape to a condition that existed just prior to the performance of the excavation work. A Qualified Expenditure does not include costs incurred by the property owner for permit and inspection fees and for services related to the inspection and testing of the sewer lateral. If the repair or replacement of the building sewer lateral is made by the property owner, as opposed to the employees or contractors of the property owner, a labor cost allowance will not be considered as a Qualified Expenditure.

P. "Reasonable Replacement" shall mean and refer to the in-kind replacement of overlying improvements and landscaping directly above the repaired or replaced qualified defective sewer lateral and it shall exclude any upgrade in any replaced improvement or landscape or the replacement of improvements and landscaping that were removed at the discretion of the property owner or their agent.

Q. "Sewer Lateral Repair(s)" shall mean and refer to repair methods made to the sewer lateral that meet the standards established by the City or District for obtaining a 25 year Sewer Lateral Certificate of Compliance.

R. "Street Lateral" shall mean and refer to that portion of the sewer lateral which extends from the property line to the Public Sewer Main.

GUIDELINES FOR GRANTS TO ELIGIBLE PROPERTY OWNERS

1. The Grant Program is available only to Eligible Property Owners who are required to repair or replace a qualified defective sewer lateral because of the occurrence of an event or trigger which requires the inspection and testing of the sewer lateral in accordance with the City's or District's Sewer Lateral Inspection and Testing Ordinance. The maximum Grant Amount for the repair or replacement of each qualified defective sewer lateral shall be set by Resolution. Because Grant Funds are limited, the Grant Program is not available to Property Owners who repair or replace their sewer lateral at their own discretion or to Property Owners who construct new structures on vacant parcels or who redevelop previously developed parcels and utilize the existing sewer lateral(s).

2. To become eligible to receive a Grant, an Eligible Property Owner must first submit a completed Grant Application along with evidence that the sewer lateral is a qualified defective sewer lateral. The Grant Application may either be submitted prior to the start or after the completion of the sewer lateral repair or replacement work. In either case, the sewer lateral repair or replacement work must be performed under a permit issued by the City or the District.

- a. If the Grant Application is submitted prior to the start of the repair or replacement of a qualified defective sewer lateral, the Eligible Property Owner shall obtain at least one bid or cost quotation for the repair or replacement work. All bids or cost quotations shall be obtained from contractors licensed with the State of California to perform work on private

EXHIBIT "A" TO RESOLUTION 2008-03

sewer laterals. In the case of repairs to the sewer lateral, the scope of work contained in the bid or quote shall be sufficient to ensure that the repair work, once completed and tested, will meet the standards established for a 25 year Sewer Lateral Certificate of Compliance. All bids shall be submitted with the Grant Application to the City or District for review and confirmation of Eligible Costs. After the Grant Application has been approved by the City or the District and the sewer lateral repair or replacement work is completed within 60 days from the approval date of the Grant Application and the repaired or replaced sewer lateral passes the Exfiltration Test, payment of the approved eligible costs up to the maximum amount allowed for the grant is guaranteed. Payment of the Grant amount will be made to the Eligible Property Owner after the permit is finalized and within the City's and District's normal time frame for processing warrants. Should the sewer lateral repair or replacement work not be completed within the time frame stipulated on the approved Grant Application, the application will be processed as if the sewer lateral repair or replacement work had been completed prior to receiving an approved Grant Application.

- b. If the Grant Application is submitted subsequent to the completion of the sewer lateral repair or replacement work, the Eligible Property Owner shall submit with the Grant Application copies of all invoices from the licensed contractor who performed the work or, if the work was self performed by the Eligible Property Owner, copies of the material and equipment payment receipts. After receipt of a complete Grant Application, the City or District will determine which costs are Eligible Costs and any cost(s) which appear to be unreasonable for the type of work performed will be subject to revision to be considered Eligible Costs. If sufficient funds are available within the Grant Fund and the repaired or replaced sewer lateral has passed the Exfiltration Test and the Permit finalized, the Grant Application will be approved. Payment of the Grant amount will be made to the Eligible Property Owner within the City's and District's normal time frame for processing warrants. The submittal date of a complete Grant Application will determine its order to be considered for any available grant funding.
- c. If an Eligible Property owner elects to self perform the repair or replacement of a qualified defective sewer lateral, the Grant Application process must follow the process described in sub-paragraph b, above. Unless the Eligible Property Owner is a licensed Contractor with the State of California and is qualified to perform work on a private sewer lateral, the Eligible Property Owner cannot self perform work on the street lateral.
- d. Grant funds not exceeding the maximum Grant Amounts shall be set aside by the City or District and reserved for Property Owners who become Eligible as a result of the rehabilitation or replacement of the sewer main for one year commencing with the date of the Notice of Completion of the sewer main work. After the one year period, the approval of the Grant Application will be subject to available funds and processed as indicated in either sub-paragraphs a or b, above.

3. Only the following shall constitute evidence that a sewer lateral is a qualified defective sewer lateral:

- a. A CCTV inspection and an Exfiltration Test were performed as required by the City's or District's Sewer Lateral Inspection and Testing Ordinance, and
- b. The CCTV inspection indicates that the sewer lateral is a defective sewer lateral. The following shall constitute a defective sewer lateral.

EXHIBIT "A" TO RESOLUTION 2008-03

- i. Either any one of the following three conditions of the sewer lateral:
 - a) The pipe section has been altered as a result of a partial or complete pipe collapse and flow blockages have or can occur as a result of the altered pipe section;
 - b) A severe belly or sump within the sewer lateral causes the settlement of solids thereby increasing the risk of flow blockages;
 - c) An offset in a pipe joint which can restrict the flow of solids and cause flow blockages; or
- ii. The sewer lateral fails the Exfiltration Test.

4. Subsequent to the finalization of the Permit for sewer lateral repair or replacement, a Sewer Lateral Certificate of Compliance shall be issued by the City or District in accordance with the City's or District's Sewer Lateral Inspection and Testing Ordinances. A sewer lateral will not be eligible for another Grant until the Certificate of Compliance for that lateral has expired.

5. Prior to performing any work within the public right of way, an encroachment permit must be obtained from the agency having jurisdiction.

6. The following types of repair or replacements are reimbursable under the Grant Program:

- a. Open trench repair of the sewer lateral.
- b. Either partial or complete open trench replacement of the sewer lateral.
- c. Trenchless technologies such as pipe bursting and pipe relining. Pipe relining may be partial or for the entire length of the sewer lateral.
- d. Other method which is approved by the City or District prior to implementation.

7. The expenditures for the following type of work items related to the repair or replacement of the sewer lateral are to be considered qualifying expenditures:

- a. Contractor's mobilization and demobilization.
- b. Sawcutting of asphalt and Portland cement concrete and other hard surfaces to be removed to gain access to the sewer lateral.
- c. Traffic control related to the repair or replacement of the street lateral.
- d. Removal and replacement of public improvements over the street lateral.
- e. Reasonable removal and replacement of private improvements such as landscape, concrete, brick, or stone walkways and landscape irrigation.
- f. Removing and resetting portable landscape features such as small fountains and statues.
- g. Removing and resetting brick or concrete block planters and walls directly over the sewer lateral.
- h. Sewer lateral pipe materials including fittings and gaskets or glue.
- i. Excavation and backfill for open trench repair or replacement or for access pits needed for pipe bursting.
- j. All equipment used to excavate, backfill, pipe burst or reline the sewer lateral.
- k. Cleanup, hauling, and disposal of excavated materials including landfill or transfer station disposal fees.

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8. The expenditures for the following type of items related to the repair or replacement of the sewer lateral are not to be considered qualifying expenditures:

- a. CCTV inspections and Exfiltration Tests.
- b. Fees for permits and inspections.
- c. Installation of a sewer lateral cleanout needed to perform the CCTV inspection or to comply with the Plumbing Code.
- d. Tree and/or stump removal.
- e. Removal, replacement, or repair of in ground ponds or pools.
- f. Obtaining estimates, bids, or quotes.
- g. Acquisition of tools to perform the work.
- h. Labor allowances and vehicle fuel, depreciation, mileage allowance, maintenance and all other vehicle expenses incurred in the course of material, equipment, and tool acquisitions and debris hauling and disposal when the work is self performed by the Eligible Property Owner.

9. In the event that there is an unresolved dispute between City or District Staff and the Grant Applicant regarding a determination made by staff, the following dispute resolution procedure shall be followed:

- a. In the City, the Grant Applicant must first file a written request for resolution of the dispute to the Public Utilities Director. If a satisfactory resolution is not achieved within 15 calendar days, the Grant Applicant may file a claim with the City Clerk and the claim will be submitted to the City Council for resolution at the next regular City Council meeting occurring not less than 10 days following the filing of the claim with the City Clerk. The City Council shall provide an opportunity at the meeting for the Grant Applicant to make a presentation in support of his or her claim. It shall allow an opportunity for staff to present its position and shall hear from any other interested parties. The City Council shall have the final decision in the resolution of the dispute.
- b. In the District, the Grant Applicant must first file a written request for resolution of the dispute to the District Manager or to the CEO or his designee if a District Manager has not been appointed. If a satisfactory resolution is not achieved within 15 calendar days, the Grant Applicant may submit a request to the CEO or his designee that the written dispute be placed on the agenda for the next District Board meeting. The District Board shall provide an opportunity at the meeting for the Grant Applicant to make a presentation in support of his or her claim. It shall allow an opportunity for staff to present its position and shall hear from any other interested parties. The District Board shall have the final decision in the resolution of the dispute.



Sewer Lateral Replacement Grant Program Application

Section I: General Information

- Grant Address: _____
- Applicant Name: _____
- Applicant Address: _____
(if different from above)
- Applicant Phone: Home: _____ Work: _____

I certify by signing this application that I am the legal owner of the property described herein. I understand that this document is an application for a grant and does not entitle me to a grant unless or until the application has been approved by the City of Ukiah. I have been furnished with a copy of and have read the requirements for the Lateral Replacement Grant program and understand the City will provide me with a letter approving my application if funds have been granted. I understand that I am not eligible for a grant unless the City issues a *25 Year Certificate of Compliance* following the completion of the repair or replacement of my sewer lateral.

Signature: _____ Date: _____

Section II: Site Test/Inspection Information

Who will perform the inspection on your sewer line by using Closed Circuit Television (CCTV)?

Name: _____ Phone: _____

IMPORTANT:

1. All site test and CCTV Inspections are to be observed by a City of Ukiah representative.
2. Grant funds will not be obligated until the inspection, testing (if necessary), repair or replacement is completed, and the *25 Year Certificate of Compliance* has been issued.

Section III: Cost of Sewer Lateral Replacement

Please supply the invoice from the licensed contractor and submit to the City of Ukiah for review.

- Contractor Name: _____
- Cost: \$_____

Are you performing any of the work on your own property yourself? If so:

- Estimate of material and equipment costs: \$_____

Tax Liability Information: You are urged to consult your tax advisor concerning the taxability of grants. The City of Ukiah and the Ukiah Valley Sanitation District are not responsible for any taxes that may be imposed as a result of your receipt of this grant/payment (directly or indirectly). Grants in excess of \$600 may need to be reported on IRS Form 1099. A completed Form W-9 (Request for Taxpayer ID Number and Certification) must accompany this application to help determine if Form 1099 will be issued by the City of Ukiah or the Ukiah Valley Sanitation District.

Please submit to:
City of Ukiah
Public Works Department
300 Seminary Ave
Ukiah, CA 95482

Phone: (707) 463-6282
Fax: (707) 463-6204

The following sections are for City of Ukiah office use only.

Section IV: Miscellaneous Requirements

- Exfiltration test date completed: _____
- *25 Year Certificate of Compliance* issued: ☐ Yes ☐ No

Section V: Payment information

- Amount of funds obligated: \$_____ Date: _____

OFFICE USE ONLY

Project Approved

Date: _____

W-9 Attached: _____

Initials: _____

Permit #: _____

Appendix 4-E
Spare/Replacement Parts Inventory
(Critical Components Inventory)

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<u>Item</u>	<u>Description</u>	<u>Quantity On...</u>
<u>1-AC-4</u>	<u>Adapter 4" PVC Female, slip x thread</u>	<u>2</u>
<u>1-CI-64</u>	<u>Coupling, Increaser PVC 6" x 4" GxS</u>	<u>4</u>
<u>1-CI-84</u>	<u>Coupling, Increaser PVC 8" x 4" GxS</u>	<u>2</u>
<u>1-CI-86</u>	<u>Coupling, Increaser PVC 8" x 6" GxS</u>	<u>3</u>
<u>1-CO-4</u>	<u>Cleanout Plug, Threaded SDR 35 4"- OLD 1-CP-4</u>	<u>12</u>
<u>1-CO-4-2</u>	<u>Cleanout 2 Way Solvent Weld SDR 35 4"- OLD 1-C-4</u>	<u>8</u>
<u>1-CP-10A-P</u>	<u>Coupling, Sewer Flex, 10" AC/DI -10" CI/PL Mission #MR51 1010 ARC- OLD 1-CP-395</u>	<u>2</u>
<u>1-CP-10C-P</u>	<u>Coupling, Sewer Flex, 10" Clay -10" CI/PL Mission #MR02 1010 ARC- OLD 1-CP-391</u>	<u>2</u>
<u>1-CP-10COP</u>	<u>Coupling, Sewer Flex, 10" CONC -10" CI/PL Mission #MR06 1010 ARC</u>	<u>2</u>
<u>1-CP-12C-P</u>	<u>Coupling, Sewer Flex, 12" Clay -12" CI/PL Mission #MR02 1212 ARC- OLD 1-CP-392</u>	<u>3</u>
<u>1-CP-4</u>	<u>Coupling, PVC Sewer 4"- OLD 1-CP-366</u>	<u>11</u>
<u>1-CP-4A-P</u>	<u>Coupling, Sewer Flex, 4" AC - PVC OR CI Mission #MR-51-44-ARC- OLD 1-CP-366-B</u>	<u>10</u>
<u>1-CP-4CL-P</u>	<u>Coupling, Sewer Flex, 4" Clay-PVC or CI #MR02-44-ARC - OLD 1-CP-366-A</u>	<u>10</u>
<u>1-CP-4CO-P</u>	<u>Coupling, Sewer Flex, 4" Concrete CI or PVC - OLD 1-CP-366-D</u>	<u>10</u>
<u>1-CP-4P-P</u>	<u>Coupling, Sewer Flex, 4" PVC-PVC MIS5644ARC- OLD 1-CP-366-C</u>	<u>2</u>
<u>1-CP-6</u>	<u>Coupling, PVC Sewer 6"- OLD 1-CP-367</u>	<u>6</u>
<u>1-CP-6A-P</u>	<u>Coupling, Sewer Flex, 6" AC-PVC or DI-CI- OLD 1-CP-367-A</u>	<u>9</u>
<u>1-CP-6CL-P</u>	<u>Coupling, Sewer Flex, 6" Clay-PVC or CI Mission #MR02-66-ARC- OLD 1-CP-367-B..</u>	<u>6</u>
<u>1-CP-6CO-P</u>	<u>Coupling, Sewer Flex, 6" w/SS band Concrete-PVC #MR06-66-ARC (No Fernco) - OLD 1-CP-36...</u>	<u>8</u>
<u>1-CP-6P-P</u>	<u>Coupling, Sewer Flex, 6" PVC-PVC or CI-CI- OLD 1-CP-367-C</u>	<u>10</u>
<u>1-CP-8A-P</u>	<u>Coupling, Sewer Flex, 8" AC/DI -8" CI/PL Mission #MR51 88 ARC- OLD 1-CP-394</u>	<u>2</u>
<u>1-CP-8CL-P</u>	<u>Coupling, Sewer Flex, 8" Clay -8" CI/PL Mission #MR02 88 ARC- OLD 1-CP-390..</u>	<u>7</u>
<u>1-CP-8CO-P</u>	<u>Coupling, Sewer Flex, 8" w/ss Band Concrete-CI or PVC- (No Fernco)- OLD 1-CP-368</u>	<u>5</u>
<u>1-CV-G5</u>	<u>Cover, Sewer Steel G5 8" (Traffic)-OLD 1-CV-448</u>	<u>5</u>
<u>1-EL-4-1</u>	<u>Elbow, PVC Sewer 4" 45 degree S x G- OLD Elbow, OLD 1-E-72-A</u>	<u>10</u>
<u>1-EL-4-2</u>	<u>Elbow, PVC Sewer 4" 22 1/2 GxG - OLD 1-E-73</u>	<u>4</u>
<u>1-EL-4-3</u>	<u>Elbow, PVC Sewer 4" 22 1/2 SXG- OLD 1-E-73-A</u>	<u>15</u>
<u>1-EL-4-4</u>	<u>Elbow, PVC Sewer 4" 45 degree GxG - OLD 1-E-73-B</u>	<u>5</u>
<u>1-EL-4-5</u>	<u>Elbow, PVC Sewer 4" 90 degree SxG -OLD 1-E-73-E</u>	<u>13</u>
<u>1-EL-6-1</u>	<u>Elbow, PVC Sewer 6" 45 degree GxG OLD 1-E-6-1</u>	<u>3</u>
<u>1-EL-6-2</u>	<u>Elbow, PVC Sewer 6" 22 1/2 GxG- OLD 1-E-6-2</u>	<u>4</u>
<u>1-EL-6-3</u>	<u>Elbow, PVC Sewer 6" 45 degree G x S - OLD 1-E-7</u>	<u>1</u>

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<u>Item</u>	<u>Description</u>	<u>Quantity On...</u>
<u>1-M-3-A1-5</u>	<u>Manhole, Grade Ring, Adjustable 24" x 1-1/2", Ladtech</u>	<u>9</u>
<u>1-M-3-A2</u>	<u>Manhole, Grade Ring, Adjustable 24" x 2", Ladtech</u>	<u>9</u>
<u>1-M-3-A4</u>	<u>Manhole, Grade Ring, Adjustable 24" x 4", Ladtech</u>	<u>7</u>
<u>1-M-3-SR</u>	<u>Manhole, Grade Ring, Sloped 3/4" - 1-1/2, Ladtech</u>	<u>9</u>
<u>1-M-8</u>	<u>Manhole, C.I. Frame & Lid "Sanitary Sewer"</u>	<u>2</u>
<u>1-P-100</u>	<u>Pipe, PVC 8" SDR35</u>	<u>36</u>
<u>1-P-110</u>	<u>Pipe, PVC 10" SDR35</u>	<u>20</u>
<u>1-P-98</u>	<u>Pipe, Sewer PVC 4" SDR35</u>	<u>111</u>
<u>1-P-99</u>	<u>Pipe, Sewer PVC 6" SDR35</u>	<u>69</u>
<u>1-PM-4</u>	<u>Plug, Mechanical 4"</u>	<u>7</u>
<u>1-PM-6</u>	<u>Plug, Mechanical 6"</u>	<u>4</u>
<u>1-PVC-4</u>	<u>Plug, PVC Sewer, 4"</u>	<u>3</u>
<u>1-PVC-6</u>	<u>Plug, PVC Sewer 6"</u>	<u>6</u>
<u>1-R-4</u>	<u>4 x 4 SWR x DMV Reducer hub</u>	<u>8</u>
<u>1-SD-71</u>	<u>Saddle, Sewer 6.27-14.40 4" gasket -OLD 1-S-71</u>	<u>4</u>
<u>1-SW-40</u>	<u>Sweep, PVC 4" for SDR35, 45 degree plain ends (male ends)</u>	<u>2</u>
<u>1-SW-49</u>	<u>Sweep, PVC 4"-36" 90 degree SxS</u>	<u>4</u>
<u>1-SW-60</u>	<u>Sweep, PVC 6" for SDR35, 45 degree plain ends (male ends)</u>	<u>1</u>
<u>1-SW-69</u>	<u>Sweep, PVC 6"-36" 90 degree SxS</u>	<u>4</u>
<u>1-WY-4</u>	<u>Wye, PVC Sewer 4" 45 degree GxGxG - OLD 1-Y-1</u>	<u>10</u>
<u>1-WY-6</u>	<u>Wye, PVC Sewer 6" GxGxG</u>	<u>4</u>
<u>1-WY-64</u>	<u>Wye, PVC Sewer 6" x 4" GxGxG - OLD 1-Y-1-A</u>	<u>11</u>
<u>1-WY-84</u>	<u>Wye, PVC Sewer 8" x 4" GxGxG</u>	<u>5</u>
<u>AC-12-M</u>	<u>Accessory Kit 12" MJ Megalug for C900</u>	<u>2</u>
<u>AC-4-G</u>	<u>Accessory Kit 4" MJ Grip Ring for C900- Do not reorder - per Don 4/25/14</u>	<u>7</u>
<u>AC-4-M</u>	<u>Accessory Kit 4" MJ Restraint Megalug for C900..</u>	<u>6</u>
<u>AC-4-R</u>	<u>Accessory Kit 4" MJ Restraint Megalug for Ductil Iron</u>	<u>15</u>
<u>AC-4-S</u>	<u>Accessory Kit 4" MJ Std</u>	<u>8</u>
<u>AC-6-G</u>	<u>Accessory Kit 6" MJ Grip Ring, C900- Do not Reorder per Don - OBS....</u>	<u>3</u>
<u>AC-6-M</u>	<u>Accessory Kit 6" MJ Megalug for C900</u>	<u>2</u>
<u>AC-6-S</u>	<u>Accessory Kit 6" MJ Std</u>	<u>3</u>
<u>AC-8-M</u>	<u>Accessory Kit 8" MJ MEGALUG for C900</u>	<u>3</u>

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<u>Item</u>	<u>Description</u>	<u>Quantity On...</u>
AC-8-R	Accessory Kit-DI 8" MJ Megalug for Ductile Iron	4
AC-8-S	Accessory Kit 8" MJ Std.	4
AD-18	Adapter, Coupler PJ Straight 1" CTS X MIP, Ford #C84-44 -OLD A-18	3
AD-19	Adapter, Coupler PJ Straight 1" CTS X FIP, Ford C14-44 - OLD A-19	3
AD-21-A	Adapter, Coupler PJ Straight 1-1/2" CTS X FIP, Ford #C14-66 - OLD A-21-A	2
AD-21-B	Adapter, Coupler PJ Straight Quick Joint 1-1/2" CTS X MIP, Ford #C14-66-Q, reorder per Don 1/...	0
AD-21-C	Adapter, Coupler PJ Straight 1-1/2" CTS X MIP, Ford #C84-66 - OLD A-21-C	2
AD-23	Adapter, Coupler, Pack Joint Straight 2" CTS X MIP, Ford #C84-77 - OLD A-23	2
AD-23-A	Adapter, Coupler PJ Straight 2" CTS X FIP, Ford #C14-77 - OLD A-23-A	4
AD-23-B	Adapter, Coupler PJ Straight Quick Joint 2" CTS X FIP, Ford #C14-77-Q - OLD A-23-B	2
AD-4-A	Adapter, 4" Flg x MJ w/Std Acc. Pk	5
AD-6	Adapter, 6" Flg x MJ w/Std Acc. Pk.	5
AD-7	Adapter, Coupler PJ Straight 3/4" CTS X FIP, Ford #C14-33 - OLD A-7..	7
AD-8	Adapter, Coupler PJ Straight 3/4" CTS X MIP, Ford #C84-33 - OLD A-8	3
AD-80	Adapter, Metal-PVC (Sch 80), Transition Female Soc x Fipt, 3/4" Spears #835-007BR- OLD A-80	10
AD-81	Adapter, Metal-PVC (Sch 80), Transition Female Soc x Fipt, 1" Spears #835-010BR- OLD A-81....	11
B-223-A	Bushing, Brass 2" x 1"	4
B-224	Bushing, Brass 1" x 3/4"	6
B-225	Bushing, Brass 2" x 3/4"	5
B-227	Bushing, Brass 1 1/2" x 1"	4
B-228	Bushing, Brass 1-1/2 x 2"	4
BFK-100	Backflow Kit Rubber Repair kit for Wilkins 975XL 3/4-1" #WKNRK34975XLR	1
BFK-110	Backflow Kit - Complete Rubber Kit 3/4" Watts RK 007 M3 RT, #WTT0888552	1
BFK-120	Backflow Kit, Complete Rubber Kit, 3/4, 0888526, Watts #WTTRK009M3RT34..	1
BFK-130	Backflow Kit, 0887152 RK 709 RT, 3/4-1" WATTS #WTT0887152	1
BFK-140	Backflow Kit, Rubber Repair kit F/11/2&2 825, FEBCO #FB0905112	1
BFK-150	Backflow Kit, Repair part, FEBCO #FB0905102	1
BFK-160	Backflow Kit, Repair Part, FEBCO #FB0905061	2
BFK-170	Backflow Kit, Rubber Parts kit, (Check & RV), FEBCO #FB0905187	1
BS-F-1	Bolt Set, Flange, 6" Solid	6
BS-F-2	Bolt Set, Flange, 4"	2
BS-F-3	Bolt Set, Flange, 8"	3

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<u>Item</u>	<u>Description</u>	<u>Quantity On...</u>
BS-H-1	Bolt set, Hydrant, 6" hollow	5
BS-S-1	Bolt set, Hydrant, 6" solid	3
BX-12W	Box, Concrete B-12, 12"x 20" - OLD B-12	5
BX-16	Box, Concrete B-16, 12" x 22 1/4" - OLD B-16	4
BX-24	Box, Water Concrete B24, 20 3/8" x 19 1/2"- OLD B-24	2
BX-30	Box, Concrete B30, 13 1/4" x 24"- OLD B-30	5
BX-36	Box, Concrete B-36, 17 1/4" x 30"- OLD B-36	5
BX-G5	Box, Traffic Valve Concrete G-5- OLD B-5	19
CA-10	Cap, Fire Hydrant 4 1/2" Brass	7
CA-27-A	Cap, Fire Hydrant 4 1/2"	1
CA-5	Cap, Fire Hydrant 2 1/2" Brass	4
CA-6	Cap Fire Hydrant 2 1/2" Cast Iron	1
CL- 1-C	Clamp, Stainless Steel Wrap, 3/4" CU, Ford #FLSC-088-3R	7
CL- 1-S	Clamp, Stainless Steel Wrap, 3/4" Steel, Ford #FLSC-105-3R	9
CL- 2-C	Clamp, Stainless Steel Wrap, 1" CU, Ford #FLSC-113-3R	13
CL- 2-S	Clamp, Stainless Steel Wrap, 1" Steel, Ford #FLSC-132-3R	11
CL- 3-C	Clamp, Stainless Steel Wrap, 1-1/2" CU, Ford #FLSC-1625-3R	2
CL- 3-S	Clamp, Stainless Steel Wrap, 1-1/2" Steel, Ford #FLSC-190-3R	5
CL- 4-C	Clamp, Stainless Steel Wrap, 2" CU, Ford #FLSC-213-3R	4
CL- 4-S	Clamp, Stainless Steel Wrap, 2" Steel, Ford #FLSC-2389-3R	4
CL- 400	Clamp, Full Circle Repair 4" x 12", 3.95-4.20..	1
CL- 401	Clamp, Full Circle Repair 4" x 6", 2" IPT 3.95 tp 4.20 (Romac #SS1-4.20x6" x 2" IP)	1
CL- 402	Clamp, Full Circle Repair 4" x 12", 3.95 tp 4.20 (Romac #SS1-4.20 x 12)	3
CL- 403	Clamp, Full Circle Repair 4" x 12", 4.45 to 4.85 (Romac #SS1-4.85 x 12)	1
CL- 404	Clamp, Full Circle Repair 4" x 12", 2" IPT, 4.74 to 5.14 (Romac #SS1-5.14 x 12" x 2" IP, Ford #F...	2
CL- 405	Clamp, Full Circle Repair 4" x 12", 2" IPT, 4.95 to 5.35 (Romac #SS1-5.35 x 12" x 2" IP, Ford #F...	1
CL- 406	Clamp, Full Circle Repair 4" x 12", 4.95 to 5.35 (Romac #SS1-5.35 x 12", Ford #FS1-435-12.5)	1
CL- 407	Clamp, Full Circle Repair 4" x 12", 2" IPT 4.45-4.85	0
CL- 600	Clamp, Full Circle Repair 6" x 7.5", 5.95 to 6.35(Romac #SS1-6.35 x 6", Ford #FS1-636-6)	5
CL- 601	Clamp, Full Circle Repair 6" x 12.5", 5.95 to 6.35 (Romac #SS1-6.35 x 12, Ford #FS1-635-12.5)	5
CL- 602	Clamp, Full Circle Repair 6" x 8", 6.60 to 7.00 (Romac #SS1-7.00 x 8)	0
CL- 603	Clamp, Full Circle Repair 6" x 12", 6.60 to 7.00 (Romac #SS1-7.00 x 12")	2

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<u>Item</u>	<u>Description</u>	<u>Quantity On...</u>
CL- 604	Clamp, Full Circle Repair 6" x 8", 6.84 to 7.24 (Romac #SS1-7.24 x 8", Ford #FS1-724x 8")	3
CL- 605	Clamp, Full Circle Repair 6" x 12", 6.84 to 7.24 (Romac #SS1-7.24 x 12")	0
CL- 606	Clamp, Full Circle Repair 6" x 12", 2" IPT 6.84 to 7.24 (Romac #SS1-7.24 x 12" x 2" IP, Ford # F...	2
CL- 607	Clamp, Full Circle Repair 6" x 12.5", 6.84 to 7.24 (Ford # FS1-724-12.5")	0
CL- 608	Clamp, Full Circle Repair 6" x 12", 2" IPT 6.84 to 7.64 (Romac #SS1-7.64 x 12")	2
CL- 609	Clamp, Full Circle Repair 6" x 12, 2" IPT 7.40-7.80	1
CL- 610	Clamp, Full Circle Repair 6" x 12" Long Rg: 7.40- 7.80	0
CL- 800	Clamp, Full Circle Repair 8" X 12.5", 7.95 to 8.35 (Romac #SS1-8.35x12", Ford #FS1-835 x 12.5")	4
CL- 801	Clamp, Full Circle Repair 8" X 16", 7.95 to 8.35 (Romac #SS1-8.35 x 16", Ford #FS1-835 x 15")	1
CL- 802	Clamp, Full Circle Repair 8" X 8", 8.54 to 8.94 (Ford #FS1-894 x 8")	2
CL- 803	Clamp, Full Circle Repair 8" X 12.5", 1" IP, 8.75 to 9.15 (Smith-Blair #239-086312-008)	1
CL- 804	Clamp, Full Circle Repair 8" X 8", 8.99 to 9.39 (Ford #FS1-939 x 8")	2
CL- 805	Clamp, Full Circle Repair 8" X 12, 2" IPT, 8.99 to 9.39 (Ford #FS1-939 x 12.5-IP7)	1
CL- 806	Clamp, Full Circle Repair 8" x 12", 9.27 to 9.67 (Ford #FS1-967 x 12.5")	1
CL- 807	Clamp, Full Circle Repair 8" x 12.5", 2" IPT, 9.00 to 9.40 (Romac #SS1-9.40 x 12")	1
CL- 808	Clamp, Full Circle Repair 8" x 12.5", 8.99 to 9.79 (Smith-Blair #227-090512-001)	2
CL- 809	Clamp, Full Circle Repair 8" x 12", 2" IP, 9.30 to 9.70 (Romac #SS1-9.70 x 12" x 2"IP)	1
CL-1000	Clamp, Full Circle Repair 10" x 12", 9.70 to 10.10 (Ford #FS1-1010 x 12.5")	1
CL-1001	Clamp, Full Circle Repair 10" x 12", 9.70 to 10.30 (Power Seal #3110-10A x 12) ..	2
CL-1002	Clamp, Full Circle Repair 10" x 12", 10.70 to 11.10 (Romac #SS1-11.10 x 12")	1
CL-1003	Clamp, Full Circle Repair 10" x 7.5", 11.75 to 12.15 (Ford #FS1-1215 x 7.5")	2
CL-1004	Clamp, Full Circle Repair 10" x 10", 11.75 to 12.15 (Ford #FS1-1215 x 10")	2
CL-1005	Clamp, Full Circle Repair 10" x 10", 2" IPT, 11.75 to 12.15 (Ford #FS1-1215 x 10-IP7)	1
CL-1006	Clamp, Full Circle Repair 10" x 12.5", 11.75 to 12.15 (Ford #FS1-1215 x 12.5")	1
CL-1007	Clamp, Full Circle Repair 10" x 20", 2" IPT, 11.75 to 12.15 (Ford #FS1-1215 -20-IP7)	1
CL-1008	Clamp, Full Circle Repair 10" x 6", 11.85 to 12.25 (Romac #SS1-12.25x 6")	2
CL-1009	Clamp, Full Circle Repair 10" x 12", 11.85 to 12.25 (Romac #SS1-12.25 x 12")	1
CL-1010	Clamp, Full Circle Repair 10" x 16", 2" IPT, 11.60 to 12.40 (Power Seal #3122-10G x16 x 2"IP)	2
CL-1200	Clamp, Full Circle Repair 12" x 15", 13.14 to 14.34 (Smith-Blair #227-132015-001)	1
CL-1201	Clamp, Full Circle Repair 12" x 15", 1" IPT, 13.20 to 14.20 (Smith-Blair #227-132015-051 x 1"IP)	1
CL-1202	Clamp, Full Circle Repair 12" x 16", 1" IPT, 13.20 to 14.20 (Do NOT Reorder)	2
CL-1203	Clamp, Full Circle Repair 10" x 20", 1" IPT, 13.20 to 14.20 (Smith-Blair #227-132020-051 x 2"IP)	1

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CL-1204	Clamp, Full Circle Repair 12" x 24", 13.65 to 14.85 (Smith-Blair #239, Power Seal #3122AS)	1
CL-1205	Clamp, Full Circle Repair 12" x 24", 2" IP, 13.65 to 14.85 (Power Seal #3122AS, Smith-Blair #239)	1
CL-1600	Clamp, Full Circle Repair 16" x 10", 15.92 to 16.67 (Power Seal #3122AS-16a x 10 SS Bolts, S-B...	1
CL-1601	Clamp, Full Circle Repair 16" x 16", 15.92 to 16.67 (Power Seal #3122-16A x 16 SS Bolts, Smith-...	1
CL-1602	Clamp, Full Circle Repair 16" x 36", 15.92 to 16.67 (Power Seal #3122-16A x 36 SS Bolts, Smith-...	2
CO-30-A	Conn, Ball Valve Branch Assy, 7 1/2" x 1" CTS x 5/8" Meter Swivel Nut, Ford #UVB43-42W	1
CP-10R-BLK	Coupling, 10"- Ring (Red 10.0, Gasket #FC2AG-1000 & Black 11.10 -11.40, Gasket #FC2AG-11...	2
CP-12-BLK	Coupling, 12" Ring (Black 12.0 Gasket #FC2AG-1200, Black 13.20-13.50 Gasket #FC2AG-1320-...	2
CP-315-A	Coupler, Pack Joint Straight 3/4 CTS X CTS, Ford #C44-33	5
CP-316	Coupler, Pack Joint Straight 1", CTS X CTS, Ford #C44-44	10
CP-415	Coupling, Flex, 6", Barrel & 5 bolts only, Power Seal - ORDER NEW	0
CP-434-A	Coupler, Pack Joint Straight 1 1/2 CTS X CTS, Ford #C44-66	5
CP-434-B	Coupler, Pack Joint Straight 2" CTS X CTS, Ford #C44-77	2
CP-B-1	Coupler, Brass, 3/4"	2
CP-B-2	Coupler, Brass, 1"	0
CPF-1	Coupling, Flex, 1" Std. Steel- OLD CP-389	2
CPF-1.5	Coupling, Flex, 1 1/2" Std Steel- OLD CP-396	1
CPF-10-ER	Coupling, Flex, 10", Extended Range, Ford #FC2W-10-L12- OLD CP-424-ER	4
CPF-12-ER	Coupling, Flex, 12", Extended Range, Ford #FC2W-12-L12- OLD CP-426-ER	2
CPF-16-ER	Coupling, Flex, 16", Extended Range, Ford #FC2W-16-L12 - OLD CP-427-ER..	2
CPF-2	Coupling, Flex, 2" Std. Steel- OLD CP-401	2
CPF-4-BW	Coupling, Flex, 4", (White 4.00-4.13 & Blue 4.5-4.85) PowerSeal #3501 (4/12)-old CP-404-BW	3
CPF-4-ER	Coupling, Flex, 4", Extended Range, Ford #FC2W-4-L12- OLD CP-404-ER	2
CPF-6-BW	Coupling, Flex, 6", (rg- White 6.00 to 6.14, Blue 6.62 to 6.95) Power Seal #3501- OLD CP-415-B...	4
CPF-6-ER	Coupling, Flex, 6", Extended Range, Ford #FC2W-6-L12- OLD CP-415-ER	2
CPF-8-BW	Coupling, Flex, 8", Rg (White 8.00-8.16, Blue 8.62 -9.05), Power Seal 3501 - OLD CP-422-BW	4
CPF-8-ER	Coupling, Flex, 8", Extended Range, Ford #FC2W-8-L12- OLD CP-422-ER	3
CPJ-1	Connection, Pack Joint, for CTS OD Tubing & Female Copper Flare Thread	21
CPJ-2	Connection, Pack Joint, for CTS OD Tubing & Female Copper Flare Thread- 1"	14
CV-12R	Cover, Water Concrete w/Steel Reading Lid for B-12- OLD CV-452	5
CV-12R-ST	Cover, Steel w/reading lid for B-12 Box Christy #B12-61G- OLD CV-12-R	5
CV-16R	Cover, Water Concrete B-16G w/C.I. Reading Lid- OLD CV-460-A	6

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CV-16R-ST	Cover, Water Steel w/Reading Lid for B-16	0
CV-24R	Cover, Water Concrete w/reading Lid for B-24- OLD CV-464	2
CV-24R-ST	Cover, Water Steel w/Reading Lid for B-24- OLD CV-454	3
CV-30	Cover, Water Concrete B-30- OLD CV-450-A	0
CV-30R	Cover, Water Concrete B-30 w/Reading Lid- OLD CV-450-B	4
CV-30R-ST	Cover, Water Steel, For B30 Box-Brooks- OLD CV-463	1
CV-36R	Cover, Water Concrete B36 w/Reading Lid- OLD CV-36	10
CV-B9-C	Cover, Water Concrete B9D- OLD CV-456	31
CV-B9X	Cover, Water Steel B9 & B9X- OLD CV-455	3
CV-B9X-C	Cover, Water Concrete B9XD- OLD CV-459-A..	2
CV-B9XD-ST	Cover, Water Steel B9 & B9X (Checker Plate 10 1/4" x 17 1/4")- OLD CV-451	8
CV-G5	Cover, Water Steel G5 8" (Traffic)- OLD CV-448-A	13
EL-1-S	Elbow, Brass Street, 90 deg, 3/4"	6
EL-100	Elbow, Pack Joint 1" CTS X CTS, Ford #L44-44- OLD E-2	3
EL-1200	Elbow, 12" MJ x MJ, 11.25 deg, DI- OLD E-1200	2
EL-150	Elbow, Pack Joint 1 1/2" CTS X CTS, Ford #L44-66- OLD E-33	3
EL-2-S	Elbow, Brass Street, 90 deg, 1"	5
EL-200	Elbow, Pack Joint 2" CTS X CTS, Ford #L44-77 - Keep no more than 4- OLD E-34	6
EL-3-S	Elbow, Brass Street, 45 deg, 3/4"	6
EL-34	Elbow, Pack Joint 3/4" CTS X CTS, Ford #L44-33- OLD E-1	3
EL-4-S	Elbow, Brass Street, 45 deg, 1"	6
EL-40	Elbow, C.I. 11 1/4" CL350, 4"	3
EL-400	Elbow, 4" MJ X MJ, 11.25 deg, DI- OLD E-400	5
EL-410	Elbow, 4" MJ X MJ, 22.5 deg, DI - OLD E-410	8
EL-420	Elbow, 4" MJ X FLG, 22.5 deg, DI - OLD E-420	1
EL-430	Elbow, 4" MJ X FLG, 45 deg, DI - OLD E-430	1
EL-440	Elbow, 4" FLG X FLG, 45 deg, DI - OLD E-440..	3
EL-450	Elbow, 4" MJ X MJ, 45 deg, DI - OLD E-450..	3
EL-460	Elbow, 4" FLG X MJ, 90 deg, DI - OLD E-460	2
EL-470	Elbow, 4" FLG X FLG, 90 deg, DI -OLD E-470	3
EL-600	Elbow, 6" MJ x MJ, 11.25 deg, DI - OLD E-600	3
EL-601	Elbow, 6" MJ X FLG, 11.25 deg, DI - OLD E-601	1

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<u>EL-602</u>	<u>Elbow, 6" FLG X FLG, 11.25 deg, DI - OLD E-602</u>	<u>1</u>
<u>EL-610</u>	<u>Elbow, 6" FLG x FLG, 22.5 deg, DI - OLD E-610</u>	<u>2</u>
<u>EL-620</u>	<u>Elbow, 6" MJ x FLG, 22.5 deg, DI - OLD E-620</u>	<u>1</u>
<u>EL-630</u>	<u>Elbow, 6" MJ x MJ, 22.5 deg, DI - OLD E-630</u>	<u>3</u>
<u>EL-640</u>	<u>Elbow, 6" MJ x Flg, 45 deg, DI - OLD E-640</u>	<u>2</u>
<u>EL-650</u>	<u>Elbow, 6" Flg x Flg, 45 deg, DI - OLD E-650I</u>	<u>2</u>
<u>EL-660</u>	<u>Elbow, 6" MJ X MJ, 45 deg, DI - OLD E-660</u>	<u>8</u>
<u>EL-670</u>	<u>Elbow, 6" FLG X FLG, 90 deg, DI</u>	<u>1</u>
<u>EL-800</u>	<u>Elbow, 8" MJ X MJ, 11.25 deg, DI - OLD E-800</u>	<u>1</u>
<u>EL-810</u>	<u>Elbow, 8" FLG X FLG, 22.5 deg, DI- OLD E-810</u>	<u>1</u>
<u>EL-820</u>	<u>Elbow, 8" MJ X FLG, 22.5 deg, DI - OLD E-820</u>	<u>0</u>
<u>EL-830</u>	<u>Elbow, 8" MJ X MJ 22.5 deg, DI - OLD E-830</u>	<u>2</u>
<u>EL-840</u>	<u>Elbow, 8" MJ X FLG 45 deg, DI - OLD E-840</u>	<u>1</u>
<u>EL-850</u>	<u>Elbow, 8" MJ X MJ 45 deg, DI - OLD E-850</u>	<u>4</u>
<u>EL-860</u>	<u>Elbow, 8" FLG X FLG, 45 deg, DI - OLD E-860</u>	<u>4</u>
<u>EL-B-1</u>	<u>Elbow, Brass, 90 deg, 3/4"</u>	<u>4</u>
<u>EL-B-2</u>	<u>Elbow, Brass, 90 deg, 1"</u>	<u>6</u>
<u>EL-B-3</u>	<u>Elbow, Brass, 45 deg, 3/4"</u>	<u>5</u>
<u>EL-B-4</u>	<u>Elbow, Brass, 45 deg, 1"</u>	<u>6</u>
<u>EX-93-A</u>	<u>Extension, Hydrant Spool 3"</u>	<u>2</u>
<u>EX-94</u>	<u>Extension, Hydrant Spool 6"</u>	<u>6</u>
<u>EX-94-B</u>	<u>Extension, Hydrant Breakoff 6"</u>	<u>3</u>
<u>EX-95</u>	<u>Extension, Hydrant Spool 8"</u>	<u>0</u>
<u>EX-96</u>	<u>Extension, Hydrant Break-off Riser 6 x 12"</u>	<u>2</u>
<u>EX-98</u>	<u>Extension, Hydrant Spool 24"</u>	<u>2</u>
<u>F-1</u>	<u>Nut, Flare, 3/4" CU, Ford #CTN-3</u>	<u>24</u>
<u>F-2</u>	<u>Nut, Flare, 1" CU, Ford #CTN-4</u>	<u>3</u>
<u>F-3</u>	<u>Nut, Flare, 1-1/2" CU, Ford #CTN-6</u>	<u>3</u>
<u>F-4</u>	<u>Nut, Flare, 2" CU, Ford #CTN-7</u>	<u>4</u>
<u>FL-15-F</u>	<u>Flange, Meter 1 1/2" x 1 1/2" FIP, Ford #CF-31-66</u>	<u>2</u>
<u>FL-15-M</u>	<u>Flange, Meter 1 1/2" x 1 1/2" MIP, Ford #CF38-66-2</u>	<u>3</u>
<u>FL-2-F</u>	<u>Flange, Meter 2" x 2" FIP, Ford #CF31-77</u>	<u>2</u>

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<u>FL-2-M</u>	<u>Flange, Meter bronze 2" x 2" MIP, Ford #CF38-77-2.125</u>	<u>1</u>
<u>GA-15</u>	<u>Gasket., Flg Meter 1 1/2"</u>	<u>14</u>
<u>GA-20</u>	<u>Gasket, Meter Flange 2"</u>	<u>16</u>
<u>GA-4-RFF</u>	<u>Gasket, Flange 4" Rubber-Full Face- OLD G-1..</u>	<u>9</u>
<u>GA-50-RFF</u>	<u>Gasket, Hydrant, Rubber-Full Face - OLD GA-50</u>	<u>3</u>
<u>GA-6-RFF</u>	<u>Gasket, Flange 6" Rubber-Full Face - OLD G-2</u>	<u>1</u>
<u>GA-6-RR</u>	<u>Gasket 6" Rubber ring for gate valves - OLD GA-11</u>	<u>17</u>
<u>GA-8-RFF</u>	<u>Gasket, Flange 8" Rubber-Full Face - OLD G-3....</u>	<u>4</u>
<u>GL-8</u>	<u>Gland, Retainer 8" Megalug</u>	<u>5</u>
<u>H-30</u>	<u>Hydrant Bury Section 30" x 6", FLG X FLG</u>	<u>0</u>
<u>H-30-F</u>	<u>Hydrant Bury Section 30" X 6, Flg X MJ</u>	<u>1</u>
<u>H-42</u>	<u>Hydrant Valve 4" Rubber</u>	<u>21</u>
<u>H-50</u>	<u>Hydrant Head #76</u>	<u>1</u>
<u>H-51</u>	<u>Hydrant Bury Section, 42" x 6", Flg X MJ</u>	<u>1</u>
<u>H-52</u>	<u>Hydrant Bury Section, 36" x 6", Flg X MJ</u>	<u>4</u>
<u>H-54</u>	<u>Hydrant Bury Section 22" x 6", Flg X MJ</u>	<u>0</u>
<u>M-59-A</u>	<u>Meter, Water 5/8" x 3/4"..</u>	<u>11</u>
<u>M-61</u>	<u>Meter, Water 1" (Badger)</u>	<u>0</u>
<u>M-62</u>	<u>Meter, Water 1 1/2"</u>	<u>2</u>
<u>M-63</u>	<u>Meter, Water 2" M170 Bronze Body w/L Conn...</u>	<u>2</u>
<u>M-C-1</u>	<u>Meter Coupler 3/4 x 2, Ford #C38-23-2</u>	<u>2</u>
<u>M-C-2</u>	<u>Meter Coupler 3/4 X 2 1/4, Ford #C38-23.2.25</u>	<u>13</u>
<u>M-C-3</u>	<u>Meter Coupler 3/4 x 2 1/2, Ford #C38-23-2.5</u>	<u>4</u>
<u>M-C-4</u>	<u>Meter Coupler 3/4 x 3, Ford #C38-23-3</u>	<u>8</u>
<u>M-C-5</u>	<u>Meter Coupler 1 x 2, Ford #C38-44-2.625</u>	<u>5</u>
<u>N-136</u>	<u>Nipple, Brass 3/4" x 1-1/2"</u>	<u>3</u>
<u>N-138</u>	<u>Nipple, Brass 3/4" x 2"</u>	<u>0</u>
<u>N-139</u>	<u>Nipple, Brass 3/4" x 2-1/2"</u>	<u>5</u>
<u>N-140</u>	<u>Nipple, Brass 3/4" x Close</u>	<u>6</u>
<u>N-141</u>	<u>Nipple, Brass 3/4" x 3"</u>	<u>4</u>
<u>N-142</u>	<u>Nipple, Brass 3/4" x 3 1/2"</u>	<u>6</u>
<u>N-143</u>	<u>Nipple, Brass 3/4" x 4"</u>	<u>3</u>

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N-144	Nipple, Brass 3/4" x 4 1/2"	5
N-145	Nipple, Brass 3/4" x 5"	6
N-146	Nipple, Brass 3/4" x 5 1/2"	3
N-147	Nipple, Brass 3/4" x 6"	6
N-148	Nipple, Brass 1" x CL	7
N-149	Nipple, Brass 1" x 2"	6
N-151	Nipple, Brass 1" x 2-1/2"	6
N-156	Nipple, Brass 1" x 3"	1
N-157	Nipple, Brass 1" x 3 1/2"	5
N-158	Nipple, Brass 1" x 4"	4
N-159	Nipple, Brass 1" x 4 1/2"	6
N-160	Nipple, Brass 1" x 5"	6
N-161	Nipple, Brass 1" x 5 1/2"	8
N-162	Nipple, Brass 1" x 6"	5
N-166-A	Nozzle, Hydrant #76 Rich 4 1/2"	5
N-166-B	Nipple, Hydrant 4 1/2" Old Style	1
P-10	Pipe, Water PVC 10" CL150 C900	8
P-73	Pipe, Water PVC 4" CL150 C900	96
P-74	Pipe, Water PVC 6" CL 150 C900	71
P-76-A	Pipe, Water Iron 6" CL52 w/MJ End	0
P-77	Pipe, Water PVC 8" CL150C900	43
P-85-A	Pipe, Water Iron 8" CL53 w/MJ End	45
P-89	Pipe, Water PVC 12" CL150 C900	22
P-TB-1	Plug, Threaded, Brass, 3/4"	0
P-TB-2	Plug, Threaded, Brass, 1"	4
P-TB-3	Plug, Threaded, Brass, 1-1/4"	6
P-TB-4	Plug, Threaded, Brass, 1-1/2"	4
P-TB-5	Plug, Threaded, Brass, 2"	1
PL-4	Padlock, Water SM865 - OLD P-4	47
R-45	Resetter, 3/4" x 7", Ford #V42-7W..	1
R-46	Resetter, 3/4" x 12", Ford #V42-12W	2
R-49	Resetter, 1" x 10", Ford #V44-10W	4

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R-50	Resetter, 1" x 12", Ford #V44-12W..	1
R-62	Rod, Hydrant Extension 18"	7
RC-1	Reducing Coupler, Brass 1" x 3/4"	6
RE-108	Reducer 10" Flg x 8" MJ	1
RE-64	Reducer 6" FLG x 4" MJ	0
SA-232	Angle Stop CTS x Meter Swivel Nut 1" x 3/4", Ford #BA43-342W - OLD S-232..	1
SA-233	Angle Stop FIP X Meter Swivel Nut 1", Ford #BA13-444W - OLD S-233	10
SA-234	Angle Stop FIP x Meter Swivel Nut 3/4", Ford #BA13-332W- OLD S-234	5
SA-234-A	Angle Stop CTS X Meter Swivel Nut 3/4", Ford #BA43332W or Jones #JE1963WF - OLD S-234-A	23
SA-235	Angle Stop CTS x Meter Swivel Nut 1", Ford #BA43-444W - OLD S-235	14
SA-236	Angle Stop CTS X Meter Flange 1 1/2", Ford #BFA43-666W-NL - OLD S-236	2
SA-237	Angle Stop CTS X Meter Flange 2", Ford #BFA43-777W NL - OLD S-237	6
SBC-227-A	Ballcorp MIP X FIP 3/4", Ford #FB1700-3 - OLD S-227-A	6
SBC-231	Ballcorp Pack Joint MIP X CTS 3/4", Ford #FB1100-3 - OLD S-231	8
SBC-239	Ballcorp Pack Joint MIP X CTS 1", Ford #FB100-4 - OLD S-239	7
SBC-241	Ballcorp Pack Joint MIP X CTS 1 1/2", Ford #FB1100-6 - OLD S-241	2
SBC-242	Ballcorp Pack Joint MIP X CTS 2", Ford #FB100-7 - OLD S-242	1
SBC-245	Ballcorp, Stop, MIP x FIP, 1", Ford #FB1600-4, Muller #B20045 - OLD S-245	7
SC-227	Curb Stop FIP X FIP 3/4", Ford #B11-333W -OLD S-227	10
SC-229	Curb Stop FIP X FIP 1", Ford #B11-444W - OLD S-229	1
SD-101	Saddle, Tapping 10.64 -12.12, 2" IP(Smith-Blair #314-121214-000) - OLD S-64-A	5
SD-111	Saddle, Tapping 11.10-12.12, 2" IP (Romac #202N-1212 x 2" IP) - OLD S-64-B	3
SD-112	Saddle, Tapping 11.10- 2" IP for C900 (Ford #S91-1007 Style C) - OLD S-64-C	2
SD-12	Saddle, Tapping 12 x 6-12.62-12.88 - OLD S-12	1
SD-121	Saddle, Tapping 12.00-13.20- 2" IP (Romac #202N-12.75 x 2" IP) -OLD S-66	2
SD-131	Saddle, Tapping 13.20-14.38, 2" IP (Romac #202N-14.38 x 2" IP) - OLD S-67	4
SD-132	Saddle, Tapping 13.20, 2" IP FOR C900 (Ford #FC202-1320-IP7) - OLD S-68	0
SD-14	Saddle, Tapping 4" 3.45-4.05 2" IPT (Romac #202N-405 x 2" IP) - OLD S-14	4
SD-150	Saddle, Tapping 15.30-16.80 2" IP (Romac #202N-16.80 x 2" IP) - OLD S-71	1
SD-16	Saddle, Tapping 4" 4.50-5.40 2" IPT (Romac #202N--5.40 x 2" IP) - OLD S-16	6
SD-170	Saddle, Tapping 17.40-18.90 -2" IP (Romac #202N-18.90 x 2" IP) - OLD S-73-A	1
SD-171	Saddle, Tapping 17.40-2" IP for C900 (Ford #FC202-1740-IP7) - OLD S-73-B	1

07/02/14

water
INVENTORY-Sewer
July 2, 2014

<u>Item</u>	<u>Description</u>	<u>Quantity On...</u>
SD-19	Saddle, Tapperseal 6.00-6.63 2" IP (Romac #202N-6.63-2IP) - OLD S-19	0
SD-20	Saddle, Tapping 2" 2.38-2.50, 3/4" IPT (Romac #202N-250 x3/4" IP) - OLD S-9	4
SD-21	Saddle, Tapping 2" 2.38-2.50 1" IPT (Romac #202N-250 x 1" IP) - OLD S-9-A	3
SD-40	Saddle, 4.80, 3/4" IP for C900 (Ford #S91-403 Style A) - OLD S-40	2
SD-41	Saddle 4.80, 1" IP for C900 (Ford #S91-404 Style A) - OLD S-41	1
SD-42	Saddle 4.80, 2" IP for C900 (Ford #S91-407 Style A) - OLD S-42	2
SD-62	Saddle, Tapping 6.84-7.60 2" IP (Smith Blair #317-076014-000 or Romac #202-7.50 x 2" IP) - OL...	4
SD-63	Saddle, Tapping Bronze 6.90, 3/4" IP for C-900 (Ford #S91-603 Style A) - OLD S-65-A	2
SD-64	Saddle, Tapping Bronze 6.90, 1" IP for C-900 (Ford #S91-604 Style A) - OLD S-65-B	4
SD-65	Saddle, Tapping Bronze 6.90, 2" IP for C900 (Ford #S91-607 Style A) - OLD S-65-C	2
SD-71	Saddle, Tapping 7.75-8.63 1" IP (# ?) Do Not Reorder - OLD S-46	2
SD-81	Saddle, Tapping 8.00-8.63 2" IP (Romac #202S-863 x 2" IP) - OLD S-54	2
SD-82	Saddle, Tapping 8.54-10.10 2" IP (Smith-Blair #317-101014-00) - OLD S-61	11
SD-91	Saddle, Tapping Bronze 9.05, 3/4" IP for C900 (Ford #S91-803 Style A) - OLD S-49-A	2
SD-92	Saddle, Tapping Bronze 9.05, 1" IP for C900 (Ford #S91-804 Style A) - OLD S-49-B	1
SD-93	Saddle, Tapping Bronze 9.05, 2" IP for C900 (Ford #S91-807 Style A) OLD S-49-C	1
T-1	Tee, Brass, 1"	3
T-126	Tee, C.I. 12" MJ x 6" Flg	1
T-128	Tee, C.I. 12" MJ x 8" Flg	0
T-3-4	Tee, Brass, 3/4"	3
T-40	Tee, C.I. 4", Flg x Flg x Flg	3
T-41	Tee, C.I. 4", MJ x MJ x Flg	0
T-61	Tee, C.I. 6" x MJ x 6" Flg	2
T-62	Tee, CI, 6", MJ X MJ X MJ	0
T-66	Tee, DI 6" Flg x 6" Flg x 6" Flg	1
T-82	Tee, CI, 8", MJ X MJ X MJ	1
T-83	Tee, C.I. 8" MJ x 6" Flg	1
T-84	Tee, C.I. 8" MJ x 8" Flg	0
T-86	Tee, 8" Flg x 6" Flg x 8" Flg	2
T-88	Tee, 8" Flg x 8" Flg Tee	1
V-100	Valve, Gate 10" MJ x MJ, RW	2
V-120	Valve, Gate 12" MJ x MJ RW x/Std MJ Accs.	3

07/02/14

water
INVENTORY-Sewer
July 2, 2014

<u>Item</u>	<u>Description</u>	<u>Quantity On...</u>
<u>V-40</u>	<u>Valve, Gate 4" Flg x MJ</u>	<u>1</u>
<u>V-41</u>	<u>Valve, Gate 4" Flg x Flg</u>	<u>2</u>
<u>V-42</u>	<u>Valve, 4" Tapping Gate</u>	<u>2</u>
<u>V-43</u>	<u>Valve, Gate 4" MJ x MJ,</u>	<u>2</u>
<u>V-60</u>	<u>Valve, Gate 6" Flg x Flg</u>	<u>2</u>
<u>V-61</u>	<u>Valve, Gate 6" MJ x MJ</u>	<u>3</u>
<u>V-62</u>	<u>Valve, Tapping 6" Tap x MJ</u>	<u>2</u>
<u>V-63</u>	<u>Valve, Gate 6" Flg x MJ RW..use w/Std MJ Acc Pk</u>	<u>0</u>
<u>V-64</u>	<u>Valve, Gate 6" PO x PO RW w PO Gskts</u>	<u>1</u>
<u>V-80</u>	<u>Valve, Tapping 8" Flg x MJ RW</u>	<u>1</u>
<u>V-81</u>	<u>Valve, Gate 8" Flg x Flg</u>	<u>2</u>
<u>V-82</u>	<u>Valve, Gate w/Accs. 8" Flg x MJ</u>	<u>3</u>
<u>V-83</u>	<u>Valve, Gate 8" MJ x MJ</u>	<u>2</u>
<u>VC-40</u>	<u>Valve, Detector Check 4" w/o trim</u>	<u>1</u>
<u>VC-60</u>	<u>Valve, Detector Check 6" w/o Trim</u>	<u>1</u>

Appendix 4-H Inventory Charge-Out List

July 2014

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Appendix 4-G

Pace Supply Emergency Contact Information

PACE SUPPLY
EMERGENCY PHONE
NUMBERS (AFTER HOURS)

LUCAS' CELL: 707-391-7456

HOME: 707-467-9110

Appendix 4-H
Russian River Watershed Association (RRWA)
“Good Plumbing Practices” Fact Sheet

GOOD PLUMBING PRACTICES PROTECT THE RUSSIAN RIVER

A Fact Sheet For
Installers / Plumbers

Copper Affects the Russian River

Copper enters the Russian River and its tributaries through storm drains and from wastewater discharged from wastewater treatment plants. Because copper can be harmful to fish and many other types of aquatic life, it is important to prevent copper from entering the River whenever possible.

Although most of the copper entering the Russian River comes from stormwater, a significant portion also comes from the permitted discharge of treated wastewater. Most of the copper in wastewater is the result of copper pipe corrosion.

Although wastewater treatment plants can remove some of the copper in wastewater, controlling sources of copper also helps to reduce the amount of copper entering the Russian River. Copper from pipe corrosion is one source that can be easily reduced.

Content Courtesy of:



For more information,
please contact RRWA at:

info@rrwatershed.org

(707) 833 2552

www.rrwatershed.org

Plumbers Are Part of The Solution!

Your skilled installation techniques can greatly reduce pipe corrosion and help protect the Russian River. Here are some ways you can make a difference:

Best Management Practices

Follow the installation techniques specified by the ASTM B828 and the Copper Development Association in its Application Data Sheet for "soldering and brazing copper tube and fittings."

System Design

Design each plumbing system to:

1. Minimize velocity
2. Minimize hot water temperature
3. Avoid stagnant sections
4. Minimize direction and size changes

Careful Reaming

Eliminate small burrs created from pipe cutting. This reduces turbulence and significantly decreases corrosion.



Protected Storage

Protect stored pipe from weather and damage so that installed pipe is as clean as possible.

Thorough Cleaning

Remove all oxides, debris, and surface soil from tube ends.



Immediate and Regular Flushing

Newly installed systems should be flushed soon after completion to remove excess flux and debris. For inactive systems, repeat flushing periodically.



Pitting in 6-year-old cold water pipe caused by excess flux at solder joint.

Minimize Flux Use

Avoid excess use of flux to protect both your health and the river. Excess flux residue can increase pipe corrosion which leads to copper discharges to the river. **Warning:** Flux is harmful if carried to the eyes, mouth, or open cuts. Some fluxes also absorb through the skin. Wear protective equipment.

Less Corrosive Fluxes

The ASTM B813 flux standard limits flux corrosivity and requires that the flux be water flushable. While these are voluntary standards, the Copper Development Association encourages architects, engineers, contractors and building officials to specify and require the use of B813 fluxes. All flux manufacturers make a B813 flux. B813 fluxes commonly available in California include:

- Everflux
- Harris Bridget
- Sterling
- Fry's Fire Eater
- LaCo Ultimate B813 Flux

Element 5 – Design and Performance Provisions

The City and District believe that proper installation of sanitary sewer facilities is essential to proper operations. To ensure proper installation, this Sewer System Management Plan addresses the following design and performance provisions:

- Standards for Installation, Rehabilitation and Repair
- Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities

Element 5 provides a summary of the City and District wastewater collection system design and construction standards.

5.1 Standards for Installation, Rehabilitation and Repair

Table 5.1
Standards for Installation, Rehabilitation and Repair – Self Assessment

	Yes	No	N/A
1. Do you have standard design criteria?	X		
2. Do you have standard specifications for new construction?	X		
3. Do you have standard construction details?	X		
4. Do they cover both new construction, and rehabilitation and repair construction method?	X		
5. Do you require all developers and design consultants to reference or use your standards in the design of new, repaired and rehabilitated sewer construction projects?	X		
6. Is there a committee that is assigned the responsibility to routinely review and evaluate your standards?		X	
7. Is there a mechanism to receive input and feedback on recommended changes from your internal staff and external third parties?	X	X	
8. To minimize I/I, have you considered requiring a property owner selling a building, to test the private sewer lateral by using CCTV, air or water testing?	X		

5.1.1 Regulatory Requirements for Standards for Installation, Rehabilitation, and Repair

The SWRCB requirements for the “Standards for Installation, Rehabilitation, and Repair” subsection of the Design and Performance Provisions Element of SSMPs are summarized as follows:

The City and District must identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for rehabilitation and repair of existing sanitary sewer systems.

5.1.2 Standards for Installation, Rehabilitation, and Repair Discussion

Article 6 of both the City’s Wastewater Ordinance (Appendix 3-A) and the District’s Wastewater Ordinance (Appendix 3-B) include requirements for public sewer construction application, permit, easements, plans, profiles, and specifications prior to the acceptance of the sewer work by the City or District. Design flow and capacity criteria for sewer mains and trunk lines are presented in SSMP Element 8 – System Evaluation and Capacity Assurance Plan.

All public sewer mains within the City and District are designed and constructed by the City, District, or contractors to the City or District. City of Ukiah Standard Plans Section 200 – Sewer establishes minimum standards for the design and construction of public sanitary sewers and guides contractors working on public sanitary sewer projects. Section 200 is included in Appendix 3-C. The complete City of Ukiah Standard Plans document is available on the City’s website (www.cityofukiah.com, Public Works Department Downloads webpage). Hard copies may also be purchased at the City Clerk’s office located at 300 Seminary Avenue. A description of the various standard drawings is provided in the Sewer System Standards of Practice (SOP) document in Appendix 5-A and generally discussed below. The District has adopted and enforces the City’s standards.

Sewer Standard Drawing Nos. 210 and 213 describe the general design criteria for construction of new sewer laterals, including pipe materials and required fittings, minimum pipe sizes and slopes, pipe depths, and requirements for connection to sewer mains. Drawing Nos. 215 and 218 describe design criteria used for private force main laterals and multi-sewer connections that would be seldom used in new construction and allowed only at the discretion of the City Engineer or District Manager.

Sewer and water lateral separation requirements are explained in Section 3702.6 of the City’s Wastewater Ordinance and Section 3.6 of the District’s Wastewater Ordinance. Trench details for sewer mains and service laterals – including the trench width, trench backfill, and compaction requirements – are presented in Sewer Standard Drawing No. 220. Further, Sewer Standard Drawing No. 222 describes the required joint trench for sewer and water laterals.

These Sewer Standard Plans were originally prepared by the City in 1987 and some updates were made in 1996. As discussed in the audit goal section below, ongoing review of these documents is anticipated. They have been reviewed recently in the preparation of this SSMP Element with the anticipation of being updated with more current sewer standards in the future. The City’s Public Works Department will guide this updating effort.

For rehabilitation and repair projects, the City and District have also been using “Standard Plans for Public Works Construction” (known informally as the “Greenbook”), prepared by the American Public Works Association (APWA) and the Associated General Contractors of California. The City and District have adopted Part 5 – System Rehabilitation as the standard specifications for all rehabilitated and repaired sewer assets. The City and District may opt to add project-specific specifications related to sewer rehabilitation and repair projects on a case- by-case basis.

The City and District own and operate three pump stations and do not anticipate any additional pump stations to be built. Therefore, design standards and construction specifications for pump

stations and associated force mains will be developed on a project-specific basis as the need arises.

Beyond the Sewer Standard Plans, the City and District do not have formal sewer specifications, although each entity follows accepted practice, industry standards and, where appropriate, the Greenbook. A Standards of Practice (SOP Appendix 5-A) incorporating appropriate current sewer system design and construction standards and specifications was adopted by the City and District. The specifications included in this SOP would also apply to sewer pipeline rehabilitation and repair projects.

5.1.3 General Plan Design Flow Criteria

Standards of Practice design flows criteria were based, in part, by the City of Ukiah's General Plan population and future development projections. The City's General Plan was last adopted in 1995. The City has updated its' Housing Element every five years since then, as required by State Law, with the most recent update in 2011 and is currently working on another update. However, recent trends have shown that population and development projections from the General Plan were overestimated for the City. As the City revises its' General Plan and future projections become known, design flow criteria should reflect these updates.

5.2 Standards for Inspection and Testing of New, Rehabilitated and Repaired Facilities

Table 5.2
Standards for Inspection and Testing of New,
Rehabilitated and Repaired Facilities – Self Assessment

	Yes	No	N/A
1. Do you have compliance standards for new, rehabilitation and repair construction?	X		
2. Do you specify that an agency representative must inspect and test the work and testing before it will be accepted?	X		
3. Do you have performance and payment bond requirements or require to be named in bonds to protect your agency and reduce the liability to your agency if substandard work is competed?	X		
4. Do you have adequate inspection resources allocated to make sure construction complies with standards and construction requirements?	X		
5. Do you require all developers and design consultants to reference or use your standards in the design of new, repaired and rehabilitated sewer construction projects?	X		
6. Is there a committee that is assigned the responsibility to routinely review and evaluate your standards?		X	
7. Is there a mechanism to receive input and feedback on recommended changes from your internal staff and external third parties?	X	X	
8. Do you have an inspection schedule of charges to cover the cost of inspection services?	X		
9. Do you have inspection of new sewer infrastructure mentioned above in 5a?	X		

	Yes	No	N/A
10. Do you have standards for cleaning and CCTV inspection procedures for sewer mains and laterals?	X		
11. Do you have procedures for air testing of gravity pipelines, vacuum testing of manholes, pressure testing of force mains, etc.?	X		
12. Do you have lift station inspection and testing checklist for inspections to use?	X	X	
13. Do you have lift station clean water testing procedures to use?		X	

5.2.1 Regulatory Requirements for Standards for Inspection and Testing of New, Rehabilitated and Repaired Facilities

The SWRCB requirements for the “Standards for Inspection and Testing of New, Rehabilitated and Repaired Facilities” are a subsection of the Design and Performance Provisions Element of SSMP. The requirements are summarized are as follows:

The City and District must identify the procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2.2 Standards for Inspection and Testing of New, Rehabilitated and Repaired Facilities Discussion

Consistent with their philosophy that proper installation is the key element to ensure proper operation, the City and District have wastewater ordinances that mandate inspection and testing prior to acceptance of new or repaired facilities. This mandate is found in Section 3705.9 of the City’s ordinance and Section 6.9 of the District’s ordinance. The City and District ordinances are available online at www.codepublishing.com/CA/Ukiah/ and www.uvsd.org/ordinances.html, respectively.

In an effort to minimize infiltration, exfiltration, and better protect the environment, the City and the District initiated a private sewer lateral testing program in 2007, as codified by the City’s Wastewater Ordinance (Articles 1 and 18) and the District’s Wastewater Ordinance (Articles 5 and 9); both the City’s and District’s Sewer Lateral Ordinances were revised in January 2008. This program requires that all sewer laterals connected to the public sewer collection system be inspected and successfully pass a testing procedure upon the occurrence of qualified service calls, change of property use, building remodel or addition, sewer rehabilitation/repair, or overflow events. These program requirements are detailed in Appendix 5-B. A “qualified service call” is generally defined as a field response by the City to a problem identified in a portion of the sewer collection system. Notification for the qualified service call could come from inspection of the collection system (e.g., CCTV) or as evidenced by a sanitary sewer overflow that is reported to the City or District.

Prior to performing any sewer lateral testing, the property owner shall submit a completed application to the City or District (Appendix 5-B). Once the application is approved and the permit is issued, the property owner must contact a licensed contractor to perform the test. The following testing methods are acceptable:

Closed Circuit Television (CCTV)
Air Pressure Test
Smoke Test
Exfiltration Test
Flow Monitoring
Visual Inspection
Other (as approved)

CCTV is typically the preferred method due to its viability and cost effectiveness. When the testing has been completed, the contractor performing the test submits a written report to the City or District presenting the test results and, in the case of CCTV testing, a copy of the video and inspection log. Upon receipt of the sewer lateral testing report and/or video, the City or District will execute a “Sewer Lateral Certification of Compliance” to the owner. Draft requirements and standards, permit application, and compliance certificate are found in Appendix 5-B.

Often times, the need for lateral repair or replacement is an unanticipated event for a property owner. To help defray the cost of such replacement or repairing, the City and the District have established a Grant Program for eligible property owners. An application for this program is provided in Appendix 4-D.

5.3 SSMP Program Audit – Design and Performance Provisions

Element 10, SSMP Audits, serves to record the evolution of the SSMP elements. Per SWRCB requirements, the entire SSMP is to be audited at least every two years, which is the current audit plan for the City. To assist in this auditing process, following is a summary of accomplishments and identified potential future program improvements relative to this element.

5.3.1 Accomplishments

The City and District have ordinances, standards, and established guidance for sewer main and lateral construction, inspections, and testing. The guidance for inspections and testing has also been expanded to encourage the use of CCTV technology, which the City possesses. The City and District also make this information, including program applications and forms, available on the City’s website. To assist property owners who find themselves with unanticipated repairs or replacements, the City and District established a grant program to help defray the costs.

5.3.2 Future Program Improvements

The City and District have established a solid regulatory platform for sewer main and lateral construction, inspections, and testing. However, the standards for installation, repair, and replacement are basic. The City and District have built upon these standards by adopting the SOP and committing to reviewing and revising it on a regularly-scheduled basis (i.e., every five years).

It is the City’s duty, and by extension the District’s duty, to inspect materials and workmanship during construction for deviations from the drawings, specifications, and other contractor provisions which may come to light. The City and District ensure that general construction observation and specific inspections occur at appropriate milestones during a sewer main or lateral installation, rehabilitation, or repair.

Appendix 5-A Standards of Practice



SANITARY SEWER STANDARDS OF PRACTICE

April 2009

Prepared by:



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Santa Rosa, CA 95401-4696
Phone: (707) 523-1010
Fax: (707) 527-8679

Approved by Ukiah City Council On: July 27, 2009
Approved by Ukiah Valley Sanitation District Board of Directors
On: _____, 2009

City of Ukiah Sewer System Owner:

City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

Contact Persons:

Mr. Tim Eriksen
City of Ukiah, Director of Public Works / City Engineer
(707) 463-6280

Mr. Dan Hunt
Water/Sewer Operations Supervisor
(707) 467-5790

Ukiah Valley Sanitation District Sewer System Owner:

Ukiah Valley Sanitation District
387 North State Street
Suite 101
Ukiah, CA 95482

District Contact Person:

Mr. Frank McMichael
Ukiah Valley Sanitation District, District Manager
(707) 462-4429

SOP Prepared By:

WINZLER & KELLY
495 TESCONI CIRCLE,
SANTA ROSA, CA 95401

Contact Person:

Mr. Theodore B. Whiton, P.E.
Central California Regional Manager
(707) 523-1010

SEWER SYSTEM DESIGN STANDARDS

I. PURPOSE

The purpose of these Standards of Practice (SOP) is to provide guidelines for design of sewer utility projects and thereby reduce the time required for processing the plans. These guidelines do not include, but may reference, additional conditions which may be promulgated by all other pertinent ordinances, codes and official policy set forth by the City, or other government agencies. These guidelines establish minimum acceptable design criteria. More stringent requirements may be imposed by the City or District based on specific project conditions.

It is the responsibility of the design engineer to initiate written requests for approval of any design concepts that differ from these criteria, to verify additional requirements imposed, to perform any necessary calculations or studies, and to resolve specific design problems with the appropriate agency, department, or division.

II. REQUIREMENTS FOR IMPROVEMENT PLANS AND SUBDIVISION MAPS

- A. Refer to Article 6 of the City's and District's wastewater ordinances.
- B. Provide a detailed utility plan showing onsite and offsite sewer systems, and their connections to existing City or District sewer facilities. Show any septic systems existing or to be abandoned.
- C. . Sewer system designs will, as appropriate, any off-site sewer that is required for the connection to an existing public main.

III. SEWER MAINS - GENERAL

- A. Sewer systems will be designed in public streets whenever possible. When not in public streets, the following conditions apply:
 - 1. Ductile iron pipe must be used from manhole to manhole when outside of roadways;
 - 2. In general, lateral connections will not be allowed in easements but where necessary must be accessible and easy to locate; and
 - 3. Lockable lids are required on all manholes located in easements, on school grounds, through parks and on any trunk sewers larger than 12-inch diameter.
- B. Private sewer systems vs. public sewer systems:

In general, public sewer systems will be used only when they serve multiple lots and suitable access can be provided for maintenance reasons. Private sewer systems will only be used when they serve single lots or when they serve multiple lots and adequate access cannot be provided for private maintenance purposes.

C. Extent of sewer main improvements will be as follows:

1. Any offsite, downstream sewer system improvements needed to serve the project must be shown on the improvement plans, including upgrades to existing mains that may be required as a result of an approved capacity study or modeling effort.
2. In general, sewer mains must be designed across the full property frontage.
3. When a sewer main extension ends at a manhole and the sewer will be extended further in the future, include in the design a 3' long stub out of the manhole with a plug or cap for future connection.

D. Streets with both water and sewer mains must be at least 20 feet wide, face-of-curb to face-of-curb; one utility only: at least 16 feet wide; no water or sewer mains in alleys.

IV. CONNECTION TO AN EXISTING PUBLIC SEWER MAIN

- A. Connect new mains to existing at existing manholes or by constructing a new manhole over the point of connection.
- B. Where an existing sewer main is to be extended, remove the existing plug, cleanout, or rodding inlet and install a manhole. The main may be extended without installation of a structure only if it is on the same line and grade, the pipe size and material are the same, and the manhole spacing is adequate.
- C. Elevations of mains connecting to existing sewer mains will be as follows:
1. Side sewer mains connecting to an existing main at an angle of 30 degrees or greater will be at least 0.1' higher than the existing invert elevation.
 2. Connect sewer mains so that the crown of the smaller main is no lower than the crown of the larger main.
 3. Connections to Trunk Sewers will be made so that the invert grade of the new main will be no lower than the crown of the Trunk Sewer.

- D. Where laterals are the same size as the main, connection must be made with a manhole. Use a wye for all other lateral connections except as in “G” below.
- E. For lateral connections to existing mains 12 inches and larger, use taps and saddles with watertight gaskets.
- F. Lateral connections to Trunk Sewers 15 inches and larger are generally not allowed except with the specific approval of the City Engineer.
- G. Approved alternatives for multiple connections, such as for grouped flag lots or multiple lots off private driveways are:
 - 1. Up to 2 joint-trenched sewer laterals may be connected to the main using wyes at least 1' apart. (Taps or saddles where allowed must be a minimum 1' apart.)
 - 2. A private main, 6-inches or larger in diameter, may connect to the public main at a manhole and extend to the services onsite. This alternative requires a joint maintenance agreement or homeowner’s association, if serving more than one property.
- H. Major streets, or where the street surface is less than 5 years old, installation methods other than open cutting may be required. The City Engineer will determine the requirements based on the condition of the existing street.

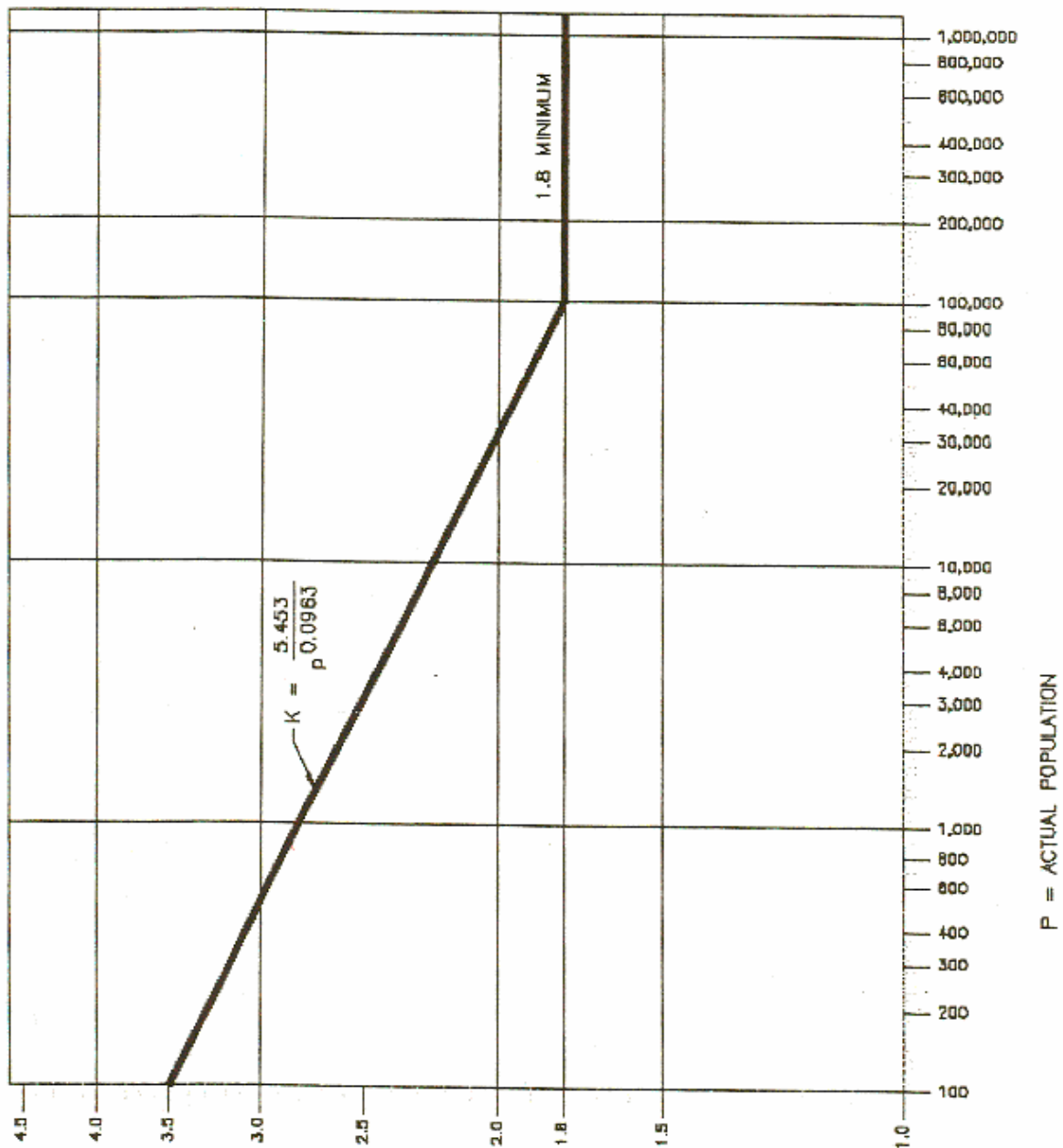
V. MATERIALS

- A. Sewer service laterals will be Polyvinyl Chloride (PVC), SDR26 or SDR35, or Ductile Iron Pipe (DIP).
- B. Sewer mains up to and including 12 inches will be PVC, SDR26 or SDR35, or DIP.
- C. Materials for pipes larger than 12 inches will be approved by the City Engineer.
- D. If a gravity sewer main is installed outside of a paved roadway, DIP and sewer identification tape is required.
- E. In general, use the same pipe material from structure to structure.
- F. Use of Asbestos Cement Pipe is not allowed under any circumstances.

VI. ALIGNMENT

- A. Horizontal

Figure VII-A
Sewage Peak Load Factor vs. Population



K = RATIO OF PEAK TO AVERAGE SEWAGE FLOW RATE = (PEAK LOAD FACTOR)

SEWAGE PEAK LOAD
FACTOR vs POPULATION

1. Conform to the State of California, Department of Health Services, "Guidance Criteria for the Separation of Water Mains and Non-Potable Pipelines".
2. Horizontal separation from storm drains or other sewer mains will be a minimum five feet clear between pipes except at crossings.
3. Horizontal separation from other utilities, such as gas, underground electric, underground television cable, etc., will be a minimum of four feet clear between the pipes except at crossings.
4. In general, design public sewer mains in straight street sections to run parallel to the street centerline. All public mains must be a minimum five feet clear from all structures, building overhangs, gutters, property lines or edge of easements and 3 feet clear from all monuments, and/or lips of gutters. The alignment will be designed so that any 48-inch manhole shall be centered a minimum of 3 feet from the lip of gutter and any 60-inch manhole shall be centered a minimum of 4 feet from lip of gutter.
5. In curved streets, design the sewer alignment generally on one side of the centerline to allow installation of other facilities such as water, storm drains, etc. without using transverse crossings. Provide an alignment such that no part of the sewer main is less than 1 foot from the lip of gutter. Structures must be designed in accordance with subsection VI-A(4) above.
6. Horizontal curves in gravity sewer mains are not allowed.
7. All sewer main trenches that are parallel to and deeper than the footing of any adjacent structure must be at least 45 degrees from the footing as required in the International Plumbing Code. Any exceptions must be approved in writing by the City Engineer.

B. Vertical

1. Conform to the State of California, Department of Health Services, "Guidance Criteria for the Separation of Water Mains and Non-Potable Pipelines"
2. Generally provide a minimum of six inches of vertical separation from storm drains or other utilities, such as gas, underground electric, underground television cable, etc. When the minimum cannot be maintained, plans will indicate installation of felt expansion material or equivalent between facilities. To protect the sewer main from distorting under extreme loads, other measures, such as concrete encasement or ductile iron pipe, may be submitted for approval of the City Engineer.

3. Vertical curves in gravity sewer mains are not allowed.

VII. MAIN SIZING CRITERIA

- A. Public mains will be sized to serve the entire tributary area at buildout densities conforming to the General Plan. Engineers for large developments may be required to provide trunk or collection system calculations or have a wastewater model run performed.
- B. The design flows will be based on the following criteria:
 1. Population density for all units will be 2.5 people per household. Average domestic flow will be 80 gallons per person per day.
 2. Multiply average flow as determined by the Peak Load Factor from the graph "Sewage Peak Load Factor vs. Population," (Figure VII-A) to obtain the design base flow.
 3. Public sewers will be designed to carry infiltration and inflow at the rate of 2.8 gallons per minute per tributary acre.
 4. Single-family residences shall add 115% increase for future development.
- C. Design all gravity sewers to achieve a minimum velocity of 2 feet per second (fps) using design flows. Lesser velocities require the approval of the City Engineer. When analyzing the existing or proposed sewer systems, use Manning's Formula to determine the design flow and velocity. Use $n = 0.013$.
 1. The minimum size is 6 inches in diameter, though pipe diameters less than 8 inches require approval by the City Engineer or District Manager.

VIII. SLOPE OF SEWER MAINS

- A. The sewer must be designed with a slope to be able to serve its entire tributary area. The preferred minimum slope for gravity sewers is 0.005. When conditions require, flatter slopes may be approved in accordance with the following:

The minimum slope for an 8-inch sewer is 0.0040.
The minimum slope for a 10-inch sewer is 0.0028.
The minimum slope for a 12-inch sewer is 0.0022.
The minimum slope for a 15-inch sewer is 0.0015.

B. The maximum slope for gravity sewers is 0.15, or 15' per 100'. In consideration of relevant factors such as steep terrain, steeper sewers may be allowed with the following conditions:

1. Use of restrained joints.
2. Provision of trench dams and drainage measures to prevent a buildup of hydrostatic pressure in trenches.
3. When a sewer with a slope greater than 0.15 passes through a structure with a horizontal change of direction in excess of 30 degrees, a special design of the base channelization is required to prevent overflows and yet allow for routine maintenance operations.

C. Slopes through manholes:

1. When sewers of uniform slope pass through a manhole, the slope will be maintained and the invert at the center of the manhole will be given.
2. When sewers change slope at a manhole, incoming and outgoing invert elevations will be given.
3. Provide sufficient drop through a manhole to compensate for energy loss caused by change of alignment. A minimum drop of 0.1 foot is required for a change of alignment greater than 30 degrees.
4. When pipe sizes change at structures, design the inlet crown at least as high as the outlet crown.

IX. SEWER MAIN/LATERAL COVER

- A. Cover is the distance from the top of the pipe to final finished grade measured directly over the pipe.
- B. Minimum cover for all sewer mains and laterals will be 36 inches. The City Engineer may approve shallower installations but in no case will cover be less than 24 inches.
- C. Where cover is less than 36 inches, special construction techniques must be approved such as concrete encasement, use of ductile iron pipe, concrete cap over the trench or the use of controlled density backfill.

X. MANHOLES AND RODDING INLETS

- A. A manhole is required at every horizontal or vertical change in alignment.

- B. Maximum distance between manholes is 300 feet.
- C. A manhole is required at the end of every main in excess of 200 feet in length.
- D. Rodding Inlets may be installed in lieu of manholes at the end of a sewer main where the distance is less than 200 feet to the nearest manhole and the main size is 10 inches or less.
- E. 60-inch diameter manholes are required for mains 18 inches or larger in diameter.
- F. The manhole will be designed such that the angle in the horizontal plane between the downstream and any incoming sewer is a minimum of 90 degrees.
- G. Stubs provided out of manholes for future extension will have rodding inlets provided when more than one length of pipe is installed or where service laterals are connected to the stub.
- H. Private sewer mains must connect to the public main at a manhole.
- I. Standard drop manhole installations are required when the difference in elevation between the incoming and outgoing sewer is greater than 2 feet. While not encouraged, drop manholes may be required due to some physical constraints. They may not however, be used to merely avoid extra depth of trenching unless unusual circumstances exist. Upstream slope changes should be used to avoid the need for a drop manhole.
- J. When one drop connection is required, use a 60-inch diameter manhole. When two or more drop connections are required, use a 72-inch diameter manhole; however, the use of a multiple-drop manhole must be approved by the City Engineer.
- K. Minimize the number of drop manholes.

XI. SEWER LATERALS

- A. Provide a separate lateral for each lot.
- B. The minimum sewer lateral size is 4 inches. Sewer laterals will be sized according to requirements of the International Plumbing Code, the City Engineer, and determinations by the Design Engineer.
- C. Sewer laterals will be located on the property frontage, defined as either the front or side boundary line of a parcel which abuts on a street.
- D. Laterals will not be located in easements when gravity service can be provided to the property frontage.

- E. When reasonable public vehicular access cannot be achieved, multiple lots may be served by a private main, providing approval by the Building Official is received and appropriate maintenance agreements are approved by the City or District.
- F. The minimum slope of sewer laterals is 2% or 1/4 inch per foot and will be designed at a depth sufficient to serve the entire building envelope of the parcel. Provide the slope and/or invert grade at the cleanout for any service lateral that must be installed at a slope and/or depth different from the minimums shown on the Sewer Standard Plans.
- G. All sewer laterals, from property line or edge of easement to the point of connection with the main line or a manhole, will generally be perpendicular to the curb alignment or easement and will have an angle of intersection with the downstream section of sewer of no less than 90 degrees. No lateral alignments adverse to the flow of the main will be permitted.
- H. Locate sewer laterals outside of driveway areas where possible and where driveway locations are known. In general, sewer laterals will be in the center third of lots when driveway locations are unknown and a minimum of 10 feet from trees whenever possible. For hillside development, place sewer laterals on the low side of property frontages when not in proposed driveway.
- I. Sewer laterals serving lots or buildings with plumbing fixtures below the nearest upstream sewer manhole rim require an approved backflow prevention device.

XII. ABANDONMENT OF SEWER MAINS AND SERVICES

- A. Any existing sewer mains and service laterals that will not be used must be abandoned and the following must be noted on the Improvement Plans:
 - 1. Sewer mains that are to be abandoned will be securely closed at all pipe ends with a cap or at manholes with a concrete plug. Mains 12 inches and larger must be filled with sand slurry or other suitable material per current City/District Standards.
 - 2. Sewer laterals in streets that have been constructed or overlain within the last five (5) years will be plugged behind the curb line or outside the edge of pavement.
 - 3. Sewer laterals in streets that have not been constructed or overlain in the last five (5) years will be abandoned by excavating at the main, removing the wye, and repairing the main per current City/District Specifications. If the connection to the main is a tap or saddle, it will be removed and a full circle repair clamp installed. When a wye is removed that is within 18 inches of a pipe joint, the repair will be extended to include the joint.

XIII. EASEMENTS

- A. An easement must be provided over any public sanitary sewer when it is installed outside a public right-of-way.
- B. The easement must be a minimum of 10' wide if it only contains a sewer main or 20' wide if it contains another facility, such as water, storm drain, or other utility. The easement will be dedicated as a "public sewer easement" or a "public utility easement".
- C. Easements must be configured to encompass all publicly-maintained appurtenances, such as service laterals up to the cleanout, and will be generally centered over the facility. Separate access easements may be required depending on site conditions. When sanitary sewers are to be installed along a property line the easement will be wholly contained on one parcel.
- D. All property restrictions placed as a result of dedication of easements will be so noted on the supplemental sheet of the Subdivision Map, or on the Easement Deed if the easement is not dedicated as part of a subdivision. Typical required notes as applicable are:
 - 1. No structures may encroach on, above, or below the surface of the ground in any public easement. This includes footings of foundations, eaves from the roof of any adjacent structure, pools, ponds or outbuildings on slabs or foundations. Decks, sheds, or other structures which may be easily removed for maintenance of the sewer system may be allowed at the discretion of the City Engineer.
 - 2. No trees may be planted in a public sewer easement without first obtaining approval of the City Engineer. Trees may be allowed to the extent that damage to the sewer system does not occur from root intrusion and adequate access can be provided for maintenance and repair vehicles.
 - 3. The City/District will take due caution when performing maintenance or repair of sewer systems in easements, but will not be responsible for repairs or replacement of trees, landscaping or structures not specifically approved by the City Engineer.

XIV. ACCESS ROADS

- A. Clear access must be provided and maintained to all structures on the sewer system:

1. All-weather vehicle access roads are required to every structure on the sewer system. Access roads must be a minimum of 10' in width and must be provided with turnarounds as directed by City Engineer.
2. The design of access roads must be included with the sewer system design plans. Include adequate drainage measures in the design to prevent damage to the access roads from storm water.
3. Gates must be provided for access through any fence crossing a public sewer easement. Where vehicular access is required for maintenance, minimum 14' wide gates must be provided with sliding gates preferred. Where vehicular access is not required, 4' wide gates for pedestrian access must be provided and will be located to permit visual access between sewer structures.
4. The maximum grade allowed at any point on an access road is 15%. The maximum cross-slope for any access road is 5%.

SEWER SYSTEM STANDARD DRAWINGS

STD No.	Title	Approved
200	Sewer Construction Notes	December 1987
201	Standard Sewer Manhole	December 1986
203	Sewer Clean-out	January 1987
204	Manhole Frame and cover Detail	January 1987
210	Sewer Service Lateral (Initial Construction)	January 1987
213	Sewer Service Lateral (Property Line to Building)	March 1987
215	Single Family Dwelling Private Force Main	May 1956
218	Multi-Sewer Connections	December 1990
220	Trench Detail Service Lateral/Sewer Main	February 1999
222	Joint Trench Outside Public Right-of-Way	June 1996
	Two-Stage Grease Interceptor	
	Food Facility Enclosure	

SEWER SYSTEM CONSTRUCTION STANDARD SPECIFICATIONS

SECTION 200 - SEWERS

200-1.02 Materials

Sewer pipe to be installed shall be ductile iron pipe or polyvinyl chloride pipe as noted on the Plans and as specified herein. Asbestos cement pipe shall not be allowed.

200-1.02A Polyvinyl Chloride (PVC) Pipe

PVC solid wall sewer pipe and fittings for gravity sewer shall be made from all new, rigid, unplasticized polyvinyl chloride in accordance with ASTM Standard Specifications D3034 and F679 and shall have a wall thickness of at least SDR 35. Joints shall consist of an integral thickened bell-and-rubber ring and shall provide for expansion and contraction at each joint. The rubber ring shall be compatible with the pipe manufacturer's recommended lubricant.

All pipe shall have a home mark to indicate full penetration of the spigot when the joint is made.

All PVC pipe entering or leaving a concrete structure shall have a standard manhole gasket, as supplied by the pipe manufacturer, firmly clamped around the pipe exterior and cast into the structure base or near the structure wall center as a water stop.

200-1.02B Restrained Joint (PVC) Pipe and Fittings

Restrained joint PVC pipe and fittings shall conform to the requirements of ASTM D2241. Joints shall be gasketed and conform to the requirements of ASTM D3139 and ASTM F477.

200-1.02C Ductile Iron Pipe

Ductile iron pipe shall be cement lined, new pipe conforming to ANSI A 21.51-197s or most recent issue, if any as sponsored by the American Water Works Association (AWWA) for thickness Class 50 Ductile Iron Pipe. The pipe shall be furnished with either bell and spigot ends, "Tyton Joints", or mechanical joints, except where specifically specified on the Plans.

All ductile iron pipe buried underground shall be encased in polyethylene film in the tube form. Polyethylene material and installation procedure for the encasement shall conform to ANSI/AWWA C105/A21.5-82 or most recent issue, if any.

Couplings for connection to the sewer main shall be of a type approved by the City Engineer.

200-1.02D Ductile Iron Restrained Joint Fittings

Restrained joint fittings shall be ductile iron in accordance with applicable requirements of ANSI/AWWA C111/A21.11 and ANSI/AWWA C153/A21.53 of latest revision and shall be compatible with the type and pressure class of pipe used.

71-1.03 Excavation and Backfill

Backfill shall be in accordance with Sewer Standard Drawing No. 220.

Sheet piling and other sheeting shall be withdrawn in such a manner as to prevent caving at the walls of excavations or damage to piping or other structures. Except as may be hereinafter modified, no sheeting shall be left in the trench and no backfill shall be made against the sheeting before it is removed. Any sheeting extending below the invert of the pipe shall be left in place by cutting off in a manner satisfactory to the Engineer.

Trenching operations shall be conducted in such a manner not to disturb the existing curb and gutter and the existing utilities. Flow shall be maintained in any sanitary sewers, storm drains, water lines, or water courses encountered in trenching.

The Contractor shall remove all water which may accumulate in the excavation during the progress of the work. Trenches shall be kept free from water while the pipe or other structures are installed and until backfilling has progressed to a sufficient height to anchor the work against possible flotation or leakage. At all times, the Contractor shall have sufficient pumping machinery available for immediate use. Water shall be disposed of in such a manner as to cause no injury to public or private property, or be a menace to public health.

Blasting will not be permitted unless the Contractor has obtained special written permission from the Engineer. The blast area shall be covered with heavy timbers or mats unless otherwise authorized by the Engineer. Blasting shall not be done within 25 feet of pipe laid in a trench. The Contractor shall protect pipe already laid with an earth backfill. All blasting and the use, handling and storage of explosives shall be in strict accordance with the applicable provisions of the State of California, Department of Industrial Relations Construction Safety Orders, and the Standard Specifications.

When the public works involved will exceed an estimated \$25,000, for the excavation of any trench or trenches five feet or more in depth, the Contractor shall, except for subdivisions, submit to the City Engineer for acceptance in advance of job excavation, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards established by the construction safety orders, the plan shall be prepared by a registered civil or structural engineer. A permit to do the above described work must be obtained from the State of California, Division of Industrial Safety. Proof of such permit shall be submitted to the Engineer prior to starting the trench work.

All trench excavation materials from trenches shall be the property of the Contractor. None of the excavation material shall be disposed of on the work site. Prior to disposal of any material, the Contractor shall submit to the Engineer written authorization for such disposal of material and entry permission signed by the owners of the disposal site, and shall comply with any other requirements of disposal, such as City and County permits, as may be required.

All raised pavement markets, street striping, chatter bars or any other traffic markings disturbed during this contract work shall be replaced in kind by the Contractor to the satisfaction of the Engineer.

Full compensation for excavation and furnishing and placing backfill and asphalt surfacing and replacement of pavement markets, street striping or any other traffic markings and including replacement of traffic detector loops shall be considered as included in the prices paid for the various contract items of work and no additional allowance will be made therefore.

All cutting, handling and disposal of asbestos cement pipe shall be done in compliance with the Contractor's State Licensing Law and all other applicable laws and regulations.

Full compensation for cutting, handling and disposal of asbestos cement pipe shall be considered as included in the prices paid for the various items of work and no additional allowance will be made therefore.

200-1.03A Trench Bracing and Shoring

All bracing and shoring shall conform to Section 5-1.02A and Section 7-1.01E of the Standard Specifications and the Division of Industrial Safety Construction Safety Orders which are currently in use.

The Contractor shall take all necessary measures to protect the workmen and adjacent areas and structures from the hazards of the trenching or excavation operations.

200-1.04 Existing Manholes

Existing manholes and cleanouts located within the street right-of-way shall be adjusted to conform to finished pavement grades in accordance with the details shown on the Plans.

Prior to the removal of an existing manhole frame, a platform shall be constructed in the manhole above the top of the sewer to prevent any dirt or debris from falling into the sewer. The platform shall remain in place until all work on the manhole has been completed and the asphalt concrete has been placed around the manhole. Prior to the removal of the platform from the manhole, all dirt and debris shall be removed.

Lowering of the manhole ring and cover shall be accomplished by the removal of existing concrete grade rings below the manhole ring or by removing the upper section of manhole barrel and substituting therefore a shorter section of barrel.

At the Contractors option, in lieu of removing and replacing barrel sections as above provided, the top of the existing upper barrel section may be trimmed and the taper section replaced on such trimmed surface provided, however, that such trimming shall not crack or otherwise damage the remaining portion of barrel section.

In the event that the portion of barrel section to remain is cracked or damaged or otherwise made unsuitable for use by such trimming, the entire section shall be removed and replaced with a new section of barrel.

Trimming of taper sections is not permitted.

All sections of the manhole shall be set in cement mortar or in approved gasket material. Trim excess gasket material and plaster inside joints smoothly. Manhole sections set in cement mortar shall be smoothly plastered inside and out.

After placing the surface course of asphalt concrete, all manholes and cleanouts shall be located and marked with white paint before the close of that working day.

Within two working days of paving, all manholes and clean out shall be adjusted to grade and inspected.

Existing grade adjustment rings in the adjustment of manhole frames shall become the property of the Contractor and, if undamaged and thoroughly cleaned of mortar, may be reused in the work. If not so used, they shall be disposed of away from the site of the work at the expense of the Contractor.

200-1.05 Pipe Laying

Where groundwater occurs, pumping shall continue until back filling has progressed to a sufficient height to prevent flotation of the pipe. Water shall be disposed of in such a manner as to cause no property damage or not be a hazard to public health.

Where construction consists of constructing a new main or extension of an existing main, the downstream end of the new main shall be securely closed with a tight fitting plug until the construction is accepted by the Engineer.

If the new sewer main is connecting to an existing main at a location other a manhole, the Contractor shall pothole the existing sewer main to verify invert grades and locations.

Sewer pipe shall be installed on the alignment and grade as shown on the Plans and in accordance with the Standard Specifications and as specified herein and as directed by the Engineer. Existing sewer laterals shall be removed and replaced at the locations shown on the Plans, or as directed by the Engineer.

Sewer pipe shall be laid in straight lines and on uniform rates of grade between points where changes in alignment or grade are shown on the Plans. The interior of the pipe shall be free of foreign matter before lowering into the trench.

The pipe manufacturer's written instructions covering the installation of his pipe shall be closely followed unless otherwise directed by the Engineer or as specified herein. After each pipe section is laid, the pipe joints shall be checked by the Contractor with a feeler gauge to determine if the rubber ring is properly seated. The trench shall not be backfilled until authorized by the Engineer. Pipe laying shall proceed upgrade with the spigots pointing in direction of flow. The invert of the pipe shall be set at required line and grade as determined from batter boards set not over 25 feet apart.

Electro-optical grade setting devices may be used provided the Contractor certifies that the device will be operated by a person proficient in its operation.

Any section of pipe found to be defective or which has had grade or joints disturbed shall be re-laid by the Contractor at his expense.

Proper implements, tools, and facilities satisfactory to the City Engineer shall be provided and used by the Contractor for the safe and efficient execution of the work. All pipe, fittings, and accessories shall be carefully lowered into the trench by means of derrick, ropes, or other suitable equipment in such a manner as to prevent damage to pipe and fittings. Under no circumstances shall pipe or accessories be dropped or dumped into the trench. The pipe and accessories shall be inspected for visible defects prior to lowering into trench. Any visibly defective or unsound pipe shall be replaced.

The line and grade of existing utilities shall not be altered. Any leakage caused in existing utilities by reason of the Contractor's operations shall be immediately repaired at the Contractor's expense.

Existing storm drains shall be supported or removed and replaced at the Contractor's option. In any case, the Contractor shall be responsible for maintaining the existing line and grade of the storm drains. If the Contractor elects to remove and replace, backfill shall be in conformance with Standard Drawing No. 420.

Existing water lines shall be supported in place with service maintained during construction. The Contractor shall be responsible for any damage to the water lines during construction and any damage resulting from improper backfilling.

Existing sewer lines shall be supported in place with service maintained during construction. The Contractor may, at his option, remove and replace any sewer laterals which are not in use during construction. The Contractor shall be responsible for damage to sewer lines during construction and any damage resulting from improper backfilling.

Sewer lateral inverts shall be set above the mid point of the sewer main.

200-1.06 Sewer Laterals

All sewer laterals shall be installed per Sewer Standard Drawing Nos. 210 and 213.

All sewer laterals shall have the PVC female adapters on the cleanouts glued to the cleanout standpipes.

The estimated locations of the existing laterals shown on the Plans are based on record information, and television inspection, and field evidence. During construction of the new sewer main, and prior to the installation of wyes for the new sewer laterals, the Contractor shall determine the exact locations for connection to existing sewer laterals at the back of sidewalk by either of the following methods:

1. Removing sidewalk and potholing by hand digging at back of sidewalk to locate the existing lateral pipe a minimum of 24 hours prior to sewer main installation in that area.
2. Inserting a metallic electrician's "fish tape" into the existing lateral pipe after the lateral pipe is exposed during sewer main excavation and tracing the "fish tape" to the back of sidewalk using conductive locating equipment such as an M-Scope.

Active sewer laterals are to remain in service at all times and shall be connected to the new sewer main as the main is being constructed. When a new sewer main is not installed on the same alignment as the existing sewer main, temporary connections between the new sewer main and existing sewer shall be installed.

Temporary sewer lateral connections shall be replaced with permanent laterals after installation of the sewer mainline is completed for each block, or at a maximum of 20 calendar days, whichever is sooner.

A minimum separation of 3 feet shall exist between new sewer laterals and existing water services. If separation is less than three feet, a new water service shall be installed at least 5 feet from any sewer lateral and the existing water service shall be abandoned.

200-1.07 Sewer Structures

Manholes shall be standard precast concrete manholes as detailed on Sewer Standard Drawing No. 201, and as shown on the Plans. Mains larger than 18" in diameter require 60" diameter manholes. Precast concrete manhole bases must be approved by the City Engineer.

Manhole bases may be poured-in-place concrete on undisturbed earth. The bases shall be poured full thickness against the side of the manhole excavation or to dimensions shown on Sewer Standard Drawing No. 201. The manhole excavation site shall be dewatered before pouring.

Pre-cast manhole bases, conforming to Sewer Standard Drawing No. 201 in dimensions and the requirements outlined below for materials may be used. Such pre-cast bases shall be placed on a minimum 6-inch thick cushion of drain rock, as specified in Sewer Standard Drawing No. 201. The drain rock shall extend a minimum of 6 inches beyond the outside edges of the base.

Concrete for manhole bases shall be class "A" Portland cement concrete conforming to the applicable requirements of Section 90 of the Standard Specifications. The Portland cement shall be Type V conforming to ASTM Designation: C 150 or low-alkali-Type II cement meeting the requirements for Type V cement.

Where steel reinforcement is required in manhole base construction, such reinforcement shall be furnished and placed as shown on the Plans and in accordance with the applicable provisions of Section 52 of the Standard Specifications.

The base slab and initial riser section shall be connected with integrally poured concrete to create a watertight joint. Flow channels shall be constructed as shown on the Plans. Changes in size or grade shall be made gradually and changes in direction by smooth curves. All finished surfaces shall be smoothly troweled with a steel trowel. All manhole barrels and taper section shall be precast concrete sections using Type V Portland cement complying with ASTM Designation: C 150 or low-alkali Type II cement meeting the requirements for Type V cement.

The 48-inch and 60-inch diameter barrels and taper sections shall be constructed in accordance with the applicable provisions of ASTM Designation: C 478 and shall be inspected by the City Engineer to determine that the interior surfaces are smooth and free of pockets or depressions.

Manhole frames and covers shall be in accordance with Sewer Standard No. 204. Tops of manhole frames and covers shall be set accurately to finished grade in paved streets and one foot above finished grade in unimproved areas. The frames shall be evenly set on the manhole on a Portland cement mortar bed. Where manholes are set above finished grade, the earth shall be mounded up around the manhole in a neat and acceptable manner to the satisfaction of the Engineer.

At locations where sewer is to be installed into or out of existing manholes, the manhole wall and base shall be chipped to accept the new size of pipe and to form a flow channel in the manhole

base. The Contractor shall dry pack around the pipe between the pipe and the chipped out opening. The Contractor shall also backfill in the area around the pipe with concrete to insure a watertight connection.

All joints in manholes shall be sealed by means of a preformed, self-bonding, self-sealing plastic gasket, such as "Ram-Nek" manufactured by the K.T. Snyder Company, Houston, TX, or approved equal. Joint seals shall be installed in full compliance with the manufacturer's current recommendations.

200-1.08 Testing of Sewers

Testing of all portions of the sewer including manholes is required.

For either exfiltration or infiltration test, the maximum leakage shall not exceed 25 gallons per inch of pipe diameter per mile per 24 hours as measured over a period of 30 minutes minimum. Should the leakage exceed the maximum allowable rate, the Contractor shall repair, overhaul, or rebuild the defective portion of the sewer line to the satisfaction of the City Engineer at no additional cost to the City or District. After repairs have been completed by the Contractor, the line shall be retested as specified above, all at no cost to the City or District.

Manholes shall be tested per the Sewer Standard Drawing No. 200 guidelines. During the test, manholes shall be filled with water the rim of the frame casing and shall lose no more than 2 inches over a period of 30 minutes.

The test shall be performed after the line has been laid and all backfill placed and compacted as specified elsewhere in these specifications. The Contractor, at his option, may test the line at any time during construction. However, the final test for acceptance shall be made only after all backfill is in place and compacted.

In the event the exfiltration test prescribed above is impractical due to wet trench conditions, these portions of the sewer line where such conditions are encountered will be tested for infiltration. The Engineer shall determine whether the exfiltration or infiltration test will be used.

Even though the test for leakage is within the prescribed limits, the Contractor shall repair any obvious leaks.

Low pressure air testing may be used in lieu of water testing at the option of the Contractor. Water testing may be required by the Engineer. The following procedure shall be used for air testing:

1. Clean pipe to be tested by propelling a snug-fitting inflated rubber ball through pipe with water. Remove any debris.

2. Plug all pipe outlets with suitable test plugs. Brace each plug securely.
3. If the pipe to be tested is submerged in ground water, insert a pipe probe, by boring or jetting, into the backfill material adjacent to the center of the pipe, and determine the pressure in the probe when air passes slowly through it. This is the back pressure due to ground water submergence over the end of the probe. All gauge pressures in the test should be increased by this amount.
4. Add air slowly to the portion to the pipe installation under test until the internal air pressure is raised to 5.0 psig.
5. Check exposed pipe and plugs for abnormal leakage by coating with a soap solution. If any leakage is observed, bleed off air and make necessary repairs.
6. After an internal pressure of 5.0 psig is obtained, allow at least two minutes for air temperature to stabilize, adding only the amount of air required to maintain pressure.
7. After two minute period, disconnect the air supply and start stopwatch. The pressure of 5 psig shall be maintained for 5 minutes.

200-1.08A Television (CCTV) Inspection

The Contractor shall hire an independent television inspection service to perform a closed-circuit television inspection of all newly constructed sewers. A digital video disk (DVD) of the television inspection shall be produced and delivered to the Engineer in color DVD format, together with a typed log of the inspection.

The following conditions shall exist prior to the television inspection:

1. All sewer lines shall be installed, backfilled and compacted;
2. All structures shall be in place, all channeling complete and all pipelines accessible from structures;
3. All other underground facilities, utility piping and conduit within two feet of the sewer main, shall be installed;
4. All compaction required shall be completed;
5. Pipelines to be inspected shall be balled, flushed and mandrel tested;
6. The final air or water test shall have been completed; and

7. Immediately before the television inspection, run fresh water into the sewer until it passes through the downstream manhole.

When the above work has been completed, the Contractor shall notify the Public Works Inspector 48 hours in advance of the date for television inspection. During this inspection, the Contractor or his authorized representative shall be present to observe the video pictures as provided by the television camera.

The following videotape observations shall be considered defects in the construction of the sewer pipelines and will require corrections prior to acceptance:

1. Off grade – 0.08 foot, or over, deviation from grade;
2. Joint separations – over 3/4";
3. Offset joints;
4. Chips in pipe ends – none more than 1/4" deep;
5. Cracked or damaged pipe or evidence of the presence of an external object bearing upon the pipe (rocks, roots, etc.);
6. Infiltration;
7. Debris or other foreign objects; and
8. Other obvious deficiencies when compared to Approved Plans and Specifications, these Standards and Standard drawings.

The Contractor shall be notified in writing of any deficiencies revealed by the television inspection that will require repair, following which the Contractor shall excavate and make the necessary repairs and request a television re-inspection. Television re-inspection shall be at the Contractor's expense.

200-1.09 Trench Resurfacing

Trench resurfacing shall be as shown on Sewer Standard Drawing No. 220, "Trench Detail Service Lateral /Sewer Main" of the Standard Plans.

200-1.10 Measurement

Quantities of precast concrete manholes and street cleanouts will be determined as units from actual count and shall be complete with manhole frames and covers and cleanout frames and covers, and as otherwise specified in the Standard Details.

No separate measurement or payment will be made for excavation and backfill, or for concrete, or for trench resurfacing involved in the construction of sewers.

200-1.11 Payment

Trench bracing and shoring for sewer systems will be paid for at the contract lump sum price, which price shall include full compensation for furnishing all labor, materials, tools and equipment, and doing all work involved in trench bracing and shoring, and no additional allowance will be made therefore.

The quantity of pipe to be paid for will be the actual length placed, measured from center of manhole to center of manhole along the pipe slope to the nearest foot. Pipe placed in excess of the length ordered by the Engineer will not be paid for.

Sewer pipe will be paid for at the contract price per lineal foot, which price shall include full compensation for furnishing all labor, materials, tools and equipment, and doing all the work involved in furnishing and installing the sewer pipe complete in place including excavation, bedding, backfill, trench surfacing, testing, television inspection, connecting and plugging sewer lines where shown on the Plans, compacting, any relocation of existing facilities, protection of pipe from damage during other phases of the work, and any other item necessary to place the sewer line and not specifically enumerated in the Plans or these specifications, and no additional allowance will be made therefore.

Full compensation for removing and replacing or supporting existing utilities and for abandoning existing sewer and sewer manholes shall be considered as included in the contract prices paid per lineal foot for sewer pipe and no additional allowance will be made therefore.

Manholes will be paid for at the contract price each, which price shall include full compensation for furnishing all labor, materials, tools and equipment, and doing all the work involved in constructing manholes complete in place including excavation, backfill, concrete collar, and furnishing and installing cast iron frame and cover, and no additional allowance will be made therefore.

Full compensation for sewer trench excavation, disposal of excavation, removal of water, blasting, pavement removal, scoring, and any other necessary work involved in sewer trench excavation, shall be considered as included in the contract price paid per lineal foot for sewer pipe and no additional allowance will be made therefore.

Full compensation for trench surfacing including furnishing and placing aggregate base, asphaltic paint binder, asphalt concrete and applying water, all as specified herein, shall be considered as included in the contract prices paid per lineal foot for sewer pipe, and no additional allowance will be made therefore.

Sewer laterals will be paid for at the contract price each, which price shall include full compensation for furnishing all labor, materials, tools and equipment and doing all the work involved in replacing existing sewer laterals and constructing the one-way cleanout, including locating the existing laterals, tying-in the existing laterals behind the one-way cleanout, installing flexible couplings, removal and disposal of existing cleanouts, excavation, bedding, backfill, trench surfacing, testing, television inspection, protection of the pipe from damage during other phases of the work, setting the sewer cleanout box to grade, restoration/reconstruction of sidewalk/landscaping, and any other items necessary to place the laterals and cleanouts not specifically enumerated in the Plans or these specifications, and no additional allowance will be made therefore.

SEWER SYSTEM APPROVED MATERIAL

Standard 201 – Standard Sewer Manhole

Precast base

Cook Concrete Products, Inc.
Central Precast Concrete, Inc.

Connectors

A-Lok X-Cell
NPC Kor-N-Seal

Note: The City will require shop drawings submitted for approval.

Standard 203 – Sewer Clean-out

Frame and Cover

Phoenix Iron Works	
Pinkerton Foundry	A-211 Cast Iron
South Bay Foundry	SBF-1249

Figure A1 Frame and Cover

Phoenix Iron Works	P-2501
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Standard 204 – Manhole Frame and Cover Detail

Phoenix Iron Works	P-1090
Pinkerton Foundry	A-640
South Bay Foundry	SBF-1900 CPH

Standard 210 – Sewer Service Lateral (Initial Construction) and Standard 213 – Sewer Service Lateral (Property Line to Building)

Pipe

Cast Iron Pipe
PVC – SDR 35

Cleanout Box

Geneco	CC4 or CC6 with lid marked sewer
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Saddle or Taps

Geneco	Sealtite
Romac	Style “CB” Sewer Saddle

STANDARD OPERATING PROCEDURE FOR SEWER SYSTEM

Objective:

The specific objective of this Standard Operating Procedure is to eliminate obstructions, improve flow characteristics and ensure that sewer collection system is clean and open. All sanitary sewer lines and manholes shall be cleaned annually. Known critical areas included in the “Sewer Maintenance List” (SSMP – Appendix 4-A) shall be inspected and cleaned every month.

Required Equipment and Tools:

- Personal protective equipment (i.e., hardhat, safety vest, steel toe boots, gloves, eye/face protection, hearing protection)
- Proper safety cones/barricades/flagging/signs or other traffic control devices
- Confined space equipment – tripod, harness, and ventilation blower
- Calibrated gas detector
- Sewer (jetter/evactors) truck
- Sewer cleaning nozzle and root saws
- Six-wire skid (“proofer”) in sizes that will be encountered during the day
- Debris traps in the sizes that will be encountered during the day
- Manhole hook or pick-axe
- Measuring wheel
- Disinfectant
- Light stand
- Hose

Required Documents:

- Sanitary sewer base map
- Sewer Maintenance List
- CCTV inspection form
- Manhole inspection form
- Cleaning schedule

At Corporation Yard:

- Check overall condition of sewer truck:
 - Fluid leaks on ground
 - Tires
 - Water Tank
 - Water Pump
 - Lights, brake, turn signal and hazards
- Inspect the truck equipment (tubes, clamps, hooks, nozzles, etc.) for damages or missing parts. Replace equipment that is excessively worn.

- Inspect the first 200 feet of hose and couplings for damage or wear.

Starting-Up at the Jobsite:

- Determine and confirm location of upstream and downstream manholes (use street addresses, if possible).
- Look for any overhead utilities that may come into contact with the vacuum boom during the cleaning operation.
- Set up proper traffic control by placing traffic signs, flags, and safety cones around the vehicle. The safety cones shall be placed with at least 15 to 20 feet of space from the rear of the truck and 4 feet beyond the front of the truck. Turn on the arrow board to direct/notify traffic of your status. ***“It is always more important to do the job safely than quickly.”***
- During the course of working, make sure that all warning lights and the arrow board are operating properly and the arrow flashing to send traffic towards the open lane.

A. Sewer Pipe Cleaning

- Fill water tank at or near the first jobsite.
- Helper is to ground guide the driver/operator to align rear of vehicle over dry, downstream manhole.
- Pull the manhole lid and use the gas detector to determine if it is safe to proceed with the cleaning operation.
- Observe sewer flow in the manhole. In any event of slow running sewers or possible backup of manhole, notify your immediate supervisor of this situation so that corrective action can be taken.
- Choose the right nozzle for the job.
 - A 15 degree nozzle is used for high grade, long lines and when penetrating blockages.
 - A 30 degree nozzle is best for cleaning due to the jets of water hitting the wall more directly and closer to the nozzle.
- Attach penetrating nozzle (or root saw) to the hose.
- Turn on the system and operate at safe speed.
- Lower the hose, with a guide or roller to protect the hose, into the manhole and direct it into the sewer line to be cleaned.
- Start the high pressure pump and adjust the pressure depending on depth of manhole, nozzle used and nature of the work being done. Shallow lines require less pressure than deep lines.
- Allow hose to feed itself through the line at moderate pace (not to exceed 3 feet per minute). It may be best to feed hose about 50 feet and bring it back.
- Observe the nature and quantity of the debris removed during the cleaning operation.
- Continue to clean the line until nothing but clear water comes through the line while bringing the nozzle back to the starting position.

- Remove the debris out the manhole until no more debris comes back with the return of the cleaning nozzle.
- Lift the upstream manhole and verify that the nozzle has reached it.
- When the end of the run is reached, pull the hose back.

NOTES:

- *The intent of sewer cleaning is to remove foreign materials from the lines and restore the sewer to a minimum of 95% of the original carrying capacity, or as required. It is recognized that there are some conditions such as broken or damaged pipe and major blockages that prevent cleaning from being accomplished or where additional damage would result if cleaning were attempted or continued. If such conditions occur, the crew shall contact Water/Sewer Maintenance Supervisor immediately and advise him/her of the situation.*
- *Material removal such as sludge, dirt, sand, rocks, grease, and other solid, or semi-solid, material resulting from the cleaning process shall be removed from the jobsite.*

B. Sealing Manhole Cover for Noise or Odor Control

- Pull the manhole lid and use the gas detector to determine if it is safe to proceed with the cleaning operation.
- Sweep ring of manhole with a broom.
- Get out caulking gun and cartridge of roof cement.
- Cut tip off cartridge. Puncture seal in tip.
- Load cartridge into caulking gun.
- Squeeze trigger of caulking gun until black caulk starts to come out.
- Squeeze 3-4 large beads of caulking around manhole ring.
 - If the purpose of sealing the manhole cover is to control the odor, squeeze out a bead of caulking around the entire ring of manhole.
- Secure the manhole cover back into the manhole ring and close manhole.
 - If the purpose of sealing the manhole cover is to control the odor, after closing the manhole, squeeze out caulking in holes on top of manhole cover.

C. Replacing Manhole Cover

- Measure diameter and thickness of manhole cover.
- Check if the manhole cover is a safety concern. If it is, place barricades around it.
- Proceed to the warehouse or corporation yard for a replacement.

Leaving the Jobsite

- Close the manhole. Ensure that the manhole is properly seated.
- Secure equipment.
- Fill out the required forms.
- Pick the cones up in reverse. Pick up the cones in front of the truck first, then the cones on the side of the truck. Finally, pick up the cones to the rear of the truck. The cone that is farthest away is the last cone to be picked up.
- Move to the next jobsite.

At the End of the Day

- Inspect the equipment and tools for problems.
- Report any problems with equipment, tools, or sewers that were cleaned during the day to the Water/Sewer Maintenance Supervisor.
- Submit daily work reports to the Water/Sewer Maintenance Supervisor at end of shift.

Appendix 5-B

Private Sewer Lateral Testing Program



Public Works Department
300 Seminary Avenue
Ukiah, CA 95482
[Web: www.cityofukiah.com](http://www.cityofukiah.com)

Phone: (707) 463 -6200
Fax: (707) 463-6204

SEWER LATERAL TESTING PERMIT APPLICATION

Date:		Permit Number:	
Property Address:		AP Number(s):	
Property Owner:	Phone No:	E-mail Address:	
Property Owner Mailing Address:		City:	State/Zip:
Phone No:	Fax No:	E-mail Address:	
Contractor Name:		Phone No:	Fax No:
Contractor Address:	City:	State/Zip:	
Testing Required due to the Following:			
☐ Qualifying Service Call ☐ Remodel \$100,000 or more ☐ Bedroom Addition			
☐ Change of Property Use ☐ Sanitary Sewer Overflow ☐ Rehabilitation/Replacement of Sewer Main			
☐ Addition of 2 Drain Fixture Units or greater to building/site plumbing			
Type of Inspection or Testing Proposed :			
☐ CCTV Inspection ☐ Exfiltration Testing ☐ Other:			
To the best of my knowledge, the information submitted herein is true and correct.			
Signature:		Date:	
When approved, a permit to perform the Sewer Lateral Testing will be issued to the property owner/contractor. The contractor performing the test shall schedule an inspection with the City Inspector a minimum of 48 hours prior to testing. An inspection may be scheduled by calling 467-2813			
City of Ukiah		Staff Use Only	
		U.V.S.D.	
Approved By:		Date:	
Payment Received by:		Date:	

****Return original to Sewer Lateral Program Coordinator/Provide a copy to Property Owner or Contractor****

RECORDING REQUESTED BY:

Director of Public Works - City of Ukiah

AND WHEN RECORDED MAIL TO:

Director of Public Works

City of Ukiah

300 Seminary Avenue

Ukiah, CA 95482

SEWER LATERAL CERTIFICATE OF COMPLIANCE

This certificate is issued by the undersigned [check one] ☒ pursuant to Ukiah City Code Sections 3799.4-3799.6 after passing a sewer lateral inspection or ☐ without an inspection pursuant to Ukiah City Code Section 3799.7.

The undersigned certifies that the sewer lateral serving the property described below complies with the sewer lateral standards adopted by the City of Ukiah and is in compliance with Division 4, Chapter 2, Article 18 of the Ukiah City Code, regulating the inspection, testing, repair and replacement of sewer lateral in the City of Ukiah.

Property Owner(s) Name:

Property Address:

Assessor's Parcel No.:

Legal Description of Property Served by Lateral: **"See Exhibit A, attached hereto and incorporated herein by reference".**

Applicant Name:

Application No.

Application Date:

Certificate of Compliance Number: **SLCC-Permit#**

Date Issued:

Date Certificate Expires:

☐	Testing and inspection confirms that the sewer lateral is in compliance with the requirements of Article 18.
☐	The sewer lateral has been replaced or repaired and the plumbing permit has received final approval and acceptance.
☐	The sewer lateral is exempt from the testing and inspection requirements of Article 18 for the following reason:
☐	The property owner provides evidence, satisfactory to the Director of Ukiah Public Works, that the building on the property is ten (10) years old or less
☐	The property owner provides evidence, satisfactory to the Director of Ukiah Public Works, that the sewer lateral was repaired or replaced and passed inspection within the previous ten (10) years
☐	The property owner provides evidence, satisfactory to the Director of Ukiah Public Works, that the lateral has passed an inspection within the past five (5) years

APPROVED FOR ISSUANCE AND SUBMITTAL FOR RECORDATION

Public Works Director or Authorized Agent
Ben Kageyama

ACKNOWLEDGEMENT

State of California)

County of Mendocino)

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

City Of Ukiah

Ukiah Valley Sanitation District

Permit #

SEWER LATERAL WATER PRESSURE TESTING REPORT

Property Address:

Assessor's Parcel Number:

Owner's Name and Address:

New Construction: ☐

Applicants Name and Address (if different Than Owner):

Inspection and testing Permit Number:

Testing Site: Building to Sewer Main ☐

Sidewalk to Sewer Main ☐

Building to Sidewalk ☐

Meet Current Building Standards Yes ☐

No ☐

Date Tested:

Test Result:

Inspected by:

CITY ACKNOWLEDGMENT

Public Utility Director or Representative

Date;

300 Seminary Ave

Ukiah, CA. 95482

(707) 463-6755

(707) 463-6740 fax

CITY OF UKIAH AND UKIAH VALLEY SANITATION DISTRICT

REQUIREMENTS AND STANDARDS FOR CLOSED CIRCUIT TELEVISION SEWER LATERAL INSPECTIONS

PURPOSE AND SCOPE

This document provides information and sets forth standards for sewer lateral closed circuit television (CCTV) inspections and recording. The purpose and scope of this document is to encompass those facets of the CCTV Sewer Lateral Inspection Program pertaining to the performance and quality of the CCTV inspection and recording and to improve the accuracy and quality of the televising activities and preparation of the CCTV inspection report. Specifically, it is for use by CCTV operators and technicians, contractors, plumbers, design engineers, CCTV interpreters, and others who are or may be involved in the CCTV Sewer Lateral Testing Program. This document does not set forth the standards pertaining to sewer lateral testing, repair, or replacement.

GENERAL INFORMATION

1. Prior to performing the CCTV inspection, the sewer lateral shall have been cleaned by utilizing the appropriate cleaning method given the inside condition of the sewer lateral. Roots, grease, oil, sediment, or solids shall be removed to permit the visual review and recording of the inside wall of the sewer lateral. The cleaning work is to be performed by a licensed Contractor pursuant to the provisions of Section 7026 of the State of California Business and professions Code.
2. CCTV sewer lateral inspection recordings shall be in VHS tape or DVD format and shall be in either color or black and white. Color recordings are preferred and after December 31, 2008, all recordings shall be in color.
3. Camera, power source, lights, and other components for the video inspection shall be equipment designed and manufactured for the inspection of sewer laterals and piping having a minimum diameter of 3" and for a distance of at least 100 feet from the point of access.
4. Lighting and camera quality shall be suitable to provide a clear, in focus picture of the entire inside periphery of the sewer pipe for all conditions encountered during the work.
5. All recordings shall be in focus, properly illuminated with good contrast, adequate color and tint, if colored recording, without distortion or outside interference.
6. The camera lens must be kept clean and clear; any fogging due to oil, grease, or other water content or debris that obscures the lens shall be cleaned off before proceeding with the recording operation. The camera is to be operative in 100% humidity.
7. Sewer lateral CCTV inspection recordings that are to be submitted to the City or District for review and the eventual issuance of a Sewer Lateral Certificate of Compliance are to be performed by contractors who are licensed and experienced to perform CCTV inspections or other inspection service providers and technicians who are permitted by law to perform such inspections. Contractors, inspection service providers, or technicians

who have been pre-qualified by the City may perform the CCTV inspection recording work without the City inspector being present when performing such inspection work within the City or District.

8. The CCTV inspection video tape or DVD shall show the whole periphery of the pipe. CCTV inspection personnel shall coordinate the work of the CCTV inspection with the property owner or resident to minimize or temporally stop sewer discharge into the sewer lateral while recording in order to show the whole periphery of the sewer lateral. If a bypass conduit is necessary, it must receive prior approval from the City inspector, and it shall be used as the last alternative.
9. A data view display feature capable of showing on tape or DVD the following information shall be provided:
 - a. Physical address of property which the sewer lateral serves
 - b. Date and time of inspection
 - c. Name of company, firm or technician performing the CCTV inspection
 - d. Inside diameter of sewer lateral and type of pipe material
 - e. Continuous footage counter accurate within 3 percent
 - f. Identification of access and starting point for video inspection such as upstream cleanout and location of cleanout. Vent lines will not be acceptable as access points.
10. The preferred direction of the video inspection is forward from upstream to downstream.
11. Video televising of the entire length of the sewer lateral is required. Inability or failure to do so because of obstructions in the line, collapsed pipe, out of alignment joint offsets, or lack of acceptable access points will result in the rejection of the CCTV inspection report. An acceptable access point is defined as a cleanout constructed in accordance with the plumbing code and or City of Ukiah Standard Plan No. 213 and it permits the complete video inspection of the sewer lateral. A vent pipe or any portion of the building plumbing is not considered as an acceptable access point. If there are no acceptable access points, installation of new sewer lateral cleanout meeting the requirements of the adopted plumbing code and the City of Ukiah Standard Plan No. 213 will be required in order to perform a video inspection of the sewer lateral. The location of the cleanout shall either be near the building footing at the building plumbing outlet, at the property line, or between the property line and the building footing. If only one cleanout is being provided to facilitate the video detection and it is located at the property line, a double sweep type cleanout shall be provided to facilitate inspection of the building lateral from the new cleanout.
12. The video tapes or DVDs shall be labeled and the labels shall be typewritten or legibly hand printed and shall include the following information:
 - a. A "CCTV Sewer Lateral Inspection" title
 - b. Street address of the property to which the sewer lateral serves
 - c. Date of inspection
 - d. The name of the Company, Firm or Individual responsible for the CCTV Inspection and to which payment has been made as reflected on the invoice provided by the inspection service provider to the owner or service requestor.
13. The CCTV inspector or operator shall attempt to identify all illicit connections to the sewer lateral observed in the CCTV inspection such as roof drains, area drains, french drains, swimming pool drains, basement drains, and footing drains by physically inspecting the property for visible evidence. The findings shall be noted in the CCTV Inspection Report

14. Sewer lateral lengths shall be measured from cleanout to sewer main, cleanout to inside of structure or from cleanout to cleanout.

SPECIFICATION

All CCTV data collecting and recording activities shall conform to the minimum requirements set forth in "The CCTV Inspection Standard for Sewer Laterals".

THE CCTV INSPECTION STANDARDS FOR SEWER LATERALS

PART 1 – FIELD DATA COLLECTING PRACTICES

All CCTV inspection and recording practice for sewer laterals will be evaluated against these Standards.

1. All recordings shall be in color with the ability to achieve proper balance of tint and brightness or in black or white. After December 31, 2008, black and white recordings will no longer be acceptable. For recordings in color, the loss of color or severe redness due to equipment malfunction may be cause for rejection of the CCTV Inspection Report.
2. All recordings shall be properly focused and illuminated with good contrast, adequate color and tint, without distortion, or outside interference. While moving forward or in the reverse run, the picture shall be of adequate light to clearly ascertain the existence of pipe cracks or fractures and their severity in addition to the obvious features such as joints and additional connections to the lateral.
3. The complete periphery of the sewer lateral shall be visible.
4. The camera operation may be cable pulled or self propelling and may record moving forward or on a reverse pull depending on the pipeline conditions. The preferred direction is forward from upstream to downstream.
5. The camera lens shall be kept clean and clear without fogging due to oil, grease, or other water content or debris that obscures the lens. The lens shall be cleaned before proceeding with the recording operation.
6. The camera shall be moved through the sewer lateral at a uniform rate not exceeding 30 feet per minute. The camera shall be stopped for a minimum of 5 seconds at broken or cracked pipe sections, root intrusion, miss aligned joints, connections to the lateral or other pipe defects. The camera shall be stopped for a full minute at any flowing connections and if necessary, pulled back and re-televised to ensure a clear recording of the connection. Camera units shall have adjustable supports and shall be set so the camera axis is generally at the centerline of the pipe.
7. The operator shall clearly identify the location of all wye or tee connections, taps, breaks, roots, or other defects as outlined in Part 2 of these Standards.
8. The total length of the sewer lateral shall be inspected. If the entire length of the sewer lateral cannot be inspected because of obstructions, the CCTV Inspection shall be recorded as a failed inspection. However, the obstruction may be removed and the sewer lateral repaired in accordance with the "Standards for Obtaining a Sewer Lateral Certificate of Compliance Based on Repair or Replacement" and the line re-inspected.
9. The pipe diameter shall be obtained by physical measurement in the upstream (or downstream) cleanout. The pipe material shall be identified.
10. Reverse set ups are to be limited. Potential reverses shall be identified and reported to the City for review. It is intended that the number of reverses are minimized to those absolutely necessary to complete the inspection.

PART 2 – CCTV INSPECTION AND REPORTING FORM

The City and District CCTV Inspection and Reporting form is to be utilized in reporting and submitting any CCTV inspection recording to the City for review and the subsequent issuance of a Sewer Lateral Certificate of Compliance. The CCTV inspection report form can have any number of pages, depending on the number of defects found and it is to provide general information and inspection defects. General information including property address, date, time, operator name, and recording ID shall be provided. A diagram or a drawing showing the street, approximate location of the cleanout(s) and building face is to be provided. The diagram may be drawn on the back of the CCTV Inspection Report or prepared on a separate sheet of paper and attached to the inspection report. Pipe diameter, pipe material, shape of the pipe, pipe length, televised footage, counter number at start and end of inspection (if recorded on video tape), CCTV view direction, usage of reverse setups and comments shall be provided. A sample CCTV Inspection Report form and the sewer defect classification nomenclature table are attached to these standards.

PART 3 – CCTV RECORDING AND INSPECTION REPORT REVIEW

1. All CCTV recordings will be reviewed for acceptability of quality based on the minimum standards established and the CCTV Inspection Report will be checked against the visible features shown on the CCTV recording.
2. A CCTV Inspection Report shall be completed in conformance with the standards and appropriate sewer defect nomenclature which best represents the sewer lateral defects found shall be used.
3. Loss of vertical hold which has an impact on the ability to read and interpret the tape, shall constitute a cause of rejection of the recording.
4. In those cases where it is impossible to stop inflow into the sewer lateral during the CCTV inspection and recording because of illicit drainage connections or because the building to which the lateral serves is a facility which must continually use sewer service without interruption or is difficult to control the use of sewer service such as hospitals, care facilities, doctor and dental offices, or a large office, commercial, or industrial complexes, the CCTV inspection is to be performed during off peak usage of the sewer service. Heavy water flows which obscure the viewing of the inside of the sewer lateral will be cause for rejection of the recording. Surcharging and flooding of the camera lens will not be an excusable condition if it has been artificially created by an upstream surcharge. The existence of flow condition where the camera towing bridle is underwater and the sewer line segment is clearly not in a sag condition may result in a determination that the recording conditions are unacceptable.
5. All sewer lateral line segments must be televised complete from cleanout to cleanout, cleanout to sewer main, or from cleanout to structure entrance on the same recording tape or disk in a continuous run unless a reverse setup is necessary or if the recording time exceeds the capacity of the recording medium.
6. Continuous footage readings for identifying the location of defects must be accurate to within 3 percent tolerance. Defect identifications are to be called out and recorded to the nearest full foot. Any inaccuracy in the continuous footage meter or identified defects or features which cause doubt as to the accuracy of the locations or total length shall render the line segment recording as unacceptable. If the operator has acknowledged that the forward run is unacceptable and has decided to re-televiser on the reverse pass, the operator must ensure that the footage markings are correct and that a stop at each feature for 5 seconds is provided to produce a complete recording inspection in the reverse pass.

7. Any other unidentified defect such as equipment interference or malfunction causing blurred or obscured images that detracts from the ability to completely and with reliable accuracy read the recording shall constitute a basis for rejection.

TYPICAL ADVERSE PIPE CONDITIONS TO BE REPORTED IN THE CCTV INSPECTION REPORT

Cracked Pipe (longitudinal, radial, spiral, multiple)

Broken Pipe, Hole in Pipe, Deformed Pipe, Collapsed Pipe

Separation in Pipe Joint (roots, earth movement, collapsed pipe section)

Pipe Obstruction (cause for failed inspection)

Infiltration (observable, evidence of, seeps into line, runs into line)

Debris or Sediment in the Pipe (flow undisturbed or disturbed, unable to continue)

Grease (flow undisturbed or disturbed, unable to continue)

Scaling (flow undisturbed or disturbed, unable to continue)

Side Connections (attempt to identify)

Cleanouts (existing or missing and location)

CITY OF UKIAH AND UKIAH VALLEY SANITATION DISTRICT

STANDARDS FOR OBTAINING A SEWER LATERAL CERTIFICATE OF COMPLIANCE BASED ON REPAIR OR REPLACEMENT OF THE PRIVATELY OWNED PORTION OF A SEWER LATERAL

PURPOSE

This document sets forth the minimum standards to which sewer laterals will be repaired, replaced, or re-lined for the purpose of obtaining a Sewer Lateral Certificate of Compliance in accordance with the requirements set forth in the Ukiah Valley Sanitation District Ordinance No 29 and the City of Ukiah Ordinance No. 1091 codified as Articles 1 and 18 of Division 4, Chapter 2 of the Ukiah Municipal Code.

GENERAL INFORMATION

The Ukiah Valley Sanitation District Ordinance No. 29 and the City of Ukiah Ordinance No. 1091 require the cleaning, inspection, and testing of sewer laterals connected to public sewers and serving residential, multi-family residential, commercial or industrial use properties upon the occurrence of stipulated property transfer transactions or events. In the Ukiah Valley Sanitation District, these transactions or events are, (1) the change of ownership of the property served other than exempted changes of ownership, (2) any repair or replacement of the main sewer to which the lateral is connected, or (3) a determination by the Ukiah Public Utilities Director that the cleaning and testing is required for the protection of public health, safety and welfare. In the City of Ukiah, the transactions or events requiring the cleaning, inspection and testing of a sewer lateral are (1) the application for a new connection to the sewer collection system, (2) the application for a building permit for a remodel of any structure being served by the sewer lateral where the cost of the remodel work exceeds \$50,000 in 2007 dollars and adjusted every year for inflation, (3) the application for a building or plumbing permit to install additional toilet facilities on the property served, (4) the application for a change of use on property served from residential to commercial or from non-restaurant commercial to restaurant commercial, (5) the change of ownership of the property served other than exempted transfers, (6) any repair or replacement of the main sewer to which the sewer lateral is connected, or (7) a determination by the Public Utilities Director that the cleaning, inspection, and testing is required for the protection of the public health, safety, and welfare. Nothing in the Ordinances prevents such testing, repair or replacement before a change of ownership. The property owner is responsible for the repair or replacement of the privately owned sewer lateral which has been found through testing and inspection to exhibit conditions which would permit excessive infiltration to enter the sewer collection system or excessive exfiltration. The privately owned sewer is defined as that part of the sewer lateral that is required to be maintained by the property owner in accordance with ordinances adopted by the District and City. Upon completion of the repair or replacement of the sewer lateral, re-inspections are to be conducted until the sewer lateral passes the required testing. Excessive infiltration or exfiltration is defined as exceeding the allowable amount as specified herein. Once the sewer lateral has successfully passed the inspection and testing procedure, the Director of Public Utilities shall execute a Sewer Lateral Certificate of Compliance which shall be filed with the Director of Public Utilities and the Building Department having jurisdiction and recorded with the County Recorder of Mendocino County.

There are two categories of Sewer Lateral Certification of Compliance for the continued service of a lateral based upon materials and performance: (1) A 10 year certificate for existing laterals that do not conform to the current material standards for new laterals as established in the plumbing code adopted by the City of Ukiah and does not exfiltrate at a rate greater than that established in the

exfiltration pressure test for existing laterals (refer to the provisions specified in Specified Pressure Tests of these Standards). (2) A 25 year certificate for existing, existing repaired or existing replaced sewer laterals that meet the current material and testing standards for new laterals as established in the plumbing code adopted by the City of Ukiah. For a 25 year certificate, the sewer lateral must be watertight.

An alternative testing and inspection procedure for a 10 year certificate consisting only of a CCTV inspection of the sewer lateral is applicable when there is a qualified change of ownership of the property served and the potential for hydrostatic conditions around the sewer lateral do not exist. Currently, all property located within the City limits are within the zone designated as having the potential for hydrostatic pressures.

In the Ukiah Valley Sanitation District there are five (5) exemptions to the cleaning, inspection, and testing requirements set forth in the District's Ordinance other than certain transfers of interest in real property and they are (1) where sewer laterals are more than 500 feet from the streams or other surface waters which flow into the Russian River, (2) sewer laterals that have been inspected within the last twenty five (25) years where the lateral is made of PVC, metal, or other modern material meeting the Uniform Plumbing Code, (3) sewer laterals that have been inspected within the last ten (10) years where the lateral is not made of PVC, metal, or other modern material meeting the Uniform Plumbing Code, (4) Sewer laterals that were last installed or replaced within the last twenty five (25) years where the lateral is made of PVC, metal, or other modern material meeting the Uniform Plumbing Code, and (5) any building where the Director of Public Utilities determines that testing and or repairs have been made in accordance with the ordinance within the last five (5) years. Certificates of Compliance will be issued indicating that the sewer lateral is exempt from the inspection and testing provisions of the District Ordinance if the sewer lateral meets the exemptions stated above. However, the Certificate of Compliance for an exemption expires upon the occurrence of an event requiring the inspection or testing or upon the occurrence of another exempted event.

For those properties within the City of Ukiah and not within the District, a property owner may apply for a Sewer Lateral Certificate of Compliance without inspection when (1) the property owner provides evidence, satisfactory to the Director of Public Utilities, that the sewer lateral serving the property is ten (10) years old or less, (2) the property owner provides evidence, satisfactory to the Director of Public Utilities, that the sewer lateral was repaired or replaced and passed inspection within the previous ten (10) years, or (3) the property owner provides evidence, satisfactory to the Director of Public Utilities, that the sewer lateral has passed an inspection within the past five (5) years.

Certificates of Compliance will be issued indicating that the sewer lateral is exempt from the inspection and testing provisions of the District Ordinance if the sewer lateral meets the exemptions stated above. However, the Certificate of Compliance for an exemption expires upon the occurrence of an event requiring the inspection or testing or upon the occurrence of another exempted event.

STANDARDS FOR REPAIR OR REPLACEMENT OF PRIVATELY OWNED LATERALS

Approved Repair Methods and Materials

1. Materials used in the repair or replacement of existing sewer laterals which have failed to pass an inspection and/or test shall be made of pipe materials, fittings, couplings, and other joining materials which have been approved for use pursuant to the current edition of the Plumbing Code adopted by the City at the time of the inspection and/or testing, and as modified and specified in these Standards.
2. Sewer Laterals constructed of an approved pipe material which have cracked pipe sections where the pipe has retained its original shape and does not show excessive deflection and is not subjected to hydrostatic pressures either outside or inside the pipe may be repaired with an approved cured in place spot repair lining.

3. Sewer laterals which are subjected to hydrostatic water conditions either inside or outside the pipe and which have not passed a required pressure test, may be repaired with an approved cured in place pipe lining system installed within the entire length of the sewer lateral from the wye in the sewer main to the sewer lateral cleanout closest to the building footing or replaced in its entirety with approved pipe materials. At the conclusion of the repair, replacement, or re-lining the complete sewer lateral must pass specified pressure tests.
4. The replacement of damaged pipe sections with approved materials, fittings, and couplings is only acceptable where the sewer lateral is not subjected to hydrostatic pressures either inside or outside of the pipe unless the complete sewer lateral from the wye at the main to the cleanout closest to the structure being served can pass the required pressure test after the repairs are complete.
5. Whenever 50% or less of the sewer lateral is repaired, replaced, or re-lined (Minor or No Repair), cleanouts shall be provided to grade to facilitate the inspection and testing at either the junction of the building drain and the sewer lateral at a point approved by the permitting agency, typically within 2 feet of the structure being served by the lateral, or at or near the property line at a point and in a manner approved by the Director of Public Works if in the public way, or, at a point and in a manner approved by the permitting agency if not in the public way and on private property. For that portion of the sewer lateral being repaired, replaced, or re-lined, cleanouts shall also be provided to grade at intervals not to exceed 100 feet in run of a cleaning snake to reach the adjacent run of a cleaning snake, and for each aggregate horizontal change in direction exceeding 135 degrees in accordance with the City Standard Plan No. 213 and the City adopted Plumbing Code.
6. Whenever a sewer lateral is more than 50% replaced or re-lined (Major Repair or Replacement), cleanouts shall be provided to grade in accordance with the City Standard Plan No. 213 and the City adopted Plumbing Code which include all of the following locations: A) At the junction of the building drain and the sewer lateral at a point approved by the permitting agency, typically within 2 feet of the structure being served by the lateral. B) At intervals not to exceed 100 feet in run of a cleaning snake to reach the adjacent run of a cleaning snake, and for each aggregate horizontal change in direction exceeding 135. C) At or near the property line at a point and in a manner approved by the Director of Public Works if in the public way, or, at a point and in a manner approved by the permitting agency if not in the public way and on private property.
7. Approved trenchless technologies such as "pipe bursting" may be utilized to replace sewer laterals.
8. Spot repairs consisting of the placement of metal or other sheeting materials and concrete or mortar will not be accepted.
9. Re-mortaring of joints as a repair method is not acceptable without prior approval of the permitting agency.
10. Pipe and pipe couplings shall be joined and installed in accordance with the manufacturer's recommendations. Pipe repairs shall be made in a manner which provides the least number of pipe joints.
11. Damaged wyes at the sewer main shall be replaced by the District.

Backfilling Methods in the Public Right of Way

Backfilling methods utilized in the public right of way shall conform to the Standards and Specifications adopted by the Agency having jurisdiction of the public right of way and in accordance with the provisions of the encroachment permit issued by the permitting agency.

Types of Pipe Damage that Must Be Repaired or Pipe Sections Replaced

1. Where the sewer lateral is not subjected to hydrostatic conditions and the exfiltration test is not required (allowed CCTV Inspection), the pipe repairs must be made for the following pipe conditions:

- a. A separation or offset in the pipe joint including any fish mouth condition at the joint.
 - b. Holes or cracks in the pipe bell, barrel, or coupling.
 - c. For PVC pipe, a deflection in the pipe cross-section exceeding 1/4".
 - d. Failed trench section causing excessive belly or sump condition in a pipe section causing retention of water of one inch or more.
 - e. Root penetration into the pipe.
2. Where the sewer lateral is subjected to hydrostatic conditions and the pipe repair option selected is pipe lining, repairs shall be made to the sewer lateral prior to the installation of the liner and the repair shall correct the following deficiencies:
- a. A separation or offset in the pipe joint including any fish mouth condition at the joint which the lining system cannot bridge based on the liner manufacturer's recommendations.
 - b. Holes in the pipe bell, barrel, or coupling that the lining system cannot bridge.
 - c. For PVC pipe, a deflection in the pipe cross-section exceeding 1/4".
 - d. Failed trench section causing excessive belly or sump condition in a pipe section causing retention of water of one inch or more.
 - e. Root penetration into the pipe.
 - f. Other lateral defects which the manufacturer of the lining system recommends be corrected prior to the placement of the liner.

Hydrostatic Pressure Conditions Defined

1. Hydrostatic pressures exist around the sewer lateral when the lateral is completely or partially submerged by groundwater or exists within the lateral when discharges to the lateral exceeds the capacity of the pipe or is subject to water head.
2. The following circumstances shall be prima facie evidence that the sewer lateral is subject to hydrostatic pressures:
 - a. The property being served by the public sewer collection system is located East of State Street and West of the Russian River; located in FEMA flood Zones A and B; located adjacent to any property, street, or private road where subsurface drains are installed; located west of State Street, south of Lovers Lane and north of Meadow Brook, Oak Court, and Spanish Canyon Drive; and if any portion of the property is located within 100 feet of the bank of a stream, creek or drainage ditch and any portion of the lateral is below the elevation of the nearest bank.
 - b. For commercial or industrial uses, at any time the discharge to the sewer lateral exceeds the following flows for a 3 inch diameter sewer pipe at the indicated slopes or if there exists on the property a plumbing fixture that has the indicated capacity:
 1. 50 gpm w/ slope of 1/4" per ft
 2. 35 gmp w/ slope of 1/8" per ft
 - c. For commercial or industrial uses, at any time the discharge to the sewer lateral exceeds the following flows for a 4 inch diameter sewer pipe at the indicated slopes or if there exists on the property a plumbing fixture that has the indicated capacity:
 1. 100 gmp w/ slope of 1/4" per ft
 2. 75 gpm w/ slope of 1/8" per ft
 - d. For commercial or industrial uses, at any time the discharge to the sewer lateral exceeds the following flows for a 6 inch diameter sewer pipe at the indicated slopes or if there exists on the property a plumbing fixture that has the indicated capacity indicated:
 1. 310 gpm w/ slope of 1/4" per ft
 2. 215 gpm w/ slope of 1/8" per ft
 - e. Verification from a closed circuit television inspection that clear water is being discharged into the sewer main from the sewer lateral.
 - f. Evidence that a basement sump pump is utilized on the property being served.
3. All pressure laterals shall be pressure tested at 1.5 times the operating pressure and no more than a 1% pressure loss shall be detected within a 10 minute test

Specified Pressure Tests

When Hydrostatic pressure conditions can exist outside or inside of the sewer lateral at any time, the sewer lateral shall be pressure tested by the exfiltration method by plugging the end of the sewer lateral at its point of connection to the public sewer and completely filling the sewer lateral with water from the lowest to the highest point thereof. To perform a pressure test, the sewer lateral must have a cleanout located near the building footing which is served by the sewer lateral or at the property line. If the cleanout does not exist, one must be installed by a qualified owner/builder or by a licensed contractor under a plumbing permit issued by the City Building Department if the property is located within the City Limits and outside the District or issued by the Public Utilities Department if the property is located within the District whether the property is located in the City or County" as part of the test procedure. The contractor or qualified owner may perform preliminary pressure tests prior to completing the backfill operations; however, the final pressure test shall be performed after the completion of the backfill operations. A video inspection of the downstream side of the test plug must be performed during the exfiltration pressure test to confirm that the test plug has sealed.

1. The exfiltration pressure test for a gravity sewer lateral shall be performed with potable or recycled water by filling the sewer lateral to a level 3" below the lowest floor drain or fixture connection to the building drain system up to a maximum water column of 33 feet above the test plug in the lateral at the face of the main or in the lateral wye fitting at the main when a wye fitting exists. If necessary, a stand pipe shall be fitted to the top of the cleanout to achieve the required testing water level. The testing water level shall also be at least higher than the elevation of the back edge of the public sidewalk at the point above the approximate location of the sewer lateral, or the top of curb if there is no public sidewalk or the edge of pavement if there is no curb or public sidewalk. An approved backwater valve and cleanout shall be installed at the property line if there is any gravity drained plumbing fixture in the structure being served that is below the elevation of the back edge of the public sidewalk at the point above the approximate location of the sewer lateral, or the top of curb if there is no public sidewalk or the edge of pavement if there is no curb or public sidewalk. A lateral may be tested in segments subject to the approval of the inspector. When segmental pipe testing is performed, each tested pipe segment must not exceed the allowed leakage rate.
2. The sewer lateral will have passed the pressure test if the testing water level within the testing standpipe does not drop more than the indicated rate for the given diameter of testing standpipe indicated below. The allowed leakage per sewer lateral is 212.5 gpd or 8.85 gph or .15 gpm or 34.08 cubic inches per minute.
 - a. 3" Diameter: 5 inches per minute
 - b. 4" Diameter: 2.5 inch per minute
 - c. 6" Diameter: 1.5 inch per minute

END

RESOLUTION NO. 2007-02

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH CALIFORNIA,
ESTABLISHING A \$50.00 FEE FOR PROCESSING SEWER LATERAL TESTING
PERMITS, INSPECTING THE SEWER LATERAL TESTS, REVIEWING TEST
RESULTS AND ISSUING SEWER LATERAL TESTING CERTIFICATES**

WHEREAS, pursuant to City Code Section 3798.05C, fees for administering the Sewer Lateral Testing Ordinance must be adopted by the City Council by resolution; and

WHEREAS, the Public Utilities Department has determined the average staff time used for processing a sewer lateral testing permit, inspecting the sewer lateral test, reviewing test results and issuing a sewer lateral testing certificate is one (1) hour; and

WHEREAS, the requested fee of \$50.00 recovers the cost for the services provided to administer the Ordinance.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UKIAH, CALIFORNIA,
DOES RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

The fee for processing a sewer lateral testing permit, inspecting the sewer lateral test, reviewing test results and issuing a sewer lateral testing certificate is \$50.

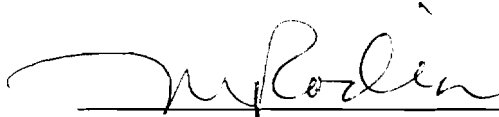
PASSED AND ADOPTED this 7th day February, 2007, by the following roll call vote.

AYES: Councilmember Thomas, Crane, McCowen, Baldwin and Mayor Rodin

NOES: None

ABSENT: None

ABSTAIN: None



Mari Rodin, Mayor

ATTEST:



Linda Brown, Deputy City Clerk

RESOLUTION NO. 2007-21

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH
DIRECTING STAFF TO SUSPEND ENFORCEMENT OF SEWER
LATERAL INSPECTION AND REPAIR ORDINANCE**

WHEREAS,

1. The City of Ukiah ("City") has adopted Sections 3799.1-3799.7 of the Ukiah City Code, requiring the inspection and repair of sewer laterals upon a change in ownership of a property served by a sewer lateral, upon the issuance of a building permit to remodel structures on such a property, and upon other "triggering events"; and

2. These City Code sections were adopted, in part, to comply with sections III(6)(b) and III(6)(c) of the Consent Decree in *River Watch v. Ukiah et al.* (N.D. Cal.) Case No. CV-04518-CW ("*River Watch*"); and

3. Pursuant to a stipulation among the City, the Ukiah Valley Sanitation District ("District") and River Watch, on May 30, 2007, the federal district court in *River Watch* issued an order suspending the obligation of the City and the District to comply with sections III(6)(b) and III(6)(c) until November 1, 2007, to allow the City and the District time to analyze the feasibility of developing an alternative sewer lateral inspection and repair program;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UKIAH,
CALIFORNIA, DOES RESOLVE AS FOLLOWS:**

1. Except for the inspection requirements contained therein, enforcement of Ukiah City Code Sections 3799.1-3799.7 is hereby suspended until November 1, 2007 ("the Suspension Period").

2. City staff is directed to notify realtors, title companies and other interested parties of the suspension and to post notice thereof on the City's website.

3. During the Suspension Period a triggering event will require the inspection but not the repair of the sewer lateral serving the lot or parcel subject to that event.

4. If the City and River Watch agree to an alternative sewer lateral inspection and repair program, the City Council may extend the Suspension Period to allow sufficient time to receive federal court approval for an amendment to the Consent Decree and to adopt appropriate amendments to the Ukiah City Code.

PASSED AND ADOPTED this 6th day of June, 2007, by the following roll call vote.

AYES: Councilmembers Thomas, Crane, McCowen, and Mayor Rodin
NOES: Councilmember Baldwin
ABSENT: None
ABSTAIN: None



Mari Rodin, Mayor

ATTEST:



Linda Brown, Deputy City Clerk

Element 6 - Overflow Emergency Response Plan

6.1 Self Assessment

Table 6.1
Overflow Emergency Response Plan – Self Assessment

	Yes	No	N/A
1. Do you have a written plan on how to handle reports of sewer system overflow?	X		
2. If a resident called the general agency phone number listed in the yellow pages at 3 a.m. on a Sunday morning to report “some water bubbling up in the street” would the proper information get to the correct person in order to respond quickly? Remember a citizen will probably call the City where they live and not the wastewater agency responsible for the sewers (if the City isn’t responsible for the sewers).	X		
3. Do you have written Standard Operating Procedures in place to clean up SSOs?	X		
4. Who in your organization does your reporting to the State and Local agencies?	Water/Sewer Maintenance Supervisor		
5. Does that person have contact lists and check off sheets to track who was notified and when?	X		

This section of the Sanitary System Management Plan (SSMP) provides a summary of the City’s Overflow Emergency Response Plan (OERP). The complete plan is attached in Appendix 6-A. This section fulfills the OERP requirement of the State Water Resource Control Board (SWRCB, Element 6) SSMP requirements. Further, the OERP was approved by the City Council and District Board of Directors on April 15 and 16, 2009, respectively. Approval documents are appended to the OERP.

6.2 Regulatory Requirements for Overflow Emergency Response Plan

The summarized SWRCB requirements for the OERP element of the SSMP are as follows:

The City shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. The response plan should be developed as a stand-alone document and summarized in the SSMP. At a minimum, this plan must include the following:

- a. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs [sanitary sewer overflows] in a timely manner;
- b. A program to ensure appropriate response to all overflows;
- c. Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g., health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the

waters of the State in accordance with the Master Reclamation Permit (MRP). All SSOs shall be reported in accordance with the MRP, the California Water Code, other State law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;

- d. Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- e. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- f. A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.3 Overflow Emergency Response Plan Discussion

The City of Ukiah initially prepared its “Spill Response and Notification Plan” in January 2002 and then updated it in June 2008. The City has retained the services of Winzler & Kelly to develop a Sewer System Management Plan (SSMP) to in part, manage and improve the condition of its wastewater collection system by implementing measures to reduce SSOs. The City’s Spill Contingency Plan was reviewed and revised as part of this SSMP Element 6 to address current SSO reporting requirements. This new “Overflow Emergency Response Plan” (OERP) – submitted to the RWQCB on September 30, 2008 – provides an effective overflow response plan to minimize any health risks or damage to private property or the environment from SSOs. The complete OERP document is found in Appendix 6-A and includes the following sections:

- I. Authority
- II. General
- III. Overflow Response Procedures
- IV. Public Advisory Procedures
- V. Regulatory Agency Notification Plan
- VI. Media Notification Procedures
- VII. Distribution and Maintenance of OERP

6.3.1 SSO Notification, Response and Impact Mitigation

Section III of the OERP explains sewer overflow response procedures from initial notification through field work and internal reporting and includes the following subsections:

A. Receipt of Information Regarding an SSO

This subsection describes the procedures and contact information for receiving an overflow report from outside parties or the City personnel. A sewer overflow can be reported to the City staff during the regular business hours at a main phone number which is published in local phone books and on the City website (www.cityofukiah.com). The City also has an automated answering system to receive any calls during non-working hours, weekends, and holidays. A complete list of the internal officials who will receive immediate SSO notification and their

contact information is represented in the OERP – Appendix B, “Sanitary Sewer Overflow Action Plan.” The role of each person during an emergency has been established in a flow chart and is clear and concise.

B. Dispatch of Appropriate Crews to Site of Sewer Overflow

This subsection illustrates the protocols for immediately dispatching a crew to any site of a reported SSO for investigation and response. The City’s OERP includes procedures for the notification of appropriate staff needed to respond to an SSO in the event extra crews are needed or if the SSO occurs outside normal City working hours. Guidelines for documenting any private or public property damages are explained and coordination with a hazardous material response team is also provided.

C. Overflow Correction, Containment, and Clean-Up

In this subsection, specific actions to be performed by the crews during an SSO are described. The City’s policy is to be constantly on alert and ready to take all steps possible to prevent the SSO from reaching the storm drains, flood control channels, or waters of the State and/or United States, all in accordance with the City’s discharge requirements.

Upon arrival at an SSO event, the City crew will initiate the following procedures:

- Determine the cause of overflow;
- Investigate the need for additional assistance or equipment;
- Notify the dispatcher to call the Mendocino County Environmental Health Department if private property is impacted;
- Take immediate actions to stop the overflow.

The SSO cleanup procedures for different situations, such as a trunk sewer stoppage, pump station failure, or wet weather overflow, are detailed in OERP Appendix B. Under most circumstances, the City can handle all response actions with its own maintenance forces and equipment; however, circumstances may arise where the City would utilize its list of pre-approved local vendors to acquire additional equipment. Local contractors would also be utilized for additional labor resources. A list of equipment vendors and contractors is provided in the OERP – Appendix B, Table 4.

This subsection also explains sampling laboratory tests requirements whenever overflow reaches surface waters.

D. Overflow Report

The City has a Sanitary Sewer Overflow Report form (OERP Appendix A) that must be completed for both internal and regulatory agency notification of SSOs. This subsection covers the information to be included in that form, such as date and location of overflow, start and stop time of the spill, estimate of the rate of SSO, indication whether the discharge reached water surfaces and cause of overflow. The Water/Sewer Maintenance Supervisor is responsible to complete the form and promptly forward it to Wastewater Treatment Plant Supervisor in order to notify the regulatory agencies when the overflow is eliminated.

E. Customer Satisfaction

In this subsection, the City staff is required to follow up in person or by telephone with the parties reporting the overflow and fill out a survey questionnaire. The survey is an assessment for response procedures, SSO control and site clean up, public notification and regulatory agency reporting. The survey is provided in OERP Appendix D.

6.3.2 SSO Public Notification

Section IV of the OERP describes the actions the City of Ukiah takes to perform public advisory actions and limit public access to areas potentially affected by an SSO. The Water/Sewer Maintenance Supervisor is responsible to determine whether temporary signage is required and, if so, the Mendocino County Environmental Health Department will be notified.

Media notification procedures are explained in Section VI of the OERP. The Water/Sewer Maintenance Supervisor is responsible to notify the Public Information Officer (PIO). The PIO is the “first-line” of response to the media for any overflow.

6.3.3 SSO Regulatory Agency Reporting

Section V of the OERP establishes procedures that the City of Ukiah follows to provide formal notice to the regulatory agencies in the event of an SSO. The City is required to report all spills, regardless of size, to the North Coast Regional Water Quality Control Board (RWQCB), even if the spill is completely contained. Criteria for reporting an SSO to the Office of Emergency Services (OES), Mendocino County Environmental Health Department and California Department of Fish and Game are specified depending on the size of the SSO and whether or not the discharge affects surface water and/or results in fish kills. A complete list of the regulatory agencies and notification requirements is provided in OERP Appendix E.

The City is required to submit a certification to the RWQCB that OES and the Mendocino County Department of Environmental Health have been notified of any sewer discharge to a drainage channel or surface water. That certification is provided in OERP Appendix F.

6.3.4 Distribution and Maintenance of OERP

Section VII of the OERP provides guidelines for the distribution of the OERP, as well as an overview of the City procedures for ongoing review and updates to the OERP. Staff training is also discussed.

6.4 SSMP Program Audit – Overflow Emergency Response Plan

Element 10, SSMP Audits, serves to record the evolution of the SSMP elements. Per SWRCB requirements, the entire SSMP must be audited at least every two years, which is the current audit plan for the City. To assist in this auditing process, following is a summary of accomplishments and identified potential future program improvements relative to this element.

6.4.1 Accomplishments

Since the inception of the SSMP process, the City has taken affirmative steps to enhance its emergency response and reporting procedures for sanitary sewer overflows. Field crews and office staff have reviewed procedures noted in the OERP and are prepared to more efficiently respond to future SSOs and comply with reporting requirements set forth by State order.

6.4.2 Future Program Improvements

The following activities are current OERP audit goals:

The City will implement the procedures outlined in the OERP, including internal and external training of staff. The first training is scheduled for September 2009; additional training will be conducted as needed.

Further, the City will update the OERP per State and regional requirements for reporting SSOs. City staff will perform this activity on an ongoing basis.

Additional program elements that will be implemented by the City include the following:

The City will increase its use of GIS resources for both the sanitary sewer and storm drainage systems to identify potential SSO locations, strategize for future system improvements, and provide mapping resource for field crews;

The City and District will consider the inclusion of a detailed condition assessment of the collection system (See SSMP Element 4) for future fiscal year budgets. Enhanced characterization of the collection system will enable the City to target problem areas for repair and/or replacement projects that could reduce the potential for a SSO; and

The City and District will consider the inclusion of additional resources directed towards the FOG Program (See SSMP Element 7) for future fiscal year budgets. As with condition assessment, the goal of the FOG Program is to target problem areas in addition to physical characterization of FOG-generating facilities (i.e., Food Service Establishments). The approach also includes outreach to the public and education regarding the negative impact of SSOs on the environment.

Element 6 - Overflow Emergency Response Plan

6.1 Self-Assessment

Table 6.1
Overflow Emergency Response Plan – Self Assessment

	Yes	No	N/A
1. Do you have a written plan on how to handle reports of sewer system overflow?	X		
2. If a resident called the general agency phone number listed in the yellow pages at 3 a.m. on a Sunday morning to report “some water bubbling up in the street” would the proper information get to the correct person in order to respond quickly? Remember a citizen will probably call the City where they live and not the wastewater agency responsible for the sewers (even when the City is not responsible for the sewers).	X		
3. Do you have written Standard Operating Procedures in place to clean up SSOs?	X		
4. Who in your organization does your reporting to the State and Local agencies?	Water/Sewer Maintenance Supervisor		
5. Does that person have contact lists and check off sheets to track who was notified and when?	X		

This section of the Sanitary System Management Plan (SSMP) provides a summary of the City’s Overflow Emergency Response Plan (OERP). The complete plan is attached in Appendix 6-A.

6.2 Regulatory Requirements for Overflow Emergency Response Plan

The summarized SWRCB requirements for the OERP element of the SSMP are as follows:

The City shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. The response plan should be developed as a stand-alone document and summarized in the SSMP. At a minimum, this plan must include the following:

- a. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs [sanitary sewer overflows] in a timely manner;
- b. A program to ensure appropriate response to all overflows;
- c. Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g., health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Master Reclamation Permit (MRP). All

SSOs shall be reported in accordance with the MRP, the California Water Code, other State law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;

- d. Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- e. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- f. A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including monitoring as may be necessary to determine the nature and impact of the discharge.

6.3 Overflow Emergency Response Plan Discussion

The City of Ukiah initially prepared its “Spill Response and Notification Plan” in January 2002 and then updated it in June 2008. The plan was subsequently updated in September 2008 to meet WDR requirements for the “Overflow Emergency Response Plan” (OERP) The complete OERP document is found in Appendix 6-A and includes the following sections:

- I. Authority
- II. General
- III. Overflow Response Procedures
- IV. Public Advisory Procedures
- V. Regulatory Agency Notification Plan
- VI. Media Notification Procedures
- VII. Distribution and Maintenance of OERP

6.3.1 SSO Notification, Response and Impact Mitigation

Section III of the OERP explains sewer overflow response procedures from initial notification through field work and internal reporting and includes the following subsections:

A. Receipt of Information Regarding an SSO

This subsection describes the procedures and contact information for receiving an overflow report from outside parties or the City personnel. A sewer overflow can be reported to the City staff during the regular business hours at a main phone number which is published in local phone books and on the City website (www.cityofukiah.com). The City also has an automated answering system to receive any calls during non-working hours, weekends, and holidays. A complete list of the internal officials who will receive immediate SSO notification and their contact information is represented in the OERP – Appendix B, “Sanitary Sewer Overflow Action Plan.” The role of each person during an emergency has been established in a flow chart and is clear and concise.

B. Dispatch of Appropriate Crews to Site of Sewer Overflow

This subsection illustrates the protocols for immediately dispatching a crew to any site of a reported SSO for investigation and response. The City’s OERP includes procedures for the

notification of appropriate staff needed to respond to an SSO in the event extra crews are needed or if the SSO occurs outside normal City working hours. Guidelines for documenting any private or public property damages are explained and coordination with a hazardous material response team is also provided.

C. Overflow Correction, Containment, Clean-Up, and Monitoring

In this subsection, specific actions to be performed by the crews during an SSO are described. The City's policy is to be constantly on alert and ready to take all steps possible to prevent the SSO from reaching the storm drains, flood control channels, or waters of the State and/or United States, all in accordance with the City's discharge requirements.

Upon arrival at an SSO event, the City crew will initiate the following procedures:

- Determine the cause of overflow;
- Investigate the need for additional assistance or equipment;
- Notify the dispatcher to call the Mendocino County Environmental Health Department if private property is impacted;
- Take immediate actions to stop the overflow.

The SSO cleanup procedures for different situations, such as a trunk sewer stoppage, pump station failure, or wet weather overflow, are detailed in OERP Appendix B. Under most circumstances, the City can handle all response actions with its own maintenance forces and equipment; however, circumstances may arise where the City would utilize its list of pre-approved local vendors to acquire additional equipment. Local contractors would also be utilized for additional labor resources. A list of equipment vendors and contractors is provided in the OERP – Appendix B, Table 4.

This subsection also explains sampling laboratory tests requirements whenever an overflow, regardless of volume spilled, reaches surface waters.

D. Overflow Report

The City has a Sanitary Sewer Overflow Report form (OERP Appendix A) that must be completed for both internal and regulatory agency notification of SSOs. This subsection covers the information to be included in that form, such as date and location of overflow, start and stop time of the spill, estimate of the rate of SSO, indication whether the discharge reached water surfaces and cause of overflow. The Water/Sewer Maintenance Supervisor is responsible to complete the form and promptly forward it to Wastewater Treatment Plant Supervisor in order to notify the regulatory agencies when the overflow is eliminated.

E. Customer Satisfaction

In this subsection, the City staff is required to follow up in person or by telephone with the parties reporting the overflow and fill out a survey questionnaire. The survey is an assessment for response procedures, SSO control and site clean-up, public notification and regulatory agency reporting. The survey is provided in OERP Appendix D.

6.3.2 SSO Public Notification

Section IV of the OERP describes the actions the City of Ukiah takes to perform public advisory actions and limit public access to areas potentially affected by an SSO. The Water/Sewer

Maintenance Supervisor is responsible to determine whether temporary signage is required and, if so, the Mendocino County Environmental Health Department will be notified.

Media notification procedures are explained in Section VI of the OERP. The Water/Sewer Maintenance Supervisor is responsible to notify the Public Information Officer (PIO). The PIO is the “first-line” of response to the media for any overflow.

6.3.3 SSO Regulatory Agency Reporting

Section V of the OERP establishes procedures that the City of Ukiah follows to provide formal notice to the regulatory agencies in the event of an SSO. The City is required to report all spills, regardless of size, to the North Coast Regional Water Quality Control Board (RWQCB), even if the spill is completely contained. Criteria for reporting an SSO to the Office of Emergency Services (OES), Mendocino County Environmental Health Department and California Department of Fish and Game are specified depending on the size of the SSO and whether or not the discharge affects surface water and/or results in fish kills. A complete list of the regulatory agencies and notification requirements is provided in OERP Appendix E.

The City is required to submit a certification to the RWQCB that OES and the Mendocino County Department of Environmental Health have been notified of any sewer discharge to a drainage channel or surface water. That certification is provided in OERP Appendix F.

6.3.4 Distribution and Maintenance of OERP

Section VII of the OERP provides guidelines for the distribution of the OERP, as well as an overview of the City procedures for ongoing review and updates to the OERP. Staff training is also discussed.

6.4 SSMP Program Audit – Overflow Emergency Response Plan

Element 10, SSMP Audits, serves to record the evolution of the SSMP elements. Per SWRCB requirements, the entire SSMP must be audited at least every two years, which is the current audit plan for the City. To assist in this auditing process, following is a summary of accomplishments and identified potential future program improvements relative to this element.

6.4.1 Accomplishments

Since the inception of the SSMP process, the City has taken affirmative steps to enhance its emergency response and reporting procedures for sanitary sewer overflows. Field crews and office staff have reviewed procedures noted in the OERP and are prepared to more efficiently respond to future SSOs and comply with reporting requirements set forth by State order.

6.4.2 Future Program Improvements

The following activities are current OERP audit goals:

The City will implement the procedures outlined in the OERP, including internal and external training of staff. Trainings are scheduled annually and as needed – such when new personnel are onboarded or when OERP procedures are changed.

Further, the City will update the OERP per State and regional requirements for reporting SSOs. City staff will perform this activity on an ongoing basis.

Additional program elements that will be implemented by the City include the following:

The City will increase its use of GIS resources for both the sanitary sewer and storm drainage systems to identify potential SSO locations, strategize for future system improvements, and provide mapping resource for field crews;

The City and District will consider the inclusion of a detailed condition assessment of the collection system (See SSMP Element 4) for future fiscal year budgets. Enhanced characterization of the collection system will enable the City to target problem areas for repair and/or replacement projects that could reduce the potential for an SSO; and

The City and District will consider the inclusion of additional resources directed towards the FOG Program (See SSMP Element 7) for future fiscal year budgets. As with condition assessment, the goal of the FOG Program is to target problem areas in addition to physical characterization of FOG-generating facilities (i.e., Food Service Establishments). The approach also includes outreach to the public and education regarding the negative impact of SSOs on the environment.

Appendix 6-A Overflow Emergency Response Plan



OVERFLOW EMERGENCY RESPONSE PLAN

**April 2009
Updated December 2020**

Prepared by:



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City of Ukiah Sewer System Owner:

City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

Contact Persons:

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City of Ukiah, Director of Public Works / City Engineer
(707) 463-6280

Mr. Sean White
City of Ukiah, Water/Sewer Operations Supervisor (707) 467-5790

Ukiah Valley Sanitation District Sewer System Owner:

Ukiah Valley Sanitation District
387 North State Street
Suite 101
Ukiah, CA 95482

District Contact Person:

Mr. Frank McMichael
Ukiah Valley Sanitation District, District Manager
(707) 462-4429

Regulatory Agencies To Report Sewer Overflow*:

- State of California, Regional Water Quality Control Board (RWQCB)
- State Office of Emergency Services
- Mendocino County Environmental Health Department
- California Department of Fish and Game

* Refer to Appendix E for Regulatory Agency Contact Information.

OERP Prepared By:

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LIST OF ABBREVIATIONS

CCTV	Closed Circuit Television
CDFG	California Department of Fish and Game
City	City of Ukiah
CIWQS	California Integrated Water Quality System
County	Mendocino County Health Department
District	Ukiah Valley Sanitation District
EPA	Environmental Protection Agency
gpm	gallons per minute
GWDR	General Waste Discharge Requirements
mgd	million gallons per day
NPDES	National Pollutant Discharge Elimination System
OES	Office of Emergency Services
OSHA	Occupational Safety and Health Administration
OERP	Overflow Emergency Response Plan
SSMP	Sewer System Management Plan
SSO	Sewer System Overflow
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements

CITY OF UKIAH
SSO RESPONSE PLAN FLOW CHART

Purpose	The purpose of this flowchart is to aid staff in prompt and responsible SSO respond and is intended only as a condensed version of Overflow Emergency Response Plan (OERP)
Part 1 – Illicit Discharge Report	• Upon receipt of a public complaint or notification of a confirmed or suspected SSO, the City Hall operator receiving the call will refer the call to the Water/Sewer Services Attendant. • The Water/Sewer Services Attendant will obtain as much information as possible about the incident and record initial information in the Sanitary Sewer Overflow Report (<i>OERP</i>) - <i>Appendix A</i>). • Upon documenting the incident information, the Water/Sewer Services Attendant will call the Water/Sewer Maintenance Supervisor and provide the details of the incident. • The Water/Sewer Maintenance Supervisor will review the incident information and dispatch the Spill Response Crew to the SSO site. • REFERENCES: 1. Sanitary Sewer Overflow Report (<i>OERP</i>) - <i>Appendix A</i>) 2. Internal Official Contact Information (<i>OERP</i>) - <i>Appendix B</i>)
Part 2 – Responding to SSO	• Visit the site immediately in an attempt to minimize or eliminate SSO. • Upon arrival at the site, should a suspicious substance or odor not common to the sewer system be found, contact Water/Sewer Maintenance Supervisor and wait for Fire Department to take over the scene. • Verify the existence of SSO and determine the immediate destination of the overflow (storm drain, street curb gutter, body of water, creek bed). • Identify and assess the affected area and extent/impact of the spill and request additional help if necessary. • Estimate flow data and take photographs. Document observations and complete Sanitary Sewer Overflow Report (<i>OERP-Appendix A</i>) • Post signs warning the public of sewage release in the affected area. • Using the appropriate equipment, contain the overflow and clean up the area as illustrated in the Investigate Chart to Determine SSO Causes, Corrective Actions and Preventive Measures (<i>OERP – Appendix B</i>). • If the spill reaches surface water, sampling shall be conducted in accordance with Section III of the OERP.

CITY OF UKIAH
SSO RESPONSE PLAN FLOW CHART

	• REFERENCES: 1. Sanitary Sewer Overflow Report (<i>OERP - Appendix A</i>) 2. Spill Response Emergency Equipment (<i>OERP - Appendix B</i>) 3. Contractor Equipment Rental List (<i>OERP - Appendix B</i>) 4. Sample Requirements (<i>OERP - Appendix B</i>) 5. SSO Volume and Flow Rate Resources (<i>OERP - Appendix C</i>) 6. Spill Reporting Fact Sheet (<i>OERP - Appendix E</i>) 7. Sample Warning Signs (<i>OERP - Appendix H</i>)
Part 3 – SSO Notification	• REFERENCES: 1. SSO Regulatory Agencies Notification Requirements (<i>OERP - Appendix E</i>) 2. Certification Form of 2-hr Notification (<i>OERP - Appendix F</i>)
Part 4 – Private Property Impacts /Damages	• In case involving private property accidents including bodily injury of a private citizen, sewer back-ups, or substantial private property damage, one of the investigators/adjustors at Acclamation Insurance Management Services (AIMS), (707) 546-1100, P.O. Box 1381, 1741 Fourth St., Santa Rosa, CA 95402 should be called immediately. Refer to <i>OERP - Appendix B – Table 1</i> for additional contact information during non-regular working hours.

SPILL CATEGORIES

Category 1

Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:

- Reach surface water and/or reach a drainage channel tributary to a surface water; or
- Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

Category 2:

Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly

Category 3:

All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

REGULATORY AGENCIES REPORTING CHECKLIST

Refer to above categories and OERP – Appendix A

Category 1 SSOs greater than 1,000 gallons

2-Hour Notification: Call OES

-State Office of Emergency Services (OES):

Phone: (800) 852-7550; Make sure you ask for an "OES Control Number"

Must be certified using CIWQS website <http://ciwqs.waterboards.ca.gov/>

Category 1 SSOs and Category 2 SSOs

Within 3 Business Days of Becoming Aware of SSO:

Submit draft report to SWRCB using CIWQS website <http://ciwqs.waterboards.ca.gov/>

Within 15 Calendar Days of SSO End Date:

Certify final report using CIWQS website <http://ciwqs.waterboards.ca.gov/>

Category 1 SSOs in which 50,000 gallons or more reached surface waters

Within 45 Calendar Days of SSO End Date:

Submit SSO Technical Report using CIWQS website <http://ciwqs.waterboards.ca.gov/>

Category 3 SSOs

Within 30-Days After End of Calendar Month with SSO Event:

Must be certified and reported to SWRCB using CIWQS website <http://ciwqs.waterboards.ca.gov/>

No SSOs in Month

Within 30 days past the end of the month

Must be reported to SWRCB using CIWQS website <http://ciwqs.waterboards.ca.gov/>.

Private Lateral SSOs (Reporting is Optional)

If reporting is desired, must be certified and reported to SWRCB as "Private Lateral" SSO with identifying responsible party, if known (not the City), using CIWQS website <http://ciwqs.waterboards.ca.gov/>

I. AUTHORITY

The City of Ukiah owns and manages approximately 44 miles of sewer collection pipelines and one pump station within its corporate limits and manages another 46 miles of sewer collection pipelines and two pump stations owned by the District. The District's collection system serves both unincorporated areas of Mendocino County and portions of the City which were annexed in the last 30 years.

This Overflow Emergency Response Plan (OERP) is prepared to ensure that City of Ukiah personnel follow established guidelines for containing, cleaning-up, decontaminating and reporting sanitary sewer spills which may occur within the City of Ukiah and Ukiah Valley Sanitation District service area.

The City of Ukiah will follow reporting procedures with regard to sewer spills as set forth by the California State Water Resources Control Board, Monitoring and Reporting Program No. 2006-0003-DWQ, as revised by Order No. WQ-2008-0002-EXEC and the NPDES Permit/Waste Discharge Requirements Order No. R1-2006-0049.

The City will also follow RWQCB Region 1 - North Coast letter dated December 10th, 2008 to report a spill or unauthorized discharge in accordance with the *Spill Reporting Procedures* (Enclosure 1 of the letter) and post the *Spill Reporting Fact Sheet* (Enclosure 2 of the letter) at its wastewater collection system facilities and administrative offices (see Appendix E).

II. GENERAL

The Overflow Emergency Response Plan (OERP) is designed to ensure that every report of any spill (sewer or any other pollutant) is immediately dispatched to the appropriate City of Ukiah personnel. The purpose of this approach so that the effects of the overflow can be minimized with respect to impacts to public health and adverse effects on beneficial uses and water quality of surface waters and customer service. In the event of an emergency and/or when it is found that the spill is not a sanitary sewer overflow, the City will utilize its resources to mitigate problems and will coordinate with the responsible agencies. Refer to Chapter III – Section B – Part 6.

The OERP further includes provisions to ensure safety pursuant to the directions provided by the California Regional Water Quality Control Board, and that notification and reporting is made to the appropriate local, state and federal authorities when applicable. For purposes of this OERP, “confirmed sewage spill” is also sometimes referred to as “sanitary sewer overflow,” “overflow,” or “SSO.”

A. Objectives

The primary objectives of the OERP are to protect public health and the environment, and to comply with regulatory requirements relating to confirmed sewage spills as set forth in the City’s NPDES Permit/Waste Discharge Requirements Order No. R1-2006-0049 and California State Water Resources Control Board, Monitoring and Reporting Program No. 2006-0003-DWQ, as revised by Order No. WQ-2008-0002-EXEC and Order No. WQ 2013-0058-EXEC.

Additional objectives of the OERP are as follows:

- Provide appropriate customer service;
- Protect treatment plant and collection system personnel;
- Protect the collection system, treatment facilities, and all appurtenances;
- Protect private and public property beyond the collection and treatment facilities;
- Provide clearly documented policies, procedures and guidelines for City staff to reference and follow in the event of a sanitary sewer overflow.

This plan shall not supersede existing emergency plans or standard operating procedures (SOPs) unless directed by City of Ukiah, Utilities Department Director, and shall, in most cases, refer to these plans and will work in conjunction rather than conflict with them.

B. Organization of Plan

The key elements of the OERP are addressed individually as follows:

Section III	Overflow Response Procedure
Section IV	Public Advisory Procedure
Section V	Regulatory Agency Notification Procedure
Section VI	Media Notification Procedure
Section VII	Update, Distribution and Maintenance of OERP

A summary of the procedures required to be taken in the event of an SSO is shown in the Sanitary Sewer Overflow Response and Notification Diagram in Appendix B.

C. SSO Tracking

The procedure to track the frequency and location of SSOs shall comply with current federal, state and local regulations. The City maintains records in accordance with the State of California, State Water Resources Control Board, Monitoring and Reporting Program No. 2006-0003-DWQ, revised by Order No. WQ 2008-0002-EXEC and by Order No. WQ 2013-0058-EXEC (Appendix G) .

D. Definitions

Spill Sanitary sewer overflow (SSO) - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

- (i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
- (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
- (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

Category 1 SSO: Includes all discharges of sewage resulting from a failure in the sanitary sewer system of any volume that results in a discharge to a drainage channel and/or surface water; or discharges to a storm drain pipe that was not fully captured and returned to the sanitary sewer system.

Category 2 SSO: Includes all discharges of sewage resulting from a failure in the sanitary sewer system that: has a volume of 1,000 gallons or more and does not result in a discharge to a drainage channel and/or surface water or to a storm drain pipe.

Category 3 SSO: All other discharges of sewage resulting from a failure in the sanitary sewer system.

Private Lateral Sewage Discharges: Sewage discharges that are caused by blockages or other problems within a privately-owned lateral.

III. OVERFLOW RESPONSE PROCEDURE

The Overflow Response Procedure provides a strategy for the City of Ukiah to mobilize labor, materials, tools and equipment to correct or repair any condition which may cause or contribute to an unpermitted discharge. The plan considers a wide range of potential system failures that could create an overflow to surface waters, land or buildings.

A. Receipt of Information Regarding an SSO

Confirmed or suspected SSOs may be reported by City of Ukiah employees or by others (i.e. business owners, residents, plumbers, etc.) by calling the Ukiah City Hall at **(707) 463-6200**. The City Hall switchboard directs the call to the Water/Sewer Services Attendant at Unit 2932. The Water/Sewer Services Attendant is primarily responsible for receiving phone calls regarding possible sewer overflows during regular business hours (i.e. Monday through Friday from 8:00 am to 5:00 pm) and is responsible for notifying the Water/Sewer Maintenance Supervisor to respond to any given field situation. After hours, all calls go through the 24-hour emergency phone line **(707) 463-6288** which notifies the on-call Water/Sewer Maintenance Crew, who will then contact the Water/Sewer Maintenance Supervisor to respond.

The Water/Sewer Maintenance Supervisor is then responsible as a primary responder to notify the regulatory agencies and prepare a report for the spill.

1. The Water/Sewer Services Attendant obtains all relevant information available regarding the overflow including:
 - Time and date call was received;
 - Specific location of overflow;
 - Description of problem causing the overflow;
 - Time possible overflow was noticed by the caller;
 - Caller's name and phone number;
 - Observations of the caller (e.g., odor, duration, back or front of property); and
 - Other relevant information that will enable the responding investigator and crews, if required, to quickly locate, assess and stop the overflow.

The Water/Sewer Services Attendant records initial information in the Sanitary Sewer Overflow Report (Appendix A) and notifies the Water/Sewer Maintenance Supervisor.

2. Pump station failures are monitored and received by the operator on duty at the pump station. The operator on duty immediately conveys all information regarding alarms to the Water/Sewer Maintenance Supervisor to initiate the investigation.
3. Sewer overflows detected by any personnel in the course of their normal duties are reported immediately to the Water/Sewer Maintenance Supervisor.
4. The Spill Response Crew must confirm the overflow. Until verified, the report of a possible spill will not be referred to as a "sewer overflow."

The Spill Response Crew completes the Sanitary Sewer Overflow Report (Appendix A) within 24 hours of the sewer overflow confirmation. The Water/Sewer Maintenance Supervisor is

responsible for reviewing, updating and signing the report. The complete report will be placed in the Spill Response Binder.

If 1,000 gallons or more are estimated to reach surface waters, the Water/Sewer Maintenance Supervisor shall report to the State Office of Emergency Services within two hours of becoming aware of the discharge.

A complete list of the City officials who will receive immediate SSO notification and their contact information is represented in Appendix B – Table 1.

B. Dispatch of Appropriate Crews to Site of Sewer Overflow

Failure of any element within the wastewater collection system that threatens to cause or causes an SSO triggers an immediate response to isolate and correct the problem. Crews and equipment are available to respond to any SSO locations. Crews shall dispatch to any site of a reported SSO immediately. Also, additional maintenance personnel shall be “on call” in the event extra crews are needed.

1. Dispatching Spill Response Crew

- When the City receives notification of a potential sewer overflow outlined in Section A of the Overflow Response Procedure, the Spill Response Crew dispatches with appropriate resources as required.
- Water/Sewer Maintenance Supervisor notifies the appropriate manager or supervisor by cell phone, pager or public works radio regarding the sewer overflow and field crew locations.

2. Crew Instructions and Work Orders

- Spill Response Crew shall be dispatched by cell phone, pager or public works radio and receive instructions from their supervisors regarding appropriate crews, materials, supplies, and equipment needed.
- Water/Sewer Maintenance Supervisor verifies that the entire message has been received and acknowledged by the crews who were dispatched. All standard communications procedures shall be followed. All employees being dispatched to the site of an SSO shall proceed immediately to the site of the overflow. Any delays or conflicts in assignments shall be immediately reported to the supervisor for resolution.
- In all cases the Spill Response Crew reports their findings, including possible damage to private and public property, to the Water/Sewer Maintenance Supervisor immediately upon making their investigation. If the Water/Sewer Maintenance Supervisor has not received findings from the field crew within one hour, the Water/Sewer Maintenance Supervisor contacts the response crew to determine the status of the investigation.

3. Additional Resources

- The Water/Sewer Maintenance Supervisor receives and conveys to appropriate parties requests for additional personnel, material, supplies, and equipment from crews working at the site of the sewer overflow.

4. Preliminary Assessment of Damage to Private and Public Property

- The focus is to resolve the problem. The Spill Response Crew shall use discretion in assisting the property owner/occupant as reasonably as they can. They must be aware that the City could face increased liability for any further damages inflicted to private property during such assistance unless authorized by the Water/Sewer Maintenance Supervisor. The Spill Response Crew shall take appropriate still photographs and video footage, if possible, of the outdoor area of the sewer overflow and impacted area in order to thoroughly document the nature and extent of impacts and shall forward available photographs to the Water/Sewer Maintenance Supervisor for filing with the Sanitary Sewer Overflow Report (Appendix A).
- In cases involving private property accidents including bodily injury of a private citizen, sewer back-ups, or substantial private property damage, one of the investigators/adjustors at Acclamation Insurance Management Services (AIMS), (707) 546-1100, P.O. Box 1381, 1741 Fourth St., Santa Rosa, CA 95402 should be called immediately. Refer to Appendix B – Table 1 for additional contact information during non-regular working hours.

5. Field Supervision and Inspection

- The Water/Sewer Maintenance Supervisor visits the site of the overflow, if possible, to ensure that provisions of this OERP and other directives are met.
- The Water/Sewer Maintenance Supervisor is responsible for confirming that the Sanitary Sewer Overflow Report (Appendix A) is provided for reporting within the specified time.

6. Coordination with Hazardous Material Response

- Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the Spill Response Crew shall immediately contact the Water/Sewer Maintenance Supervisor for guidance before taking further action.
- Should the Water/Sewer Maintenance Supervisor determine the need to alert the hazardous material team, the response crew shall await the arrival of the Police, Fire Department or other responsible authorities to take over the scene.

Remember that any vehicle engine, portable pump or open flame (e.g., cigarette lighter) can provide the ignition for an explosion or fire, should flammable fluids or vapors be present. Keep a safe distance and observe caution until assistance arrives.

- Only when that authority determines it is safe and appropriate for the Spill Response Crew to proceed, they can then proceed under the OERP with the containment, clean-up activities and correction.

C. Overflow Correction, Containment, and Clean-Up

Sewer Overflows of various volumes occur from time to time in spite of concerted prevention efforts. Spills may result from blocked sewers, pipe failures, or mechanical malfunctions among

other natural or man-made causes. City of Ukiah is constantly on alert and ready to respond upon notification and confirmation of an overflow.

This section describes specific actions to be performed by the crews during an SSO. A summary of the Sanitary Sewer Overflow Action Plan is included in Appendix B.

The objectives of these actions are:

- To protect public health, environment and property from sewage overflows and restore surrounding area back to normal as soon as possible;
- To establish perimeters and control zones with appropriate traffic cones and barricades, vehicles or use of natural topography (e.g., hills, berms);
- To promptly notify the regulatory agency's communication center of preliminary overflow information and potential impacts;
- To contain the sewer overflow to the maximum extent possible including preventing the discharge of sewage into surface waters; and
- To minimize the City of Ukiah exposure to any regulatory agency penalties and fines.

Under most circumstances, the City of Ukiah can handle all response actions with its own maintenance forces (Appendix B – Table 2 and Table 3). City personnel have the skills and experience to respond rapidly and in the most appropriate manner. An important issue with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and repair the problem do not produce a problem elsewhere in the system. For example, when a large sewer main is blocked and the crews divert the flow to a smaller sewer pipe downstream of the blockage, they should observe the flows to ensure that the blockage does not recur downstream. The sewer conveyance system should be returned to the normal operation as soon as the blockage is removed.

Circumstances may arise when the City of Ukiah could benefit from the support of private-sector construction assistance. This may be true in the case of large diameter pipes buried to depths requiring sheet piling and dewatering should excavation be required. The City of Ukiah may also choose to use private contractors for open excavation operations that might exceed one day to complete. A list of the local vendors, suppliers and contractors who can provide rental equipment during SSO and their contact information is provided in Appendix B – Table 4.

1. Responsibilities of Spill Response Crew Upon Arrival

It is the responsibility of the first personnel who arrive at the site of a sewer overflow to mitigate the impact of the overflow to public health and safety to the extent possible. Should the overflow not be the responsibility of the City of Ukiah but there is imminent danger to public health, public or private property, or to the quality of waters of the U.S., then prudent emergency action shall be taken until the responsible party assumes responsibility and provides actions. Upon arrival at an SSO, the response crew should do the following:

- Determine the cause of the overflow, e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.;
- Identify and requests, if necessary, assistance or additional resources to correct the overflow or to assist in the determine of its cause;
- Determine if private property is impacted. If yes, refer to Chapter III – Section B – Part 4;

- Take immediate steps to stop the overflow, e.g. relieves pipeline blockage, manually operates pump station controls, repairs pipe, etc as illustrated in Sewer Overflow Action Plan (Appendix B). Extraordinary steps may be considered where overflows from private property threaten public health and safety (e.g., an overflow running off of private property into the public right-of-way);
- Request additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.

2. Initial Measures for Containment

Spill Response Crew shall initiate measures to contain the overflowing sewage and recover, where possible, sewage which has already been discharged, minimizing impact to public health or the environment.

- Determine the immediate destination of the overflow, e.g. storm drain, street curb gutter, body of water, creek bed, etc.;
- Investigate the extent of the spill, check storm drain maps and coordinate with the City storm water staff to determine how far downstream the SSO travelled and whether it reached surface waters;
- Identify and request the necessary materials and equipment to contain or isolate the overflow, if not readily available; and
- Take immediate steps to contain the overflow, e.g., block or bag storm drains, recover through vacuum truck, divert into downstream manhole, etc.

3. Sampling and Lab Tests

Whenever a spill reaches surface water, samples shall be collected as soon as possible. Water/Sewer Maintenance Supervisor shall be notified in order to contact **Alpha Analytical Laboratories Inc.** at **(707) 468-0401** and request that samples are taken.

- Upstream and downstream sample locations in the affected surface water are dependent on conditions at the time of the spill. If access isn't an issue, it is important to obtain an upstream sample as close to the discharge outfall as possible, but far enough away to be sure that the sample is not affected by the discharge. For spills less than 1,000 gallons, samples shall be taken at the discharge point, within 10 to 25 feet upstream and 50 feet downstream in a flowing creek. The requirements to take and analyze the samples are represented in Appendix B – Table 5.
- For spills greater than 1,000 gallons, additional sites should be sampled based on the recommendations from Mendocino County Environmental Health Department.
- Ask the lab to test for total and fecal coliform and ammonia.
- If unacceptable downstream levels are observed, (i.e. the concentration exceeds the threshold value indicated in Appendix B – Table 6) continue sampling until coliform and ammonia levels are below threshold values or until instructed to do so by the Mendocino County Environmental Health Department.

4. Additional Measures Under Potentially Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or a sewer line collapse, set up a portable bypass pumping operation around the obstruction.

- Take appropriate measures to determine the proper size and number of pumps required to effectively handle the sewage flow.
- Implement continuous or periodic monitoring of the by-pass pumping operation as required.
- Address regulatory agency issues in conjunction with emergency repairs.

5. Cleanup

Sewer overflow sites are to be thoroughly cleaned after an overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, rubber products) is to remain.

- Whenever possible, digital photos shall be taken of the area before and after the cleanup.
- Where practical, the area is to be thoroughly flushed and cleaned of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked-up, and transported for proper disposal.
- The overflow site is to be secured to prevent contact by members of the public until the site has been thoroughly cleaned. If posting is required, it shall be undertaken as described in Section IV.
- Where appropriate, the hard surface area of the overflow site shall be disinfected and deodorized.
- Where sewage has resulted in ponding, the pond shall be pumped dry and the residue disposed in accordance with applicable regulations and policies.
- If a ponded area contains sewage which cannot be pumped dry, it may be treated with bleach; **HOWEVER, if sewage has discharged into a natural body of water, bleach or other disinfectant SHALL NOT be used and the California Department of Fish and Game shall be contacted for specific instructions.**
- Use of portable aerators may be required where complete recovery of sewage is not practical and where severe oxygen depletion in existing surface water is expected.

D. Overflow Report

The Sanitary Sewer Overflow Report (Appendix A) contains information which is required to be reported depending upon the nature of the spill.

If 1,000 gallons or more from an overflow reach any surface water, the Water/Sewer Maintenance Supervisor shall notify the State Office of Emergency Services within two hours of becoming aware of the discharge.

If the overflow results in the killing of any fish or aquatic life, the Water/Sewer Maintenance Supervisor shall notify the California Fish and Game Department as soon as possible.

The Water/Sewer Maintenance Supervisor shall complete the Sanitary Sewer Overflow Report (Appendix A) and update OES with a final spill volume when the overflow is eliminated.

Information regarding the sewer overflow shall include the following:

- Indication that the sewage overflow had reached surface waters, (i.e., all overflows where sewage was observed running to surface waters), or there was obvious indication (e.g. sewage residue) that sewage flowed to surface waters; or

- Indication that the sewage overflow had not reached surface waters. Guidance in characterizing these overflows to include:
 - a. Sewage overflows to covered storm drains (with no public access) where personnel verify, by inspection, that the entire volume is contained in a sump or impoundment and where complete clean-up occurs leaving no residue;
 - b. Preplanned or emergency maintenance jobs involving bypass pumping (e.g., any flow diversion and altering normal operation of the sewer conveyance system) if access by the public to a bypass channel (e.g., ditch, pipe) is restricted and subsequent complete clean-up occurs leaving no residue (any preplanned bypass under these circumstances will not be considered an overflow); and
 - c. Overflows where observation or on-site evidence clearly indicates all sewage was retained on land and did not reach surface water and where complete cleanup occurs leaving no residue.
- Determination of the start time of the sewer overflow by one of the following methods:
 - a. Date and time information received and/or reported to have begun and later substantiated by a sewer investigator or response crew;
 - b. Visual observation; or
 - c. Pump station and lift station flow charts and other recorded data.
- Determination of the stop time of the sewer overflow by one of the following methods:
 - a. When the blockage is cleared or flow is controlled or contained; or
 - b. The arrival time of the sewer investigator or response crew, if the overflow stopped between the time it was reported and the time of arrival.
- An estimation of the rate of sewer overflow in gallons per minute (GPM) by one of the following criteria:
 - a. Direct observations of the overflow; or
 - b. Measurement of actual overflow from the sewer main.See Appendix C for guidance on estimating sanitary sewer overflow volumes and flow rates.
- Determination of the volume of the sewer overflow:
 - a. When the rate of overflow is known, multiply the duration of the overflow by the overflow rate; or
 - b. When the rate of overflow is not known, investigate the surrounding area for evidence of ponding or other indications of overflow volume.See Appendix C for guidance on estimating sanitary sewer overflow volumes and flow rates.
- Photographs of the event.
- Assessment of any damage to the exterior areas of public/private property. Personnel shall not enter private property for purposes of estimating damage to structures, floor and wall coverings, and personal property.
See Appendix C for guidance on estimating sanitary sewer overflow volumes and flow rates.

E. Customer Satisfaction

The Water/Sewer Maintenance Supervisor or his/her designated personnel shall follow up in person or by telephone with the citizen(s) reporting the overflow. The cause of the overflow and its resolution will be disclosed. See Appendix D for Sanitary Sewer Overflow Survey questionnaire.

IV. PUBLIC ADVISORY PROCEDURE

This section describes the actions the City of Ukiah takes, in cooperation with the Mendocino County Environmental Health Department to limit public access to areas potentially impacted by unpermitted discharges of pollutants to surface water bodies from the wastewater collection system.

A. Temporary Signage

The City will coordinate with Mendocino County Environmental Health Department to determine when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do not necessarily prohibit use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

Creeks, streams, and beaches that have been contaminated as a result of an SSO should be posted at visible access locations until the risk of contamination has subsided to acceptable background levels.

The warning signs, once posted, should be checked every day to ensure that they are still in place. “Closed” signs shall be posted at the outfall and a minimum of 100 feet upstream and 100 feet downstream of the discharge. If there is a large volume of sewage, more signs must be posted downstream.

Signs must remain posted until at least two consecutive days of samplings meet the standards as listed in Appendix B – Table 6.

Water/Sewer Maintenance Supervisor shall determine if posting of a confirmed overflow is undertaken or that there is reasonable potential for an overflow to occur thus the need to post in advance. If posting is deemed necessary, the Mendocino County Environmental Health Department shall be notified. See Appendix H – Sample Warning Signs.

B. Other Public Notification

Should the posting of surface water bodies or ground surfaces subjected to a sewer overflow be deemed necessary by Mendocino County Environmental Health Department, the Water/Sewer Maintenance Supervisor shall determine the need for further public notification through the use of pre-scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures (e.g., front door hangers).

V. REGULATORY AGENCY NOTIFICATION PLAN

This section establishes procedures which the City of Ukiah follows to provide formal notice to the regulatory agencies in the event of SSOs. Agency notifications shall be performed in parallel with other internal notifications.

The reporting procedure shall be pursuant to the State of California, State Water Resources Control Board Order No. WQ 2008-0002-EXEC and Order No. WQ 2013-0058-EXEC, “Adopting Amended Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer System” (Appendix G).

A. *Immediate Notification*

1. Immediately report SSO that results in a discharge of 1,000 gallons or more to a drainage channel and/or surface water to the, the State Office of Emergency Services at **(800) 852-7550**, within 2 hours of City of Ukiah field staff becoming aware of the discharge.
2. Report any Category 1 SSO and Category 2 SSO (refer to Section 2.D Definitions) to the Online SSO Database System at <https://ciwqs.waterboards.ca.gov/> as soon as possible but no later than 3 business days after the City of Ukiah is made aware of the SSO event. A final certified report shall be completed through the Online SSO Database System, within 15 calendar days of the conclusion of SSO response and remediation.
3. Report all other SSOs to the Online SSO Database System within 30 days after the end of the calendar month in which the SSO occurs.
4. For spills where more than 50,000 gallons reached surface waters, submit an SSO Technical Report through the Online SSO Database System <https://ciwqs.waterboards.ca.gov/> within 45 days of the spill end date.

A complete list of the regulatory agencies and requirements for how to notify them is shown in Appendix E.

B. *Secondary Notification*

After those parties identified in Section A have been contacted, the Water/Sewer Maintenance Supervisor shall contact other agencies, as necessary, as well as other interested and possibly impacted parties.

1. The Water/Sewer Maintenance Supervisor may report private lateral SSOs using the Online SSO Database System, specifying that the sewage discharge occurred and was caused by a private lateral and identifying the responsible party (other than the City), if known.
2. If there are no SSOs during a calendar month, the Water/Sewer Maintenance Supervisor shall submit an electronic certified report that the City did not have any SSOs, within 30 calendar days after the end of each calendar month.

C. SSO Documentation

All SSOs should be thoroughly investigated and documented for use in managing the sewer system and meeting established reporting requirements.

The Spill Response Crew completes the Sanitary Sewer Overflow Report (Appendix A) within 24 hours of the sewer overflow confirmation. The Water/Sewer Maintenance Supervisor is responsible for reviewing, updating and signing the report. The complete report will be placed in the Spill Response Binder. Each individual SSO file should include the following information:

- Initial service call information;
- Sanitary Sewer Overflow Report (Appendix A);
- Photos;
- Copies of the California Integrated Water Quality System (CIWQS) certified report forms;
- Volume estimate;
- Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps; and
- Water quality sampling and test results, if applicable.

The GWDR requires that individual SSO records be maintained by the City for a minimum of **five years** from the date of the SSO. This period may be extended when requested by a RWQCB Executive Officer. All records and documentation of performance and implementation measures for the previous five years shall be made available for review upon SWRCB, RWQCB, or EPA staff's request.

VI. MEDIA NOTIFICATION PROCEDURE

When a sanitary sewer overflow has been confirmed and is a threat to public health, take the following actions, if necessary, to notify the media:

1. Spill Response Crew verifies overflow and reports back to the Water/Sewer Maintenance Supervisor.
2. The Water/Sewer Maintenance Supervisor informs the Public Information Officer (PIO) – **Jane Chambers, (707) 463-6213**. The PIO shall be the “first-line” of response to the media for any overflow.
3. After hours and weekend sewer overflows are reported to the PIO via confidential phone numbers kept at the City and with the Water/Sewer Maintenance Supervisor.
4. Calls received by the dispatcher from the media at any time are referred to the PIO.

VII DISTRIBUTION AND MAINTENANCE OF OERP

Annual updates to the OERP reflect all changes in policies and procedures as may be required to achieve its objectives.

A. Availability of OERP

Distribute copies of the OERP and any amendments to the following departments and functional positions:

- Water/Sewer Services Attendant
- Water/Sewer Spill Response Crew
- Water/Sewer Maintenance Supervisor
- Wastewater Treatment Plant Supervisor
- Water/Sewer Administration Office

All other personnel who may become incidentally involved in responding to overflows shall be familiarized with the SORP.

B. Review and Update of OERP

The Water/Sewer Division shall annually review the OERP to ensure the OERP and related documents are current, correct and applicable. Any changes shall be made within one month of this review, which shall occur on the anniversary date of the initial distribution date. Additionally, the OERP shall be incorporated into the City Of Ukiah, Sanitary Sewer Management Plan (SSMP).

C. Training

The City has specific budget item for sewer system staff training. All of the current sewer operation and maintenance staff are CWEA-certified and are trained in overflow emergency response procedures.

Training on the OERP shall be provided to all Water/Sewer Division staff members. The training shall be conducted by the Water/Sewer Maintenance Supervisor or his/her designee. The Water & Sewer Maintenance Supervisor makes sure the employees have the necessary skills to perform the operations and maintenance required by going over the standard operating procedures for all sewer operation and maintenance crew.

The trainer shall have extensive knowledge of not only the OERP but also the City of Ukiah and its staff, resources, field conditions, policies and procedures as they apply to the sewer system maintenance and emergency response.

Training shall be provided annually with the exception that the initial training be held within one month following the completion of the OERP.

Records of individuals' training including date, time, place, content, name of trainer(s), and names of attendees shall be kept in support of this plan.

Contractors that perform work within the City or District shall meet the minimum safety requirements set forth by California OSHA and any training guidelines set forth by CWEA for collection system work.

Plumbing contractors are also notified about the potential impact of their work on the City's sanitary sewer system as part of Russian River Watershed Association (RRWA) outreach program. More information is provided in SSMP Element 4 – Operation and Maintenance Program.

Appendix A

Sanitary Sewer Overflow Report

SANITARY SEWER OVERFLOW REPORT



STOPPAGE ☐ OVERFLOW ☐ REPORT NO. _____

Name of Person Completing this Report: _____

Date of SSO:

MONTH	DAY	YEAR

Time Notified	Time of Arrival at Site	Time SSO stopped	Estimated Duration (min)

LOCATION			
Street Address	District / CSA	Latitude	Longitude

ESTIMATED AMOUNT OF OVERFLOW		
	Gallons	Descriptions
Estimated SSO Volume		
Estimated Volume of SSO Recovered		
Estimated Volume of SSO Reached Surface Water		

FINAL SSO DESTINATION		
Surface Waters Affected	Evidence of Fish Kill	Samples Collected
YES ☐ _____	YES ☐ _____	YES ☐ _____
NO ☐ _____	NO ☐ _____	NO ☐ _____

CAUSE	PIPE INFORMATION	
Broken Pipe ☐	AC ☐	CI / DI ☐
Grease ☐	VCP ☐	Plastic ☐
Roots ☐	CP ☐	Other ☐
I & I ☐	Line Size: _____	
Other ☐ _____	Feet to Stoppage from Downstream Manhole: _____	

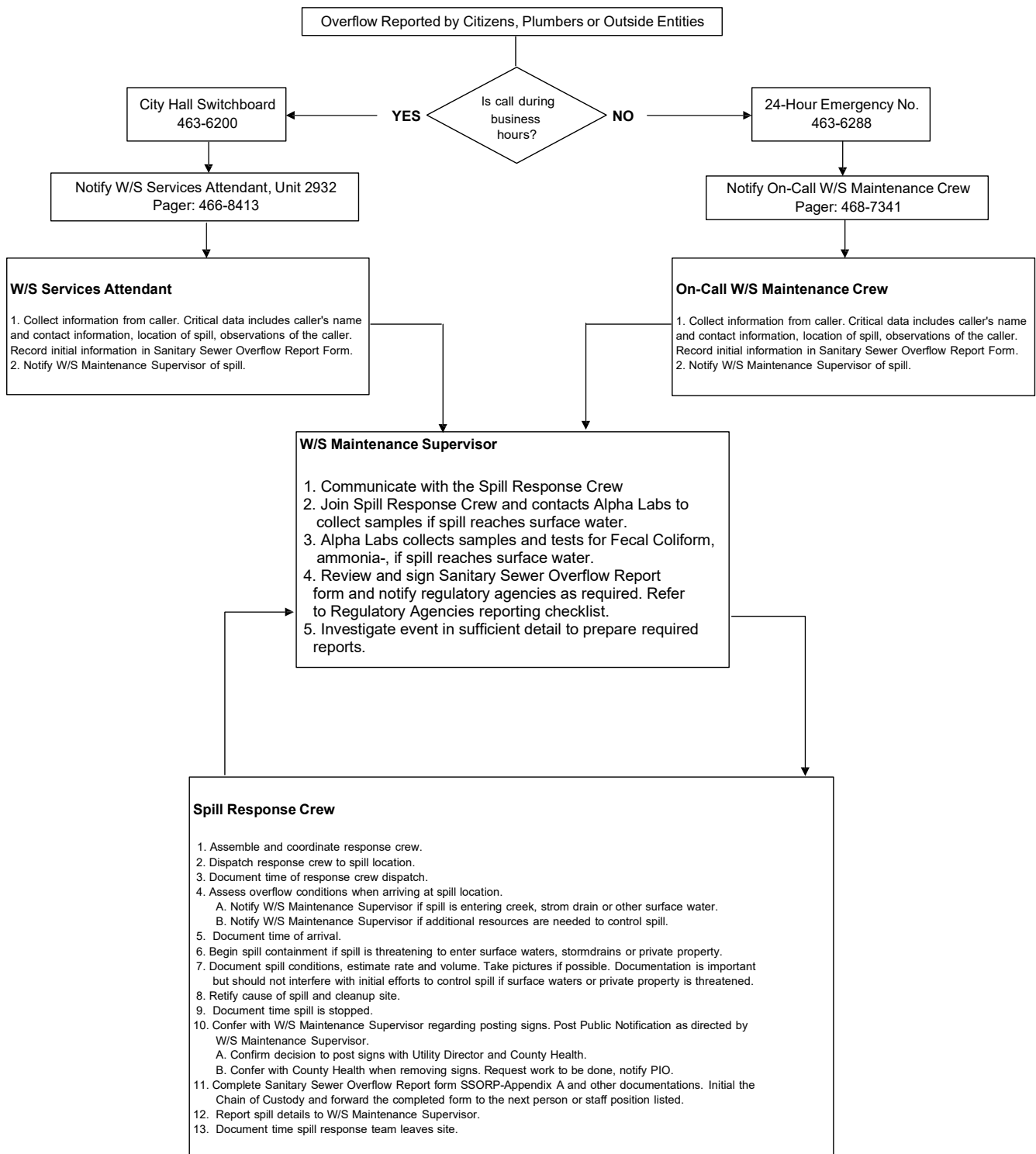
CORRECTION, CLEANUP, CREW AND EQUIPMENT				
Correction actions taken: _____				
Vacuumed Debris ☐	Flushed Area ☐	Signage Posted ☐	No. of Days Signs Posted: _____	
Gallons of Flush Water Used: _____		Gallons of Flushed Water Recovered: _____		
Crew (Initials)	Time (hrs)	Equipment	Time (hrs)	Materials Used

Prepared by: _____ Date: _____ Reviewed by: _____ Date: _____

Appendix B

Sanitary Sewer Overflow Action Plan

Sanitary Sewer Overflow Response and Notification Diagram



CITY OF UKIAH
PUBLIC WORKS, WATER/SEWER DIVISION

Table 1 - Internal Officials Contact Information

	Name	Title	Home Address	Home Phone #	Cell Phone #
Water/Sewer Administration	Sean White	Director			
	Jarod Thiele	Project Analyst			
Water/Sewer Maintenance	Don Brown	Supervisor			
	Nick Kirby	Lead Worker	INFORMATION AVAILABLE IN INTERNAL COPIES OF SSMP.		
	Jim Eddie	Service Attendant			
	Mario Dogali	Attendant II	NOT POSTED ONLINE.		
	John Aguilar	Attendant II			
	Robert Hulbert	Attendant II			
	Scott Norcross	Attendant II			
	Nick Weiss	Attendant I			
	Vincente Martinez	Attendant I			

AFTER HOURS:

Water/Sewer Maintenance: 707-391-8260 (Cell Phone)

Waste Water Treatment Plant: 707-272-3920 (On-Call Operators Phone) or 707-467-2818 (Plant Phone)

Note:

In cases involving private property accidents including bodily injury of a private citizen, sewer backups, or substantial private property damage, one of the investigators/adjustors at:

CAL NORTH ADJUSTERS

122 Calistoga Rd, #246

Santa Rosa, CA 95402

During Working Hours: Call Main Office

During Non-Working Hours: Call Ed Chasco

707-539-7785

707-548-2165 (cell)

707-539-7071 (direct office)

707-584-7990 (home)

or

Chuck Veader

707-328-1539 (cell)

707-539-7785 (office line)

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION

Table 2 - Spill Response Emergency Equipment

Equipment	Voltage	Power	Fuel	Size	Driver	Length	Connections	Location	Comment
Emergency generators									
1 Honda	120V	60HZ	Gas	2.0KV				Corp Yard	
1 Honda	240V	60HZ	Gas	5.0KV				Corp Yard	
Portable pumps									
1 Honda	5HP	Engine	Gas	2 1/2"			Quick Con.	Corp Yard	Threaded Exit
3 Honda	5HP	Engine	Gas	1 1/2"			Quick Con.	Corp Yard	Threaded Exit
Hose	SIZE	LENGTH							
6 Rolls	1 1/2	50'					Threaded	Corp Yard	
16 Rolls	2 1/2	50'					Threaded	Corp Yard	
Evactors / Rodders	VEHICLE								
2	Vacon							Corp Yard	
1	Vactor							Corp Yard	
Trucks									
Heavy									
2	5YD							Corp Yard	
1	6YD							Corp Yard	
Light									
2	Service		2 Pick-ups					Corp Yard	
1 Light Stand	300-1000V		Diesel			10'-40'		Corp Yard	
3 Portable light stand	115V		Electric					Corp Yard	
Traffic Control									
Cones									
Small	100							Corp Yard	
Large	100							Corp Yard	
Barricades	200								
Flashing Barricades	20								
Delinators	40							Corp Yard	
Repair Supplies								Corp Yard	
Sand Bags									
2bx Sock Absorbent								Corp Yard	Bag Island in Yard
Wattles 100"								Corp Yard	Bag Island in Yard

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION

Table 3 - Lift Stations

Lift Station	Address	Direction to Nearest Surface Water	No. of Pumps	Horse Power	Power	Emergency Power
Ford & Orchard	568 Ford St., Ukiah	400 feet North to Orr Creek	2	2.4 HP	230-V 1-Phase	No
Vichy Springs	200 View Dr., Ukiah	300 feet North to Sulphur Creek	2	5 HP	230-V 1-Phase	No
El Dorado	851 Ford Rd., Ukiah	100 feet West to Russian River	2	2 HP	230-V 1-Phase	No

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION

Table 4 - Contractor Equipment Rental List

Contractor Rental	Address	Phone	After Hours	Contact
Hertz Equipment Rental	Ukiah	707-463-5844		
United Rentals	Santa Rosa	707-585-7621	707-973-6614 707-952-9955	
Rental Place	Rohnert Park	707-584-9217		
Hertz Big 4 Rentals	Rohnert Park	707-586-4444	707-973-6540	Steve City
LJ Construction	Sebastopol	707-823-0247		
Aaction Rentals	Windsor	707-838-4379		
Cal-West Rentals Inc.	Petaluma	707-763-5665		
Sonoma Rentals	Sonoma	707-938-0711		Hector
Novato Rent-All	Novato	415-892-4621		
Tell Rentals Inc.	Vallejo	707-644-4438		
Gotelli's Rental Service	San Rafael	415-453-6940		
International Construction Inc.	Vallejo	707-643-8898		
Vallejo Rent-All	Vallejo	707-643-1755		

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION

Table 5 - Sample Requirements

Analysis	Sample Size	Preservative	Holding Period
Ammonia Nitrogen Selective Electrode Method 4500 NH3-D	200 - 500 ml	Store at 4-deg. C Acidify (pH 1.5 - 2) with H ₂ SO ₄	Up to 24 hours, acidify for longer storage.
Titrimetric Method 4500 NH3-C	200 - 500 ml	Store at 4-deg. C Acidify (pH 1.5 - 2) with H ₂ SO ₄	Up to 24 hours, acidify for longer storage.
Fecal Coliform Total Coliform Fecal Coliform Direct Test (A-1 Medium) 9221 E	250 - 500 ml	Temp < 10-deg. C	24 hours

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION

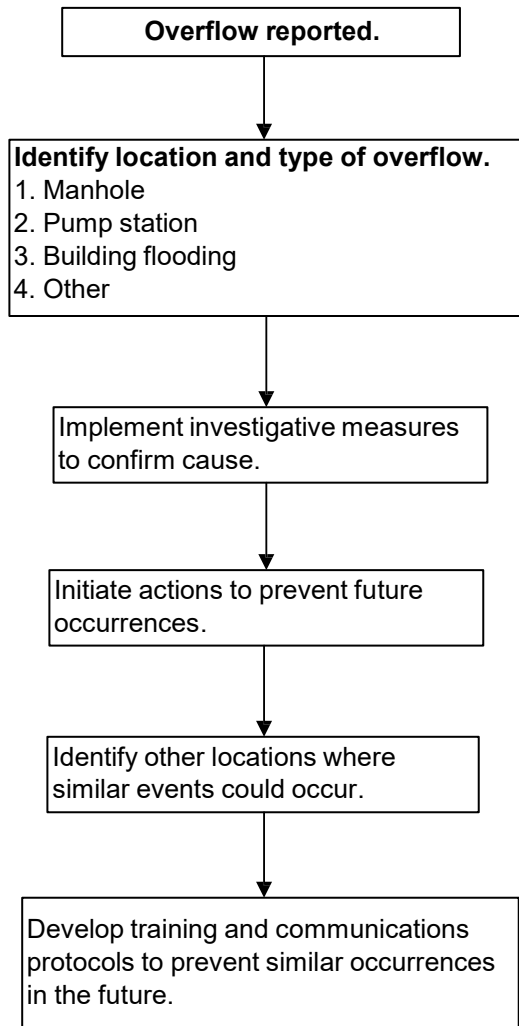
Table 6 - Surface Water Benchmark Levels

Parameter	Units	Typical Values	Values of Concern
Ammonia-N	milligram per liter (mg/l)	< 1	2
Fecal Coliform	Most Probable Number per 100 milliliters (MPN/100 ml)	20	200

Source: Linvil G. Rich, Environmental Systems Engineering, McGraw-Hill, New York, (1973).

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION

**Investigative Process for Identifying Overflow Causes
and Preventing Future Occurrences**



Investigative Chart to Determine SSO Causes, Corrective Actions and Preventive Measures

Legend

a	hydraulic modeling
b	engineering evaluation support
c	closed circuit television inspection (CCTV)
d	smoke testing
e	dyed water flood testing
f	dyed water flood testing with CCTV
g	temporary flow monitoring.
h	night time flow isolation testing
i	rainfall simulation testing
J	manhole inspection
k	line lamping
I	ground-penetrating radar (voids under pavement)
m	ground survey (establish inlet/outlet pipe inverts in u/s & dis manholes)
n	construction observation/inspection
p	piezometric data
q	check pump station status - pump and drive equipment, instrumentation and controls, motor control center, hydraulic surge arrestor, check valves, standby power, etc.
r	inspect right-of-way/easement
t	contact power company

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION
Investigative Chart to Determine SSO Causes,
Corrective Actions and Preventative Measures

Location / Type of Overflow	Cause	Possible Investigative Steps	Actions to Prevent Future Occurrences
1. Manhole	Trunk, Interceptor and Collector Sewer Stoppage & Surcharge Due to:		
	Hydraulic capacity limit (dry weather)	a,b,g	Clean more frequently until line is relieved; temporarily escalate wastewater minimization practices through public education/notification practices; report to engineering
	Rain-dependent Infiltration (pipe defects)	b,c,d,e	Clean more frequently prior to capital III rehabilitation; report to engineering
	Inflow (x-connect, manhole cover)		Remove x-connect; install manhole inflow protectors
	Groundwater infiltration	d,h,r	Clean more frequently prior to capital III rehabilitation
	Debris deposition	c,j,k	Clean line; monitor need for increased cleaning frequency
	Partial/ total line collapse	c,k,l	Make point repair
	Sag	c,k	Make point repair
	Flat / reverse grade	k,m	Clean more frequently until capital improvement made
	Severely offset joints	c,k	Make point repair
	Grease	c,j	Thoroughly clean the line; escalate source control efforts
	Roots	c,k,j	Mechanically or chemically remove roots; exercise source control
	Protruding tap (collector sewer)	c	Remove protruding tap
	Vandalism	c,j,k	Bolt down manhole cover to keep foreign material out; coordinate with police for increased patrolling of area
	Adjacent Construction Activities	c,g,k,n,r	Increase Agency monitoring of 3rd party construction activities; monitor flows
	Downstream Pump Station Failure	q	See #4 Pump Station / Transmission System

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION

Investigative Chart to Determine 550 Causes,
Corrective Actions and Preventative Measures

Location / Type of Overflow	Cause	Possible Investigative Steps	Actions to Prevent Future Occurrences
2. Building Flooding	Service lateral stoppage due to:		(Note: Responsibilities of owner unless noted otherwise)
	Collapse, sag	c	Engage services of a plumber
	Grease, debris and roots	c	Engage services of a plumber or line cleaning service; consider replacement of service if a chronic problem; install additional clean out(s) as necessary
	Infiltration /Inflow	c,d,e,l	Remove inflow sources, e.g., sump drains, roof leaders
	Defective service connection at collector sewer	c	Proper reconnection by Agency
	Collector sewer backup into service lateral	See #1Manhole	See #1 Manhole; Agency responsibility If lowest fixture is at least 1 foot above upstream MH Agency has responsibility to correct problem, if lower than 1 foot property owner should install backflow device.

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION

**Investigative Chart to Determine SSO Causes,
Corrective Actions and Preventative Measures**

Location / Type of Overflow	Cause	Possible Investigative Steps	Actions to Prevent Future Occurrences
3. P.S. / Trans. System - Wet Well - Inlet Pipe - Outlet Pipe (force main)	Primary power failure	b,t	Arrange for standby power
	Standby power failure	b,q	Make repair; periodic load bank testing; exercise equipment weekly; increase preventive maintenance (PM).
	Pump / Drive failure	b,q	Make repair; increase preventative maintenance; keep portable pumping available nearby; consider unit replacement or rehab.
	Force main failure	b,r	Make point repair; inspect interior main walls upstream & downstream of repair; consider replacement of line; assess need for corrosion control.
	Equip. controls / switch gear failure		Make repair; increase preventative maintenance
	Hydraulic capacity limit	b,r	Perform pump test; check test curves against design criteria and actual flows; temporarily escalate waste-water minimization practices in tributary area in interim until capital improvements are made; supply portable pump to augment capacity.
	Vandalism	q	Coordinate with police for increased patrolling of area; make less accessible with fencing; fortify vault and door security; alarm and enhance outdoor lighting.

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION

**Investigative Chart to Determine SSO Causes,
Corrective Actions and Preventative Measures**

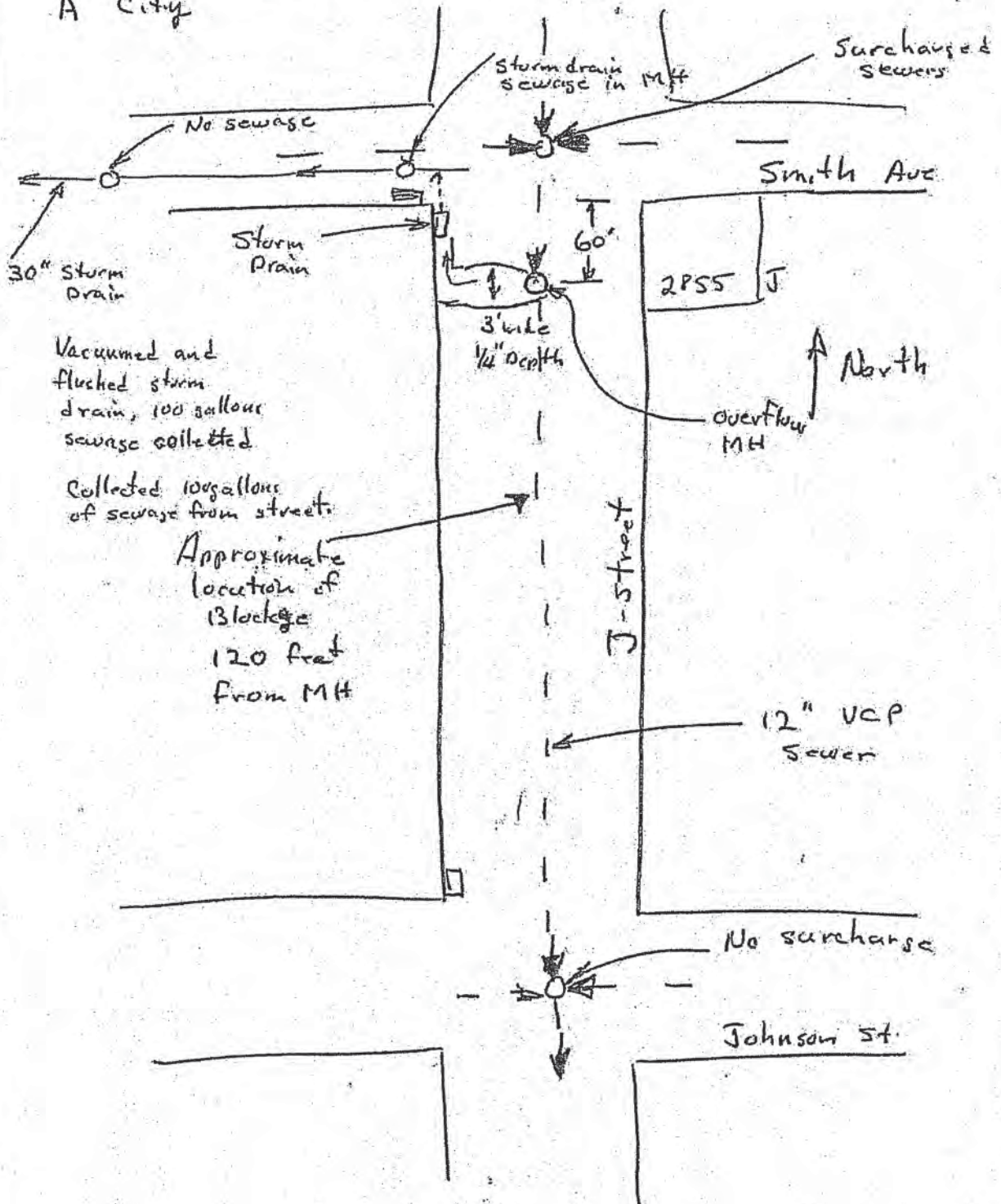
Location / Type of Overflow	Cause	Possible Investigative Steps	Actions to Prevent Future Occurrences
4. Suspended & Buried Pipelines, Siphons, Air / Vac Releases, Vaults, and Other Appurtenances	Pipeline collapse & severe exfiltration	c,d,e,j,k,l,q	Confirm point repair is tied to sound existing pipe material. Protect repaired line with rip rap, gabions, etc.; stabilize any further bank / invert "down cutting" (erosion) by surface water. Increase Agency monitoring of 3rd party construction activities. Coordinate with police for increased patrolling of area; make less accessible with fencing & other measures. Direct the blowoff to nearest downstream sewer; increase air / vac valve maintenance.
	Washout at subaqueous creek / river crossing	j,q	
	Adjacent construction activities	n,q	
	Vandalism	q	
	Air / Vac Release "blowoff"	q	

Example Sketch

Spill No. 55
 Sketch made by: Jack Smith.
 Sept 10, 2000

2855 J Street
 A City

50 SHEETS
 22-141
 100 SHEETS
 22-142
 200 SHEETS
 22-144
 200 SHEETS



Appendix C

SSO Volume and Flow Rate Resources

SSO- WDR Compliance Workshop

Electronic Reporting: Reporting Requirements & Tips

Methods for Estimating Spill Volume

A variety of approaches exist for estimating the volume of a sanitary sewer spill. Three methods that are most often employed. The person preparing the estimate should use the method most appropriate to the sewer overflow in question and use the best information available.

Method 1 Eyeball Estimate

The volume of small spills can be estimated using an "eyeball estimate". To use this method imagine the amount of water that would spill from a bucket or a barrel. A bucket contains 5 gallons and a barrel contains 50 gallons. If the spill is larger than 50 gallons, try to break the standing water into barrels and then multiply by 50 gallons. This method is useful for contained spills up to approximately 200 gallons.

Method 2 Measured Volume

The volume of most small spills that have been contained can be estimated using this method. The shape, dimensions, and the depth of the contained wastewater are needed. The shape and dimensions are used to calculate the area of the spills and the depth is used to calculate the volume.

Step 1 Sketch the shape of the contained sewage (see Figure 1).

Step 2 Measure or pace off the dimensions.

Step 3 Measure the depth at several locations and select an average.

Step 4 Convert the dimensions, including depth, to feet.

Step 5 Calculate the area in square feet using the following formulas:

Rectangle: $\text{Area} = \text{length (feet)} \times \text{width (feet)}$

Circle: $\text{Area} = \text{diameter (feet)} \times \text{diameter (feet)} \times 3.14$

Triangle: $\text{Area} = \text{base (feet)} \times \text{height (feet)} \times 0.5$

Step 6 Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.

Step 7 Multiply the volume in cubic feet by 7.5 to convert it to gallons

Method 3 Duration and Flowrate

Calculating the volume of larger spills, where it is difficult or impossible to measure the area and depth, requires a different approach. In this method, the separate estimates are made of the duration of the spill and the flowrate. The methods of estimating duration and flowrate are:

Duration: The duration is the elapsed time from the time the spill started to the time that the flow was restored.

Collection System Collaborative Benchmarking Group Best Practices for Sanitary Sewer Overflow (SSO) Prevention and Response Plan



City of San Diego
Metropolitan Wastewater Department



Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes *All estimates are calculated in gallons per minute (gpm)*



Wastewater Collection Division
(619) 654-4160



rev. 4/99

All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

City of Ukiah
Sewer System Mana

April 2009

**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

Attachment D - Sample Templates for SSO Volume Estimation

TABLE 'A'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE

24" COVER				36" COVER			
Height of spout above M/H rim H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible	Height of spout above M/H rim H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	l/gpm	l/s			l/gpm	l/s	
1/4	1	0.001		1/4	1	0.002	
1/2	3	0.004		1/2	4	0.006	
3/4	6	0.008		3/4	8	0.012	
1	9	0.013		1	13	0.019	
1 1/4	12	0.018		1 1/4	18	0.026	
1 1/2	16	0.024		1 1/2	24	0.035	
1 3/4	21	0.030		1 3/4	31	0.044	
2	25	0.037		2	37	0.054	
2 1/4	31	0.045		2 1/4	45	0.065	
2 1/2	38	0.054		2 1/2	55	0.079	
2 3/4	45	0.065		2 3/4	66	0.095	
3	54	0.077		3	78	0.113	
3 1/4	64	0.092		3 1/4	93	0.134	
3 1/2	75	0.107		3 1/2	109	0.157	
3 3/4	87	0.125		3 3/4	127	0.183	
4	100	0.145		4	147	0.211	
4 1/4	115	0.166		4 1/4	169	0.243	
4 1/2	131	0.189		4 1/2	192	0.276	
4 3/4	148	0.214		4 3/4	217	0.312	6"
5	166	0.240		5	243	0.350	
5 1/4	185	0.266		5 1/4	270	0.389	
5 1/2	204	0.294		5 1/2	299	0.430	
5 3/4	224	0.322	6"	5 3/4	327	0.471	
6	244	0.352		6	357	0.514	
6 1/4	265	0.382		6 1/4	387	0.558	8"
6 1/2	286	0.412		6 1/2	419	0.603	
6 3/4	308	0.444		6 3/4	451	0.649	
7	331	0.476		7	483	0.696	
7 1/4	354	0.509		7 1/4	517	0.744	
7 1/2	377	0.543		7 1/2	551	0.794	
7 3/4	401	0.578	8"	7 3/4	587	0.845	10"
8	426	0.613		8	622	0.896	
8 1/4	451	0.649		8 1/4	659	0.949	
8 1/2	476	0.686		8 1/2	697	1.003	
8 3/4	502	0.723		8 3/4	734	1.057	
9	529	0.761		9	773	1.113	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

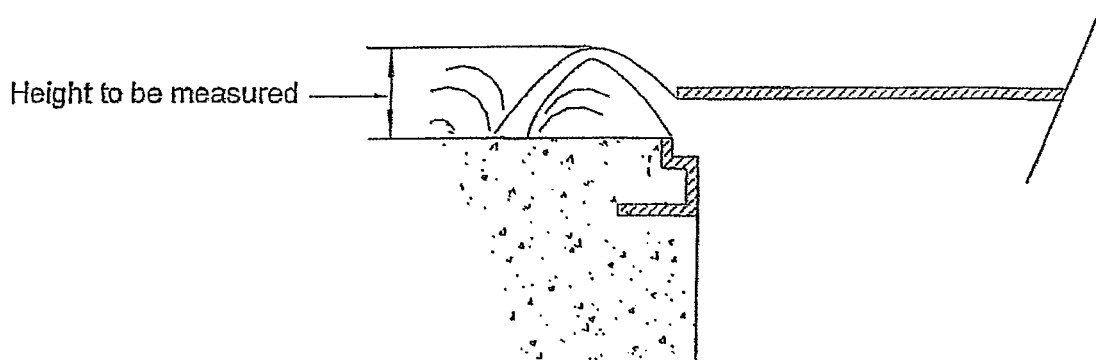
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Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ¼ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.

FLOW OUT OF M/H WITH COVER IN PLACE



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

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TABLE 'B'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED

24" FRAME

Water Height above M/H frame H in Inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	589	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,986	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,689	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

36" FRAME

Water Height above M/H frame H in Inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

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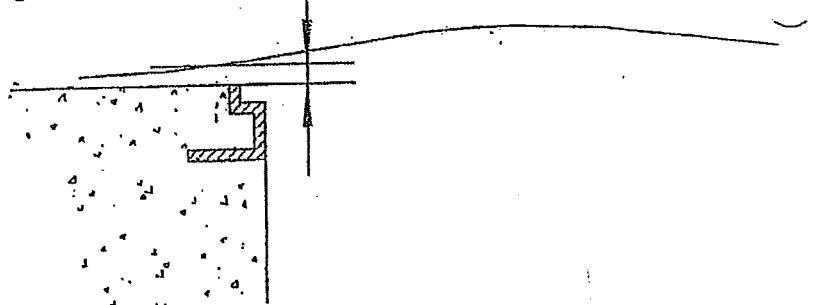
The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir – bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")

Height to be measured



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

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**TABLE 'C'
ESTIMATED SSO FLOW OUT OF M/H PICK HOLE**

Height of spout above M/H cover H in inches	SSO FLOW Q in gpm	Height of spout above M/H cover H in inches	SSO FLOW Q in gpm	Unrestrained M/H cover will start to lift
1/8	1.0	5 1/8	6.2	
1/4	1.4	5 1/4	6.3	
3/8	1.7	5 3/8	6.3	
1/2	1.9	5 1/2	6.4	
5/8	2.2	5 5/8	6.5	
3/4	2.4	5 3/4	6.6	
7/8	2.6	5 7/8	6.6	
1	2.7	6	6.7	
1 1/8	2.9	6 1/8	6.8	
1 1/4	3.1	6 1/4	6.8	
1 3/8	3.2	6 3/8	6.9	
1 1/2	3.4	6 1/2	7.0	
1 5/8	3.5	6 5/8	7.0	
1 3/4	3.6	6 3/4	7.1	
1 7/8	3.7	6 7/8	7.2	
2	3.9	7	7.2	
2 1/8	4.0	7 1/8	7.3	
2 1/4	4.1	7 1/4	7.4	
2 3/8	4.2	7 3/8	7.4	
2 1/2	4.3	7 1/2	7.5	
2 5/8	4.4	7 5/8	7.6	
2 3/4	4.5	7 3/4	7.6	
2 7/8	4.6	7 7/8	7.7	
3	4.7	8	7.7	
3 1/8	4.8	8 1/8	7.8	
3 1/4	4.9	8 1/4	7.9	
3 3/8	5.0	8 3/8	7.9	
3 1/2	5.1	8 1/2	8.0	
3 5/8	5.2	8 5/8	8.0	
3 3/4	5.3	8 3/4	8.1	
3 7/8	5.4	8 7/8	8.1	
4	5.5	9	8.2	
4 1/8	5.6	9 1/8	8.3	
4 1/4	5.6	9 1/4	8.3	
4 3/8	5.7	9 3/8	8.4	
4 1/2	5.8	9 1/2	8.4	
4 5/8	5.9	9 5/8	8.5	
4 3/4	6.0	9 3/4	8.5	
4 7/8	6.0	9 7/8	8.6	
5	6.1	10	8.7	

Note: This chart is based on a 7/8 inch diameter pick hole

Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

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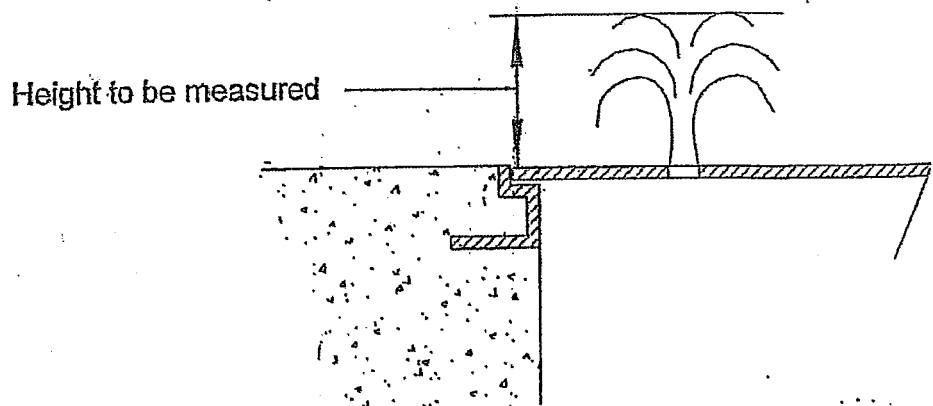
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The formula used to develop Table C is $Q = C_cVA$, where Q is equal to the quantity of the flow in gallons per minute, C_c is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.² If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

² Velocity for the purposes of this formula is calculated by using the formula $h = v^2 / 2G$, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.
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CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION

Sewer Spill Estimation

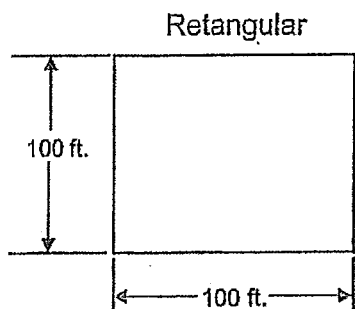
EXAMPLE 1: To calculate the estimated amount of gallons in a ponded sewage spill you must determine the volume of the spill. If it is a rectangular contained area,

$$\text{Volume} = \text{Length} \times \text{Width} \times \text{Depth} \times 7.48 \text{ gallons / cu.ft.} = \text{gallons}$$

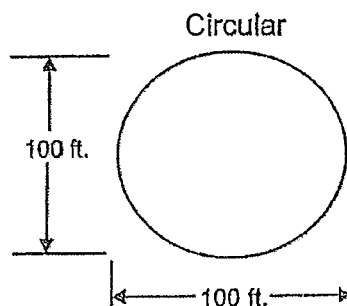
A spill 100 ft. long by 100 ft. wide by 6-inches deep would have a volume of:

$$100 \text{ ft.} \times 100 \text{ ft.} \times 0.5 \text{ ft.} \times 7.48 \text{ gallons / cu.ft.} = 37,400 \text{ gallons}$$

See illustration below for estimating the volume of a circular ponded area.



$$\begin{aligned} \text{Volume} &= 100 \text{ ft.} \times 100 \text{ ft.} \times 0.5 \text{ ft.} \times 7.48 \\ &= 37,400 \text{ gallons} \end{aligned}$$



$$\begin{aligned} \text{Volume} &= 100 \text{ ft.} \times 100 \text{ ft.} \times 0.5 \text{ ft.} \times 0.7 \times 7.48 \\ &= 26,180 \text{ gallons} \end{aligned}$$

↑
Factor for estimating
area of circle as a portion
of the area of a square.

EXAMPLE 2: If you are dealing with a spill that has been running into a storm drain, you must estimate the gallons by the amount of time of the overflow times the number of connections on the receiving line (assume 240 gal per household per 24 hrs).

If you have a line with 6 houses on it, and it has been overflowing for 24 hrs:

$$6 \text{ houses} \times 240 \text{ gal/house} = 1,440 \text{ gal}$$

EXAMPLE 3a: If the overflow is less than 24 hours in duration, then the calculation must prorate the daily sewage generation rate. If you have 60 houses on a line that has been overflowing for 1 hr:

$$60 \text{ houses} \times 240 \text{ gal/day/house} \times 1 \text{ hr} \times 1\text{day}/24\text{hr} = 600 \text{ gal}$$

EXAMPLE 3b: If you have 6 houses on a line that has been overflowing for 12 hours: $6 \text{ houses} \times 240 \text{ gal/day/house} \times 12 \text{ hrs} \times 1 \text{ day}/24\text{hr} = 720 \text{ gal}$

Note that the time of day of the overflow should be considered in the calculation of its volume especially if the land use of the tributary area to the overflow is predominantly residential. Over 90% of the daily sewage discharge from an average home occurs between the hours of 6 am and 12 midnight with 50-75% of the daily sewage discharge occurring between 8 am. to noon and 7 pm to 11 pm ("diurnal peak hours"). This could result in a flow rate of 15 to 22.5gal/hr during the diurnal peak hours vs. 10 gal/hr (average) over 24 hours.

If there is mixed land use tributary to an overflowing sewer, the following unit flow rates should be used in addition to the residential, as appropriate: hotel/motel - 100gpd/room; restaurant - 55 gpd/seat; business offices - 175 gpd/1000 sq. ft.; and, commercial/ retail - 75 gpd/1000 sq. ft.

Wet weather conditions could further affect the per home daily sewage contribution due to I/I sources.

Source: City of Pacifica, California

Measuring Flow in a Storm Sewer to Estimate an SSO Volume/Flow Rate

To determine flow rate and volume of wastewater discharged to a storm sewer, two approaches may be used.

One is the "drop/bucket" method. This method is limited to flow rates of approximately 20 gallons/minute or less, and requires a free discharging storm sewer with adequate space below the pipe invert to position a plastic bucket of known volume (2-5 gallons). As the bucket captures the discharge, a stopwatch is used to time its filling. Dividing the volume of the bucket, in gallons, by the elapsed time to fill the bucket, in minutes, yields the flow rate in gallons/minute.

The second method utilizes a piece of 0.5-inch polyvinyl chloride (PVC) pipe, 3 feet in length and wrapped with fluorescent-colored tape at one foot gradations, and the following procedure:

1. The PVC pipe is lowered from the manhole rim and anchored in the storm sewer manhole's line of flow with an attached 0.5-pound fishing line weight.
2. To determine the velocity of flow, a floatable marker is dropped into the flow at the upstream end of the PVC pipe and its time of travel along the length of the PVC pipe is timed with a stopwatch. Note that the marker should be of a material and size that will not clog any downstream pumps. The PVC pipe's 3 feet in length divided by the elapsed time, in seconds, for the marker to travel that length yields the velocity in feet/second. (The use of electrical or mechanical velocity meters are likely not practical because this method is only for relatively low velocity/low flow scenarios of less than 0.75 feet/second.)
3. The depth of flow is the depth from the water surface to the manhole invert as measured remotely from the manhole rim using a string and a 0.5-pound fishing weight. The string should be white and absorbent so the flow depth is apparent, i.e., the moisture stain on the string, when retrieved.
4. Using the storm sewer pipeline diameter and grade obtained from storm sewer maps, the measured water depth, and flow velocity, the flow rate can be calculated.

Source: City of Riverside, California Wastewater Division

Appendix D

Sanitary Sewer Overflow Survey

Spill No. _____

Debriefing conducted by: _____

Date completed: _____

Response Procedure Assessment

Evaluate on a scale of 1 to 5
(1 low, 5 high)

1. Was initial report of spill adequately handled and processed?

1	2	3	4	5
---	---	---	---	---

2. Were Maintenance and Operations Supervision Groups promptly notified?

1	2	3	4	5
---	---	---	---	---

3. Was spill response crew sent to spill site promptly?

1	2	3	4	5
---	---	---	---	---

4. Was the spill response crew properly equipped?

1	2	3	4	5
---	---	---	---	---

5. Were spill response equipment and supplies readily available and prepared for use?

1	2	3	4	5
---	---	---	---	---

6. Overall timeliness in responding to spill adequate?

1	2	3	4	5
---	---	---	---	---

7. Was Initial Report of Spill or Stoppage form adequately completed?

1	2	3	4	5
---	---	---	---	---

8. Was staff training and understanding of spill response procedures adequate?

1	2	3	4	5
---	---	---	---	---

9. Was PI handled in an appropriate and timely manner?

1	2	3	4	5
---	---	---	---	---

Response Procedure Recommendations:

Implementation Schedule:

Recommend immediate implementation.

☐

Recommended schedule.

Spill No. _____

Debriefing conducted by: _____

Date completed: _____

Spill Control and Cleanup

Evaluate on a scale of 1 to 5
(1 low, 5 high)

1. Were response crews adequately staffed and equipped?

1	2	3	4	5
---	---	---	---	---

2. Was backup support, if needed, provided promptly?

1	2	3	4	5
---	---	---	---	---

3. Were communications between spill response team and
Maintenance Supervision Group adequate?

1	2	3	4	5
---	---	---	---	---

4. Were spill control methods adequate and appropriate?

1	2	3	4	5
---	---	---	---	---

5. Were cleanup methods adequate and appropriate?

1	2	3	4	5
---	---	---	---	---

6. Was sampling, if required, completed adequately?

1	2	3	4	5
---	---	---	---	---

7. Was signage posting adequate and proper?

1	2	3	4	5
---	---	---	---	---

8. Was spill documentation information and forms completed properly?

1	2	3	4	5
---	---	---	---	---

9. Was Agency staff training and understanding of procedures
and methods adequate?

1	2	3	4	5
---	---	---	---	---

10. Was PI kept apprised of activities?

1	2	3	4	5
---	---	---	---	---

Spill Control and Cleanup Recommendations:

Implementation Schedule:

Recommend immediate implementation.

☐

Recommended schedule.

Spill No. _____

Debriefing conducted by: _____

Date completed: _____

Notification and Reports

Evaluate on a scale of 1 to 5
(1 low, 5 high)

1. Was regulatory notification completed properly?
2. Was documentation adequate for regulatory notification and reporting?
3. Was documentation accurate and complete?
4. Were compliance reports to regulatory agencies complete and on time?
5. Were spill followup investigations adequate?
6. Were notification requirements understood and followed?
7. Was staff training on regulatory notification and reporting adequate?
8. Was Agency management notification adequate and appropriate?

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

Notification and Report Recommendations:

Implementation Schedule:

Recommend immediate implementation.

☐

Recommended schedule.

Spill No. _____

Debriefing conducted by: _____

Date completed: _____

Public Notification and Information

Evaluate on a scale of 1 to 5
(1 low, 5 high)

1. Was spill information adequately provided to Agency public information office?
2. Was public and media notification handled in a appropriate and timely manner?
3. Was Agency public information regularly appraised on status of activities?
4. Was staff adequately prepared for handling and processing public information and notification requirements?

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

Public Notification and Information Recommendations:

Implementation Schedule:

Recommend immediate implementation.

☐

Recommended schedule.

Appendix E

SSO Regulatory Agencies Notification Requirements

Spill Notification Contact Information

(Outside Agencies)

CA Office of Emergency Services (OES):

- | | |
|----------------------|----------------|
| 1. State | 1-800-852-7550 |
| 2. Sacramento Office | 916- 845-8510 |

Mendocino County Environmental Health (County):

- | | |
|-------------------------------|------------------------|
| 1. Water System Violations | 707-463-4466 (24-hrs.) |
| 2. Hazardous Materials Spills | 707-463-4086 |
| 3. Dave Jensen | 707-234-6636 |
| 4. FAX | 707-463-4038 |

RWQCB:

- | | |
|-------------------|----------------------------|
| 1. Office | 707-576-2220 |
| 2. Mona Dougherty | 707-570-3761 |
| 3. Cathy Goodwin | 707-576-2687 |
| 4. FAX | 707-523-0135 |
| 5. Pager | 707-323-4945 (after hours) |

CA Dept. of Fish and Wildlife:

- | | |
|----------------------|---------------|
| 1. Office | 530-225-2300 |
| 2. Sacramento Office | 916- 445-0411 |

CA Dept. of Health Services:

- | | |
|-----------------------|--------------|
| 1. Office | 707-576-2145 |
| 2. Michelle Frederick | 707-576-2731 |

National Marine Fisheries Services:

- | | |
|-----------|--------------|
| 1. Office | 707-575-6050 |
|-----------|--------------|

US Environmental Protection Agency:

- | | |
|----------------------|--------------|
| 1. Sacramento Office | 916-323-2514 |
|----------------------|--------------|

NOTE:

-The City is required to call OES within 2 hours of spills where 1,000 gallons or more reach Surface Water. All other agencies will be notified by OES.

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION
AGENCY NOTIFICATION REQUIREMENTS

Agency	Event	Verbal Notification	Written Notification	Spill Response Procedure	Contact Information
State of California	Category 1 SSOs where 1,000 gallons or more reach Surface Waters	Call OES 1-800-852-7550 immediately (within 2-hr). Provide: 1. Name 2. Agency 3. Phone number 4. Date & time of occurrence 5. Location 6. Est. Volume & rate of flow 7. Duration 8. Surface water bodies impacted 9. Responding Agencies 10. Cause of spill 11. Cleanup actions or repairs made Obtain OES Notification Control Number	1 - Submit online draft report within 3 business days by using CIWQS website 2 - Certify online report within 15 calendar days. Provide: 1. Reasons for discharge 2. Duration and volume of discharge 3. Steps taken to correct problem 4. Steps taken to prevent problem from recurring 5. Other agencies notified of event	Determined on a case by case basis using best professional judgment. Refer to SSORP-Appendix B: Investigate chart to determine SSO causes, corrective actions and preventive measures.	OES 1-800-852-7550 CIWQS: www.waterboards.ca.gov/ciwqs/
	Category 1 SSOs where less than 1,000 gallons reached surface waters and all Category 2 SSOs	No immediate notification required.	1. Submit online report within 3 business days by using CIWQS website 2 - Certify online report within 15 calendar days	Refer to SSORP-Appendix B: Investigate chart to determine SSO causes, corrective actions and preventive measures.	
	Category 3 SSOs	No verbal notification required.	Submit online report within 30 days after end of calendar month by using CIWQS website	Refer to SSORP-Appendix B: Investigate chart to determine SSO causes, corrective actions and preventive measures.	
	No SSOs in Month	No verbal notification required.	Submit online report within 30 days past the end of the month by using CIWQS website.		

CITY OF UKIAH
UKIAH PUBLIC WORKS, WATER/SEWER DIVISION
AGENCY NOTIFICATION REQUIREMENTS

References Websites:

1. State Water Resources Control Board Website, www.swrcb.ca.gov
2. North Coast RWQCB Website, www.swrcb.ca.gov
3. California Office of Emergency Services Website, www.Oes.ca.gov
4. California Department of Health Services Website, www.dhs.cahwnet.gov
5. US Environmental Protection Agency Website, www.epa.gov
6. US Fish & Wildlife Service Website, www.fws.gov; pacific.fws.gov
7. National Marine Fisheries Service Website, www.nmfs.gov

Appendix F

Sample Warning Signs

WARNING!

RAW SEWAGE SPILL

AREA CLOSED

**Please Keep Children and Pets
Out of Area**

**City of Ukiah, Public Information Office
707-463-6287**

KEEP OUT



WARNING!

CONTAMINATED WATER

**Mendocino County Environmental Health
and
City of Ukiah**

Element 7 - Fats, Oils and Grease (FOG) Control Program

7.1 Self-Assessment

Table 7.1
FOG Control Program – Self Assessment

	Yes	No	N/A
1. Has your collection system ever had a SSO that was caused by FOG?	X		
2. Does your collection system have non-residential connections that can contribute FOG (i.e., commercial, food service, institutional and industrial)?	X		
3. Has your collection system ever had a FOG-related SSO in a residential neighborhood, especially in a high density area?	X		
4. Do you have a legal authority or sewer ordinance that has FOG prohibitions in it?	X		
5. If so, does the legal authority need “beefing up”?		X	
6. Do you have a FOG control program and labor hours dedicated to its enforcement?	X		
7. Do you have a Public Outreach Program for FOG?	X		

This section of the Sewer System Management Plan (SSMP) provides a summary of the City’s FOG Control Program for the wastewater collection system. Program elements include problem areas, legal authority, source controls, system maintenance, and public outreach.

7.2 Regulatory Requirements for FOG Control Program

The State Water Resources Board (SWRCB) requirements for the FOG Control Program Element of the SSMP are summarized as follows:

The City and District shall evaluate their service areas to determine whether a FOG control program is needed. If it is determined that FOG programs are not needed, justification must be provided. If FOG is found to be a problem, either the City, the District, or both must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- a. An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- b. A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- c. The legal authority to prohibit discharges to the system and identify measures to prevent SSOs [sanitary sewer overflows] and blockages caused by FOG;

- d. Requirements to install grease removal devices (such as traps or interceptors), design standards, maintenance requirements, Best Management Practices [BMPs] and record keeping and reporting requirements for grease removal devices;
- e. Authority to inspect grease producing facilities and enforce violations;
- f. A description of whether or not the City and the District have sufficient staff to inspect and enforce the FOG ordinance;
- g. An identification of sewer system sections subject to FOG blockages and an established a cleaning maintenance schedule for each section; and
- h. Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified in (g) above.

7.3 FOG Control Program Discussion

Fats, oils, and grease do not easily break down in a sewer collection system, especially when combined with other solid sewer waste constituents and subsurface obstructions (i.e., tree roots, offset joints, side sewer connections, etc.). As with highly-absorbent paper towels and disposable diapers, FOG creates a maintenance problem that needs to be addressed on a constant basis. FOG can also increase operating costs at the Wastewater Treatment Plan (WWTP) by causing high biological oxygen demand (BOD) and chemical oxygen demand (COD) levels.

A proactive approach to keeping the collection system free of blockages not only requires ongoing cleaning and maintenance, but also source identification, pretreatment and public education. The City has worked diligently to keep its and the District's sewer system clear of obstructions, including FOG. To aid in the process of refining its current regulatory, maintenance and outreach practices, the City has established a FOG Control Program that will accomplish the following:

- Identifying FOG sources;
- Enforcing City and District codes requiring the installation and maintenance of pretreatment facilities for non-domestic sanitary sewer customers;
- Minimizing FOG-related sewer blockages and overflows in a cost-effective manner; and
- Educating the public about FOG and its impact on the community and environment.

To refine its current practices and achieve these goals, the City has begun to modify its maintenance and operations procedures and documents. Using available resources from neighboring communities and its staff, the City has created tools including customer surveys, permit applications, and public information material. It has also enhanced its collection system inspection procedures and begun to catalog known and potential FOG contributors.

Furthermore, the City continues to address all SSO problems on the spot and takes corrective actions to prevent future occurrences by following the guidelines for investigating FOG-related SSOs provided in the City's Overflow Emergency Response Plan (OERP). The complete OERP is found in Appendix 6-A.

7.3.1 Legal Authority

Within their jurisdictional boundaries, both the City and the District have the legal authority to:

- Prohibit the discharge of fats, oils, and grease;
- Require the installation and maintenance of grease interceptors and traps; and
- Enforcement of the Grease Ordinance, as appropriate.

The City originally adopted Ordinance No. 1059 in 2004 to establish the authority to control the discharge FOG to its sewer system. The requirements of that ordinance were incorporated into City Code Article 17.5 in Chapter 2, Division 4. The City's Municipal Code, including Article 17, is available online at www.codepublishing.com/CA/Ukiah/ (updated as needed). The revised ordinance is discussed below. Additionally, in 2006, the District adopted Ordinance No. 28 that required all facilities that prepare, serve and make consumable food to install, use and maintain appropriate grease traps and/or interceptors.

In order to improve its FOG control program, the City adopted Ordinance No. 1111 in October 2008 as an amendment to Article 17 of Chapter 2, Division 4 of the City Code. Ordinance No. 1111 provides a new framework for the City's FOG program and a broad-reaching protection mechanism for the City of Ukiah's Publicly Owned Treatment Works (POTW). The ordinance regulates the generation and disposal of grease interceptor waste and outlines general procedures for City compliance with SWRCB requirements and the City's NPDES permit. As the City has grown, parcels from the District have been annexed into the City, but are still remain under District jurisdiction. Ordinance No. 1111 supersedes the District's Grease Interceptor Ordinance No. 28 for those properties that are located within the City's boundary, but are still in the District.

All discussion in the following sub-sections on the City's legal authority is based on the City's Ordinance No. 1111 and District Ordinance No. 28 (Grease Ordinances), which are available online at www.codepublishing.com/CA/Ukiah/ and www.uvzd.org/ordinances.html, respectively.

7.3.1.1 Prohibition of Fats, Oils, and Grease Discharge

The Grease Ordinances apply to all non-domestic users and prohibits the discharge of fats, oils and grease into the sewer system as follows:

"No User may intentionally or unintentionally allow the direct or indirect discharge of any petroleum oil, non-biodegradable cutting oil, mineral oil, or any Fats, Oils, or Greases of animals or vegetable origin into the POTW system in such amounts as to cause interference with the collection and treatment system, or as to cause pollutants to pass through the treatment works into environment."

The City and District recognize that domestic (residential) users can also be a significant source of FOG, especially multi-family complexes. While the Grease Ordinances do not regulate the pretreatment of residential flows, portions of the sewer collection system impacted by residential FOG discharge will be targeted by other elements in the FOG Control Program, including identification and maintenance of problem areas and public outreach (Element 11).

7.3.1.2 Requirement for Installation and Maintenance of Grease Interceptor/Trap

The Grease Ordinances require all non-domestic users (both existing and new users) to have an approved, adequately sized, and properly operated and maintained grease interceptor. For ongoing inspection and maintenance operations, as well as for health issues associated with exposure to impounded FOG, grease interceptors must be located outside of buildings in easily- accessed locations. Where space limitations prevent adequate access for an exterior grease interceptor, the City Engineer or District Manager may allow for the installation of a grease trap. These devices are typically installed in the waste line leading from sinks, drains, and other fixtures inside the building.

The installation of any grease removal device is required to obtain a “Grease Interceptor Permit” from the City and District. To become permitted, all facilities must obtain a written interceptor service agreement with a licensed cleaning service and keep the interceptor in effective operating condition. All interceptors must be maintained at the owner’s expense and a maintenance record must be kept for a period of three years and be available for any inspection by the City Compliance Inspector. A copy of the Grease Interceptor Permit Application, its cover letter, and a sample Food Service Wastewater Discharge Survey are provided in Appendix 7-C.

7.3.1.3 Enforcement of Grease Ordinance

The City and District have established compliance criteria for businesses to implement the provisions of the Grease Ordinances. Some flexibility will be afforded to the implementation and initial FOG-removal performance of grease interception devices; however, blockages and any resulting SSOs caused by permitted and non-permitted facilities will still be subject to the extent of the Grease Ordinance’s enforcement section. Businesses are encouraged to consult with the City or District and follow the application and permitting process prior to purchasing, installing, and operating grease interception devices. Similarly, businesses should continually assess the condition and performance of active interception devices and make repairs and/or upgrades as warranted. Modifications to grease interceptor/trap systems or transfers in ownership or operation should be reported to the City or District and require the issuance of a new permit. Performance of grease interception devices will be monitored on an annual basis by the City. Inspection fees can be waived if the business demonstrates that FOG has been properly recycled.

7.3.2 FOG Source Control

The City and District have identified restaurants and businesses involved in food processing or preparation, also known as Food Service Establishments (FSEs), as known or potential FOG contributors to the City’s POTW. Following the adoption of the City’s Grease Ordinance, the City has undertaken a more aggressive FOG control program, which is also on behalf of the District. The program is now conducted under the supervision of the Water/Sewer Program Coordinator and it is the intent of the City to have the coordinator become a Certified Environmental Compliance Inspector.

Permitting and enforcement alone are not adequate to control the release of FOG into the sewer collection system and environment. To more fully understand and catalog known and potential FOG contributors, the City has created a database of all businesses that could potentially generate FOG. The database was created by field observation and the use of previous records obtained by City staff; is found in Appendix 7-D along with a map showing the location of each FSE. The

database is connected to the City's Geographic Information System (GIS System) so that it can be updated and used to produce maps and store additional information for each FSE. Sources of FOG and areas within the collection system impacted by FOG deposition are often referred to as "Hot Spots." This FSE database, also referred to as the FOG Database, includes only known and potential source Hot Spots. Hot Spots within the collection system are contained within the City's Sewer Maintenance List, which is included in Appendix 4-B within SSMP Element 4 – Operation and Maintenance Program.

The City's Sewer Maintenance List is used by the field operations department as a basis for more frequent cleaning and inspection of identified problem areas within the collection system. The City is actively inspecting its entire collection system and as a result of this work will be able to enhance the Sewer Maintenance List to differentiate between the different types of problem areas, including areas influenced by FOG.

The City currently has 77 FOG and auto shop (sand interceptor) permittees. An additional 62 food service establishments (FSEs) have been surveyed and it was determined that their operations did not warrant permit issuance or pretreatment facilities.

The City conducts periodic reviews of existing permits, business licenses, water utility accounts, and building permits to identify any potential sources of commercial and industrial wastewater that need to be part of the source control program. Businesses with high flowrates or may be discharging pollutants of concern are asked to complete and submit an industrial survey/waste discharge report which is then reviewed and assessed by the City. The most recent Industrial Waste Survey (IWS) was conducted in FY 2013/2014. The City is performing a new IWS in FY 2020/21 and will submit results to the Regional Water Board by June 1, 2021.

The FOG Control Program goals include FOG identification, enforcement, maintenance, and education for each FSE. The City and District will continue to issue permits to FOG generating facilities, ensure that each FSE adequately maintains its grease removal device and promote the engagement of FOG BMPs distributed with the permit application.

7.3.3 Collection System Inspection

To identify and correct portions of the sewer collection system impacted by FOG, the entire sewer system is included in a routine annual preventive maintenance inspection and cleaning schedule. Closed-circuit television (CCTV) inspection is used as a part of the routine annual schedule to identify problem locations or areas with a high number of blockages caused by FOG. The City has video-inspected using new video equipment. This task is described in more detail in SSMP Element 4 – Operation and Maintenance Program.

FOG can accumulate at various points within the sewer collection system, generally within manholes and at pipe joints. Historically, the City has had problems with FOG accumulation on tree roots that have grown into the pipe system. When identified, these and other problem areas are added to the City's Sewer Maintenance List. Sewer pipes that are prone to FOG accumulation or blockages are given high priority, monitored, maintained, and cleaned once a month. If necessary, the City will also make spot repairs to the sewer system.

7.3.4 FOG Disposal Locations

FOG generated by private businesses is not allowed at the WWTP. Generally, businesses that comply with the provisions of the Grease Ordinances will capture FOG within a grease interceptor located outside the building or collect FOG within a grease trap located inside the building and then dispose of it in a waste bin.

Grease collected in disposal bins and interceptors are handled in two ways. Grease haulers collect grease from disposal bins or pump grease from grease interceptors and haul the grease to disposal facilities. Rendering companies generally collect grease from disposal bins and use the grease to produce biofuels, soap, tallow, and feed fat for animal feed. Service and disposal fees are common for hauling companies, with most providing on-demand or regularly scheduled services. Renderers' fees are often low or provided at no charge, as FOG is used as a recycled commodity. Some rendering companies will pay restaurants for FOG.

Table 7.2 on the next page provides a list of businesses that will contract with restaurants to service grease interceptors (Hauler – Interceptor), haul waste collected in designated waste bins (Hauler – Waste Bin), or collect FOG for processing and secondary use (Renderer). Rendering companies generally collect grease from designated waste bins, while some also pump from grease traps.

While a majority of businesses will contract with rendering and hauling companies to remove and reuse or dispose of FOG waste at offsite facilities, Redwood Oil Company and Aztec Grill have combined resources for the Ukiah Central Chevron gas station and Aztec Grill located at 605 East Perkins Street. Kitchen oil and grease collected from the Aztec Grill is used to create biodiesel fuel for the Chevron station.

Table 7.2
Grease Hauling and Rendering Businesses

Business Name (Location)	Phone Number	Services
North State Rendering Co, Inc. (Statewide)	(800) 351-4446	Renderer
One More Time (Statewide)	(800) 624-5504	Renderer
Darling International, Inc. (Statewide)	(800) 473-4890	Hauler (Waste Bin)
Waste Management (Ukiah)	(707) 462-2063	Hauler(Interceptor, Waste Bin)
A-1 Septic Tank Services (Littleriver)	(707) 937-0496	Hauler (Interceptor)
Liquid Environmental Solutions (Statewide)	(866) 694-7327	Hauler (Interceptor)
Roto Rooter (Ukiah)	(707) 462-4012	Hauler (Interceptor)

7.3.5 Public Outreach

Public outreach and education is equally as important to protecting the POTW as maintenance and enforcement activities. The City and District recognize that an informed public is one that understands the financial and environmental impacts of discharging FOG into the collection system and the requirements to comply with the Grease Ordinances and permitting process. However, only non-domestic users such as restaurants and food retailers are subject to the permitting process. Domestic (residential) users produce FOG as a part of food preparation that is often washed down kitchen sinks and into the collection system. Residential FOG causes increased maintenance costs for both residents and the City and can cause sanitary sewer overflows that endanger public health can damage the environment. Current outreach activities are described below. The City is also considering various outreach programs used by other agencies. These programs are discussed in SSMP Element 11 – Communication Program.

7.3.5.1 Russian River Watershed Association

The City is member of Russian River Watershed Association (RRWA). RRWA works to promote cooperation and implementation of projects that protect watershed resources, restore fisheries and improve water quality and has developed a multi-year Residential Fats, Oils, and Grease (FOG) Source Control Program. This program is intended to increase public awareness of residential FOG-related issues, and reduce the number of FOG related sanitary sewer overflows. Through this program, outreach materials including flyers, stickers, door-hangers, and grease scrapers have been distributed in residential areas (where FOG issues have caused SSOs) and at local markets, libraries, and education centers. A bi-lingual door-hanger titled “From the Pan to the Can” was created by RRWA and is used in the outreach program. The door-hanger includes a grease scraper and is reproduced in Appendix 7-E. RRWA issued a press release on July 19, 2006 with the intent to raise public awareness of FOG. Since 2006, there have been several articles about FOG written by the RRWA and published in the Ukiah Daily Journal, the latest was as recent as November 2020. A copy of the latest press release is provided in Appendix 7-E.

7.3.5.2 Internet Resources

The City’s website (www.cityofukiah.com) is also a good public resource for policies regarding the permitting of grease interception devices within the City and the District.

7.4 SSMP Program Audit – FOG Control Program

Element 10, SSMP Audits, serves to record the evolution of the SSMP elements. Per SWRCB requirements, the entire SSMP is to be audited at least every two years, which is the current audit plan for the City and District. To assist in this auditing process, following is a summary of accomplishments and identified potential future program improvements relative to this element.

7.4.1 Accomplishments

The City and District have adopted grease ordinances that provide the authority to permit, inspect and enforce the maintenance of FOG control devices (e.g., grease interceptors) for non- domestic customers. The City is in the process of identifying all commercial food preparation and service locations (FSEs) within the entire sewer collection system as part of its monitoring and surveillance program. These locations are being mapped and coordinated with preventative maintenance schedules to reduce the influence of FOG on the collection system. In addition, the City has

identified a need to be proactive in the community with the development of the SSMP and the prevention of FOG and SSOs.

7.4.2 Future Program Improvements

Future program improvements are summarized in Table 7.4.

Table 7.4
FOG Control Program – Program Improvements

Program Improvements	Effort needed to complete	Timeframe
Implement FOG community outreach program to promote the proper disposal of FOG	City staff time	Begin in 2009, then ongoing
Assign a staff person to coordinate FOG outreach	City staff time	Complete
Develop a plan for the disposal of FOG generated within the service area	Retain professional services or City staff time	Complete
Maintain preventative maintenance For facilities with FOG-related problems	City staff time	Ongoing
Maintain up-to-date information about food service establishments (FSEs location and their FOG- control devices	City staff time	Ongoing

Responsibilities for the FOG Program coordinator will include, but not be limited to, contacting stakeholder groups, documenting all outreach efforts, researching best practices used in other communities, and comparing the results of the program(s) to the performance of the overall sanitary sewer system. The performance of outreach efforts will ultimately be measured by a change in the number of future SSOs, the presence of FOG and debris-related blockages in the collection system, and routine inspection of the collection system.

Appendix 7-A Grease Interceptor Permit Application



Date:

Name

Address

City

To whom it may concern,

On October 1st, 2008 the Ukiah City Council amended the Ukiah city code pertaining to grease interceptors (fats, oils & grease). The purpose of this is to regulate the generation and disposal of grease interceptor waste for the protection of the City of Ukiah Sewage Treatment Plant and the environment. I have enclosed a Wastewater Discharge survey and a copy of the ordinance for your records. Inspection of your facility will take place in the next few months. If you have any questions please call (707) 463-6297.

Sincerely,

Lauren McPhaul
City of Ukiah
Water & Sewer Project Coordinator

Please remit survey to:
The City of Ukiah
Water/Sewer Department
411 West Clay Street
Ukiah, CA. 95482
or Fax to (707) 463-6740.



Public Works Department
300 Seminary Avenue
Ukiah, CA 95482
[Web: www.cityofukiah.com](http://www.cityofukiah.com)

Phone: (707) 463 -6200
Fax: (707) 463-6204

FOG (FATS, OIL AND GREASE) PERMIT APPLICATION

Date:		Permit Number:	
Property Address:		Business License Number:	
Business Name:	Phone No:		E-mail Address:
Business Owner Mailing Address:		City:	State/Zip:
Phone No:	Fax No:		E-mail Address:
Facility Contact Name:		Facility Contact Phone No:	Fax No:
Hours of Operation:			
Grease Trap installed: _____, if yes, inside or outside?		Grease Interceptor Installed: _____, if yes, inside or outside?	
If outside, describe where:			
To the best of my knowledge, the information submitted herein is true and correct.			
Signature:		Date:	
• This permit application form must be filled out completely. Incomplete applications will be returned. Please write N/A if the information being requested does not apply. • Permit fee of \$100 dollars is due at the time the permit application is submitted. An application received without payment will be returned.			
City of Ukiah		Staff Use Only	
		U.V.S.D.	

Payment Received by:	Date:	
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City of Ukiah
Pretreatment Program
300 Seminary Avenue
Ukiah, CA 95482
P: (707) 463-6755
F: (707) 467-2844

**THE ENVIRONMENTAL COMPLIANCE
INSPECTOR WILL RETURN TO COLLECT
THIS COMPLETED SURVEY ON
APRIL 30, 2014
OR YOU MAY FAX IT COMPLETED TO:
707-467-2844 BEFORE APRIL 30TH**

**Wastewater Discharge Survey
Food Service**

****Please type or print and answer all questions or mark as not applicable.**

PART A – BUSINESS IDENTIFICATION

A1. Business name: _____

A2. Street address of premise discharging wastewater: _____

A3. Contacts:

- a. Business owner: _____
Mailing address: _____
Phone number: _____
- b. Executive officer responsible for this facility (must be at least vice president, general partner, proprietor or authorized representative):
Name: _____ Title: _____
Mailing address: _____
Phone number: _____
- c. Principal Contact person:
Name: _____
Mailing address: _____
Phone number: _____
- d. On-site contact (if different):
Name: _____

A4. Building owner:

Name: _____
Mailing address: _____
Phone number: _____

PART B – GENERAL FACILITY DESCRIPTION

B1. Day/Hours of operation: _____

B2. Number of employees: _____

B3. Principal business activity/products/services: _____

PART C – WATER USE AND DISCHARGE

C1. Water sources (circle all that apply):

- a. Private well
- b. Municipal water (specify municipality): _____
Account #: _____
- c. Other (specify): _____

C2. Water volume used in process:

- a. Daily? _____ Weekly? _____ Monthly? _____
- b. Metered or estimate? _____

C3. Number of connections to sewer: _____

C4. Do you have a grease trap/interceptor (please circle): YES NO

a. Size of grease trap:

Size of interceptor:

Where located on property:

b. Maintenance provider:

Name: _____

Address: _____

Phone #: _____

c. Maintenance frequency: _____

c. Who removes used grease/oil?

Name: _____

Address: _____

Phone #: _____

Appendix 7-B
Food Service Establishment (FSE)
FOG Database & Location Maps

City of Ukiah
Sewer System Management Plan
Potential FOG Generators Database

Business Name	Contact Name	Business ADDRESS	NUMBER	date survey received	FOG Perm it #	date FOG permit issued	Trap or Interceptor	Size	APN #
Anna's Bistro	Hellen Loung	765 S State St	462-1098	7/12/13			unk		003-050-43
Applebee's	Mark Cochran	1201 Airport Park Blvd	462-7010	1/23/14	41	11/30/09	trap		180-080-41
Asia Grand Buffett Inc	Jun Guo	251 S. Orchard Ave	468-9888	2/6/14			trap	1000 gal	002-247-07
Aztec Grill		605 E Perkins St	462-2790						002-247-01
Baskin Robbins Ice Cream	Ronald Gonsalves	514 E. Perkins St	707-462-3241		30	11/23/09	none		002-200-42
Bebops Diner	Cathleen Riley	1200 S State St	462-1750	7/18/13	81	7/10/14	interceptor	1171 Zurn	003-540-38
Best Western Plus		555 S Orchard Ave	877-574-2464						002-340-39
Black Oak Coffee Roasters	Jon Frech	476 N State St	866-390-1427	7/13/13			none		002-184-07
Burger King	Linda Layton	711 E Perkins St	468-5835	2/6/14	6	11/9/09	interceptor		179-061-34
Carl's Jr Restaurant	Dave Stacy	1275 N State St	468-8207	2/6/14	9	11/12/09	trap		001-360-38
China Chef	Raymond Wong	255 N State St	468-0860		60	1/27/10	trap		002-227-05
China Diner	Rong Wang	510 E Perkins St	462-0611	7/9/13	29	11/23/09	trap	19"	002-200-42
Comfort Inn & Suites	Mark Watson	1220 Airport Park Blvd	462-3442	7/12/13			trap	8 cu ft/60 g	180-080-
Crush Steakhouse	Morgan Lawler	1180 Airport Park Blvd	463-0070	2/11/14			interceptor	4000 gal	180-070-24
Days Inn		950 N State St	462-7584						001-351-41
Denny's Restaurant	Sevita Mata	105 Pomeroy St	462-2332	7/12/13	4	11/9/09	none		002-247-02
Eddie's Cocina	Eddie Palmerin	109 S School St	462-2516	1/8/14	53	1/20/10	none		002-226-01
El Azteca Mexican Restaurant	Alex Moreno	1631 S State St	463-1330	7/8/13	36	11/24/09	none		003-330-63
El Molcajete		1380 S. State St	468-8989				interceptor		003-472-33
Elks Lodge		1200 Hasting Rd	462-1728						180-070-33
Ellie's Mutt Hut & Vegetarian	Ellie Threde	732 S State St	468-5376	7/13/13	21	11/19/09	trap	40 gal	003-030-41
Expressions Candy and Gift	Cathy Haas	111 S School St	462-2639	8/1/13			none		002-226-01
Fairfield Inn & Suites		1140 Airport Park Blvd	463-3600						180-070-42
Food Maxx #473	Jamie Hageman	1235 Airport Park Blvd		7/12/13			interceptor	1500 gal	180-080
Forks Café	Deanna Windle	3166 N. State S	462-4530/391-3769		65	5/24/10	trap		169-112-25
Forks Ranch Market	Randy Hoover	3152 N. State St	462-4334		71	2/10/10	none		169-113-25
Golden Penny & China Express		737 S State St	468-8737	7/24/13					
Ann Cotronco	Mark Watson	1160 Airport Park Blvd	462-6555	7/12/13			trap		180-070-41
Happy Donuts and Bagels	Rachna Keang	628 S State St	462-3500	9/10/13			trap	75 gpm	002-301-53
Henny Penny Restaurant	Jerry Verteouri	697 S Orchard Ave	468-8323	7/22/13	19	11/20/09	none		002-340-36
Himalayan Café	Makar Jang Rai	1639 S State St	467-9900		66	2/1/10	unk		003-330-64

City of Ukiah
Sewer System Management Plan
Potential FOG Generators Database

Honey Fluff	Judy Yin	1296 N State St, Ste D	468-5434	8/29/13			trap	500 gal	001-370-37
Isi's Pizza	Gerardo Cervantes	1214 Airport Blvd, Suite E	463-1226	7/13/13			unk		180-080-73
It's Time	Yoshiki Sakane	111 Church St	462-2422	7/13/13	23	11/19/09	none		002-264-02
Jack In The Box Family Res	Waseem Khan	1115 Airport Blvd	462-5296	8/22/13			interceptor	1500 gal	180-070-40
Jensen's Restaurant	Virginia	1550 N Lovers Ln	462-0757	7/10/13	38	11/24/09	interceptor		170-120-11
Kentucky Fried Chicken	Steve Prendiville	1139 N State St	462-8774		73	6/11/10	trap/interce	1200 gal	001-360-25
Kilkenny Kitchen	Andrea Adex	1093 S Dora Ave	462-2814	1/9/14	26	11/20/09	trap	40 lb	003-073-03
Kwik Pik Market	Monty Walia	795 E. Perkins St	529-5239	7/22/13			none		179-061-26
Lalo's Mexican Food		1200 N State St	463-1988						001-385-08
Las Palmas		1212 Airport Park Blvd, Sui	462-3595	2/10/14	incomplete				180-080-73
Lili Pad	Joanne Park	311 N. State St	463-1446				trap	35 gal/min	002-186-13
Little Caesar's Pizza	James Berg	180 Ford Rd	462-7646	7/11/13	17	11/18/09	none		170-190-19
Lotus	Feng Yu Lu	403 S State St	463-2288		24	11/20/09	none		002-269-02
Lucky #628	Mark Poston	504 E. Perkins	462-3843	2/6/14	40	11/25/09	interceptor	1500 gal	002-200-41
Mama's Café	Heidi	210 S State St	463-0312						002-264-05
Marinos Pizza & Ravioli	Michelle Marino	142 Talmage Rd	468-9386	7/9/13	25	11/19/09	none		003-140-48
McDonald's Restaurant	Tina Diaz	115 N Orchard Ave	462-0008	2/5/14	67	2/1/10	none		002-200-40
McDonald's Restaurant	Susi	1310 N State St	463-8205		33	11/23/09	trap/interce	1300 gal	170-140-16
Mi Pueblito	Ana Maria Perez	1252 Airport Park Blvd	462-5102	10/31/13	77	6/7/10	trap	1000 gal	180-080-68
New Dragon	Hong Hui Xue	765 A S. State St	462-1098		75	5/18/10	?		003-050-43
North State Café	new owner	263 N State St	462-3726	8/6/13	34	11/24/09	trap	70 lb	002-227-13
O Haru Restaurant	James Chang	570 N State St	462-4762	7/8/13	3	11/5/09	trap		002-146-19
Oco Time	Yoshiki Sakane	111 Church St	462-2422	7/13/13	22	11/19/09	trap	70 gal	002-264-02
Pamela's Products	Alana Rouse	1 Carousel Lane	462-2253						167-280-15
Papa Murphy's Take 'N' Bak	Anna Weber	1198 N State St	462-0999	7/30/13			none		001-386-10
Patrona	Craig Strattman	130 W Stanley St	462-9181	2/7/14	31	11/23/09	trap/interce	3x3x3'	002-224-02
Peking Tokyo Restaurant 'N	Congru Zeng	372 N State St	462-0553	7/12/13		2/9/12	trap	60 lb	002-185-11
Planet Smoothie Café	Jennifer Young	237 N Orchard Ave	463-6900	7/13/13	72	2/10/10	trap	25"x28"x48"	002-200-39
Plowshares	Rhonda De Los Santos	1346 S State St	462-8582	8/1/13	15	11/13/09	interceptor	2000 gal	003-472-44
Quest Market	Lim Ung	915 N. State St	468-9384	7/9/13			none		002-040-27
Quiznos	Sherri Meeker	113 S State St	462-1140	8/27/13			trap	30 gal	002-229-04
Raley's #328	Carla Dieffenback	1315 N. State St	916-373-6318	1/15/14	20	11/19/09	interceptor	1500 gal	170-190-19
Regal Ukiah 6 Cinema	Aaron Hauver	612 S State St	462-6799	1/9/14			none		002-301-46
Romi's Brew & BBQ	Rogelio Hernandez	225 E Perkins St	468-9222	7/9/13			trap	20 gal	002-231-21

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Round Table Pizza	David Hopkins	292 S State St	462-8866	7/13/13	32	11/23/09	none		002-264-06
Ruen Tong Tai Cuisine	Steve Walter	801 N State St	462-0238	7/24/13	11	11/12/09	trap	21x32	002-091-24
Safeway Inc store #1583-1	Randy Rainbow	653 S. State St	467-2700	1/15/14	50	12/15/09	interceptor	1500 gal	002-302-30
Saucy Pizzeria	Cynthia Ariosta	108 W Standley St	462-7007	7/10/13				50 gal BPM	002-224-15
Schat's Bakery & Café	Zach Schat	113 W Perkins St	462-1670	7/9/13			none		002-226-02
Schat's Bakery & Deli	Zach Schat	1255 Airport Park Blvd Suite	468-5850	2/6/14			trap	50 gal BPM	100 lbs
Simona's Italian Restaurant	Simona Petri	131 E Mill St	462-2141	7/8/13	16	11/18/09	trap/interce	24x19x15	002-302-57
Southside Store	Thomas Mertle	22 Oak Knoll Rd	468-8844	8/7/13	27	11/20/09	none		184-052-10
Spiro's Giros	Spiros's Gyros	844 S State St	468-8248	7/24/13	39	11/24/09	trap	50 gal BPM	003-072-10
Sport Zone Pizza	new owner	720 N State St	462-2555		68	2/3/10	trap		002-114-18
Stan's Maple Café	Stan/Amy	295 S. State St	462-5221	7/9/13			trap	20-50gal/m	002-267-06
Starbucks	Kelly Hansen	704 E. Perkins	463-2615	1/23/14			none		179-030-04
Starbucks Coffee	Sean Callahan	1212 Airport Park Blvd	467-9637				none		180-080-73
Stars Restaurant	Alex Ibrahim	115 S Orchard Ave	462-1622	2/6/14	61	1/27/10	trap		002-247-03
Subway #4931	Bo Strong	1307 N State St	462-0227	7/9/13	69	2/9/10	none		002-200-30
Subway- Wal Mart	Mariesa Reading	1155 Airport Park Blvd	462-6260	1/22/14			none		180-070-08
Sunny's Donuts		1260 S State St	468-0104						003-540-25
Super 8 Hotel	Raakesh Patel	693 S Orchard Ave	468-8181	7/13/13			none		002-340-35
Super Chavez Market	Fernando Serrano	1420 S. State St	328-1424		28	11/20/09	trap	50 gal	003-390-51
Super Taco	Leopoldo Macias	506 E Perkins St	462-5979	7/10/13	13	11/12/09	trap/interce	32", 40 lb/1	002-200-42
Taco Bell	Katie Kater	1201 N State St	462-1722	7/13/13	18	11/19/09	interceptor	1500 gal	001-360-27
Taco Loco Restaurant	Cecilia Mireles	187 S Orchard Ave	462-3101	1/29/14	58	1/26/10	trap	35 gal/min	002-247-05
Talmage Store	Khader Asfour	1990 Talmage Rd	621-2378	7/13/13			trap	100 lbs	
Taqueria Jalos		1130 S State St	462-1152						003-530-16
Taqueria Michoacan	Martha Moreno	2200 N State St Suite A	468-8464		62	1/28/10	interceptor	1500 gal	169-211-13
Taste Buds		405 S State St	463-2253						002-269-08
The Alley Grill	Will Schullert	1245 Airport Park Blvd	462-3726	2/6/14			interceptor		180-080-
The Bottle Shop Deli	Ron Marino	152 Talmage Rd	462-8849	7/9/13	52	1/20/10	none		003-14-48
The Bottle Shop Deli-County	Ron Marino	860 N Bush St	462-2350		55	1/22/10	trap		001-050-14
The Coffee Lady		1610 S State St	468-8823						180-200-01
The Maple Restaurant	Stan	295 S State St	462-5221		78	6/7/10	trap/interceptor		002-267-06
The Pub Bar and Grill	Zia Poya	585 N State St	462-1212		56	1/25/10	none		002-123-15
Travelodge		1720 N State St	462-5745						170-100-16
Ukiah Top It	Laura Bowman	1296 N State St #B	468-1647	9/10/13		2/9/12	trap	50 lbs/25 g	001-370-37

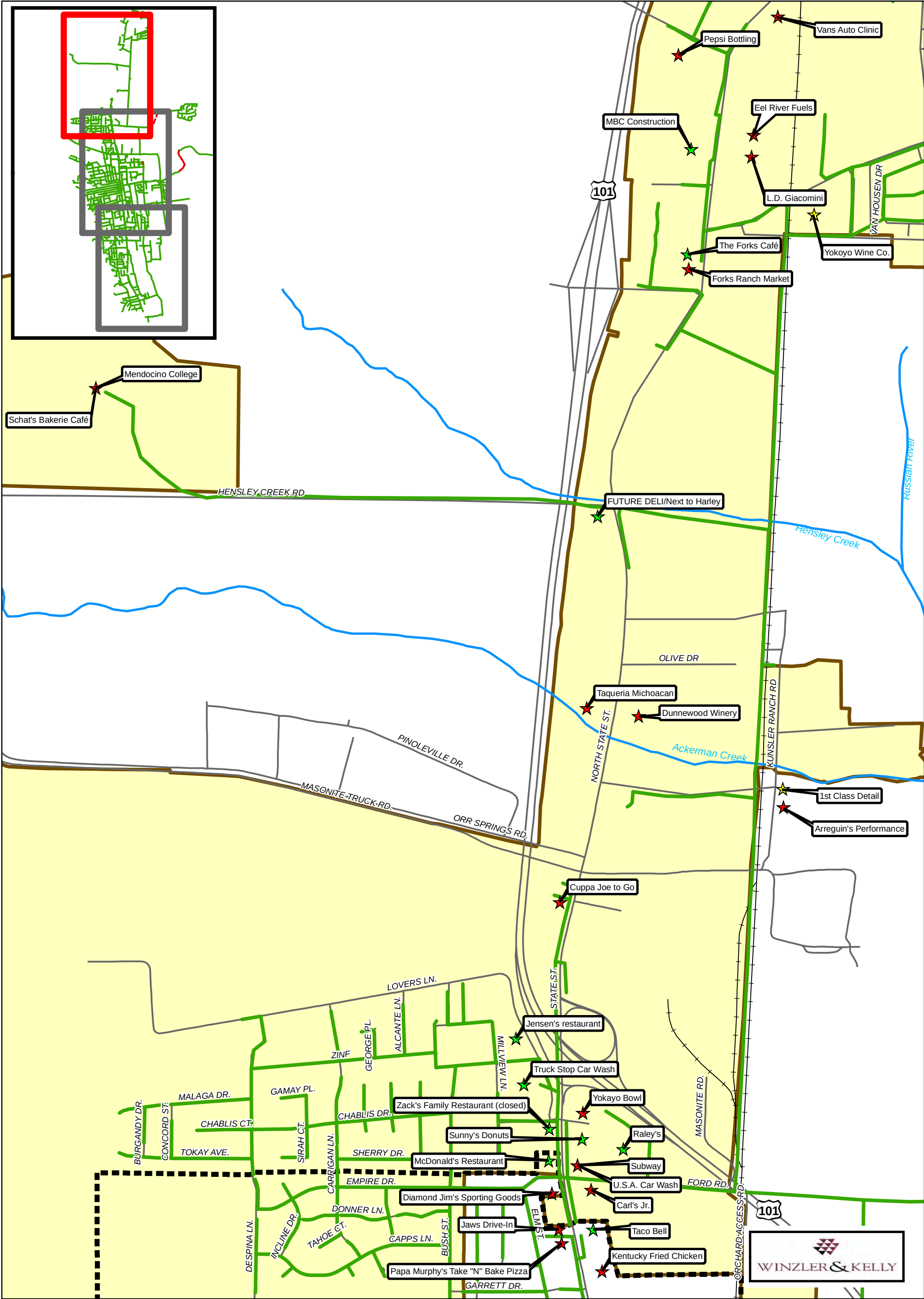
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Ukiah Brewing Company	Kevin Brogan	102 S State St	468-5898	2/12/14	37	11/24/09	trap	10 gal	002-226-14
Ukiah Garden Café	Sid Siderakis	1090 S State St #A	462-1221	7/10/13	54	1/21/10	trap		003-130-08
Ukiah Natural Foods Co-op	Lori Rosenberg	721 S. State St	462-4778	7/9/13	57	1/26/10	none		003-040-59
Valley View Skilled Nursing	Brian Mucklow	1162 S. Dora	462-1436		14	11/13/08	trap		003-520-34
Villa Del Mar 1	Jose Marin	111 S State St	462-4954	7/9/13	1	11/3/08	none		002-229-07
Walter Café	Steve Walter	920 N State St	462-2080	7/24/13	10	11/12/09	trap	18x34x18/5	001-351-42
Westside Renaissance Mar	Scott Cratty	1003 W. Clay St	462-0083	7/9/13			none		001-252-26
Windmill Café	Bud Atallah	749 S State St	462-4667	7/11/13	2	11/4/09	trap		003-040-39
Yokayo Bowl		1401 N State St	462-8686						170-190-10
Zack's Catering		1460 Lovers Lane	468-8484						
Schools									
Frank Zeek School	Tony Taylor	1060 N. Bush St	463-5245	7/24/13	43	12/7/09	trap/interceptor		001-430-26
Grace Hudson School	Les Ridgway	251 Jefferson Lane		7/24/13					
Nokomis School	Ed Roberts	495 Washington Ave	463-5242	7/24/13	45	12/7/09	trap		003-550-68
Oak Manor School	Andy Niderost	400 Oak Manor Dr	462-5249	7/24/13	46	12/7/09	trap		179-061-07
Pomolita School	Nourival Nunez	740 N. Spring St	463-5224	7/24/13	49	12/7/09	none		
Ukiah High School	Les Ridgway	1000 Low Gap Rd	463-5269	7/24/13	47	12/7/09	interceptor	75 lb	001-020-60
Yokayo School	Dave Roberts	790 S. Dora St	463-5236	7/24/13	48	12/7/09	trap		001-314-03
Applewood School	inactive								
Mendocino College	Steve Oliveria	1000 Hensley Creek Rd	468-3081	8/12/13			interceptor	125 gal/#GB-75	
Mendocino College - Schat's		1000 Hensley Creek Rd		8/12/13			interceptor	125 gal/#GB-75	
Menocino County Office of	Paul Tichinin	2240 Old River Road	467-5001	7/9/13			no food service		
Mendocino County Office of	Paul Tichinin	518 Low Gap Rd	467-5001	7/9/13			no food service		
Tree of Life Charter School				7/24/13			no food service		
Auto/Car Wash									
Edgeline Investments LLC	Josh Blakeley	108 W. Standley	942-2209				trap		002-224-15
Eel River Fuels, Inc.	MikeSilva	3371 N. State St	462-5554		35	11/24/09	interceptor		169-120-20
Mendocino Transmission	Greg Dill	709 N. State St	463-2722		51	12/29/09	none		002-092-13
Perkins Street Chevron	Deona Hamby	605 E. Perkins	584-7000	7/13/13	7	11/9/09	interceptor	1500 gal	002-247-01
Pete's Power Wash	Douglas Pete Carter	1404 S. State St	468-8885		5	11/6/09	interceptor		003-390-48
Redwood Tree	Greg Martyn	859 N. State St	462-4472		80	6/22/10	?		002-091-17
USA Gas #68227	Tim Welsh	1301 N. State St	462-7624		63	2/1/10	none		170-190-17
Van's Auto Clinic	Harry Van Antwerp	3521 A N. State ST	462-0262		52	1/19/10	none		
Walgreens#9525	Jeffery johnson	308 E. Perkins St	462-1265		83	1/3/12	none		002-193-21
Wal Mart #2052	Craig Davis	1155 Airport Park Blvd	468-0258		77	5/26/10	none		180-070-08
WIPF Construction	Ernest Wipf	1300 Hastings Road	462-8741		64	2/1/10	interceptor		180-070-20

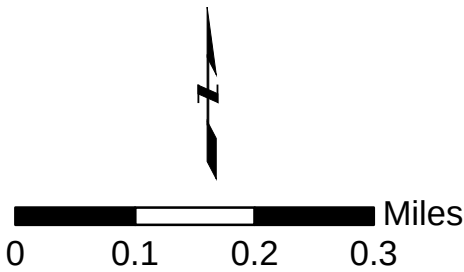
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<u>Residential Care Homes</u>									
Beachwood House, Inc	Van Barlahan	181 N. Court Rd	462-1902	7/13/13			none		184-052-01
Brookside Retirement Resid	Gloria Lori	1199 S. Dora St	462-6262	7/9/13	82	8/9/10	trap	1000 gal	003-530-24
Burton's Residential Care H	Gary/Linda Burton	79 Whitmore Lane	468-9868	7/8/13			none		184-044-08
Holy Child Residential Care	Elizabeth Santos	1074 Albright Pl	367-0560	7/8/13			none		003-062-11
Mountain View Assisted Livi	John McEntee	1343 S. Dora	462-6212	7/11/13	79	6/7/10	trap/interce	1200 gal	003-471-31
Ukiah Convalescent Hospita	Spencer Herman	1349 S. Dora St	462-8864	7/16/13			none		003-471-26

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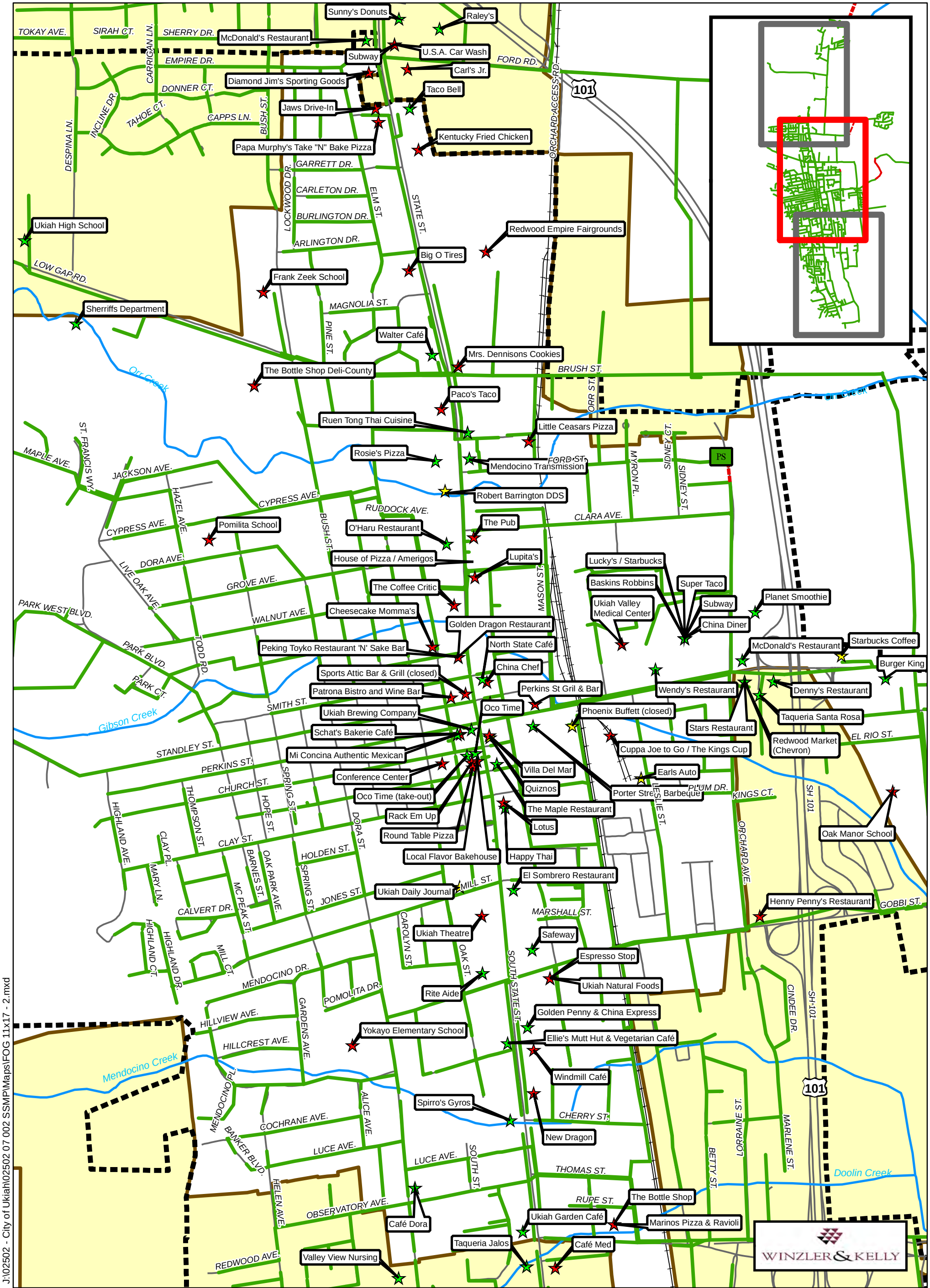
- Legend**
- Grease Interceptor**
- Unknown
 - No
 - Yes
- Streets
- Streams and Rivers
- Sanitary Sewer Gravity Pipe
- Sanitary Sewer Force Main
- Sanitary Sewer Pump Stations
- Sanitary Sewer Treatment Plant
- Ukiah City Limits
- Ukiah Valley Sanitation District



City of Ukiah
Ukiah Valley Sanitation District
Figure 7-1: FOG Map (1/3)

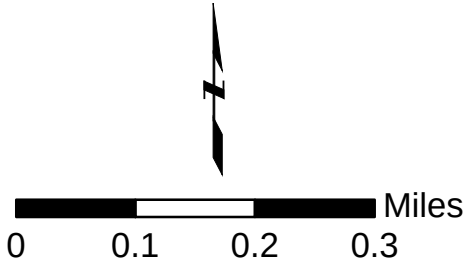
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- Legend**
- Grease Interceptor**
- ★ Unknown
 - ★ No
 - ★ Yes
- Streets
- Streams and Rivers
- Sanitary Sewer Gravity Pipe
- Sanitary Sewer Force Main
- PS Sanitary Sewer Pump Stations
- WWTP Sanitary Sewer Treatment Plant
- Ukiah City Limits
- Ukiah Valley Sanitation District

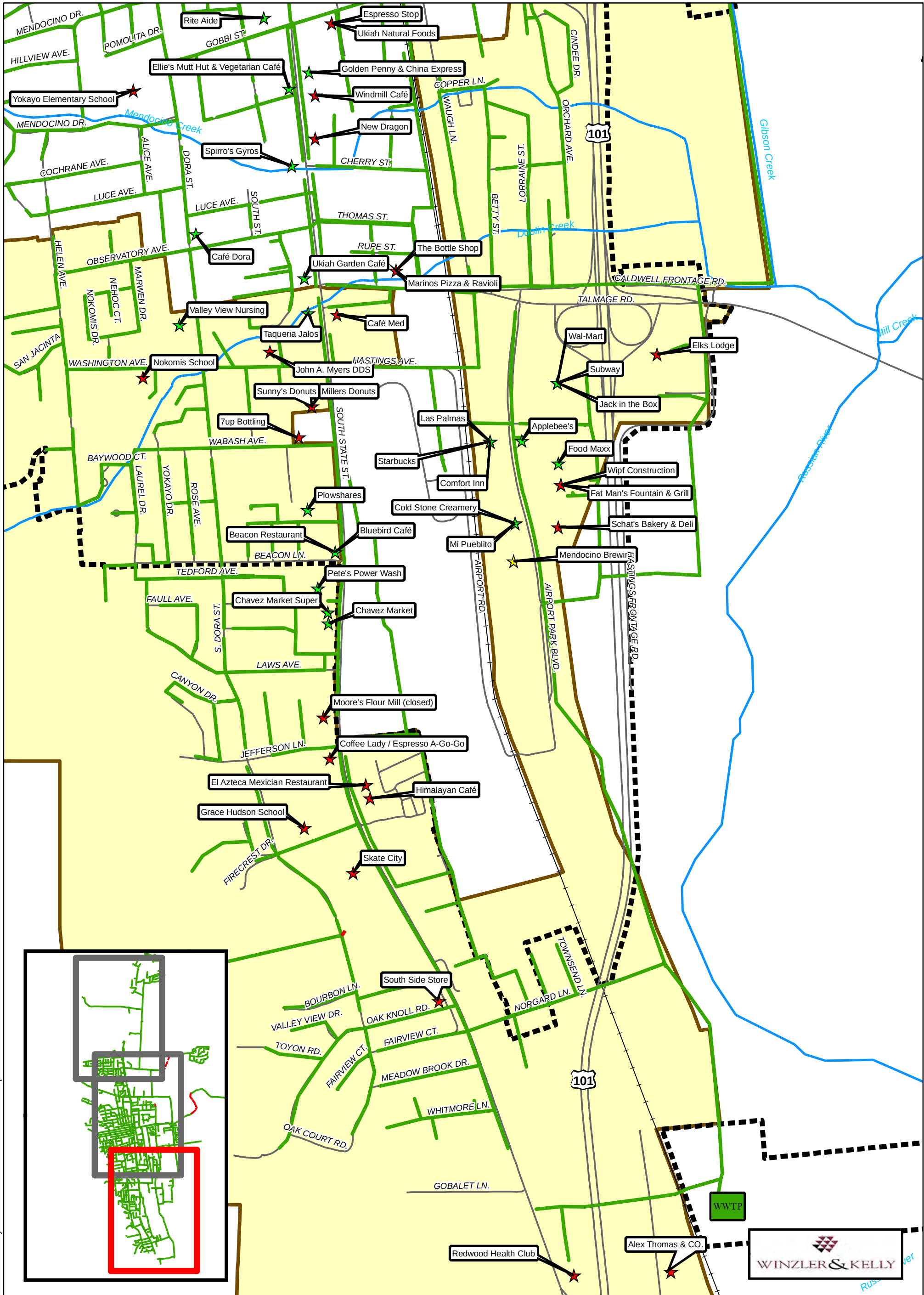


City of Ukiah
Ukiah Valley Sanitation District
Figure 7-2: FOG Map (2/3)

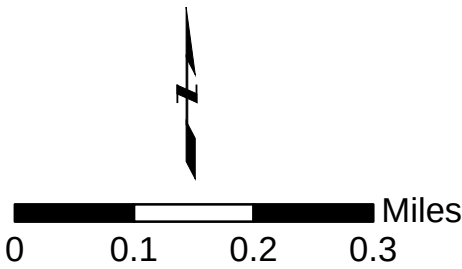
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- Legend**
- Grease Interceptor**
- Unknown
 - No
 - Yes
- Sanitary Sewer Gravity Pipe**
- Sanitary Sewer Force Main**
- Sanitary Sewer Pump Stations**
- Sanitary Sewer Treatment Plant**
- Streets**
- Streams and Rivers**
- Ukiah City Limits**
- Ukiah Valley Sanitation District**



City of Ukiah
Ukiah Valley Sanitation District
Figure 7-3: FOG Map (3/3)

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Mendocino County, California

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Appendix 7-C

FOG Public Outreach

Fats, oils, and greases aren't just bad for arteries and waistlines; they're bad for sewers, too.

Sewer overflows and backups can cause health hazards, damage home interiors and threaten the environment. A common cause of overflows is sewer pipes blocked by grease. Grease gets into the sewer from household drains as well as from poorly maintained grease traps in restaurants and other businesses.



Las grasas y los aceites no sólo son perjudiciales para las arterias y para la figura; también son dañinos para las alcantarillas.

Los derrames y desbordamientos de aguas residuales pueden ser peligrosos para la salud, dañar el interior de los hogares, y amenazar el medio ambiente. Una causa cada vez más común de derrames es las alcantarillas obstruidas por grasa. La grasa llega a las alcantarillas desde los desagües domésticos y trampas de grasa mal mantenidas en restaurantes y otros negocios.



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Fat-Free Sewers

Prevent Fats, Oils, and Greases from Damaging Your Home and the Environment



ALCANTARILLAS SIN GRASA

Evite que las grasas y los aceites dañen su hogar y el medio ambiente

Helping To Prevent Sewer Overflows and Backups Is Easy.

Where Does the Grease Come From?

Grease is a byproduct of cooking that comes from meat fats, lard, oil, shortening, butter, margarine, food scraps, baked goods, sauces and dairy products. When washed down the sink, grease sticks to the insides of sewer pipes (both on your property and in the street). Over time, it can build up and block an entire pipe.

Caution: Home garbage disposals do not keep grease out of the plumbing system. Moreover, hot water and products such as detergents that claim to dissolve grease only pass it down the line and cause problems elsewhere.

The results can be:

- Raw sewage overflowing in your home or the house next door.
- An expensive and unpleasant cleanup that often must be paid for by you, the home or business owner.
- Raw sewage overflowing into parks, yards, and streets.
- Potential contact with disease-causing organisms.
- An increase in operation and maintenance costs for local sewer departments, which leads to higher sewer bills for customers.

You Can Help!

Help prevent sewer overflows by:

- Never pouring grease down sink drains or into toilets.
- Scraping grease and food scraps into a can or the trash for disposal (or recycling where available).
- Putting baskets/strainers in sink drains to catch food scraps and other solids, and emptying them into the trash.
- Speaking with your friends and neighbors about how to keep grease out of sewers.

Es fácil prevenir los derrames y desbordamientos de aguas residuales.

¿De dónde proviene la grasa?

La grasa, uno de los productos derivados de la preparación de comida, está presente en la carne, manteca animal, aceite vegetal, manteca vegetal, mantequilla, margarina, sobras de comida, productos para hornear, salsas, y productos lácteos. Cuando entra por el desagüe, la grasa se pega al interior de las tuberías de alcantarillado (tanto las de su propiedad como las de la calle); con el tiempo, puede acumularse al punto de bloquear la tubería por completo.

Advertencia: Los trituradores de basura domésticos no impiden la entrada de grasa al sistema de cañerías. Es más, el agua caliente y los productos como los detergentes que alegan ser capaces de disolver la grasa, pueden trasladarla por las cañerías y causar problemas en otras zonas.

Esto puede traer las siguientes consecuencias:

- Desborde de aguas residuales en el interior de su hogar o el de su vecino.
- Necesidad de una limpieza costosa y desagradable que casi siempre es responsabilidad de usted, el propietario de la casa o negocio.
- Desborde de aguas residuales hacia parques, jardines, y calles.
- Posible contacto con organismos causantes de enfermedades.
- Crecientes costos de operación y mantenimiento para los organismos locales de alcantarillado y, en consecuencia, facturas más altas para los consumidores.

¡Usted puede ayudar!

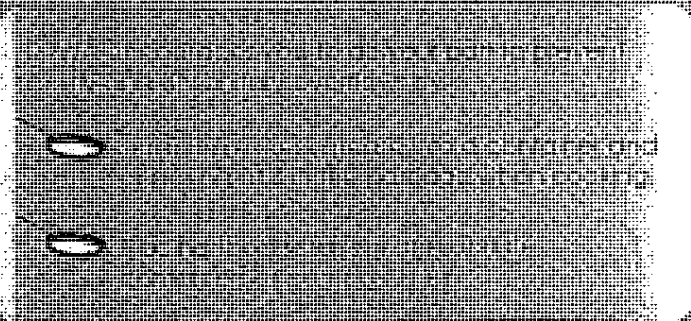
Ayude a evitar derrames en las alcantarillas de las siguientes maneras:

- No vierta nunca grasa por el desagüe del fregadero ni en inodoros.
- Raspe la grasa y las sobras de comida y colóquelas en una lata o en la basura para desecharlas (o reciclarlas, si dispone de esta opción).
- Ponga filtros o coladores en los desagües de los fregaderos para atrapar las sobras de comida y otros sólidos, y deseche su contenido en la basura.
- Hable con sus amigos y vecinos sobre cómo impedir que la grasa entre en las alcantarillas.

**DON'T
FREE
SEWERS**

Keep Grease out of the drain!

Grease related sewer backups and overflows have been noted in your neighborhood.



www.hudsonriver.org



GREASE SCRAPER

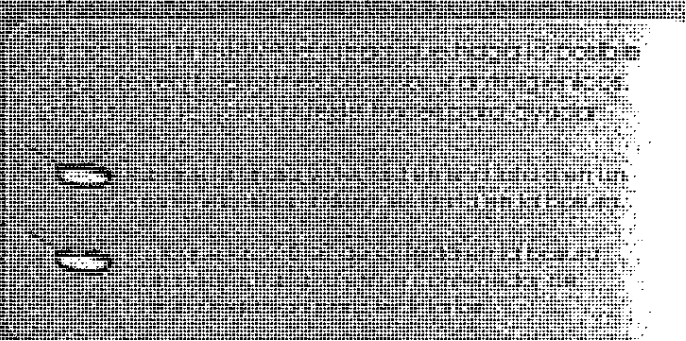
**From the
DAN**

**To the
CAN**



ALUGASTRUBILLAS SIN GRASAS
prevenga el vertido de grasas y aceites a las alcantarillas

Bloqueos y derrames en el sistema de alcantarillas de su vecindad han sido causados por la acumulacion de grasas y aceites.



www.hudsonriver.org



PREVENIR EL VERTIDO

**De la
SARTÉN**

**a la
LATA**



**Residential Fats, Oils, and Grease Source Control Program:
Regional Coordination to Raise Awareness on Grease Issues
News Release, Russian River Watershed Association –
7/19/06**

(Russian River watershed, CA) – Local agencies and special districts have come together to develop and implement a multi-year Residential Fats, Oils, and Grease (FOG) Source Control Program to increase public awareness of specifically residential FOG-related issues, and reduce the number of FOG-related sanitary sewer overflows.

Grease is a byproduct of cooking and is often washed into the sewer through the kitchen sink. Grease is problematic for sewers because it sticks to the insides of the pipes and builds up over time causing blockages and eventually overflows which can damage your home and the environment. These types of grease-related sewer spills are preventable through simple measures in the home which is the target of the Residential FOG Program. Through this program, the Russian River Watershed Association is working to alert local residents to grease-related issues, “Fat-Free Sewers - Keep Grease Out of the Drain!”

The RRWA Residential FOG Source Control Program consists of raising awareness through outreach materials including flyers, stickers, door-hangers, and grease scrapers. These materials will be distributed in residential areas (where FOG issues have caused sanitary sewer overflows), local markets including the Pacific Market and Oliver’s Market, and local libraries and education centers. Don’t be surprised to see door-hangers and grease scrapers labeled with the 1950’s retro-style regional graphic displaying the message “From the Pan to the Can” appearing in your neighborhood soon.

"This is a very important program for our community. Keeping grease out of the drain benefits the homeowner, maintenance crews, and the environment by reducing sanitary sewer overflows. We are very supportive of the public education efforts of the fats, oils, and grease residential campaign. "

- Richard Burt, Windsor Public Works Director

As part of the Residential FOG Program, a holiday campaign will begin this fall to target the holiday cooking rush, when people start to make heavy use of their kitchens. A student video contest will also be held this winter in

which students produce public service videos focusing on grease-related issues. The winning videos will be used for public service announcements and other outreach opportunities.

“The City of Santa Rosa is enthusiastically supporting RRWA with its program; we have had a similar localized FOG program in place for several years, and have seen very positive results from our program including reductions in sewage backups and overflows.” –*Miles Ferris, Santa Rosa Director of Utilities*

If you would like to learn more about the residential FOG program or other RRWA programs - please contact us at 707.833.2553, or visit www.rrwatershed.org.

The Russian River Watershed Association (RRWA) is an association of eleven cities, counties, and special districts in the Russian River watershed that are working together to coordinate regional programs for clean water, fisheries restoration, and watershed enhancement.

How can you help protect your plumbing and our environment?

- Never pour grease down sinks, toilets, or any drains.
- Pour grease into a can for disposal in the trash. You can make your own grease can using any empty metal can (not plastic, which melts) and disposable, heat-resistant oven bags. Just toss the bags in the trash (after grease cools) and reuse the can. [Note: Please use caution when pouring hot grease or wait for it to cool slightly. Hot grease can burn skin.]
- Scrape grease and food scraps into a can or the trash for disposal.
- Use strainers in sinks to catch food scraps, and empty the strainers into the trash.
- Don't rely on a garbage disposal to get rid of grease—it grinds food into smaller pieces, but it doesn't keep grease from going down the drain.
- Wipe cookware and dishes before washing. Commercial additives in detergents only dissolve grease temporarily.
- Clean kitchen exhaust system filters routinely.
- Talk with your friends and neighbors about the grease problem, so that the community is aware of the risk.
- Call KUB at 524-2911 if you have any questions about grease. You may also e-mail wastewater@kub.org if you have questions about sewer system operations and maintenance.

Safety Tip

If you have a grease-related sewer backup, avoid contact or wash with soap and water. The Centers for Disease Control and Prevention (CDC) says skin contact isn't a serious health risk, but swallowing bacteria or a virus may cause illness. So always wash your hands before preparing or eating food, after using the bathroom (or helping another as a caregiver), and after touching objects exposed to a backup. For more information, see www.bt.cdc.gov/disasters/floods/sanitation.asp.



P.O. Box 59017
Knoxville, TN 37950-9017
865-524-2911
www.kub.org
wastewater@kub.org

Don't pour cooking grease
down drains.

Cooking grease is the No. 1 cause of sewer backups in homes.

Why is cooking grease a problem?

If you pour cooking grease down your drains, it may build up, block your pipes, and cause rancid odors or messy, costly sewage backups in your home.

It can also clog KUB's sewer lines. In fact, grease is the leading cause of dry weather sewer overflows, which are a potential threat to our environment.

And don't believe the old wives' tale about running hot water after pouring grease down the drain: It doesn't work. The grease eventually cools, then congeals and coats pipes. When enough grease builds up, it can block your plumbing or KUB's sewer lines.

Where is grease produced?

Restaurants, condominiums, apartment buildings, homes, schools, churches, food-processing plants, shopping malls, hospitals, hotels, and many more locations all produce grease.

Grease is a by-product of cooking and is found in things like these:

- Meat fats
- Lard
- Cooking oil
- Shortening
- Butter and margarine
- Food scraps
- Baking goods
- Sauces
- Dairy products

What problems are caused by grease?

- Clogged drains or toilets.
- Sewage backups into your home.
- Sewer overflows in neighborhood parks, yards, and streets.
- Rancid odors.
- Expensive cleanup, repair, and replacement of damaged property.
- Potential contact with bacteria and viruses that can cause illness.
- Higher operating and maintenance costs, potentially resulting in higher sewer bills for you.

Never pour grease down sink drains or other drains. Scrape grease and food scraps from all cookware and dishes into a can or the trash for disposal.

How can you help Can the Grease?

KUB is giving out Can the Grease cans to raise awareness about disposing of grease in a way that's good for your plumbing, KUB's sewer system, and our environment.

But you don't need an "official" can to get started. A metal coffee can with a plastic lid or empty metal soup or vegetable cans make great grease cans. Line your can with disposable heat-resistant oven bags. Throw the liners away (after grease cools) and reuse the can.

The easiest way to prevent grease-related sewage overflows is to keep cooking grease out of the sewer system.

DO



DON'T





About the Sewage Overflow Issue



Q: What is a sewage overflow?

A: During nearly every rainfall or snow melt, excess water gets into the municipal sewer systems, which results in untreated sewage overflowing into area streams and rivers. These overflows violate the Environmental Protection Agency's federal Clean Water Act.

Q: What is the Clean Water Act and how does it affect our region?

A: The Clean Water Act was enacted in 1977 and prohibits any person or entity from discharging pollutants, such as sewage, from a point source into waterways unless a permit is obtained. Under this Act, communities in the ALCOSAN service area must eliminate all overflows from separate sanitary sewer systems and significantly reduce overflows from combined sewer systems.

Q: What is the difference between a separate sanitary sewer system and a combined sewer system?

A: A separate sanitary sewer system is designed to carry only wastewater to the treatment plant. Stormwater is carried in a separate system, and is not transported to the treatment plant.

In a combined sewer system, both wastewater and stormwater are carried in the same pipes. Of the 83 communities in the ALCOSAN service area, 26 have been identified as having primarily a combined sewer system within their municipal boundaries. The remaining 57 communities have separate sanitary sewage collection systems.

Q: How bad is the sewage overflow problem in the region?

A: Each year, these overflows affect Pittsburgh's rivers at least 70 days during the boating season (May 15- October 1) making water unacceptable for recreational contact. In addition, the overflows affect Allegheny County's primary source of drinking water. (Nearly 90 percent of Allegheny County residents get their drinking water from Pittsburgh's rivers.) Municipalities in the ALCOSAN service area could face a potential \$2 billion investment in order to correct the problem. However, the best way to trim this \$2 billion investment cost is for municipalities to work together on a long-term solution. Local municipal officials must take a serious look at the cost of maintaining ownership of this aged and deteriorating infrastructure. One solution might be to transfer ownership and operation of a municipality's collection system to a larger entity.

Q: How does the Environmental Protection Agency (EPA) plan to enforce the Clean Water Act?

A: The EPA recently distributed a draft administrative consent orders to municipal officials in all 83 ALCOSAN communities outlining the activities, such as cleaning and televising the sewers that municipalities must accomplish over several years (2004-2010) to begin complying with the Clean Water Act. For communities with separate sanitary sewer systems, the Allegheny County Health Department (ACHD) will enforce compliance with the order and in combined sewer communities, the Department of Environmental Protection (DEP) will be the enforcement agent on behalf of the EPA.

-over-

Q: What is an administrative consent order?

A: This EPA administrative consent order is a legal document that is signed by both the community and an enforcement agency that binds the community to complete specific activities that will lead to the elimination or reduction of sewage overflows in their municipal collection system. If the community does not meet the requirements of the order, the enforcement agency will impose penalties and/or fines.

Q: What does the administrative consent order require?

A: The administrative consent order requires communities to address the sewage overflow issue through specific activities, such as mapping, cleaning and televising the sewer system and making critical repairs. Then communities must complete flow monitoring, which indicates how much wastewater (and in some cases, stormwater) the sewage system is carrying during both dry and wet weather. This information will help communities develop a long-term wet weather control plan, in cooperation with ALCOSAN to sustain rehabilitation efforts into the future.

Q: How will communities financially accomplish the tasks required?

A: Fixing the sewage overflow problem in the region's municipal collection system could cost up to \$2 billion for ALCOSAN communities. However, through the 3 Rivers Wet Weather Basin Groups, municipalities are exploring ways to share resources and costs to fix the problem using fewer dollars. In addition, 3RWWDP receives some federal, state and local funding to help support the communities. Communities are encouraged to begin budgeting for activities over several years to help lessen the impact on their municipality's annual budget.

Q: What is my role as a homeowner?

A: It is important to become educated on the sewage overflow issue because every individual can play a role in helping to solve the problem. As a homeowner, you are responsible for the maintenance and repair of your house lateral, a pipe that connects your home to the public sewer system. A cracked or deteriorated lateral or one filled with tree roots can allow groundwater to seep into the system contributing to the problem. In addition, if your community has a separate sanitary sewer system, you may be required to fix any improper connections, such as downspouts, driveway drains or sump pumps connected directly to the sewer system. The stormwater collected from these devices must be drained to your property or directly connected to a separate stormwater system.

Q: Will sewage rates go up?

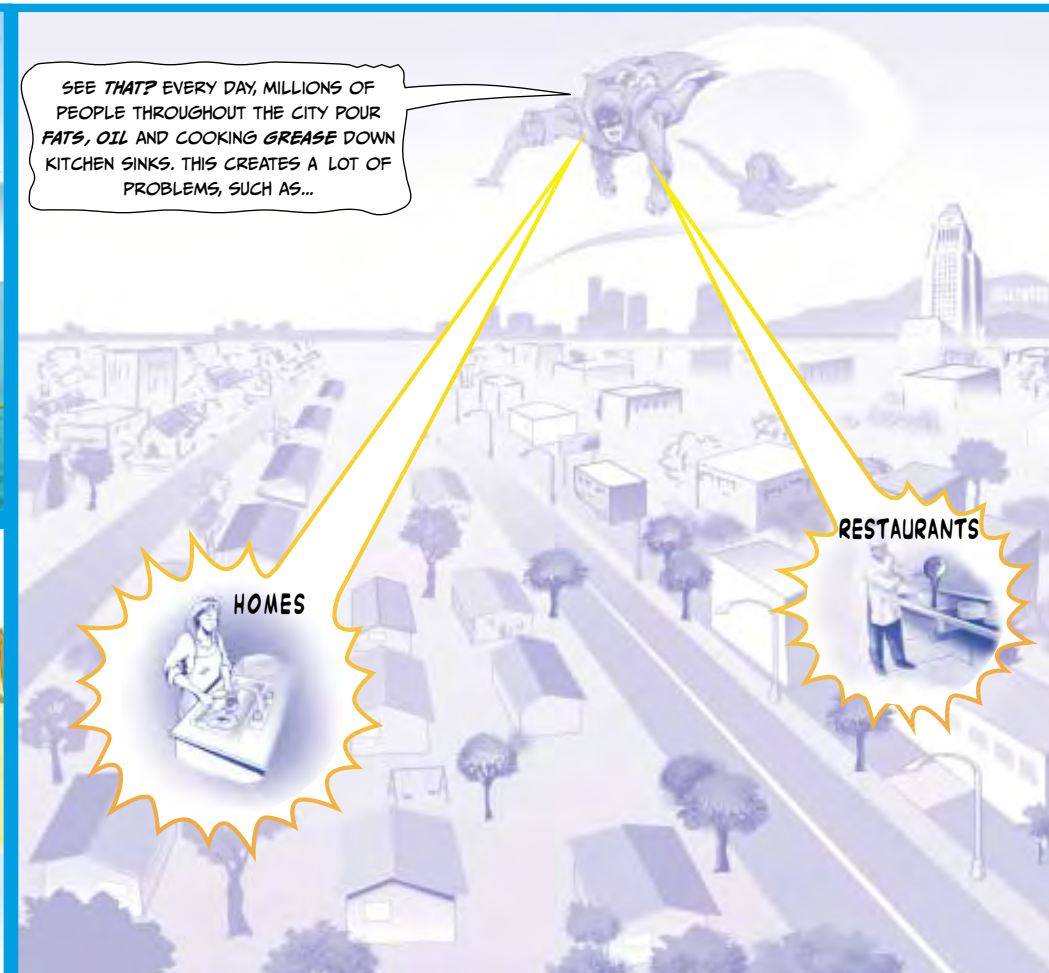
A: Yes, it is likely that nearly all communities in the ALCOSAN service area will raise their sewage rates at some point to help pay for the cost of correcting the sewage overflow problem. Historically, the region's sewage rates have been among the lowest in the country. In addition, communities working through the 3 Rivers Wet Weather Basin Groups will be able to minimize their sewage rate increases by participating in the Basin Groups' cooperative projects.

Q: What role will 3 Rivers Wet Weather play in helping communities comply with the orders?

A: 3 Rivers Wet Weather has taken a lead role in helping communities tackle this problem through a basin-wide approach. The organization helped to facilitate the communication between the municipalities and the regulatory agencies which led to a feasible consent order signed by 100% of the communities in early 2004. In addition, 3RWW has funded and coordinated a system-wide mapping project to locate and map more than 100,000 manholes and structures throughout the system. 3RWW also plans to coordinate the flow monitoring requirements of the order across the ALCOSAN service area to help build the foundation for regional approaches in the future.

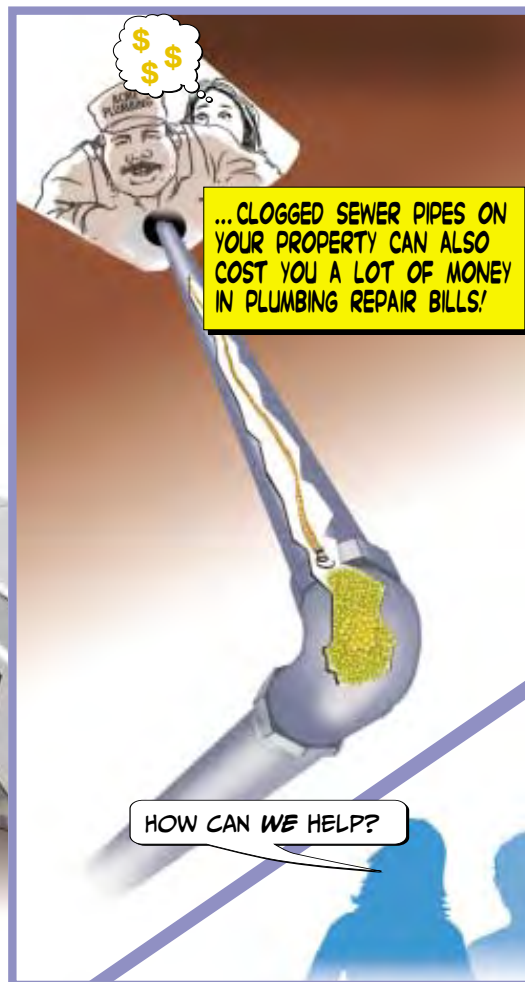
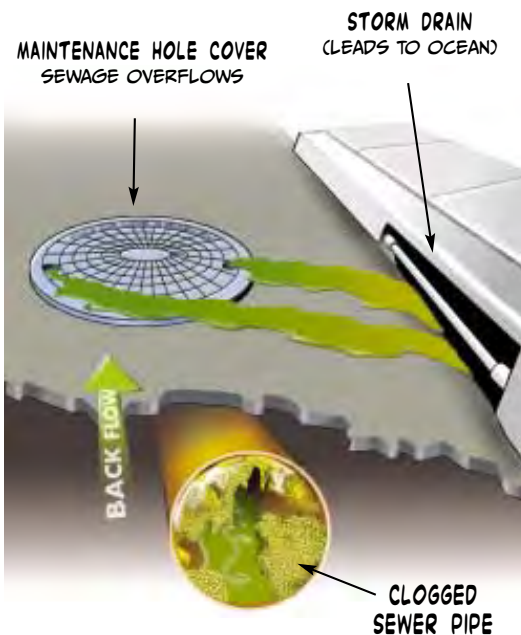
Q: Are other regions of the United States struggling with the same problems?

A: Yes, primarily older cities in the northeastern United States are struggling with the sewage overflow issue because they, too, have old and deteriorated sewer systems. However, Allegheny County is unique because it is the only location in the country in which 83 municipalities own and operate their own sewage collection system, and all of these systems feed into one sewage treatment facility (ALCOSAN).



GREASE CAN BUILD UP IN SEWERS, RESTRICTING THE FLOW OF THE WASTEWATER THAT COMES FROM OUR HOMES.

THIS BLOCKAGE FORCES THE WASTEWATER UP ONTO OUR STREETS—WHERE IT THEN ENTERS THE STORM DRAIN SYSTEM. *AND...*



REMEMBER...

- USE BASKETS OR STRAINERS IN SINK DRAINS TO CATCH FOOD SCRAPS AND OTHER SOLIDS...
- SCRAPE GREASE AND FOOD SCRAPS FROM PLATES, POTS AND PANS, UTENSILS AND GRILLS...
- FREEZE ANIMAL FATS IN A CAN AND PUT ALL FOOD WASTE AND DISCARDS IN A TRASH CONTAINER—DON'T POUR THEM DOWN THE SINK, GARBAGE DISPOSAL OR TOILET...
- GARBAGE DISPOSALS USE LARGE VOLUMES OF WATER AND ELECTRICITY—REDUCING OR ELIMINATING THEIR USE WILL LOWER YOUR SEWER, WATER AND POWER BILLS...
- BE CAUTIOUS OF CHEMICALS OR ADDITIVES THAT CLAIM TO DISSOLVE GREASE—THESE MAY NOT BE EFFECTIVE

KEEP FATS, OIL AND GREASE OUT OF THE SEWERS—AND HELP KEEP OUR ENVIRONMENT CLEAN!

REPORT PROBLEMS WITH THE CITY'S SEWER SYSTEM TO THE WASTEWATER COLLECTION SYSTEMS DIVISION:

(213) 485-7575

WEB SITE:
WWW.LACITY.ORG/SAN



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CITY OF LOS ANGELES
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BUREAU OF SANITATION

ARTWORK:
OSCAR AMARO

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Disposal of Fats, Oils and Grease, and Pharmaceuticals

It doesn't stop at the kitchen sink....

Fats, Oils and Grease

Fats, Oils and Grease (FOG), the residue left over from cooking meats such as bacon that hardens after it cools, can cause problems when poured down the drain and clog pipes in your home. Did you know FOG can also clog the sewer pipes under the streets that take the wastewater from your house to the treatment plant? If that happens, the wastewater can back up and come to the surface and pollute the environment.

To keep this from happening, collect FOG in a container and throw it away in the trash.

Disposal of Pharmaceuticals

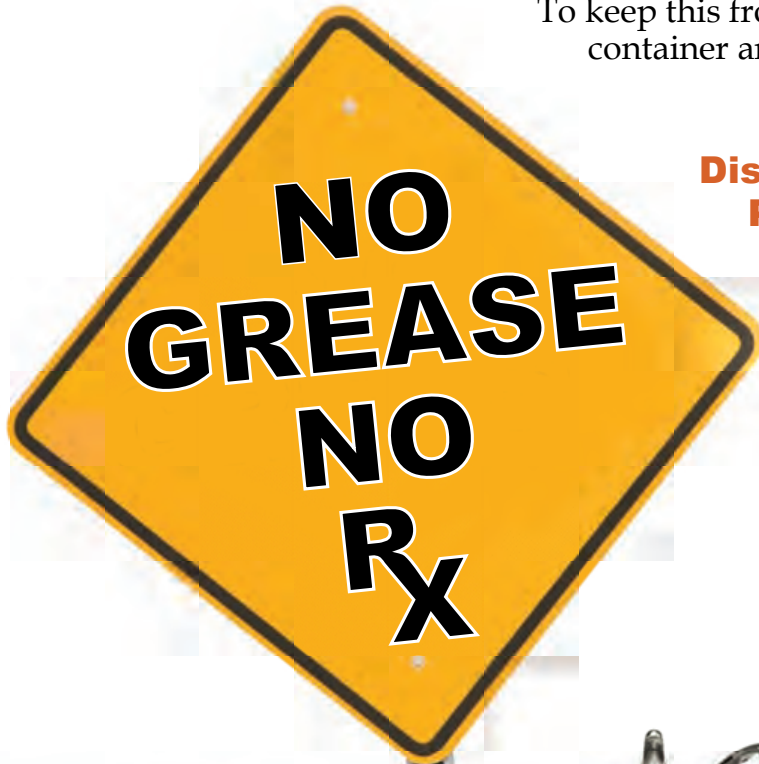
Pharmaceuticals flushed down the toilet end up in the wastewater system and cannot be treated at the wastewater treatment plants. Expired or unused medication should therefore not go down the drain or toilet, but should be thrown in the trash.



Mix the prescription drugs with an undesirable substance such as used kitty litter or coffee grounds. Then put the mix in empty cans or sealable bags and throw away in the trash. This further ensures that the drugs are not diverted or accidentally ingested by children or pets.

By correctly disposing of pharmaceuticals, you reduce the risk of improper drug use in your home while protecting the environment.

This message is brought to you by Dallas Water Utilities which reminds you to Cease the Grease! Visit <http://www.ceasethegrease.info> for more information.



City of Dallas

City of Dallas Publication # 07/08-42

Desecho de manteca, aceites y grasa así como medicamentos

No desaparecen en el resumidero...

Manteca, Aceites y Grasa

Manteca, Aceites y Grasa (FOG por sus siglas en inglés), es el residuo que queda al cocinar carnes como el tocino. El residuo se endurece al enfriar causando problemas si es vertido por el resumidero ya que congestiona la tubería en su hogar. ¿Sabía usted que FOG también puede congestionar el sistema de drenaje que lleva las aguas residuales hasta la planta tratadora de aguas negras? Si esto ocurre, las aguas residuales pueden retornar y salir a la superficie contaminando el medio ambiente.

Para evitar que esto ocurra, coloque todo el FOG (Manteca, Aceites y Grasa) en un contenedor y tírelo a la basura



Desecho de Medicamentos

Medicamentos o fármacos que se tiran por el sanitario, acaban en el sistema de aguas residuales y no pueden ser neutralizados en las plantas tratadoras de aguas negras. Medicamentos que han caducado o



medicamentos no usados no deben tirarse por el resumidero o por el sanitario sino que deben ser tirados a la basura. Mezcle los medicamentos con alguna sustancia indeseable tal como arena sanitaria para animales domésticos o residuos del café. Coloque la mezcla en latas vacías o bolsas selladas y tírela a la basura. Esto evita que las drogas vayan a ser accidentalmente consumidas por niños o animales domésticos.

Al desechar correctamente los medicamentos, usted reduce el riesgo de que estos sean consumidos indebidamente al mismo tiempo que protege el medio ambiente.

Este mensaje es traído a usted por Dallas Water Utilities quien le recuerda que "No tire la grasa!" Visite <http://www.ceasethegrease.info> para mas información.



Let's Tackle the Grease in This Kitchen!

Why should I help?

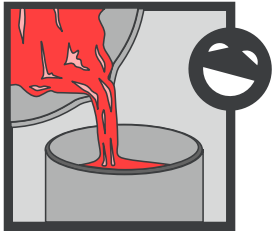


Do

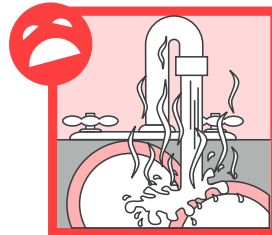


Don't

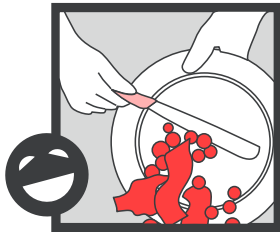
- Prevent grease buildups from blocking sewer lines.
- Stop sewer overflows into streets and storm drains.
- Reduce the number of times you have to clean your grease trap (food services)
- Save money spent on costly cleanups of sewage spills.
- Protect the quality of our water.



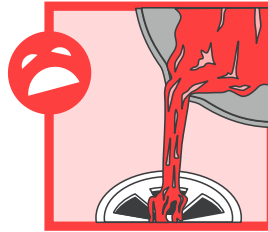
Put oil and grease in covered collection containers.



Don't run water over dishes, pans, fryers, and griddles to wash oil and grease down the drain. Don't rinse off oil and grease with hot water.



Scrape food scraps from dishes into trash cans and garbage bags and dispose of properly. Avoid using your garbage disposal.



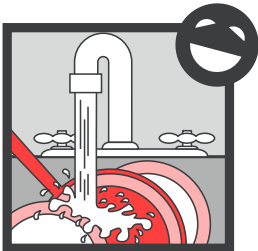
Don't pour oil and grease down the drain.



Remove oil and grease from dishes, pans, fryers, and griddles. Cool first before you skim, scrape, or wipe off excess grease.



Don't put food scraps down the drain.



Prewash dishes and pans with cold water before putting them in the dishwasher.



Cover kitchen sink with catch basket and empty into garbage can as needed.



Cover floor drain with fine screen and empty into garbage can as needed.

More Ways to Tackle Grease

Use environmentally safe cleaning products instead of harsh detergents or cleaners that can damage sewer lines.

If you generate large amounts of used cooking oil, recycle it. To find a recycler, check the phone book under "recyclers" or "rendering companies."

If you generate small amounts of used cooking oil, pour it into a container you can throw away. Never pour it down the drain.

Start a compost pile at your home with scraps that are not meat. Find out about composting in the TCEQ publication, "A Green Guide to Yard Care" (G1-028)

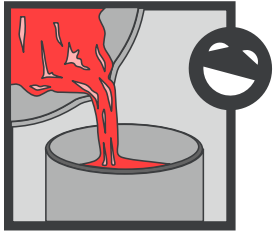
¡Combatamos la grasa en esta cocina!

¿Por qué tengo que ayudar?

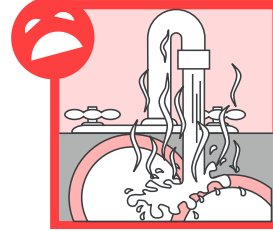
- Para evitar acumulaciones de grasa que obstruyan las tuberías de desagüe.
- Para impedir los desbordamientos del sistema de alcantarillado.
- Para ahorrar dinero que se gastaría en limpiezas costosas de derrames de alcantarillas.
- Para reducir la frecuencia con que se tienen que limpiar las trampas de grasa (servicio de alimentos).
- Para proteger la calidad de nuestra agua.

😊 ¡HACER!

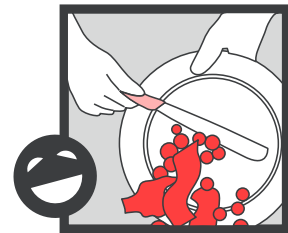
😞 ¡NO HACER!



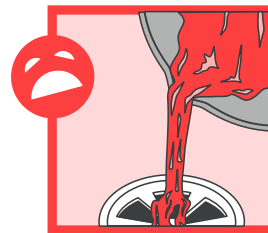
Poner el aceite y la grasa en recipientes cerrados para su recolección.



No enjuagar platos, ollas, sartenes ni planchas con agua para verter el aceite y la grasa en el desagüe. No enjuagar el aceite ni la grasa con agua caliente.



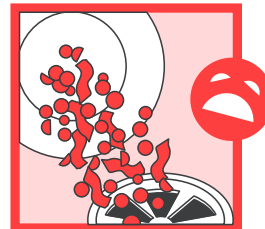
Quitar las sobras de comida de los trastes, tirarlas en bolsas de basura y desecharlas de la forma debida. Evitar usar el triturador de basura.



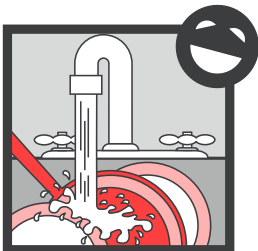
No verter aceite ni grasa por el desagüe.



Quitar el aceite y la grasa de los platos, ollas, sartenes y parrillas. Primero enfriar antes de tallar o limpiar el exceso de grasa.



No tirar sobras de comida por el desagüe.



Enjuagar los platos y ollas con agua fría antes de ponerlos en el lavaplatos.



Colocar en el fregadero de la cocina una canasta para depositar los desechos y vaciarla en el bote de basura conforme sea necesario.



Cubrir el desagüe del piso con un cedazo fino y tirarlo en el bote de basura conforme sea necesario.

Más maneras de combatir la grasa

Use productos de limpieza seguros para el medio ambiente en lugar de detergentes o limpiadores abrasivos que puedan dañar las tuberías de desagüe.

Si genera grandes cantidades de aceite comestible usado, recíclalo. Si desea encontrar un centro de reciclaje, busque en el directorio telefónico bajo "reciclaje".

Si genera pequeñas cantidades de aceite comestible usado, luego viértalo en un recipiente que pueda tirar. No lo vierta nunca en el desagüe.

Empiece a hacer abono en su casa con sobras de alimentos que no contengan carne. Infórmese acerca de la técnica de abonar en la publicación de TCEQ: Una Guía Verde para el Cuidado del Jardín (GI-028).

Ukiah Daily Journal November 24, 2006

From the pan, to the can -- RRWA urges the public to keep grease out of the drain

Many families in the Russian River area will be settling down to a home cooked turkey dinner with all of the trimmings this holiday season. Because the holidays tend to create a cooking frenzy, the Russian River Watershed Association is reminding residents to properly dispose of fats, oils, grease and food scraps (...from the pan to the can...) to avoid costly and unsanitary clogged pipes.

Cooking grease poured down the sink drains can block sewer pipelines when it congeals and cause sewer backups and overflows -- into the environment, and into your home! This practice can be costly to homeowners and is certainly bad for the environment. These types of



Your Watershed

By Dave Richardson

grease-related sewer spills are preventable through simple measures in the home.

To keep our pipes "Fat-Free," RRWA encourages you to:

- Never pour fats, oils, or cooking grease down the sink or garbage disposal.

- Pour excess grease into a container with a tight fitting lid and freeze for disposal with your household garbage; and wipe the remaining grease from the pan with a scraper or paper towel.

- Place food scraps in appropriate waste containers or compost piles rather than into the drain or garbage disposal.

For more information regarding the proper disposal of fats, oils and grease, call the Mendocino Solid Waste Management Authority at 468-9704 or go to <http://www.mendorecycle.org>

Large amounts of cooking oil from turkey fryers can also

be filtered, frozen and reused for the preparation of another meal.

To place large amounts in the trash, kitty litter can be used to absorb the oil, which can then be placed in the garbage.

Used vegetable oil (preferably strained) can also be deposited at Yokayo Biofuels in Ukiah (150 Perry Street, 707-472-0900) for bio-diesel processing.

The Russian River Watershed Association is an association of eleven cities, counties, and special districts in the Russian River watershed that are working together to coordinate regional programs for clean water, fisheries restoration, and watershed enhancement.

November 17, 2007

From the pan, to the can -- keep grease out of the drain

It's that time of year again, when many families in the Russian River area will be settling down to a home cooked turkey dinner with all of the trimmings.

Given the cooking frenzy that the holidays tend to create, the Russian River Watershed Association would like to remind residents to properly dispose of fats, oils, grease and food scraps (...from the pan to the can...) when cooking to avoid costly and unsanitary clogged pipes.

Cooking grease disposed of down a kitchen sink drain can block sewer pipelines when it congeals and could cause sewer backups and overflows -- into the environment, and into your home! This practice can be costly to homeowners and is certainly bad for the environment. These types of grease-related sewer spills are preventable through simple measures in the home.

To keep pipes "Fat-Free", RRWA encourages the public to:

- Never pour fats, oils, or cooking grease down the sink or garbage disposal.
- Pour excess grease into a container with a tight fitting lid and freeze for disposal with household garbage; remember to wipe the remaining grease from the pan with a scraper or paper towel.
- Place food scraps in appropriate waste containers or compost piles, rather than into the drain or garbage disposal.

Large amounts of cooking oil from turkey fryers can also be filtered, frozen and reused for the preparation of another meal. To place large amounts



Your Watershed

By Dave Richardson

in the trash, kitty litter can be used to absorb the oil, which can then be placed in the garbage.

Smaller quantities (less than 10 gallons) of clean, strained vegetable oil can be deposited at several local restaurants for biodiesel processing -- see the Sonoma County phone book recycling guide for locations, or call Yokayo Biofuels (150 Perry Street) in Ukiah at 472-0900.

For more information regarding the proper disposal of fats, oils and grease, call the Sonoma County Eco-Desk at 565-3375 or go to www.recyclenow.org [www.recyclenow.org]; or call the Mendocino Solid Waste Management Authority at 468-9704; <http://www.mendocycle.org/>.

RRWA is an association of local public agencies in the Russian River Watershed that have come together to coordinate regional programs for clean water, fisheries restoration, and watershed enhancement.

From the pan, to the can - Keep grease out of the drain

Ukiah Daily Journal November 7, 2008

It's that time of year again, when many families in the Russian River area will be settling down to a home cooked turkey dinner with all of the trimmings. Given the cooking frenzy that the holidays tend to create, the Russian River Watershed Association would like to remind residents to properly dispose of fats, oils, grease and food scraps (...from the pan to the can...) when cooking to avoid costly and unsanitary clogged pipes.

Rinsing cooking grease into a kitchen sink drain can lead to blocked sewer pipelines as the grease congeals and could cause sewer backups and overflows - into the environment, and into your home! This practice can be costly to homeowners and is certainly bad for the environment. These types of grease-related sewer spills are preventable through simple measures in the home.

To keep our pipes "Fat-Free", RRWA encourages you to:

- Never rinse or pour fats, oils, or cooking grease down the sink or garbage disposal.



Your Watershed

By Dave Richardson

- Pour excess grease into a container with a tight fitting lid and freeze for disposal with your household garbage; remember to wipe the remaining grease from the pan with a scraper or paper towel.

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For more information regarding the proper disposal of fats, oils and grease, call

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RRWA is an association of local public agencies in the Russian River Watershed that have come together to coordinate regional programs for clean water, fisheries restoration, and watershed enhancement.

Environmentally- friendly holiday season

By Lisa Steinman Nov. 13, 2013 P. 3
 Ukiah Daily Journal

As the holiday season begins, so does the accompanying celebrating, and buying, and wrapping. Did you know that an extra million tons of waste is generated nationwide each week between Thanksgiving and New Year's? Fortunately, there is a lot you can do to reduce the amount of waste during and after the holiday season.

Headed out to the shopping mall or grocery store for some holiday shopping? Over the holidays, thousands of paper and plastic shopping bags end up in landfills. Instead of accepting a new bag at each store, take

along reusable shopping bags to help reduce the number of single-use, disposable bags distributed by retailers. Tell store clerks you don't need a bag for small or oversized purchases. Reusable shopping bags are available for purchase at many grocery stores and other retail locations.

When buying gifts, check product labels to determine an item's recyclability and whether the product and the packaging are made from recycled materials. Send recycled-content greeting cards to reduce the amount of virgin paper used during the holidays. If you use traditional gift wrapping, avoid wrapping gifts in materials that are not recyclable or reusable, such as foil or metallic papers. Buy recycled-content wrapping paper - this purchasing choice encourages manufacturers to make more recycled content products available. Be sure to recycle packaging, wrapping paper, cards, holiday themed catalogs and advertisements, and anything else that is recyclable. Cancel catalogs you don't need. Food waste, household hazardous waste (such as batteries), and electronics should be properly disposed of as well.

Unless specifically noted in the following sections, please visit the resources at the end of the article for recycling and disposal options for the listed items as well as many others. Thanks to Sonoma and Mendocino Counties, there are many opportunities available to properly and easily dispose of your waste.

RRWA

Continued from Page 3

Composting: You can compost your food scraps from your holiday dinners and parties. Fruits, vegetables, peels and seeds can be composted at home. In fact, about 35 percent of residential garbage is food waste, a resource that could be used instead of sent to the landfill. In Sonoma County, fruit and veggie food scraps can be put in the curbside yard debris cart for the municipal composting program (<http://www.recyclenow.org/g/compost/curbside.asp>).

Cooking oil: Recycle the cooking oil if you deep fry a turkey. There are locations in both Sonoma County and Mendocino County that accept clean strained cooking oil to be made into biodiesel.

Wrapping paper and ribbon: Paper makes up about 19 percent of what's going into our home-generated garbage. Holiday paper, cards, envelopes, and cardboard packaging can be recycled, along with other year round paper items, such as catalogs and magazines, in your single stream curbside recycling cart. Foil backed, metallic, and plastic wrapping paper cannot be recycled. Save ribbon to reuse on next year's packages.

Packaging: If you accumulate packing peanuts and bubble wrap over the holidays, many local packaging stores and mail centers are glad to accept these items for reuse.

Christmas trees: Christmas trees can be recycled into compost and mulch! Think twice before purchasing a "flocked" tree - sprayed-on artificial snow can be made from environmentally harmful components and hinder the ability to recycle a Christmas tree. Before recycling, your tree must be free of flocking, tinsel, decorations and its stand. For pickup and drop off options after the holidays, in Sonoma County visit

<http://www.recyclenow.org/recycling/tree.asp>.

Electronics: There are many options for the proper disposal of both working and non-working electronics. Under a state mandate, electronics cannot be put in the garbage. An electronic device is anything with a circuit board. Look for devices with digital displays or programmable features. Examples include computers, TVs, laptops, printers, answering machines, CD and DVD players, stereos and cell phones.

Many of the stores where you buy your new electronics will take your old ones back from you and get them to a responsible recycler, even if the old item wasn't purchased there. When you're shopping for that TV or computer, ask the sales staff if they will take back your old electronics. If your item is working and can be reused, consider donation. Many local charities operate thrift stores and are always looking for donated items. Many of these organizations also accept both working and non-working electronics. In some areas, small electronic devices can be disposed of in the

curbside recycling.

You can also recycle your old cell phones. State law requires that retailers selling cell phones take back used cell phones at time of purchase. For a complete list of services for your area, in Sonoma County visit

<http://www.recyclenow.org/toxics/electronics.asp>.

Batteries: About 40 percent of all battery sales occur during the holiday season. Batteries should not be placed in the trash. Buy rechargeable batteries to accompany your electronic gifts, and consider giving a battery charger as well. Rechargeable batteries reduce the amount of potentially harmful materials thrown away, and can save money in the long run. By law, retailers selling rechargeable batteries are required to take back

used rechargeable batteries from their customers. For a list of these retailers, visit the Call2Recycle website at <http://www.call2recycle.org/>.

Some stores offer take back for alkaline batteries, in addition to rechargeables. All kinds of household batteries can also be disposed of through Sonoma County's Household Toxics Program and the Mendocino County HazMobile Program.

Holiday Lights: Brighten your holidays while saving money with LED lights. LED's use 75 percent less energy than conventional holiday lights and last up to 25 times longer than incandescent lighting. They also offer convenient features like dimming and automatic shut-off.

Want to know more

about recycling? For any questions about recycling and year round disposal options:

In Sonoma County, visit www.recyclenow.org, call the Sonoma County EcoDesk at 565DESK (3375), or look for your Sonoma County Recycling Guide printed in the Yellow Pages (formerly AT&T) under Recycling.

In Mendocino County, call the Recycling Hotline at 4689704, visit www.mendocorecycle.org or see the Mendocino County Recycling Guide available through your waste hauler or from most cities.

This article was authored by Lisa Steinman, Waste Management Specialist for the Sonoma County Waste Management Agency, on behalf of RRWA.

www.rrwatershed.org

See RRWA, Page 9

Element 8 – System Evaluation and Capacity Assurance Plan

This section of the Sewer System Management Plan (SSMP) discusses the City’s programs and activities to provide adequate capacity, including the recommended capacity improvement projects.

8.1 Self-Assessment

Table 8.1
System Evaluation and Capacity Assurance Plan – Self Assessment

	Yes	No	N/A
1. Do your flows increase during wet weather when the groundwater table is high and the river and creeks are flowing high?	X		
2. Do your flows increase during and immediately following a major rain storm?	X		
3. Do you have overflows during these conditions?		X	
4. If you do not have overflows, do you know of any manholes where the water rises above the top of the pipe during the wet season or during major storms?	X		
5. Does your agency track sewer overflows and identify all causes including capacity related overflows?	X		
6. Have you conducted an infiltration and inflow analysis, a sewer system evaluation study, or a sewer master plan within the last five to seven years?		X	
7. Does your agency currently have a capacity assurance program (CAP)?		X	
8. Does the CAP include new connections and new acquisitions?			X
9. Are specific computation methods used (Modeling, spreadsheet analysis)?			X
10. Does your agency have design guidelines for head losses due to pipe material and manholes?	X		
11. Does your agency have standard design per capita flow rates or flows per equivalent dwelling unit (EDU)?	X		
12. Are collection system as-built drawings current and accurate?	X		
13. Is the existing gravity collection system modeled? The Trunk Main between the WWTP and Ford Road has been modeled.	X		
14. Are pressure systems (if any) hydraulically modeled?		X	
15. Are there any flow monitoring locations in the collection system? Flow monitoring was last conducted in 2003; more is planned as part of developing a Sewer Master Plan		X	
16. Is flow data used in the hydraulic model?	X		
17. Was Capacity Evaluation completed by a Licensed P.E.?	X		
18. Is the Capacity Analysis related to the reduction of I&I? Not at this time.		X	
19. Are permitted or illicit dumps allowed in small diameter sewer lines?		X	
20. Are lift stations designed for simple upgrades to handle future flows?		X	

8.2 Regulatory Requirements for System Evaluation and Capacity Assurance Plan

The State Water Resources Control Board (SWRCB) requirements for the System Evaluation and Capacity Assurance Element of the SSMP are summarized as follows:

The City and District must prepare and implement a capital improvement plan that provides hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, this plan must include:

Evaluation: The City and District must identify actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

Design Criteria: Where design criteria do not exist or are deficient, the City and District must undertake the evaluation identified above to establish appropriate design criteria;

Capacity Enhancement Measures: The City and District must identify the steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding; and

Schedule: The City and District must develop a schedule of completion dates for all portions of the capital improvement program developed in the requirements stated above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements every five years.

8.3 System Evaluation

8.3.1 Review of Existing Sewer System Data

8.3.1.1 Wastewater Treatment Plant

The wastewater treatment plant (WWTP) has been operated since 1958 and until its recent upgrade had a capacity of 2.8 mgd of average dry weather flow (ADWF) and 7.0 mgd of peak wet weather flow (PWWF) at advanced wastewater treatment (AWT). With a WWTP upgrade completed in 2009, the WWTP capacity is increased to 3.01 mgd ADWF, 8.0 mgd PWWF at AWT, and 24.5 mgd PWWF with secondary treatment only. This capacity information is taken from the City's NPDES Permit No. CA0022888 and Order No. R1-2006-0049. The primary reason for the difference between dry weather (ADWF) and wet weather capacity (PWWF) is inflow and infiltration (I&I) into the aging sewer system.

8.3.1.2 Collection System Master Planning

The last comprehensive Wastewater Collection System and Treatment Improvements study (1978 Wastewater Study) for the City and District was prepared by Kennedy Engineers in 1978. Since

its completion, this report has served the City and District as a Sewer Master Plan and includes an evaluation of the sewer system capacity through land use planning documents, analysis of existing (at 1977) and projected (at 2000) water and sewer characteristics and wastewater treatment requirements.

The study identifies areas of high ground water elevation located east of State Street and along Dora Avenue between Clay Street and Observatory Avenue that could be a source of high I/I; however, no major reductions in I&I were proposed within the 1978 Wastewater Study. At the study's completion, the City decided to expand and improve its wastewater treatment plant to provide capacity for future anticipated flows.

The sewer collection system has experienced some sanitary sewer overflows in recent years primarily due to blockages in the collection system (e.g., debris, grease). Overflows that occurred during the wet season (November through April) were likely exacerbated by hydraulic limitations in the system due to I&I, but this has not been confirmed through hydraulic modeling or a detailed I&I study. In 2003, Brown and Caldwell prepared a flow monitoring study in conjunction with the City Wastewater Treatment Plant Improvements Project titled Collection System Flow Monitoring Summary (2003 Flow Monitoring Study). The scope of the study was to identify areas with high I&I rates in the collection system. The program included measurements of rainfall at three rain gauges and flow depth and velocity at eight flow monitoring locations throughout the sewer collection system. The data was used primarily to determine peak dry weather flow (PDWF), peak wet weather flow (PWWF), and associated I&I. A copy of the technical memorandum is presented in Appendix 8-A. Study results indicate that the central and northwest portion of the City (Basins 4 and 6) have relatively high system defects that should be addressed and corrected.

It is notable that the 2003 Flow Monitoring Study did not include consideration for future growth projections within the service area.

The City and District are planning to develop an updated Sewer Collection System Master Plan to build upon conclusions made in the 1978 Wastewater Study and 2003 Flow Monitoring Study. The master planning effort includes a complete flow monitoring program, modeling the entire sewer system, identifying and prioritizing capacity and rehabilitation improvement projects, and recommendations for a short- and long-term capital improvements program (CIP). The Sewer Master Plan is planned for completion by the end of 2022.

8.3.1.3 Collection System Physical Inspection

As discussed in SSMP Element 4, beginning in 2006, the City started to assess the physical condition of the entire sewer collection system, including District facilities, by closed circuit television video (CCTV) inspection performed by City personnel. Problem areas are generally repaired by City crews following identification during CCTV inspection. The City completed a first round of CCTV inspection in 2011 and is currently working on a second round; the current round of inspections are expected to be completed in 2024.

8.3.2 Sewer Model Construction

The City maintains a GIS database with the horizontal geometry of the sewer system pipelines and manholes. This GIS database was used to build a model of the trunk lines between the WWTP and Ford Road. The model was prepared with the intent to characterize average dry

weather flow (ADWF), PDWF, and PWWF in the backbone of the collection system. The model connects the trunk line to flow meter locations identified in the 2003 Flow Monitoring Study to convey cumulative flows from each sewerage basin into the model. Figure 25A-2 in the 2003 Flow Monitoring Study shows the model skeleton prepared for that study. That model skeleton generally corresponds to the portion of the collection system that was modeled for the SSMP shown in Figure 8-1.

The SSMP model was constructed using MWH Soft H2OMap Sewer GIS 9.0, Update No. 3.

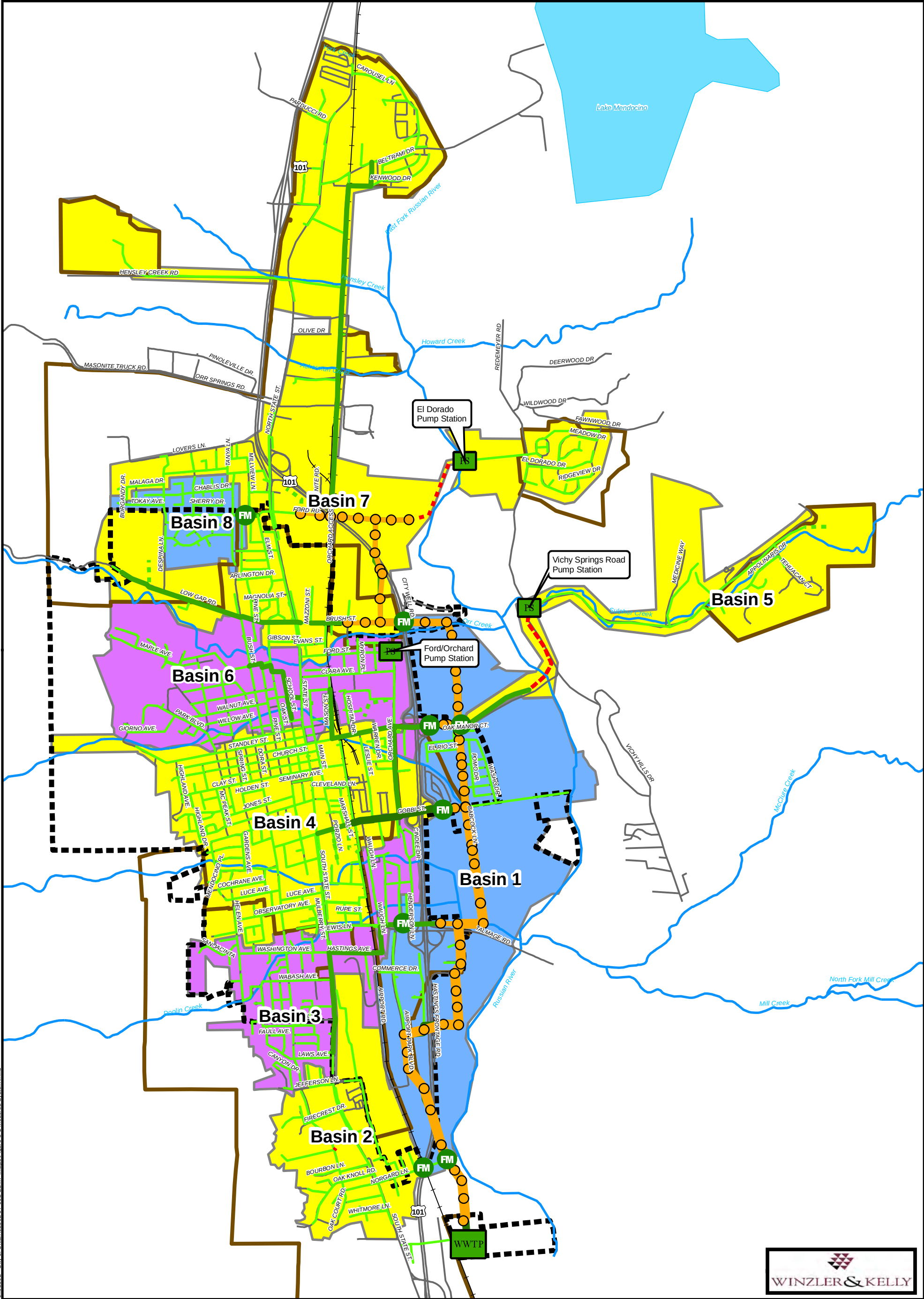
City and District record drawings were used to populate the GIS database and hydraulic model with rim and invert information. For areas with no record drawings, the City conducted a field survey to collect the applicable rim and invert elevations. The model includes approximately 5.5 miles of sewer pipes, with diameters ranging in size from 10 to 36 inches, and 69 manholes. Due to the small size of the modeled system, and limitations in the input flow data, the model was constructed as a static model. Future modeling efforts for the collection system will likely be accomplished with a dynamic model suited for an increased number of manholes and pipes.

8.3.3 Assessment of Flow Monitoring Data

The 2003 Flow Monitoring Study identified ADWF and PDWF, but was not able to accurately characterize PWWF as the flow monitoring effort did not capture a storm large enough to interpolate a 10-year, 24-hour design storm and associated I&I. Some assumptions were made regarding PWWF during construction of the hydraulic model for the SSMP; however, without further wet weather flow monitoring, conclusions regarding system performance during peak flow events would be incomplete. Additional wet weather flow monitoring will be necessary to estimate the flows associated with PWWF. Table 8.2 documents ADWF and PDWF.

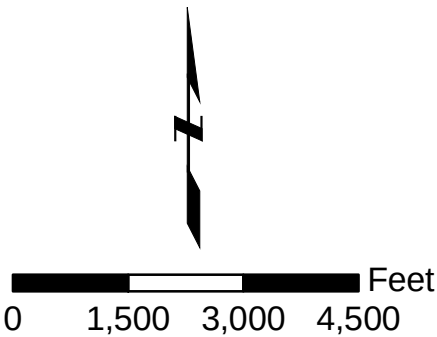
Table 8.2
ADWF and PDWF

Basin ID	ADWF (mgd)	PDWF (mgd)
1	0.51	0.64
2	0.38	0.43
3	0.96	1.17
4	1.34	1.56
5	0.01	0.01
6	0.81	1.18
7	0.69	0.94
8	0.13	0.18
Total	4.83	6.11



- Legend**

 - Streets
 - Rivers and Streams
 - Ukiah Valley Sanitation District
 - Ukiah City Limits
 - Sanitary Sewer Pipelines**
 - Size Unknown
 - 4"-10"
 - 12"-18"
 - >18"
 - Force Main
 - Basins**
 - Flow Monitor
 - Modeled Manholes
 - Modeled Pipes**
 - <12"
 - 12"-18"
 - 21"-24"
 - >24"
 - Sanitary Sewer Pump Stations**
 - Sanitary Sewer Treatment Plant**



City of Ukiah
Ukiah Valley Sanitation District
Figure 8-1: Modeled System

Sewer System Management Plan
Mendocino County, California

02502-07-002
April 2009

8.3.4 Model Loading

ADWF and PDWF basin flows were input into the model manholes by distributing the flow proportionally over all the parcels in each basin and then identifying which of the modeled manholes each parcel would flow into. Parcels from the City's GIS database were used for this analysis.

8.3.5 Model Results

The results of the trunk sewer modeling show that the current system capacity is adequate to convey current ADWF and PDWF, without surcharging of the pipes. Preliminary modeling identified certain areas in the Trunk Main where surcharging may occur during PWWF events; however, the analysis is limited at this time until further wet weather flow monitoring and hydraulic modeling are completed.

8.4 Design Criteria

Through the modeling efforts described in this element, the City and District have identified the need to conduct further wet weather flow monitoring in order to better characterize hydraulic deficiencies in the collection system. Specific design criteria will be established following that future analysis. In the interim, certain design criteria are available to the City and District for design and planning purposes. These criteria include geometric and hydraulic design elements such as pipe sizes, materials, and alignment, material coefficient, and ratios for hydraulic capacity. These criteria are discussed below and in SSMP Element 5 – Design and Performance Provisions.

8.4.1 Pipe Material Coefficient

Pipe capacities depend on many factors including slope, pipe roughness, and the pipe shape. The Continuity equation and the Manning equation for steady-state flow are used to calculate flow in a sewer pipe. The Manning coefficient 'n' is a friction coefficient and varies with respect to pipe material, size of pipe, depth of flow, smoothness of pipe and joints, and extent of root intrusion. For sewer pipes, the Manning coefficient typically ranges between 0.011 and 0.017, with 0.013 being a representative value used for collection system master planning. A coefficient of 0.013 is used for pipelines of various materials and the full range of ages in the City's collection system.

Other pipe capacity factors are dependent on system geometry (i.e., slope, pipe diameter). These factors are described in the draft Standards of Practice included in Appendix 5-A.

8.4.2 d/D Ratio

The design capacity of a pipeline is often determined by a set ratio of the design flow depth "d" to the pipeline diameter "D" or "d/D." When designing gravity sewer pipelines, it is common practice to set flow depth criteria by the size of the pipeline. Design d/D ratios typically range from 0.5 to 0.9. The maximum capacity of gravity sewers occurs at a d/D ratio of about 0.9, but using 0.7 provides a safety factor for the potential buildup of solids before scheduled maintenance can occur, regardless of the pipe diameter.

Although a d/D ratio of 0.7 may be appropriate for new and future sewers, applying this maximum ratio to existing sewers may lead to an increased number of improvements that may not necessarily be needed. For this reason, existing sewers will be considered adequate if they flow at a d/D of 0.9 (essentially full) or less and deficient if the flows exceed the 0.9 ratio. Exceeding the 0.9 ratio would indicate the pipeline is likely to surcharge. Capacity improvements identified for pipelines marginally exceeding the 0.9 ratio and in generally good structural condition will be considered a lower priority than projects where the d/D ratio exceeds 0.9 by a large margin.

8.5 Schedule

The schedule for completion of the items noted in Section 8.6.2 – Future Program Improvements will be developed through the annual budget process for the City and District. The City and District have identified the need for additional flow monitoring, condition assessment, and hydraulic modeling for wet weather flows to provide a basis for the Sewer Master Plan and for short- and long-term CIP schedules. The organization and completion of these tasks will be considered in future budgets as parts of a Sewer Collection System Master Plan or similar planning or technical evaluation effort.

8.6 SSMP Program Audit – System Evaluation and Capacity Assurance Plan

Element 10, SSMP Audits, serves to record the evolution of the Plan elements. Per SWRCB requirements, the entire Plan is to be audited at least every two years, which the City and District have opted to do. The following is a summary of accomplishments and identified potential future program improvements relative to this element.

8.6.1 Accomplishments

The following activities related to the System Evaluation and Capacity Assurance Plan audit goals have been completed:

The City and District have actively pursued I&I reduction through sewer lateral repairs in the collection system. As described in other Plan elements, comprehensive CCTV inspection of the entire collection system has identified laterals in need of repair and/or replacement. To heighten the effectiveness of this effort, the City and District have set aside funds to provide grants to property owners to help offset a portion of this work;

As stated in SSMP Element 4, the City has completed a water quality analysis of the four creeks that run through the middle of the City. This work and CCTV inspection are targeted at identifying exfiltration from the sewer collection system into these creeks and providing a basis for future corrective measures to eliminate the exfiltration;

The City has identified problem areas for portions of the sewer collection system that cross under urban creeks and has repaired, rehabilitated, or replaced pipes as necessary to reduce exfiltration to the creeks. This work has also reduced I&I tributary to the collection system through the same pipe deficiencies that cause the exfiltration;

All existing sewer system data, including available sewer collection system record drawings and available GIS resources have been reviewed and incorporated into a GIS database as applicable for the construction of a static model of the sewer trunk main;

Average dry weather flows (ADWF) and peak dry weather flows (PDWF) have been identified for each of eight major sewerage basins within the collection system through review of the 2003 Flow Monitoring Study and analysis of parcel and sewer data included in the GIS database;

Model design criteria have been established, including geometric and hydraulic constraints and limitations that will be used for wet weather flow hydraulic modeling; and

A static model of the sewer trunk main has been completed and model results show no hydraulic capacity issues with ADWF and PDWF.

8.6.2 Future Program Improvements

The following activities are current System Evaluation and Capacity Assurance Plan audit goals:

The City and District are completing an updated Sewer Collection System Master Plan with an updated CIP. This effort will require City staff time and outside professional services. The Master Plan would include the following:

- Land use projections;

- Flow monitoring to identify 10-year, 24-hour design storm flows. These flows were not captured during flow monitoring associated with the 2003 Flow Monitoring Study. To augment the flow monitoring effort, the City will visually monitor portions of the collection system where either known or suspected surcharging of manholes exists. This effort will be included with general collection system inspection and targeted efforts through the Sewer Maintenance List for problem areas;

- Addition of necessary remaining collection system elements into the City's GIS database to provide the platform for further hydraulic modeling.

- Sewer system modeling in order to evaluate the hydraulic performance of the system;

- Condition assessment of the collection system with integration of the data into the City's GIS database

- Identification of deficiencies and prioritization of rehabilitation and replacement projects; and

- Recommendations for a short- and long-term capital improvements program (CIP);

The master planning effort is scheduled for completion in 2022.

Appendix 8-A 2003 Flow Monitoring Study

CITY OF UKIAH, CA

WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT PLANNING PHASE REPORT – TECHNICAL MEMORANDUM

DRAFT Technical Memorandum No. 25A (Rev. 2)

June 24, 2003

Subject: Wastewater Treatment Plant Improvements Project -
Collection System Flow Monitoring Summary

PURPOSE

This technical memorandum provides an initial summary of the flow monitoring project performed for the City of Ukiah (City).

EXECUTIVE SUMMARY

The City owns and operates its own wastewater collection system and treatment plant. The City also transports and treats wastewater from the Ukiah Valley Sanitation District (UVSD). The UVSD is responsible for operating and maintaining the collection system outside the City limits. The City is currently planning improvements to the wastewater treatment plant. The purpose of the flow monitoring study is to develop a design flow for sizing improvements at the treatment plant and to identify areas in the collection system with high Infiltration/Inflow (I/I) rates. This memorandum summarizes the flow monitoring program and presents the preliminary results.

FLOW MONITORING PLAN

A flow monitoring plan was developed to determine dry weather flow rates I/I rates in the wastewater collection system. The service area was divided into eight drainage basins, and specific locations where temporary flow monitors and rain gauges could be installed were identified and evaluated. Six of the monitors measure flow from discrete drainage basins. Flow from monitor 7 includes flow from monitor 8. Monitor 1, located on the influent line to the treatment plant, measures flow from the

entire service area. Monitors 2 and 5 were located to measure flow from the UVSD. Monitors 7 and 8 measured flow from both the UVSD and the City. The flow monitoring locations are shown on Figure 25A-1. The relative position of the flow monitors is provided in Figure 25A-2.

Potential monitoring site evaluations were conducted the week of January 6, 2003, by Brown and Caldwell staff. During the field evaluation, manholes were inspected to determine their hydraulic suitability for flow monitoring and accessibility. Special safety considerations also were documented. Three rain gauge sites in the City service area were located and evaluated. The selected flow monitoring sites and rain gauge locations are listed in Table 25A-1 and Table 25A-2, respectively.

Table 25A-1. Flow Monitoring Locations

Flow Monitor Site	Drainage Area	Location	Pipe Diameter, in.
1	Total System Flow (excluding Plant Road)	Norgard Farms, east of Norgard Lane	42
2	South UVSD	311 Norgard Lane	10
3	Southern portion of City	Talmage Road at Henderson Lane	18
4	Central portion of City	Gobbi Street, east of US Highway 101	21
5	Eastern UVSD (Vichy Springs and landfill)	Perkins Street at Oak Manor Drive	15
6	Northern portion of City	Perkins Street, east of US Highway 101	15
7	Northern UVSD (El Dorado, Mendocino College, Westfork and Carousel)	Brush Street, east of US Highway 101	21
8	Western UVSD (Lover's Lane)	Empire Drive at Irvington Drive	10

Table 25A-2 Rain Gauge Locations

Rain Gauge No.	Location
1	Plant Road at Taylor Drive, Ukiah Waste Water Treatment Plant
2	300 Seminary Avenue, City Hall
3	935 City Well Road, City of Ukiah Water Treatment Plant

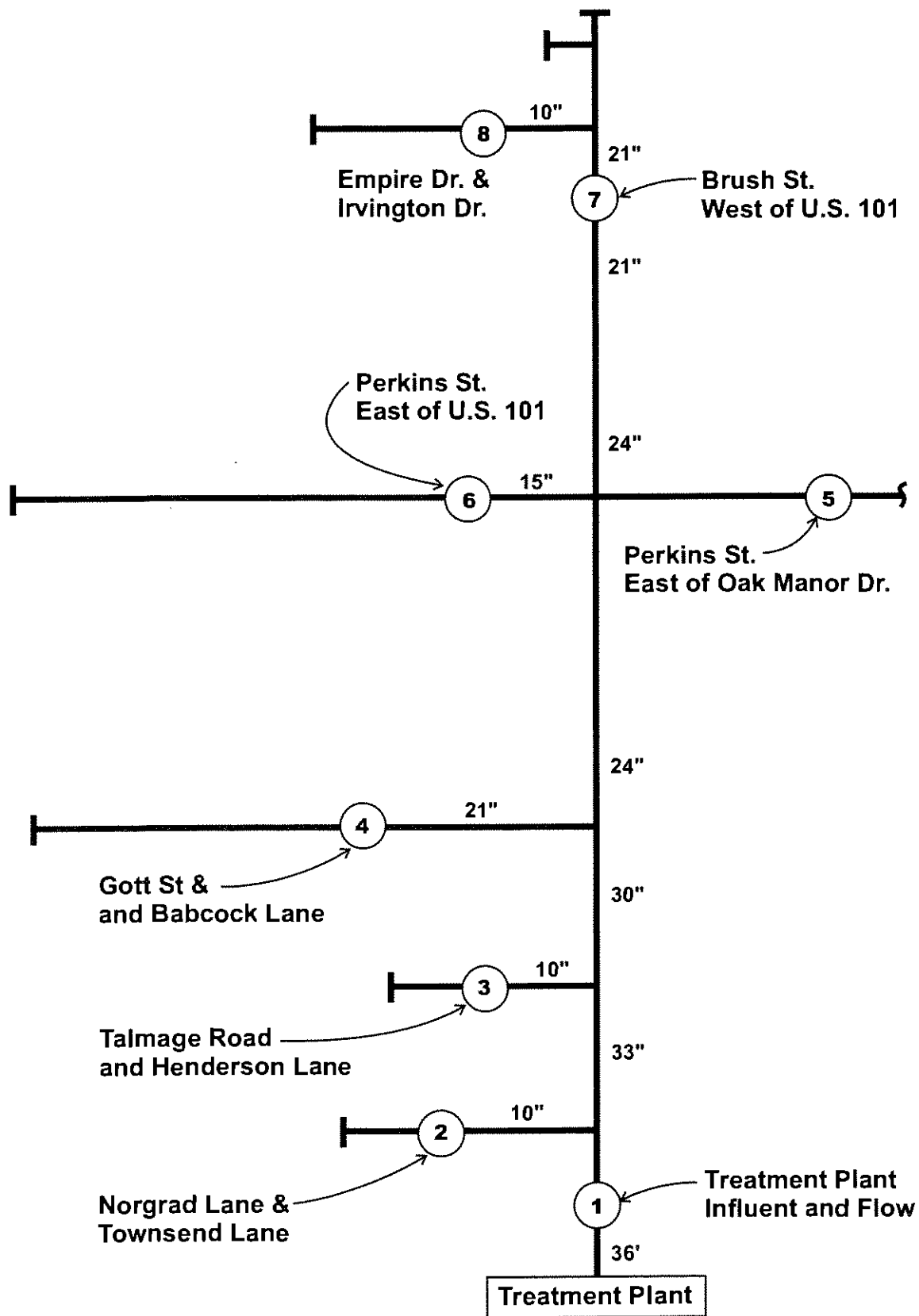


Figure 25A-2 Ukiah Flow Monitoring Diagram

Flow Monitoring

Eight flow monitors and three rain gages were installed at the selected locations on January 8 and 9, 2003. The flow monitors are capable of measuring both depth and velocity of flow. The combined depth and velocity measurements make it possible to calculate flow rates for open channel conditions and during surcharge or backwater conditions. Depth measurements were made by a differential pressure type strain gauge. One side of the sensing element is open to atmospheric pressure. This prevents errors due to changes in barometric pressure. Adjustments for temperature differences are made to further insure the accuracy of the measurements. The depth of flow sensing element is located on the bottom of the monitoring probe, which allows for depth measurements from zero to a maximum of 10 feet when the probe is centered exactly on the bottom of the pipe.

In field conditions, it is very difficult to center the probe exactly on the bottom of the pipe. The resultant difference between actual water surface level and monitored water surface level is called a depth offset. Corrections for the depth offset are discussed later in this memorandum. Depth measurements with these monitors are accurate to 0.01 of a foot under laboratory conditions. Accuracy of depth measurements in the field is dependent on the hydraulic characteristics of the flow stream at the monitoring site, proper installation techniques, and frequent maintenance procedures.

The monitors measure flow velocity using the ultrasonic Doppler shift method. The velocity sensor on the monitor sends an ultrasonic signal into the flow stream and measures velocities based on the Doppler shift. The flow monitoring velocity sensor is located approximately 1.5 inches from the bottom of the sensor and must be completely submerged to obtain accurate velocity measurements.

Velocity measurements are made at the bottom of the pipe near the wall and, therefore, are not actually measuring the average velocity of the flow stream. The difference between the monitored velocity and the average velocity is called a velocity offset, which is also discussed later in this memorandum.

Precipitation intensity and duration were measured at three temporary locations in the City service area. The rain gauges were tipping bucket type gauges connected to portable electronic event recorders. The rain gauges are calibrated to tip after 0.01 inches of rainfall are received. The event recorder documents the time of each tip. The flow monitors and rain gauges were removed on February 27, 2003, with the exception of monitor 1. Monitor 1 will remain in place until the end of the wet weather season.

Flow Monitor Calibration

Calibration data were collected to verify both depth and velocity and to develop a depth-to-discharge relationship for the monitoring sites. Calibration data were obtained approximately once a week by manually measuring the depth and velocity of the flow stream with portable equipment. Field staff were responsible for maintaining the flow monitoring equipment and obtaining calibration information. The data were collected at various times in the diurnal cycle, including early morning low flow periods and peak flow periods.

Data Analysis

Flow monitoring data analysis consisted of developing depth to discharge relationships for calculating flows and determining depth and velocity offset values for the raw data. These tasks are described in the following paragraphs.

Depth-to-Discharge Relationship. Flow depth-to-discharge rating curves were developed for each monitoring site. The rating curve was used to determine flows under open channel conditions. During the monitoring site calibration, the average velocity and corresponding depth of flow were measured approximately twice weekly at each of the flow monitoring sites. Field crews using portable velocity probes made average velocity measurements. The portable velocity probe is capable of continuously sampling the velocity of the flow stream. Field crews move the portable velocity probe throughout the cross-sectional area of the flow stream and the average velocity was calculated automatically by the portable equipment.

The depth and velocity measurements were used to develop depth-to-discharge relationships. Calibration measurements were made at various times of the day and various days of the week to obtain information during the largest range of conditions experienced in the system during the monitoring period.

Actual flow rates were calculated from the calibration data using the continuity equation (flow = area x average velocity). The flow rate was then used to calculate the equivalent hydraulic slope at the site using Mannings equation. The average slope for all the manual measurements was then calculated and flow rates were plotted on a depth-versus-flow graph, and a Mannings curve was “fitted” to the data points. The curve utilizes the standard Mannings equation for open-channel flow, and uses a depth-variable roughness coefficient or Mannings “n” value. The curves were then used to convert the flow monitoring depth measurements to flow rates during open channel flow conditions. When surcharging occurs, the depth and velocity measurements were used to calculate the flow rate using the continuity equation.

Offsets. The site calibration measurements also were used to develop depth and velocity offsets for the flow monitoring sites. Depth offsets occur when the flow monitoring probe is not installed exactly in the center of the pipe. Velocity offsets occur because the velocity sensor measures a point velocity near the pipe wall. In addition, each sensor has an inherent electronic offset. Manual calibration data were used to correct the monitored depth measurements and convert the point velocities to an average velocity. For this project, the combined electronic and physical offset remained constant at each of the flow monitoring sites during the flow monitoring period.

Flow Monitoring Results

This section presents the preliminary results of the flow monitoring study. Although monitor 1 is still installed, preliminary data for this site are presented in this section. Final data from monitor 1 will be used to develop the design flow projection for the system. This section presents the results of the I/I evaluation.

Rainfall. Rainfall was measured using three tipping bucket rain gauges. The rain gauges recorded the occurrence of three storms during the flow monitoring period. These storms occurred on January 13 and 23, and February 16, 2003. Table 25A-1 shows the total rainfall depth recorded for each storm event at each rain gauge.

Table 25A-3. Total Rainfall Depth

Rain Gauge	Depth, in.		
	01/13/03	01/23/03	02/16/03
1	1.51	0.66	0.99
2	1.86	0.92	1.14
3	1.45	0.92	1.14

Flow Data Summary

Table 25A-4 lists both average and peak dry weather flow (DWF) and peak wet weather flow (WWF) for the three storms that occurred during the monitoring period. DWF was measured during the longest period of sustained dry weather during the flow monitoring period. Due to the saturated soil conditions that existed during the flow monitoring period, it is likely that the DWF rates include some amount of ground water infiltration. Flow rates measured during the late summer/early fall would be less.

Under the best conditions, flow monitoring in open channel flow conditions is accurate to +/- 10 percent. Open channel flow monitoring inaccuracies in sewer collection systems are related to site-specific conditions. These conditions can include roots, debris, turbulence, bends, backwatering and side flows. As shown in Table 25A-4, the sum of the dry weather flows for the monitoring sites upstream of site 1 is 4.32 million gallons per day (mgd). Average base flow measured at site 1 is 4.83 mgd. Including the flow generated in the drainage basin immediately upstream of monitor, the flow balance indicates the results of the flow monitoring results within acceptable standards.

Peak flow rates listed in Table 25A-4 are instantaneous peak flow rates and do not necessarily occur at the same moment in time. This is due to differences in the drainage basins that affect the timing of the peak flow rates such as soil conditions, rainfall patterns, type of collection system defects and

size of the drainage basin. Therefore, summing of the peak flow rates upstream of flow monitor 1 should be avoided because it may lead to erroneous results.

Summary flow hydrographs for each monitoring site are provided in Attachment 25A-A. The daily minimum, average and peak flow rates are plotted on the hydrograph with the daily rainfall totals.

Table 25A-4. Flow Monitoring Results

Flow Monitor	Dry Weather Flow, mgd		Peak Wet Weather Flow, mgd		
	Average	Peak	01/13/03	01/23/03	02/16/03
1	4.83	6.11	12.04	8.25	10.16
2	0.38	0.43	0.58	0.60	0.58
3	0.96	1.17	2.39	1.87	1.41
4	1.34	1.56	3.47	2.41	2.18
5	0.01	0.01	0.15	0.10	0.13
6	0.81	1.18	2.01	1.88	1.83
7	0.82	1.12	3.13	1.28	1.49
8	0.13	0.18	0.34	0.29	0.27

Table 25A-5 lists peaking factors for dry and wet weather for each of the flow monitoring sites. Peaking factors are calculated by dividing the peak flow by the average flow. Dry weather peaking factors decrease with increasing flow rates. Very low flow rates were measured in the 15-inch diameter line at monitoring site 5. The very high peaking factors are a result of small increases in flow at that site. Also, it appears the flow at this site is heavily influenced during wet weather by a sump pump at a landfill in the drainage basin that collects stormwater and pumps it to the sewer system

Table 25A-5. Peaking Factors

Flow Monitor	Peaking Factor Over Average DWF			
	Peak	01/13/03	01/23/03	02/16/03
1	1.27	2.50	1.71	2.11
2	1.12	1.53	1.57	1.52
3	1.22	2.50	1.95	1.47
4	1.17	2.60	1.80	1.63
5	1.49	16.14	10.42	14.03
6	1.46	2.48	2.33	2.27
7	1.36	3.82	1.57	1.81
8	1.34	2.54	2.19	2.01

R factors. R factors are a common method used to evaluate I/I. R factors are defined as the ratio of rainfall induced I/I (RI/I) volume to wastewater volume. The R factor indicates the percentage of RI/I that enters the wastewater collection system. R factors vary at each site based on soil saturation conditions and rainfall volume and intensity. In similar California communities, R factors can range from 0 to 10 percent. R factors measured in the City vary from about 2 percent to over 8 percent. R factors for each of the storms are listed in Table 25A-6. Values at flow monitoring site 5 are again affected by the very small size of the service area. A summary of the areas with high R factors is provided in Figure 25A-3.

Table 25A-6. R Factors

Drainage Basin	R Factor		
	01/13/03	01/23/03	02/16/03
1	0.0452	0.0406	0.0487
2	0.0197	0.0489	0.0297
3	0.0605	0.0774	0.0311
4	0.0748	0.0759	0.0482
5	0.0806	0.1014	0.1132
6	0.0597	0.0845	0.0650
7	0.0547	0.0179	0.0207
8	0.0324	0.0508	0.0348

I/I Analysis. In addition to calculating R factors, the flow monitoring hydrographs were reviewed to determine the characteristics of I/I for each of the drainage basins. The purpose of the review was to establish if the I/I in the drainage area was caused by rapid inflow, groundwater infiltration or both. Defects related to rapid inflow are typically stormwater system cross connections, area drain, roof leaders and deteriorated shallow household laterals. Defects associated with groundwater infiltration are typically deteriorated mainline sewers, deeper house laterals and basement sump pumps. Discriminating between the mechanisms is important because the identification and rehabilitation of defects associated with inflow is usually much cheaper than the rehabilitation of mainline sewers and deeper laterals, and removal or redirection of flow from basement sump pumps.

Site 1 measures flow from the entire treatment plant service area. Review of the hydrograph for site 1 indicates that defects associated with both types of I/I are present in the system. Flows in the study area react quickly to rainfall events. Additionally, after the rainfall event has ended, flow in the system remains elevated for a period of several weeks depending upon the magnitude of the storm. This type of response was also noted in review of the hydrographs for sites 2, 4, 6 and 8.

Drainage basins 5 and 7 seem to have rainfall reactions that indicate defects typically associated with rapid inflow. Flow levels increase quickly after a rainfall event occurs and return to normal levels shortly after the rainfall event occurs. As mentioned earlier in this technical memorandum, most of the I/I measured at site 5 is probably attributable to the sump pump at the land fill that drains surface runoff. Although the data indicate drainage basin 7 has inflow type defects, the total amount of I/I in the basin is not relatively significant.

The data for monitoring site 3 indicate defects associated with groundwater infiltration. There appears to be only a slight reaction to rainfall, however, flows in the system appear to be maintained at a high level through out the flow monitoring period. This area also has one of the higher R factors in the service area. Although rehabilitation of mainline sewers and deeper laterals is very expensive, a program aimed at removing sump pump connections (if any) may be worthwhile for the City.

Based upon review of the flow monitoring data, drainage basins 4 and 6 should receive the City's highest priority for further investigation. The two basins have relatively high R factors and should have system defects that may be easily identified and corrected. We also recommend the City prepare a hydraulic study and/or master plan to verify the hydraulic capability of the collection system for current and future land use conditions.

APPENDIX 25A-A

Ukiah, CA
Site No.: 1 - Norgard Farms - 42 in. Diameter
Rain Gage No.: 1

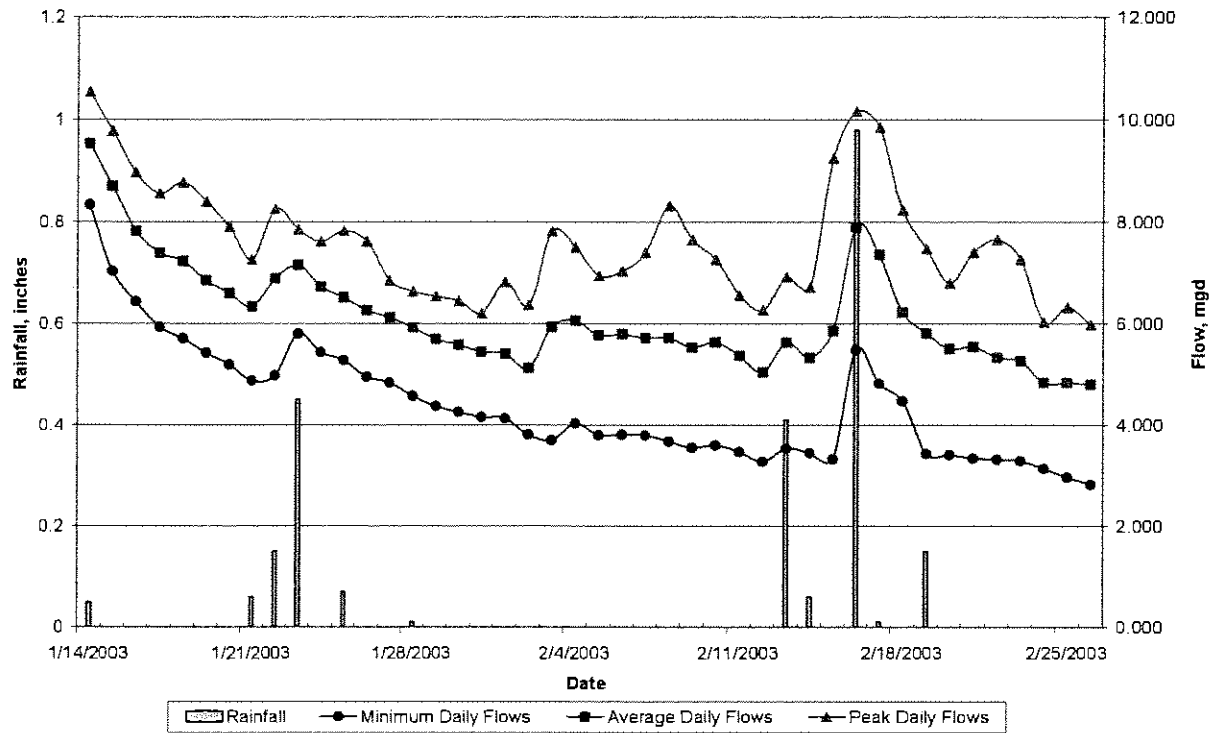


Figure 25A-A.1. FM1 Daily Flow Rates

Ukiah, CA
 Site No.: 2 - 311 Norgard Ln - 10 in. Diameter
 Rain Gage No.: 1

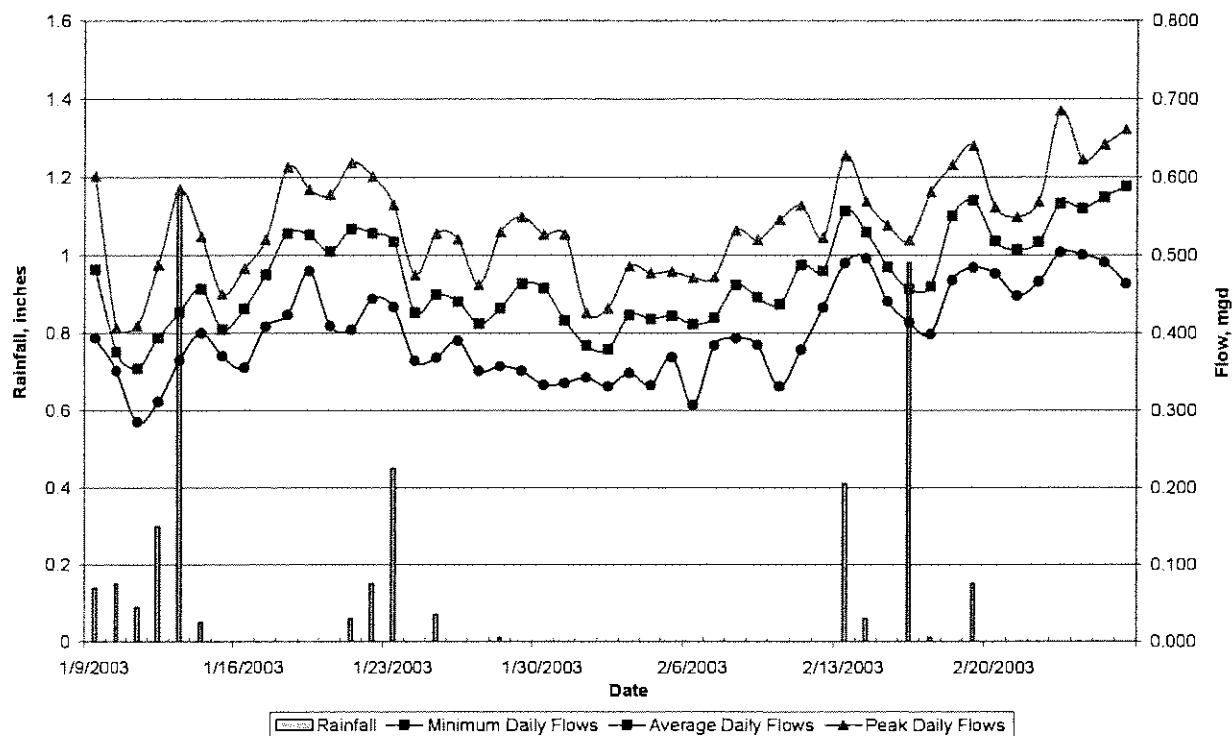


Figure 25A-A.2. FM2 Daily Flow Rates

Ukiah, CA
 Site No.: 3 - Tolmage Rd at Henderson Ln - 18 in. Diameter
 Rain Gage No.: 2

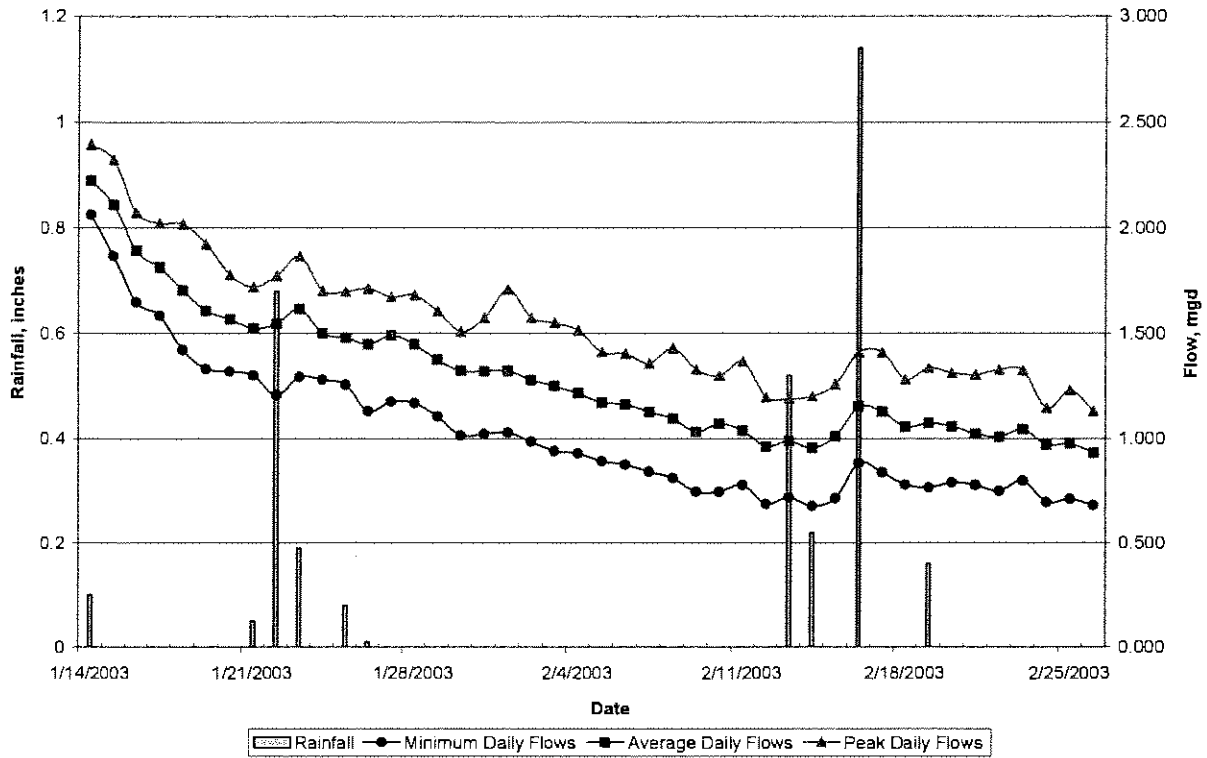


Figure 25A-A.3. FM3 Daily Flow Rates

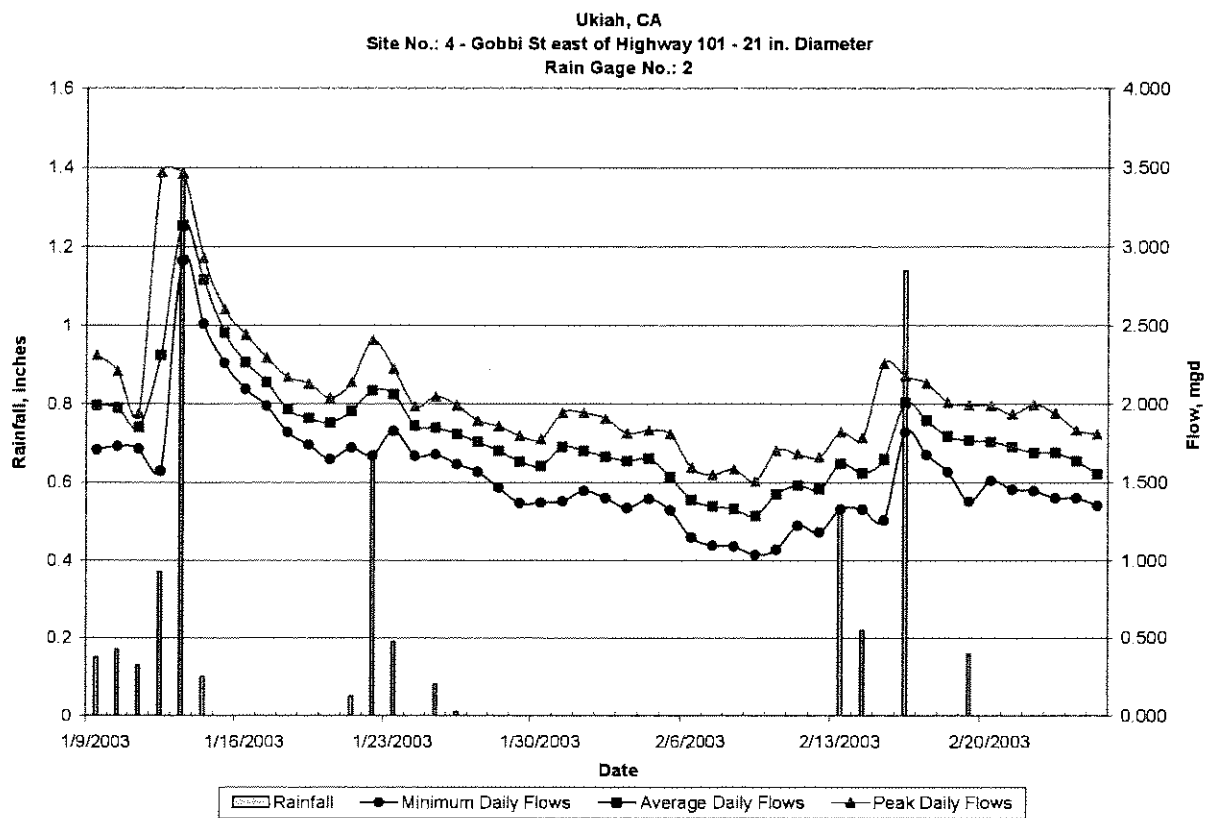


Figure 25A-A.4. FM4 Daily Flow Rates

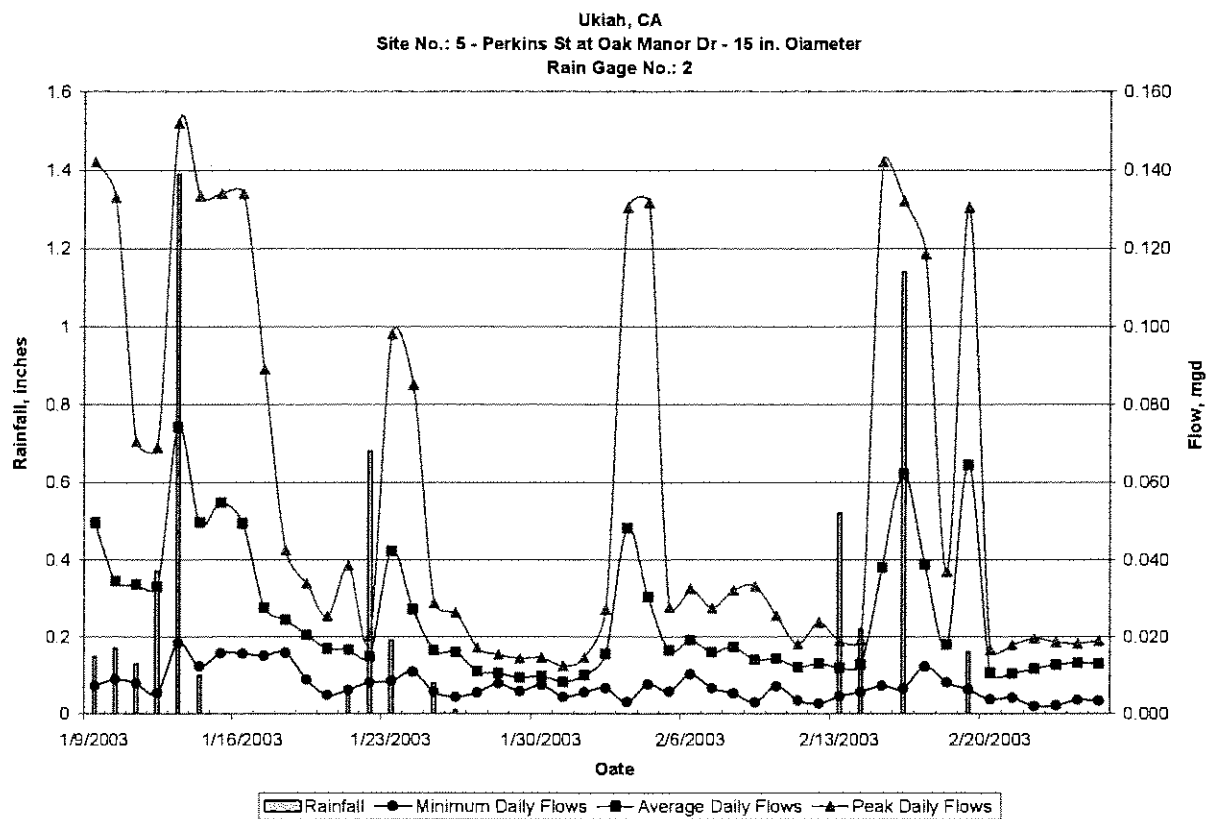


Figure 25A-A.5. FM5 Daily Flow Rates

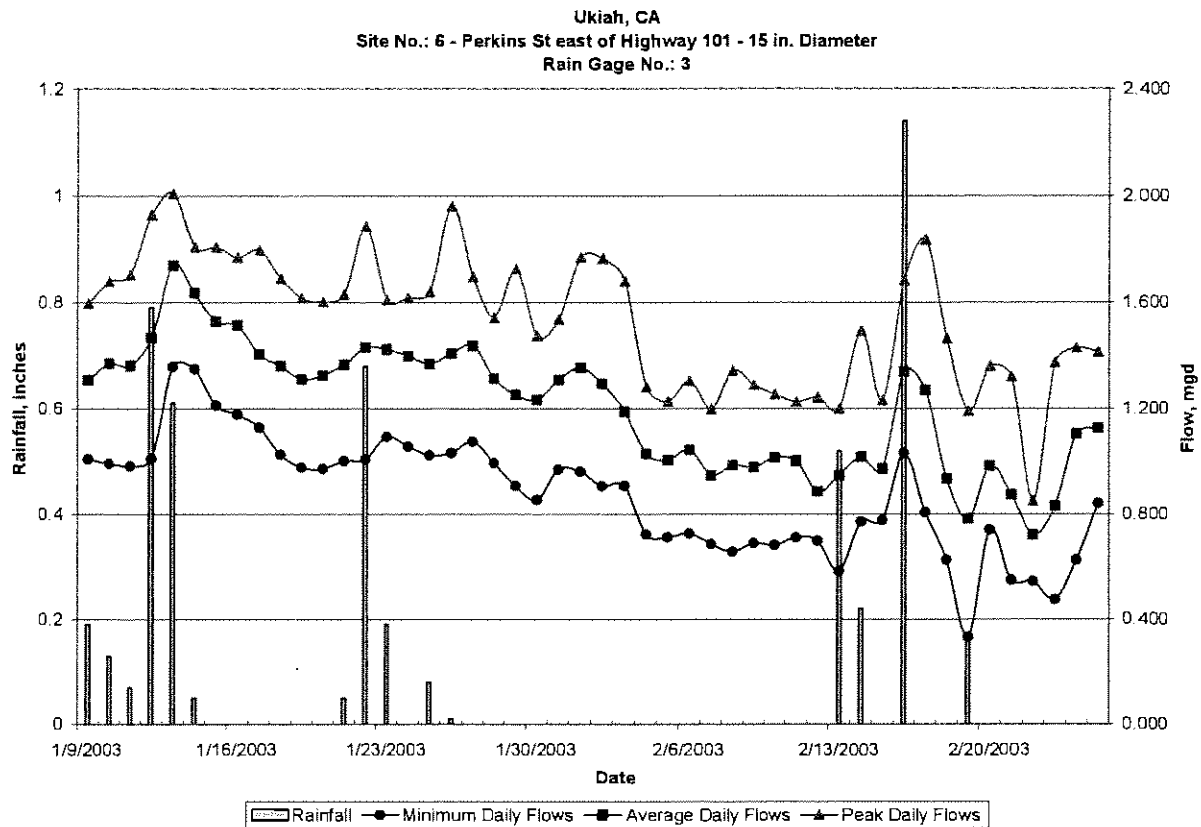


Figure 25A-A.6. FM6 Daily Flow Rates

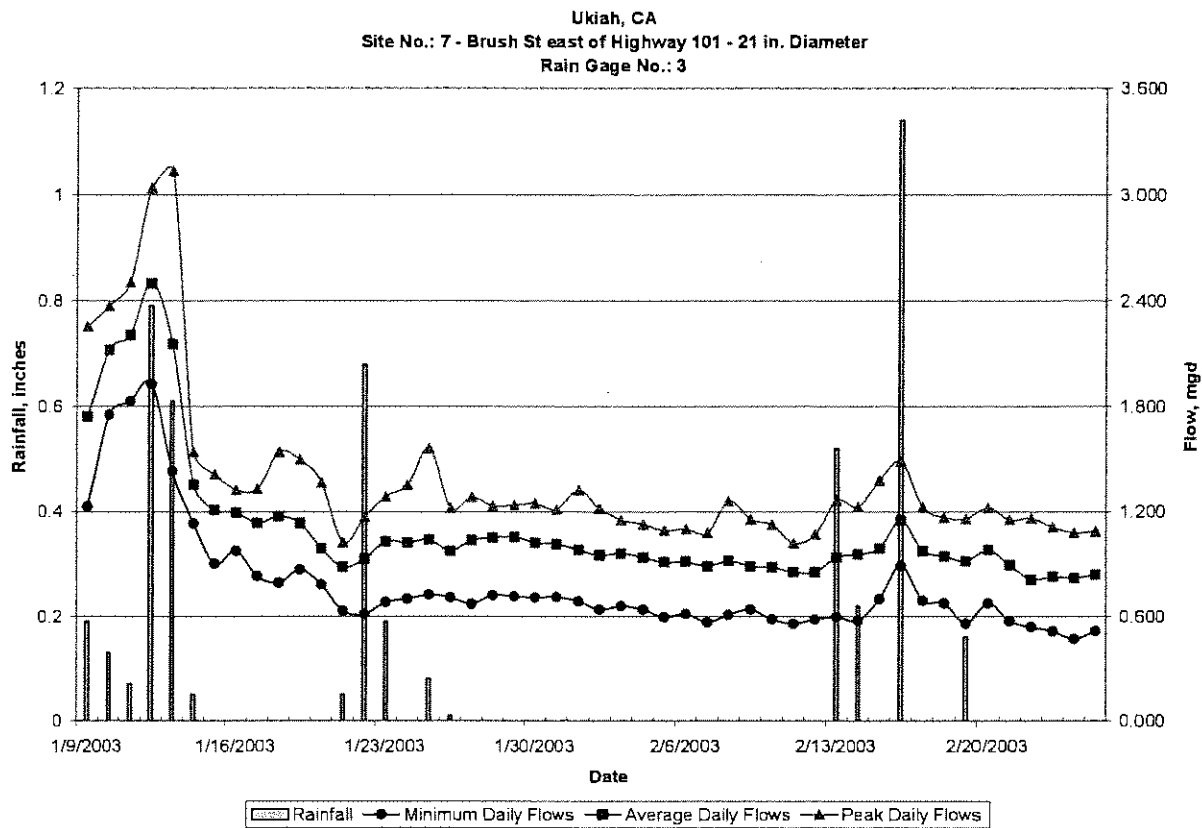


Figure 25A-A.7. FM7 Daily Flow Rates

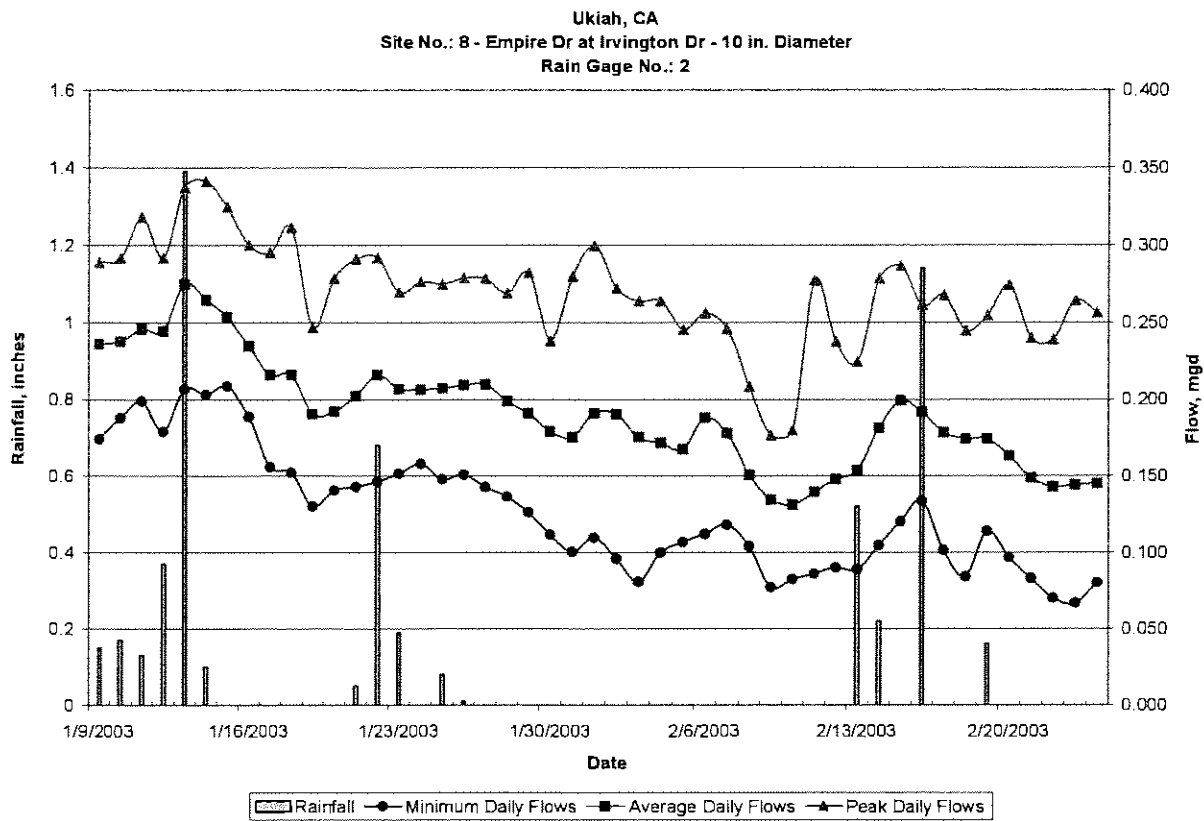


Figure 25A-A.8. FM8 Daily Flow Rates

Element 9 – Monitoring, Measurement, and Program Modifications

Element 9 discusses how the City and District will monitor implementation of the Sewer System Management Plan (SSMP) elements and measure the effectiveness of these elements in reducing SSOs. Effectiveness will be measured by developing and tracking performance indicators on a regular basis. The indicators should provide data on how effective the City and District have been in meeting their collection system management goals. This section also discusses how the City and District will keep the SSMP current.

9.1 Self-Assessment

Table 9.1
Monitoring, Measurements, and Program Modifications – Self Assessment

	Yes	No	N/A
1. Does your agency have a formalized tracking system for collection system operational and performance related parameters or benchmarks?	X		
2. Is the tracking system electronically (computer) based?	X		
3. Does your agency have a CMMS?		X	
4. Are new programs developed with clear goals, measures, and anticipated outcomes that can be measured and compared?	X		
5. Does your agency have a system administrator, an individual that is tasked with ensuring the tracking system is up to date and complete?	X		
6. Are there QA/QC procedures to ensure that information is as accurate as possible?	X		
7. Are all individuals that work within the tracking system trained on how to use the system properly?	X		
8. Are reports generated on a regular basis from the tracking system? If so, what reports and how are they used? See Section 9.3.1 below.	X		
9. Are policy and fiscal decisions based upon information and data contained within these reports?	X		
10. Is the tracking system set up in such a manner that people are required to work within the tracking system platform?		X	
11. Is the tracking system integrated with a mapping system?	X		
12. Is the tracking system linked to a document management system?	X		
13. Does your agency track all SSOs?	X		
14. Does your agency track SSO causes?	X		
15. Does your agency track blockage?	X		
16. Does your agency track the location of blockages?	X		
17. Does your agency track work orders?	X		
18. Does your agency track response times?	X		
19. Does your agency track maintenance schedules?	X		

	Yes	No	N/A
20. Are preventative maintenance schedules reviewed and revised on a regular basis?	X		
21. Does your agency track hot-spots?	X		
22. Does your agency track cleaning schedules for prioritizing lines?	X		
23. Does your agency know where all commercial establishments that generate FOG are located? The City and District are in the process of identifying FOG-generating commercial establishments.	X		
24. Does your agency track the blockages that are likely caused by particular establishments? The City and District are in the process of identifying FOG-generating commercial establishments.	X		
25. Does your agency know if these establishments have BMPs or FOG removal devices to ensure? The City and District are in the process of tracking this.	X		
26. Does your agency track enforcement actions? The City and District are in the process of tracking this.	X		
27. Does your agency track root blockages?	X		
28. Does your agency have a threshold for blockages versus pipe replacement?		X	
29. Does your agency track line cleaning quality with follow-up CCTV?	X		
30. Does your agency track lines that have been CCTV-ed?	X		
31. Does your agency track pipeline condition and have standards for condition assessment? The City and District will implement a NASSCO program once the latest round of CCTV is complete (anticipated in 2024).		X	
32. Are operators trained on the inspection rating standards?	X		
33. Do you perform your own CCTV inspections or contract them out? The City conducts CCTV inspections on its system and the District's system.	X		
34. Do you perform manhole inspections?	X		
35. Where is the pipe and manhole condition data stored? The City is using iWorq, a CMMS software.			X
36. How are the images stored? Currently stored in 3-ring binders and working towards GIS integration.			X
37. Does your agency track vehicle maintenance?	X		
38. Are pump station preventative maintenance activities scheduled through the tracking system? The City currently monitors this through daily visual inspections.	X		
39. Do you perform failure analysis?	X		
40. Does your agency track worker's time for completing work? The City has a manual work log system that tracks the completion of work.	X		
41. Does your agency track material costs for completing work? The City has a manual work log system that tracks the completion of work.	X		
42. Does your agency track equipment use for completing work? The City has a manual work log system that tracks the completion of work.	X		

9.2 Regulatory Requirements for Monitoring, Measurement, and Program Modifications

Element 9 fulfills the Monitoring, Measurement, and Program Modifications requirement of SSMP requirements. The summarized SWRCB requirements for this element are as follows:

The City and District shall:

Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;

Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;

Assess the success of the preventative maintenance program;

Update program elements, as appropriate, based on monitoring or performance evaluations; and

Identify and illustrate SSO trends, including: frequency, location, and volume.

9.3 Monitoring, Measurement, and Program Modifications Discussion

9.3.1 Compliance Summary

The City's collection system inspection and condition assessment is discussed in more detail in SSMP Element 4, Section 4.3.2. The City tracks the location and cause of all SSOs, blockages, and gravity main hot-spots and tracks all cleaning activities in iWorq, for both its collection system and the District's collection system. In addition to pipe metrics (size, age, etc.), iWorq details the location of each pipe cleaned and any relevant remarks observed during the cleaning. Records for cleaning schedules and maintenance repairs are kept and updated electronically.

The City initiated a system-wide closed-circuit television video (CCTV) inspection of the sewer system (City and District system) in 2006. As of 2011, one hundred percent of the collection system has been inspected using CCTV; a second round of CCTV inspection is under way and expected to be complete by 2024. The Water/Sewer Maintenance Supervisor reviews the videos to determine if each is of useful quality and files the results in a binder in his office, which is accessible to the operations crew. Additionally, City field staff observes all gravity mains and manholes during routine cleaning and conducts localized video inspections when their observations warrant further investigation. Condition assessments are performed concurrent with manhole and CCTV inspection and documented in iWorq, the City's CMMS software. (See SSMP Element 4.3.2 for more information.)

Individuals using the City's tracking and CCTV systems are trained and retrained regularly, depending on when and where the training is offered. Training opportunities include those offered by CUES, and the continuing education unit (CEU) training to maintain operator certifications. Likewise, all inspection equipment is maintained on a regular maintenance schedule.

The City and District are in the process of identifying all commercial food preparation and service locations within its service area as part of its monitoring and surveillance program. A list of all such food service establishments is maintained in SSMP Element 7: Appendix 7-D, Food

Service Establishment (FSE) FOG Database & Location Maps. With the adoption of City Ordinance No. 1111 in October 2008 and District Ordinance No. 28 in December 2006, the City and District have the authority to permit, inspect and enforce the maintenance of FOG-control devices (e.g., grease interceptors). See SSMP Element 3 – Legal Authority for more information. This process is part of the City's routine annual preventative maintenance inspection and cleaning schedule. Maintenance is also conducted when potential problem areas are discovered through inspections. Beyond this, sewer pipes that are prone to FOG accumulation or blockages are given high priority, monitored, maintained, and cleaned at least once a month. In addition, all SSOs are reported to the California Integrated Water Quality System (CIWQS).

9.3.2 Performance Measures

A number of performance indicators are tracked to evaluate the long-term effectiveness of the elements described in this SSMP and for reporting to the State and Regional Board in the annual SSO report for both the City and the District. Some of these indicators could be expected to relate directly to specific elements or operations and maintenance activities, whereas others relate to multiple activities or program effectiveness, as a whole. For example, it may be possible to correlate the number of blockages attributed to roots with the total annual footage of sewer lines subject to activities as part of the preventative maintenance program (see SSMP Element 4.2.2). In contrast, the volume of SSOs reaching surface waters would more likely reflect multiple maintenance activities, emergency response times, the FOG program, and even uncontrollable factors. In measuring an outcome that is characterized by a relatively small number of events (e.g., number of annual wet weather SSOs), it is important to recognize that statistical variability may dominate short-term trends and that true causal relationships are likely to be evident only over the long term.

The following list shows the quantitative indicators that are currently tracked or those planned to be tracked.

- Location of all SSOs over the past 12 months;
- Number of SSOs over the past 12 months, distinguishing between dry weather overflows and wet weather overflows;
- Volume distribution of SSOs (e.g., number of SSOs less than 100 gallons, 100- to 999 gallons, 1,000- to 9,999 gallons, more than 10,000 gallons);
- Volume of SSOs that was contained in relation to total volume of SSOs;
- SSOs by cause (e.g., roots, FOG, debris, pipe failure, pump station failure, capacity, other);
- Number of SSOs over the past 12 months;
- Stoppages by cause;
- Number of grease interceptors inspected over the past 12 months;
- Percentage of grease interceptors inspected over the past 12 months;
- Miles of gravity mains cleaned over the past 12 months;
- Percentage of total gravity mains cleaned over the past 12 months;
- Percentage of wet wells cleaned over the past 6 months.

As the historic record grows, future annual reports to the State and Regional Board will include trend plots for key measures. This is discussed in more detail in SSMP Element 10 – SSMP Program Audits. Performance measures related to maintenance activities will be tabulated and charted in the annual collection system report.

9.3.3 Baseline Performance

In order to track the progress of the City and District efforts to reduce SSOs and – by extension – the effectiveness of the SSMP, it is helpful to establish a baseline from which to draw comparisons. The following tables establish that baseline.

Table 9.2
Historical Annual SSOs by Facility Type (City and District)

Calendar Year	Gravity Sewer SSOs	Pump Station SSOs	Force Main SSOs
2007	2	0	0
2008	4	1	0
2009	1	0	0
2010	3	0	0
2011	3	0	0
2012	3	0	0
2013	2	0	0

Table 9.3
Historical Annual SSOs by Cause (City and District)

Calendar Year	Roots	Debris	Grease	Capacity	PS Failure	Pipe Failure	Other	Total
2007	0	2	0	0	0	0	0	2
2008	1	3	0	0	1	0	0	5
2009	0	0	0	0	0	0	1	1
2010	1	1	1	0	0	0	0	3
2011	1	1	1	0	0	0	0	3
2012	2	0	1	0	0	0	0	3
2013	2	0	0	0	0	0	0	2

9.4 SSMP Program Audit – Monitoring, Measurement, and Program Modifications

Element 10, SSMP Audits, serves to record the evolution of the SSMP elements. Per State Water Resources Control Board requirements, the entire SSMP is to be audited at least every two years, which is the current audit plan for the City and the District. The following is a summary of accomplishments and identified potential future program improvements relative to this element.

9.4.1 Accomplishments

The City is aware of the typical causes of SSOs in the collection system (i.e., debris, roots, grease) and is currently working to assess the collection system through CCTV inspection. Further, preventative maintenance activities are well established, including cleaning schedules for problem areas.

9.4.2 Future Program Improvements

It is the City and District intent that the SSMP remain a living document and that it be regularly updated to reflect program or organizational changes, new regulatory requirements, facility improvements, and other changing conditions. Methods to ensure this objective is met include:

The Public Works Director will assume the overall responsibility for maintaining and updating the SSMP. The District will also provide input and make recommendations for the SSMP. This involves input and coordination with the City's Engineering, Collection System, and Operations and Maintenance groups and with the District. If conditions or higher-level priorities warrant, an outside consultant may be engaged, at the direction of the Public Works Director or designee, to update the plan;

A number of the activities described in the SSMP reflect ongoing programs for which the review and update process is well established. Examples include preventative maintenance measures, staff training, outreach, inspection, and testing;

The GWDRs require periodic auditing of the SSMP. This will elevate maintenance of the SSMP to a mandatory status on par with other regulatory requirements; and

The GDWRs require that the SSMP be updated every five years. However, updates will be conducted more frequently if warranted through significant changes in the supporting documents for the program elements.

Monitoring of the implementation of the SSMP, including its various programs will require City staff time as an ongoing effort. The five-year updates to the SSMP will also require City staff time.

Element 10 – SSMP Program Audits

Element 10 presents the City and District’s auditing program. This section describes how the City and District will evaluate the effectiveness of the SSMP to identify updates or modifications which may be needed to maintain the plan’s usefulness.

10.1 Self-Assessment

Table 10.1
SSMP Program Audits – Self Assessment

	Yes	No	N/A
Document Control			
1. Does your agency have document control procedures to ensure current and historical documentation recovery?	X		
2. a. Are all documents located in a single place electronically?	X		
b. Are all documents located in a single place as a hard copy?	X		
3. Are documents reviewed on a regular or periodic basis to ensure accuracy and relevance?	X		
4. Are agency representatives trained based upon documented programs?	X		
5. Are document cross references easily obtained and revised as new documents/procedures are created?	X		
6. Are all documents legible, dated (with revisions) and readily identifiable?	X		
7. Do documents have an expiration date or reissuance date?	X		
8. Are appropriate records available to the appropriate staff?	X		
Training			
9. Does staff have a documented and mandatory training program including coursework title and content requirements?	X		
10. Is staff given adequate resources (time and budget) to ensure familiarity with documented procedures as well as industry standards?	X		
11. Is staff rewarded for certification or increased proficiency?	X		
12. Are training records reviewed and kept by supervisory or other appropriate departments?	X		
Targets & Objectives			
13. Does your agency have a strategic plan that lays out both short and long-term objectives?	X		
14. Does your agency set annual objectives and targets with defined outcomes and measures and assign responsibilities?	X		
Data Management			
15. Does your agency have performance reports and progress tracking systems that are reviewed by appropriate management on a regular basis?	X		
16. Are the data easily transferable or compared to historical data in order to relate		X	

	Yes	No	N/A
baseline performance?			
17. Can performance data be benchmarked to other similar agencies for comparison?		X	
Documented Procedures			
18. Are roles and responsibilities clearly identified throughout the organization?	X		
19. Does the organization have set procedures for reviewing performance data for the time period in question?	X		
20. Is there an assigned individual (or group) with sufficient authority to conduct regular performance reviews?	X		
21. Are audits done internally or externally by a neutral third party?			X
22. Are audits conducted on a systematic basis for both good and bad outcomes?			X
23. Are audits conducted on activities?			X
24. Are audits conducted on programs?			X
25. Are there certain thresholds that trigger audits?	X		
26. Are triggers clearly identified and adhered to?	X		
27. Is there an established or set time period for conducting audits?	X		
28. Does the organization have procedures for defining responsibility and authority for handling and investigating nonconformance?		X	
29. Are all levels of an agency's hierarchy involved with conducting audits?	X		
30. Are audits used as a training tool?	X		
31. Is the organization's top management involved with the analysis of performance data and program audits?	X		
Outcomes			
32. Does the organization act appropriately to nonconformance and consider magnitude of problems and commensurate with environmental impact and industry standards?	X		
33. Are outcomes or recommendations from performance data review and audits finding documented?	X		
34. Are audit findings ultimately considered in the budgetary process for both CIP and Program resources?	X		

10.2 Regulatory Requirements for SSMP Program Audits

The State Water Resources Control Board (SWRCB) requirements for SSMP Program Audit element of the SSMP are summarized as follows:

- a. The City shall conduct periodic internal audits appropriate to the size of the system and the number of SSOs;
- b. At a minimum, these audits must occur every two years and a report must be prepared and kept on file; and

- c. The audit shall focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

10.3 SSMP Program Audits Discussion

The City and District will complete biannual audits of the SSMP beginning in calendar year 2009. The audit will be completed internally by a team consisting of Public Works Department staff and will include at least the Water/Sewer Maintenance Supervisor and Lead Operator. The audit team may be comprised of individuals outside the Public Works Department, including other City departments, outside agencies, consultants, and/or contractors and District staff. The scope of the audit will cover each of the major sections of the SSMP including:

- Identifying any significant changes to elements or components of the SSMP;
- Identifying any significant changes to referenced compliance and supporting documents;
- Evaluating of the effectiveness of the SSMP;
- Describing of deficiencies in the SSMP and the steps to correct them;
- Identifying system improvements made during the past audit cycle; and
- Identifying system improvements planned for the upcoming audit cycle.

An audit checklist, based on the requirements set forth in GWDRs provided in Appendix 10-A. An Audit Report template is provided in Appendix 10-B.

The City and District will determine the need to update the SSMP based on the results of the audit, as well as the performance of its wastewater collection system based on information collected for SSMP Element 9 – Monitoring and Measuring Program Modifications. If the City and District decide that an update is warranted then the process to complete the update will be established. The City and District will complete the update within one year of completion of the audit.

10.3.1 Document Control and Review Procedures

While the overall SSMP program will be audited on a biannual basis, a number of the supporting documents could have varying expiration dates. In order to keep the supporting information current, periodic reviews would ensure that the program is also current. The cover page for each plan element includes a signature block to be completed by the City and or District following is update and/or revision for the element.

Performance reports are reviewed by the Public Works Director. The District's Manager is also involved in these reviews.

Appendix 10-A Comprehensive Audit Form

City of Ukiah/Ukiah Valley Sanitation District

Sewer System Management Plan

Comprehensive Audit Form

Element 1: Goal

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Maintain or improve condition of system infrastructure			
Minimize I&I and provide adequate sewer capacity			
Minimize the number and impact of SSOs			

Element 2: Organization

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Designate legally responsible official			
Names and phone numbers for key management personnel			
Name and phone numbers for key administrative personnel			
Name and phone numbers for key maintenance personnel			
Chain of communication for reporting SSOs			

Element 3: Legal Authority

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Prevent illicit discharges into sanitary sewer system			
Require that sewers and connections be properly designed and constructed			
Ensure access for maintenance, inspection, and repairs			
Limit discharge of FOG and debris that may cause blockages			
Require the installation of grease removal devices			
Ability to inspect FOG producing facilities			
Enforce violations of the Grease Ordinance			

Element 4: Operation & Maintenance Program

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Maintain up-to-date maps of sanitary sewer system (electronic and hard-copy)			
Maintain up-to-date maps of the storm drain system (electronic and hard-copy)			
Describe routine preventative maintenance program			
Document completed preventive maintenance using system such as work orders			
Maintain up-to-date sewer maintenance list			
Rehabilitation and replacement plan that identifies and prioritizes sanitary sewer defects			

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Inspect entire collection system using CCTV by January 2010			
Enforce Ordinance Nos. 1105 (City) and 30 (District) that require sewer laterals to be cleaned and tested during several instances			
Provide regular technical training for City sanitary sewer system staff			
Require contractors to provide training for their workers who work in the City's sanitary sewer system facilities			
Maintain equipment inventory			
Maintain critical spare parts inventory			

Element 5: Design and Performance Provisions

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Design and construction standards for new sanitary sewer system facilities			
Design and construction standards for repair and rehabilitation of existing sanitary sewer facilities			
Procedures for the inspection and acceptance of repaired and rehabilitated and new sanitary sewer facilities			
Standard Operating Procedures for existing sewer facilities			

Element 6: Overflow Emergency Response Plan (OERP)

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Procedure for the notification of primary responders			
Procedures for the notification of regulatory agencies			
Program to ensure appropriate response to all SSOs			
Procedure to ensure proper reporting of all SSOs			
Procedure to ensure City staff are trained in the SSORP procedures			
Procedure to address contractor personnel are aware of and trained to follow the SSORP			
Procedures to address emergency operations such as traffic and crowd control			
Program to prevent the discharge of sewage to surface waters			
Program to minimize or correct the impacts of any SSOs that occur			

Element 7: FOG Control Program

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Public outreach program that promotes the proper disposal of FOG			
Plan for the disposal of FOG generated within the City's/District's service area			
Demonstrate that the City/District has allocated adequate resources for FOG control			

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Identification of sanitary sewer system facilities that have FOG-related problems			
Program of preventative maintenance for sanitary sewer system facilities that have FOG-related problems			

Element 8: System Evaluation and Capacity Assurance Plan (SECAP)

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Identification of elements of the sanitary sewer system that experience or contribute to SSOs caused by hydraulic deficiencies			
Establish design criteria that provide adequate capacity			
Short-term CIP that addresses known hydraulic deficiencies			
Long-term CIP that addresses known hydraulic deficiencies			
Procedures that provide for the analysis, evaluation, and prioritization of hydraulic deficiencies			
The short- and long-term CIPs include schedules for the correction of each identified hydraulic deficiency.			

Element 9: Monitoring, Measurement, and Program Modifications

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Maintain relevant information to establish, evaluate, and prioritize SSMP activities			
Monitor implementation of the SSMP			

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Measure, where appropriate, performance SSMP elements			
Assess the success of the preventative maintenance program			
Update SSMP program elements based on monitoring or performance			
Identify and illustrate SSO trends			

Element 10: SSMP Program Audits

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Conduct periodic audits			
Record the results of the audit in a report			
Record the changes made and/or corrective actions taken			

Element 11: Communication Program

SSMP Requirement	SSMP Current?	Implemented?	If no, steps needed to fulfill requirement
Communicate with the public regarding the preparation of the SSMP			
Communicate with the public regarding the performance of the SSMP			
Communicate with any tributary or satellite sewer systems			

Appendix 10-B Bi-Annual Audit Report

City of Ukiah/Ukiah Valley Sanitation District

Sewer System Management Plan

Audit Report

(Template)

Date of Audit: _____

Name(s) of Auditor(s): _____

System Overview	
Miles of gravity sewer mains	
Miles of force main	
Total miles of all sewer lines	
Number of pump stations	
Miles of private sewer mains, excluding laterals	
Miles of private sewer laterals	
Population served	
Current average monthly single-family residential sewer rate	

Report Organization

The following sections are organized as the SSMP elements appear in Statewide Order 2006-003-DWQ, in this SSMP, and in the SSMP Comprehensive Audit Form. The responses provided on the Comprehensive Audit Form will help to complete this audit report. Suggested or other possible reference materials are also listed with each element.

Element 1: Goal

1. Are the goals stated in the SSMP still appropriate and accurate?
(circle one) Y N

2. If the answer to Question 1 is NO, please identify which goals require revision or replacement, the reason for such action, the content of the revised or new goal, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

Element 2: Organization

Possible/Suggested Reference Material

City Organization Chart

Telephone/E-mail Contact List

3. Is the SSMP current with agency organization and staffing contact information? (circle one) Y N
4. If the answer to Question 3 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

Element 3: Legal Authority

Possible/Suggested Reference Material

Ordinances State
Orders Enforcement
Actions

- | | | |
|--|---|---|
| 5. Does the SSMP contain current information about the City's legal authority? (circle one) | Y | N |
| 6. Does the SSMP contain current information about the District's legal authority? (circle one) | Y | N |
| 7. Does the City/District have sufficient legal authority to control sewer use and maintenance? (circle one) | Y | N |
| 8. If the answer to Questions 5, 6, and/or 7 is NO, please describe the content and schedule for necessary changes. Comments for a YES response may also be provided here. | | |

Element 4: Operation and Maintenance

4.a. Collection System Maps

Possible/Suggested Reference Material

Summary of information included in the City's mapping and GIS systems for the entire collection system.

- | | | |
|---|---|---|
| 9. Does the SSMP contain current information about the City/District's sanitary sewer maps? (circle one) | Y | N |
| 10. Are the City/District's sewer collection system maps complete, current, and sufficiently detailed? (circle one) | Y | N |
| 11. Are the City/County's storm drainage maps complete, current, and sufficiently detailed? (circle one) | Y | N |
| 12. If the answer to Questions 8, 9, and/or 10 is NO, please identify what information or maps require revision or replacement, the reason for such action, the content of the revised or new information and/or maps, and the schedule for implementation or updates. Comments for a YES response may also be provided here. | | |

4.b. Resources and Budget

Possible/Suggested Reference Material

Current Capital Improvement Plan (CIP)

Current Operating Budget

- | | | |
|--|---|---|
| 13. Does the SSMP contain current information about the City's/District's resources and budget? (circle one) | Y | N |
| 14. Are the City's/District's resources and budget sufficient to support effective sewer system management? (circle one) | Y | N |
| 15. Does the City's/District's planning efforts support long-term goals? (circle one) | Y | N |
| 16. If the answer to Questions 13, 14, and/or 15 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here. | | |

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4.c. Prioritized Preventative Maintenance

Possible/Suggested Reference Material

Cleaning Schedules
List or Map of Hotspots
Work Orders
Service Call Data
Customer Feedback

17. Does the SSMP contain current information about the City's preventative maintenance activities for both the City and District collection system? (circle one) Y N
18. Considering the information in Tables 1, 2, and 3 [following in Elements 6, 7, and 8, respectively], are the City's preventative maintenance activities sufficient and effective in reducing and preventing SSOs and blockages? (circle one) Y N
19. If the answer to Questions 17 and/or 18 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

4.d. Scheduled Inspections and Condition Assessment

Possible/Suggested Reference Material

Inspection Reports

Infiltration and Inflow (I&I) Monitoring Studies and Reports

Pipe and Manhole Condition Data

20. Does the SSMP contain current information about the inspections and condition assessment for both the City and District systems? (circle one) Y N
21. Are the City's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies? (circle one) Y N
22. If the answer to Questions 20 and/or 21 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

4.e. Contingency Equipment and Replacement Inventories

Possible/Suggested Reference Material

Funds Spent on Equipment and Materials

Equipment and Parts Inventory

23. Does the SSMP contain current information about the City's/District's equipment and replacement inventories? (circle one) Y N
24. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance? (circle one) Y N
25. If the answer to Questions 23 and/or 24 is NO, please identify what information requires revision or replacement, what equipment or parts need to be obtained, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

--

4.f. Training

Possible/Suggested Reference Material

Employee Training Records

- | | | |
|--|---|---|
| 26. Does the SSMP contain current information about the training expectations and programs for the staff that operates both the City and District systems? (circle one) | Y | N |
| 27. Do supervisors believe that their staff is sufficiently trained? (circle one) | Y | N |
| 28. Are staff satisfied with the training opportunities and support offered to them? (circle one) | Y | N |
| 29. If the answer to Questions 26, 27, and/or 28 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here. | | |

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4.g. Outreach to Plumbers and Building Contractors

Possible/Suggested Reference Material

Fliers/Mailings

Mailing Lists

30. Does the SSMP contain up-to-date information about the City and District's outreach to plumbers and building contractors? (circle one) Y N
31. Have the City and District conducted or participated in any outreach activities to plumbers and building contractors? (circle one) Y N
32. If the answer to Questions 30 and/or 31 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

Element 5: Design and Performance Provisions

Possible/Suggested Reference Material

Design and Construction Standards
Ordinances

33. Does the SSMP contain up-to-date information about the City's/District's design and construction standards? (circle one) Y N
34. Are the design and construction standards, as well as inspection and testing standards for new and rehabilitated facilities, sufficiently comprehensive and up-to-date? (circle one) Y N
35. If the answer to Questions 33 and/or 34 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

Element 6: Overflow Emergency Response Plan

Possible/Suggested Reference Material

Data Submitted to CIWQS
Service Call Data

36. Does the SSMP contain up-to-date information about the overflow emergency response plan used for both the City and District systems? (circle one)
37. Considering the information in Table 1, is the overflow emergency response plan (OERP) effective in handling SSOs? (circle one)
38. If the answer to Questions 36 and/or 37 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

☒ Y ☐ N

☒ Y ☐ N

Table 1
Annual SSO Statistics

Indicator	2007	2008	2009	2010	2011	2012	2013
Number of SSOs (total)	3	9	7	3	3	3	2
Wet season SSOs ⁽¹⁾	2	5	4	1	1	2	1
Dry season SSOs	1	4	3	2	2	1	1
Number of SSOs (by volume range)							
< 10 gallons	0	0	1	0	0	0	0
10 – 99 gallons	1	3	2	3	2	2	2
100 – 999 gallons	2	6	4	0	1	1	0
1,000 – 9,999 gallons	0	0	0	0	0	0	0
≥ 10,000 gallons	0	0	0	0	0	0	0
Total SSO Volume	925	2388	1530	105	310	280	90
Volume reaching waters of the State	800	1,838	0	0	0	0	0
Volume not contained, but also not reaching waters of the State	0	0	0	0	0	0	0
Volume recovered	300	418	1530	105	310	280	90
Net volume (total minus recovered)	625	1970	1530	105	310	280	90
Number of SSOs per 100 miles of sewer per year ⁽²⁾	3.33	10	7.77	3.33	3.33	3.33	2.22
Volume of SSOs per 100 miles of sewer per year ⁽²⁾	1027	2653	1700	116	344	311	100
Total volume conveyed to the WWTP (million gallons)							
Total Volume SSO/Total Volume conveyed, gallons/Million gallons							
Number of SSOs (by cause)							
Blockages	2	5	1	3	3	3	2
Roots	0	0	0	1	1	2	2
Grease	0	0	0	1	1	1	0
Debris	2	3	0	1	0	0	0
Debris from Laterals	0	0	0	0	0	0	0
Animal Carcass	0	0	0	0	0	0	0
Construction Debris	0	0	0	0	1	0	0
Multiple Causes	0	2	1	0	0	0	0
Infrastructure Failure	0	0	0	0	0	0	0
Inflow & Infiltration (I&I)	0	0	0	0	0	0	0
Power Failure	0	0	0	0	0	0	0
Flow Capacity Deficiency	0	0	0	0	0	0	0
Natural Disaster	0	0	0	0	0	0	0
Bypass	0	0	0	0	0	0	0
Cause Unknown	0	0	0	0	0	0	0
Average Emergency Response Time (minutes)							
Business Hours	15	12	20	15	15	15	15
Non-business Hours	NA	25	NA	20	20	20	20
Number of locations with multiple SSOs	0	1	0	0	0	1	0

(1) Wet season is defined as November through April, with the dry season being May through October. This seasonal categorization does not reflect actual conditions at the time of a SSO event.

(2) Based on approximately 90 miles of sewer pipe for City and District.

Element 7: Fats, Oils, and Grease (FOG) Control Plan

Possible/Suggested Reference Material

List or Map of FOG Sources in Service Area
 List or Map of Hotspots
 Cleaning Schedules
 Food Service Establishment Inspection Reports or Summaries
 Data Submitted to CIWQS
 Service Call Data

Table 2
FOG Control Statistics

	2007	2008	2009	2010	2011	2012	2013
Number of SSOs caused by FOG	0	0	0	1	1	1	0
Planned cleaning (linear foot)	2500	2500	2500	1500	1800	1800	1300
Unplanned cleaning (linear foot)	1200	1500	1200	1000	1000	1000	800
Ratio of planned to unplanned cleaning (linear foot)							
Number of FOG inspections completed							

* (NOTES)

39. Does the SSMP contain current information about the FOG plan?
 (circle one) Y N

40. Considering the information in Table 2, is the current FOG program
 effective .in documenting and controlling FOG sources?
 (circle one) Y N

41. If the answer to Questions 39 and/or 40 is NO, please identify what information requires
 revision or replacement, the reason for such action, the content of the revised or new
 information, and the schedule for implementation or updates. Comments for a YES
 response may also be provided here.

Element 8: System Evaluation and Capacity Assurance Plan (SECAP)

Possible/Suggested Reference Material

Capacity Assessment Reports
Current Capital Improvement Plan (CIP)
SSO Data

Table 3
SSOs Caused by Hydraulic Limitations

	2007	2008	2009	2010	2011	2012	2013
Number of SSOs caused by capacity limitations	0	0	0	0	0	0	0

42. Does the SSMP contain current information about the capacity assessment for the City and District systems? (circle one)

☒ Y ☐ N

43. Has a capacity assessment identifying and addressing any hydraulic deficiencies been completed for the City and District systems? (circle one)

☒ Y ☐ N

44. If the answer to Questions 42 and/or 43 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

Element 9: Monitoring, Measurement, and Program Modifications

45. Does the SSMP contain up-to-date information about the City and District's data collection and organization procedures? (circle one)

☒ Y ☐ N

46. Are the s data collection and organization procedures sufficient to evaluate the effectiveness of its SSMP for the City and District's systems? (circle one)

☒ Y ☐ N

47. If the answer to Questions 45 and/or 46 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

Element 10: SSMP Program Audits

48. Has this SSMP Audit be submitted with the Annual Report due to the North Coast Regional Water Quality Control Board on March 15 of each year?
(circle one)

☒ Y ☐ N

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Element 11: Communication Program

Possible/Suggested Reference Material

Mailings and Mailing List
Website
Customer Feedback
Communication Records with Plumbers, and Building Contractors
Other Communications Records, such as Newspaper Ads, Site Postings, or Other
Outreach Materials

49. Does the SSMP contain up-to-date information about the City's/District's public outreach activities? (circle one) ☒ Y N

50. Does the SSMP contain current information about the City's/District's outreach to plumbers and building contractors? (circle one) ☒ Y N

51. Has the City's/District's effectively communicated with the public, other agencies, and/or plumbers and building contractors about the SSMP and addressed any feedback? (circle one) ☒ Y N

52. If the answer to Questions 49, 50, and/or 51 is NO, please identify what information requires revision or replacement, the reason for such action, the content of the revised or new information, and the schedule for implementation or updates. Comments for a YES response may also be provided here.

Element 11 – Communication Program

This section of the Sewer System Management Plan (SSMP) discusses the communication strategies used by the City and District. The District's facilities are satellite facilities to the City's and the two agencies cooperate to facilitate communication with the general public.

11.1 Self-Assessment

Table 11.1
Communication Program – Self Assessment

	Yes	No	N/A
1. Have you identified the resources necessary to solicit and incorporate input throughout each phase of your SSMP (development, implementation, and performance)?	X		
2. Have you also documented all outreach efforts?	X		
3. Has your organization developed a list of stakeholders who may be interested in involvement throughout each phase of your SSMP?	X		
4. Have you identified key milestones in each phase of your SSMP when stakeholder input would be most useful and effective?		X	
5. Have you identified a convenient way for your stakeholders to provide input at appropriate milestones during each phase of your SSMP?		X	
6. Have you identified all tributary and/or satellite systems to your organization's sanitary sewer system?	X		
7. Have you identified an individual within your organization that is responsible for interface with satellite systems?	X		
8. Have you developed a list of key information you would like to communicate to satellite systems, as well as key information you would like them to communicate back to your organization?		X	

11.2 Regulatory Requirements for Communication Program

The State Water Resources Control Board (SWRCB) requirements for the SSMP Communication Program element of the SSMP are summarized as follows:

The City and District shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the City and District as the program is developed and implemented.

The City shall also create a formal plan of communication with the District which is satellite to the City's sanitary sewer system.

11.3 Communication Program Discussion

A goal of the SSMP is to minimize the number and impact of sanitary sewer overflows (SSOs). For a number of reasons, including a legal settlement, the City and District have been actively several activities geared towards public education and outreach which accomplish these goals. The City and the District can use other various avenues to provide the public with resources and

materials about the SSMP document and the prevention of SSOs. This section summarizes communication and outreach utilized by the City and the District, progressive programs and techniques that have been implemented by small to large cities and districts throughout the state and across the country, and provides recommendations for communication program elements to implement in the future.

11.3.1 Stakeholder Groups

There are various stakeholder groups for the sanitary sewer collection system that have been identified for current and future outreach and communication efforts. It is the intent of the SSMP process to collaborate with these stakeholder groups on potentially controversial issues. This approach allows the public to embrace the SSMP and reach towards a shared goal with the City. A list of stakeholders is presented in Table 11.2 below.

Table 11.2
Stakeholder Groups

Stakeholder Group	Potential Issues of Interest
Domestic Ratepayers and Local Neighborhood Associations	Proposed rate increases, FOG Program, local impacts from capital programs
Satellite Agencies	Master planning, capacity issues, emergency response plans, capital programs
Food Service Establishments	FOG Program
Industrial Dischargers	Legal authority, design standards
Developers and Developer Associations	Master planning, capacity issues, legal authority, design standards, proposed fee increases
Contractors	Capital programs, proposed contracting of maintenance activities
Engineering Consultants	Design standards, capital programs, consulting opportunities
Other City or County Departments such as Building or Environmental Management	FOG Program, design standards, emergency response plans
Governing Boards or Councils	SSMP progress, costs, public impacts, communication program
Environmental Groups	Emergency response plans, overall SSMP, program audits
Regulators	Emergency response plans, SSMP program audits

11.3.1.1 Domestic Ratepayers and Local Neighborhood Associations

The primary stakeholder in many SSMPs is the domestic user. This is typically a residential ratepayer, but can also include neighborhood and homeowner associations. Any proposed rate increase resulting from operations and maintenance budgeting (including the Fats, Oils, and Grease (FOG) Program) and capital improvement costs will raise interest by this group. Communicating to this group the importance of the increase can provide support and help. Communication of the SSMP, City/District planning processes, and outreach for specific topics

(i.e., FOG Program) can include a variety of approaches. In general, providing multiple resources is a good approach. Information for the FOG Program, lateral repairs, and past and current planning efforts are currently available at Department of Public Works and on the City’s website (www.cityofukiah.com), which is described later in this plan element. Any information provided by the District is also posted on the City’s website. Future outreach activities will include discussion at public meetings, as well as mailers, handouts, and various community activities (i.e., community events, youth sports, school activities).

11.3.1.2 Satellite Agencies

The City owns, operates, and maintains a sewer collection system within its corporate limits and operates and maintains the collection system owned by the District. The District’s collection system serves both unincorporated areas of Mendocino County and portions of the City that were annexed in the last 30 years. The City and the District have four joint meetings throughout each year where they review operation and maintenance procedures. In the future, the City and District will collaborate on the status and performance of the SSMP, at a minimum, through the SSMP Audit Program (Element 10), and also as specific capital improvement projects and associated budgets warrant discussion.

Communication is important between the City and District regarding similar policies such as grease ordinances and in carrying out procedures contained in the Overflow Emergency Response Plan (OERP) included in SSMP Element 6.

11.3.1.3 Non-Domestic Establishments

The City is currently working to identify individual non-domestic stakeholders, such as food service establishments (FSEs). The key component of communication and outreach for these businesses is to identify “hot spots” where FOG and other illicit discharges are considered a problem when conveyed to the collection system. Preliminary steps in the FOG Control Program (Element 7) are being taken to identify both existing and potential “hot spots”, which are typically associated with FSEs. All FSEs are required by the City and District grease ordinances, which are applicable to non-domestic users (Element 3) to impose control measures and practices to prevent FOG from entering the collection system.

Through the permitting and inspection process of the FOG Programs, the City and District will identify the need for outreach and enforcement actions. Current and proposed outreach activities are discussed in SSMP Element 7 – FOG Control Program.

11.3.1.4 Developers, Developer Associations, Contractors, and Engineering Consultants

The City’s and District’s primary outreach and communication strategy for this group is the City’s website and in information available at City Hall and the District offices. The City regularly updates its website to provide a convenient resource for the District’s and City’s sewer policies, standards, and procedures. The City’s current sanitary sewer standard plans are included in SSMP Element 3 – Legal Authority. In addition, SSMP Element 5 – Design and Performance Provisions includes proposed revisions to these standard plans and standards for installation, rehabilitation, repair, inspection, and testing of sewer facilities.

Communication is important between City departments and District regarding information for developers and developer associates, as these stakeholder groups often require services by

multiple departments through the planning, design, and construction phases of a project. Interoffice staff coordination and web-based resources are currently used for communication between departments and will continue to be used in the future.

11.3.1.5 Other City and County Departments

As noted above, it is important for the District and the City's Public Works Department to communicate with other City and County departments regarding its OERP. Response to a SSO may require resources outside of the Public Works Department, both at the City and County. See SSMP Element 6 – Overflow Emergency Response Plan for more information. Communication is also important regarding design standards, as residential and commercial development activities typically require the services of multiple departments for the processing of various permits.

11.3.1.6 Governing Boards and Councils

The City Council and District Board will remain informed as to the progress of the SSMP development and future audit process through discussion between staff, consultants, and the public at regular public meetings. These meetings will provide a forum for discussion of costs, public impacts, and effectiveness of the communication and outreach elements of the SSMP.

11.3.1.7 Environmental Groups and Regulators

The primary activity for the City to communicate the SSMP to these stakeholders is the audit process. As discussed in SSMP Element 10 – SSMP Program Audits, the SSMP will be audited every two years, with interim reviews conducted, as appropriate or needed. Recertification of the SSMP is required by General Waste Discharge Requirements (GWDRs) every five years. Through the ongoing audit and review process, the City and District will communicate its overall compliance for the SSMP process to local and state regulators, including the OERP. Local and regional environmental groups can stay informed as to the status of the City's SSMP document through communication with the City and at the City's website.

11.3.2 Updates on SSMP

Draft versions of the SSMP will be available to the public online (www.cityofukiah.com) and at the City of Ukiah Civic Center at 300 Seminary Ave. The public will be allowed to provide input in written form to the City and District. The City will be responsible for all comments received from District customers. The City will address the public's comments in the final version of the SSMP.

11.3.3 Website and Media

Website and media outreach is currently limited to the City's website and information available at City Hall. The public can find information at these locations regarding updates for the City's sewer policies, standards, and procedures.

11.3.4 Regional Associations

The City is a member of the Russian River Watershed Association (RRWA). The group develops and implements regional projects and programs focused in the areas of water quality and regulations, integrated resources and planning, and public outreach and funding. RRWA promotes a program that encourages the public to keep FOG out of the sewers. In addition, RRWA has prepared an outreach fact sheet titled "Good Plumbing Practices" to notify

plumbing contractors about the potential impact of their work on public sanitary sewer system. The City and District promote these practices through use of the City's website.

11.3.5 Legal Authority

Through implementation of the City and District grease ordinances, both agencies have the authority to regulate all non-domestic users that use a large amount of FOG (i.e., restaurants) to have a properly operated and maintained grease interceptor. Communication and outreach for food service establishments (FSEs) regarding FOG is generally handled through the application and permitting process outlined in the grease ordinances. Further outreach is planned by the City and District as a proactive measure to educate businesses and residential customers as to the impact of FOG on the sewer collection system.

11.3.6 Public Areas

The same aforementioned slogans and pamphlets could be promoted through flyers in various government buildings around the City and County.

11.3.7 Others Communication Programs

11.3.7.1 Water Conservation

Conserving the amount of water being sent to sewer system provides more capacity in sewer system pipes during wet weather events

11.4 SSMP Program Audit – Communication Program

Element 10, SSMP Audits, serves to record the evolution of the SSMP elements. Per the GDWR requirements, the entire SSMP is to be audited at least every two years, which is the current audit plan for the City and the District. To assist in this auditing process, following is a summary of accomplishments and identified potential future program improvements relative to this element.

11.4.1 Accomplishments

The City Council and District's Board of Directors hold quarterly joint meetings to discuss issues of common interest. The City's Public Works Director also represents the City at all District Board meetings. The development of this SSMP is a joint effort between the City and District. In addition, the City has identified a need to be proactive in the community with the development of the SSMP and the prevention of FOG and SSOs.

11.4.2 Future Program Improvements

The program improvements listed herein will require City staff time on an ongoing basis beginning in 2009. Some assistance from outside services may be required from time to time to help prepare outreach materials and studies.

11.4.2.1 Communication Goals

The following activities are current communication program audit goals:

The City and District will report the performance of the sanitary sewer system to the City Council and District Board of Directors at regularly scheduled meetings. Further, the performance information will be included in the minutes of those public meeting;

The City and District will implement one or more of the various communication efforts

described below or similar program as a means of preventing SSOs through an outreach approach;

The City will appoint a staff person to coordinate all communication and outreach efforts with the public; this resource will be available to the District also. Responsibilities will include, but not be limited to, contacting stakeholder groups, documenting all outreach efforts, researching best practices used in other communities, and comparing the results of the program(s) to the performance of the overall sanitary sewer system; and

The City will continue to report SSOs electronically to the California Integrated Water Quality System (CIWQS). Interested parties, including the public, can be directed to the CIWQS website (<http://www.waterboards.ca.gov/ciwqs/publicreports.html>) for information regarding the City and District's SSO reporting compliance and any state or regional regulatory actions.

11.4.2.2 Public Outreach Program Goals

Grease Disposal Program

Providing residents with grease disposal sites is a technique promoted on the RRWA website. Large quantities of grease and smaller quantities (less than 10 gallons) of clean, strained vegetable oil can be properly disposed of by contacting the waste oil haulers that service the area. See Table 7.2 in SSMP Element 7 – FOG Control Program for contact information for grease handling businesses in Ukiah.

Workshops

In southern California, a Padre Dam Municipal Water District representative makes presentations on grease disposal at schools and then has the students make their own grease can to use at home. Similar presentations at restaurants, apartment complexes, and other hot spot areas for grease are proactive approaches in preventing SSOs that the City will consider when implementing their future public outreach program.

Mailings

Providing inserts into customer's water and sewer bills introducing proper disposal of FOG can reach a wider audience than some of the other outreach efforts. Another possibility is a bi-annual newsletter sent to all customers with the same information, other tips on preventing SSOs, and updates on the performance of the SSMP. The newsletter allows the City to provide more information in a mailing than an insert. The City and District will consider the use of mailings when implementing their future public outreach program.

Website and Media

The City and District use the City's website to explain SSOs and tips on preventing them. Links can include pamphlets targeted for restaurants and other high users of fats, oils, and grease. In addition, pamphlets can be provided in both English and Spanish to educate a wider audience. With a large Latino population, bilingual outreach is a great idea for all of Ukiah's outreach programs.

The local newspaper, radio, and television are additional outlets for promoting SSO prevention programs (i.e., press release from the RRWA).



AGENDA SUMMARY REPORT

SUBJECT: Approval of Agreement with JM Integration for SCADA Upgrades at the Water Treatment Plant in the amount of \$259,756, and Approval of Corresponding Budget Amendment.

DEPARTMENT: Water Resources **PREPARED BY:** Sean White, Water Resources Director, Jarod Thiele, Public Works Management Analyst
PRESENTER: Consent Calendar

ATTACHMENTS:

1. JM Integration Proposal

Summary: Council will consider approving an agreement with JM Integration for SCADA upgrades at the Water Treatment Plant in the amount of \$259,756, and approving a corresponding budget amendment.

Background: The Supervisory Control and Data Acquisition (SCADA) System at the Water Treatment Plant is the main software tool for managing the City's drinking water system. The current system was installed in 2005. The system has become obsolete and the manufacturer stopped support in 2017. Since that time, the Water Resources Department has been working with the Procurement Department to secure a new vendor in order to upgrade the system.

Discussion: A Request for Proposal (RFP) was released and three firms responded: JM Integration, Systems Integrated and Telstar Instruments. Staff reviewed the proposals. The proposal received from JM Integration (Attachment 1) was found the most responsive, with a proposed amount of \$259,756. Telstar Instruments submitted a price of \$48,700, but the price did not cover the scope as requested. Systems Integrated submitted a price of \$295,900.

Staff is therefore recommending the approval of a contract with JM Integration in the amount of \$259,756, as well as approval of a corresponding budget amendment.

Please note that this project was on the 5-Year Capital Improvement Plan, and budget was approved for the 19/20 fiscal year. However, at the time it was known that this would not be awarded in that year, it was too late to amend the budget for the 20/21 fiscal year - thus the corresponding request for a budget amendment.

Recommended Action: Approve agreement with JM Integration for SCADA upgrades at the Water Treatment Plant in the amount of \$259,756, and approve corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 82027111.80100.18050: \$0

PROPOSED BUDGET AMOUNT: 82027111.80230.18050: \$259,756

FINANCING SOURCE: Water Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager



Request for Proposal

**SCADA Service Provider for the SCADA System Upgrade
And Ongoing Maintenance at the Water Treatment Plant**

Due Date: 5:00 p.m. (PST), December 8, 2020

Proposal submitted to:

Mary Horger, Financial Services Manager
City of Ukiah
411 West Clay Street
Ukiah, CA 95482
(707) 463-6233
mhorger@cityofukiah.com

Proposal submitted by:

Jack Miller, Owner
JM Integration LLC
250 Brookdale Drive
Vacaville, CA 95687
(888) 536-8623 Main
(707) 890-3595 Fax
jack.miller@jmintegration.com

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A. Cover Letter

JM Integration LLC is pleased to submit this proposal for services to support City of Ukiah in achieving its goals for the SCADA System Upgrade and Ongoing Maintenance at the Water Treatment Plant

JM Integration LLC is a leading systems integrator specializing in industrial automation and controls for water and wastewater applications. With over 20 years of experience in electrical, instrumentation, and PLC/HMI programming we can offer a wide range of services that is both professional and cost-effective. We are committed to exceeding our clients' needs by providing simple effective solutions based on industry standards and best practices that are functional, sustainable and value driven.

JM Integration LLC was established February 6, 2018 as a single member LLC located in Vacaville, California. Jack Miller is both the owner and operator, a bona fide Jack of all trades. Although we are a relatively new company, our personal experience in the Water and Wastewater Industry is not. With over 20 years of experience working specifically but not exclusively on:

- Allen Bradley
- Automation Direct
- GE
- Siemens
- Emerson
- Rockwell Software
- Wonderware
- Schneider Electric
- Inductive Automation

Most of these are considered to be the top manufacturers in automation and control products and we take pride in staying up to date on the latest technology so we can provide our clients' with the best solutions our industry has to offer.

We believe our wide range of services is what sets us apart from other providers. JM Integration LLC currently has no employees. At first glance, that may seem like a disadvantage but when we arrive on site or answer your call you have electrical, instrumentation and PLC/HMI programming at your full disposal. Most companies must coordinate and schedule different departments within their organizations, and even some may not provide all these services. This can sometimes lead to further delays and additional costs which in turn increases downtime on mission critical processes.

Our mission is to **build trust and deliver value**. We do this by applying a 3-step process in every project:

1. We listen. Listening is key to all effective communication. Without the ability to listen effectively, messages are easily misunderstood. We realize that no one understands a process or piece of equipment better than the people working on it every day. By taking the first step and listening to our customers ensures understanding, improves accuracy, and places value on your opinions and experience.
2. We plan. Planning facilitates goals and determines success. It reduces risk and increases efficiency. Having a plan keeps everyone on the same page. It is an invaluable tool in the decision-making process during a project. By combining customer input with industry standards, we create a plan that guarantees the best service every time.
3. We exceed. We believe that by giving our customers more than what is expected we are providing value-added service. It says that we care and have a strong attention to detail. By listening to your needs and creating a plan for success, we are given the opportunity to exceed expectations. We are customer focused and your experience is at the center of every decision we make.

Thank you for your time and consideration,

Jack Miller | Owner | JM Integration LLC
jack.miller@jmintegration.com
(707) 365-1843

B. Project Understanding and Proposed Approach

Scope of Work

The primary goal of this project is to provide services related to upgrading the existing SCADA system at the City's Water Treatment Plant. The City would also like to add several additional facilities for monitoring to the proposed new SCADA system. This includes but is not limited to the following locations:

- Well 3
- Well 7
- Well 8
- Ford Lift Station
- El Dorado Lift Station
- Vichy Lift Station

The selected contractor shall provide engineering, installation and wiring for new PLCs, conversion of the general control programs to the new PLCs including documentation, all programming for the SCADA and alarms, testing of system, as-built drawings and copies of all logic programming. It is our understanding that the overall project will be broken down into these 5 general areas:

- 1) Review the existing SCADA system for the Water Utility
- 2) Propose recommended update to software and hardware,
- 3) Complete recommended updates,
- 4) Provide post-project support, and
- 5) On-going maintenance for an initial 3-year term after project completion.

To ensure a successful execution of this project and its goals we recommend organizing the project into 3 main components: (1)Network Communications, (2)Process Automation System (PAS), and (3)Supervisory Control and Data Acquisition (SCADA). Similarly to building a house a robust and reliable communication network is the foundation of a well operating Industrial Control System (ICS). Without this, the accuracy and integrity of the data you are monitoring and controlling is considered untrustworthy and will cause operations to doubt the system. The PAS is the link between your process and SCADA. Creating clear and concise control strategies will provide effective and efficient process control. Collaboration with the City staff and JM Integration LLC's industry experience results in a customized solution based on industry standards and best practices. The final piece of the execution phase is SCADA. By this stage of the project, we will have gained tremendous insight on how the system will be used and can design an interface that is functional, sustainable and value driven. In today's world with the advancement of technology we can do more with less. Because of this, the demands of an operator require remote access and controls that are safe and secure as oppose to a standard stationary console. This can be accomplished by using Cybersecurity standards. An assessment can be performed to determine what specific needs there are without having to sacrifice accessibility and performance. Once the Site Acceptance Test (SAT) is complete we will provide training for the City's operation and maintenance staff to familiarize themselves with the new SCADA system.

The following tasks shall be completed to fulfill the aforementioned project goals. It is by these deliverables that the success of the project will be determined.

Task 1 – Design Planning Services

1.1 Develop Communications Network Design

The existing local control network is a combination of Category 5 (CAT5) and Fiber-optic cables that communicate via Ethernet, serial cables that communicate via RS-232, and wireless technology using unlicensed radios (900MHz), mobile broadband and Wi-Fi. Furthermore, existing documentation no longer provides an accurate depiction of the network and makes troubleshooting cumbersome. To remedy this, a simple and reliable solution must first be developed. For example, adding high availability features which provide redundancy and fault tolerance ensure this network is always available even in the event of a failure.

- 1.1.1 Collaborate with the City of Ukiah Project Management Team (PMT) to determine hardware and software specifications based on industry standards and best practices.
- 1.1.2 Collaborate with the selected network equipment vendor to determine hardware and software specifications based on industry standards and best practices.
- 1.1.3 Design a network system that provides an acceptable level of redundancy and fault tolerance.
- 1.1.4 Design a network system that provides an acceptable level of security and control access
- 1.1.5 Provide drawings and specifications for the upgrade or replacement of existing communication network for SCADA and programmable logic controllers (PLCs).

1.2 Develop Cloud SCADA Architecture Design

Cloud based servers are increasingly common, but it is important to educate your organization on the risks associated with them. Cyberspace and its underlying infrastructure are vulnerable to a wide range of risk stemming from both physical and cyber threats and hazards. This design scheme will provide some guidelines that address many potential security issues and offer recommendations on how to better protect your system. This type of architecture is ideal in smaller organizations since you do not have to worry about maintaining a server. Additionally, there is no on-site IT staff required to monitor the system.

- 1.2.1 Collaborate with the City of Ukiah PMT to determine hardware and software specifications based on industry standards and best practices.
- 1.2.2 Collaborate with the selected SCADA software vendor to determine hardware and software specifications based on industry standards and best practices.
- 1.2.3 Design a SCADA system that provides an acceptable level of redundancy and fault tolerance
- 1.2.4 Design a SCADA system that provides an acceptable level of security and control access
- 1.2.5 Provide drawings and specifications for the upgrade or replacement of existing SCADA software architecture.

1.3 Develop Programmable Logic Controller (PLC) Standards

To simplify design, improve operations, and increase safety and reliability, standards that define how PLCs are to be programmed and installed will be needed. When standards are in place, there are fewer problems that could lead to costly delays or safety incidents.

- 1.3.1 Collaborate with the City of Ukiah PMT to determine hardware and software specifications based on industry standards and best practices.
- 1.3.2 Collaborate with the selected PLC vendor to determine hardware and software specifications based on industry standards and best practices.
- 1.3.3 Provide documentation that defines the standards to be used for the supply and programming of all new PLCs. This includes hardware, software, and wiring tag designations.

1.4 Develop Human-Machine Interface (HMI) Standards

To simplify design, improve operations, and increase safety and reliability, standards that define how HMIs are to be programmed and installed will be needed. When standards are in place, there are fewer problems that could lead to costly delays or safety incidents.

- 1.4.1 Collaborate with the City of Ukiah PMT to determine development and software specifications based on industry standards and best practices.
- 1.4.2 Collaborate with the selected HMI vendor to determine hardware and software specifications based on industry standards and best practices.
- 1.4.3 Provide documentation that defines the standards to be used for the development and programming of all new HMIs. This includes database definitions, displays, access controls, security, alarms, and templates.

1.5 Develop Asset Tag Standards

The need to share data among plant floor and management is becoming more common. As we continue to advance with technology and automation, a common standardized naming system for assets will be developed that will enhance integration capabilities to other types of business software such as Computerized Maintenance Management Software (CMMS) or Systems, Applications and Products (SAP).

- 1.5.1 Collaborate with the City of Ukiah PMT to determine development and specifications of all new and upgraded asset tags based on industry standards and best practices.
- 1.5.2 Provide documentation that defines the standards to be used for the development and identification of asset tags throughout the SCADA system.

1.6 Develop Control Strategies

The existing programming will need to be converted to the new programming language and to comply with the standards developed under Task 1.3. Additional monitoring and controls may need to be developed, as determined during detailed design. Therefore, it is recommended that control strategy narratives be developed for all PLCs.

- 1.6.1 Collaborate with the City of Ukiah PMT to design specifications based on existing operations, industry standards and best practices.
- 1.6.2 Develop process and instrumentation diagrams (P&IDs) from existing plant drawings and documentation, based on as-built drawings from the 1992 and 2005 projects.
- 1.6.3 Develop narratives for control strategies based on existing logic programming, and include additional monitoring and controls determined during design.

1.7 Develop PLC Panels Design

The existing PLCs are GE Series 90-30 controllers and have reached the end of their lifecycle on October 1, 2017. Replacement of these controllers is an essential element of the SCADA upgrade process. Some examples of things to consider when selecting and designing are reliability, serviceability, cost, long-term effectiveness, compatibility, and vendor support.

- 1.7.1 Collaborate with the City of Ukiah PMT to design specifications based on existing operations, complexity of the process developed under Task 1.6, communication protocols developed under Task 1.1, and industry standards and best practices for the replacement of all PLCs.
- 1.7.2 Provide drawings and specifications that define the guidelines to be used for the manufacturing of all new PLC control panels.

1.8 Develop Execution Documentation

The final step in the design phase is to prepare construction documents for the execution phase of the City of Ukiah SCADA Improvements Project. These documents will combine most of the drawings and specifications developed in the preceding Tasks. The success of this project will be determined by the adherence to the guidelines and standards for the manufacturing, installation, programming, testing and operation of a new SCADA system.

- 1.8.1 Drawings will be prepared using AutoCAD or similar. 11"x17" will be provided in the submittal
- 1.8.2 Specifications will be prepared using Microsoft Word. PDF format will be provided in the submittal.

Task 2 – Design Execution Services

2.1 Project Management Team

Provide overall project management, which includes supervision of work, planning and monitoring schedule, reviewing, and submitting invoices, coordination with City of Ukiah staff, and training.

- 2.1.1 Documentation will include project scope, organization chart, roles and responsibilities, communication protocols, schedules, task assignments and other items as needed.
- 2.1.2 Coordinate meetings and prepare agendas as needed, draft and final minutes.
- 2.1.3 Prepare and provide invoices, field reports, purchasing documents, and other items as needed upon request.
- 2.1.4 Coordinate and provide training of new SCADA system for City of Ukiah staff.

2.2 Build and Commission New PLC Panels

The existing treatment facility must remain functional during the construction periods. Modification of project execution elements must be sequenced to allow the treatment process to function without interruption of treatment capability.

- 2.2.1 All other existing PLCs shall remain operational until cut over to the new PLCs is completed.
- 2.2.2 All new PLCs shall be fully tested and approved by City of Ukiah staff before installation.
- 2.2.3 Build, install & test new Package Plant Control Panel (PPCP) PLC panel. After completion, removal of pre-existing PLC panel.
- 2.2.4 Build, install & test new High Service Pump Station (HSPS) PLC panel. After completion, removal of pre-existing PLC panel.
- 2.2.5 Build, install & test new Raw Water Pump Station (RWPS) PLC panel. After completion, removal of pre-existing PLC panel.

2.3 Build and Commission New SCADA Software

The existing treatment facility must remain functional during the construction periods. Modification of project execution elements must be sequenced to allow the treatment process to function without interruption of treatment capability.

- 2.3.1 All existing operator workstations shall remain operational until cut over to the new SCADA system is completed.
- 2.3.2 All new HMIs shall be fully tested and approved by City of Ukiah Supervisor before installation. Coordinate with JM Integration LLC staff for location of new thin client console.
- 2.3.3 Build, install & test new SCADA software. After completion, removal of pre-existing SCADA software and related equipment.

2.4 Programming Services

Provide system integration by way of PLC/HMI programming and development, startup and testing as defined by role of System Integrator in the City of Ukiah SCADA Improvements Project documents.

- 2.4.1 All hardware and software for this project shall be furnished and installed by JM Integration LLC
- 2.4.2 Develop, install & test new Package Plant Control Panel (PPCP) PLC/HMI programming using the corresponding control strategy.
- 2.4.3 Develop, install & test new High Service Pump Station (HSPS) PLC/HMI programming using the corresponding control strategy.
- 2.4.4 Develop, install & test new Raw Water Pump Station (RWPS) PLC/HMI programming using the corresponding control strategy.

2.5 Install RTU Communications

The existing facilities must remain functional during the construction periods. Modification of project execution elements must be sequenced to allow the process to function without interruption of treatment capabilities. Provide system integration by way of telemetry programming and development, startup and testing as defined by role of System Integrator in the City of Ukiah SCADA Improvements Project documents.

- 2.5.1 All hardware and software for this project shall be furnished and installed by JM Integration LLC
- 2.5.2 Install & test new communications equipment including programming and integration into new SCADA system

Task 3 – Support and Ongoing Maintenance

3.1 Post Project Support

Once the Site Acceptance Test (SAT) is complete we will provide training for the City's operation and maintenance staff to familiarize themselves with the new SCADA system.

3.2 Ongoing Maintenance

Responding to requests promptly and following through on promises in a timely manner is important as this demonstrates reliability. In addition to regularly submitted documents such as field reports and invoices, copies and other records can be provided upon request. Our office provides all necessary space and support to operate at no additional cost or expense to customers.

Our normal business hours are Monday-Friday from 9 AM to 5 PM. We can be reached outside normal business hours by visiting our website <https://www.jmintegration.com/contact> or calling (888) 536-8623. Calls are answered in the order received and response times are typically within 2 hours.

Deliverables

- SCADA system documentation, as requested
- Onsite support, as needed
- Remote support, as needed

On-site Support Service Response Time

JM Integration LLC is available to respond to any emergency or troubleshooting calls on a 24/7 basis, including weekends and holidays. Typical response time for non-emergency requests is less than 2 hours of receipt of the request with a maximum of 4 hours. On-site support is provided in a timely manner and can be scheduled within 24 hours.

Virtual Private Network Access

JM Integration LLC maintains reliable internet access and understands Virtual Private Network (VPN) technology. We are familiar and help several water wastewater customers using this and other methods such as LogMeIn, TeamViewer, VNC, etc.

C. Project Team

Jack Miller is both the owner and operator and has over 20 years of experience working with industrial automation and controls. JM Integration LLC will perform all tasks and responsibilities, no subconsultants or subcontractors will be used for this project.



JACK MILLER

I love innovation and problem-solving. Over the course of my career I have been fortunate enough to experience first-hand how each part of the process is put together which allows me to have a deep level of understanding.

My mission is to deliver the best customer service by exceeding clients' needs and providing simple effective solutions based on industry standards and best practices that are functional, sustainable and value driven.

Every day is another opportunity to build trust and deliver value to others.

CONTACT

PHONE:
707-365-1843

WEBSITE:
<https://www.jmintegration.com/>

EMAIL:
jack.miller@jmintegration.com

HOBBIES

Rotary International
Toastmasters International
CrossFit
Personal Growth
Survival Wilderness Training

EDUCATION

Grantham University

May 2018–Present
BS in Electronics Engineering Technology*

UC Davis Extension

October 2011–March 2012
Business and Leadership Courses

Vanden High School

August 1993–June 1997
High School Diploma

EXPERIENCE

California Air National Guard Financial Management

May 2019–Present
Financial Management specialists manage the accounting records and systems. From determining the availability of funds to processing the dispersal of payments to performing audits, we review and approve financial data to ensure that our funds are being utilized responsibly and efficiently.

JM Integration LLC Owner

February 2018–Present
JM Integration LLC is a systems integrator specializing in industrial automation and controls for water and wastewater applications. With over 20 years of experience in electrical, instrumentation, and PLC/HMI programming we can offer a wide range of services that is both professional and cost-effective. We are committed to exceeding our clients' needs and providing simple, effective solutions based on industry standards that are functional, sustainable and value driven.

Telstar Instruments Senior Instrument Specialist/Programmer

April 2013–March 2018
Design, install, or repair electronic equipment for industrial automation. Establish and maintain proper business relationships with customers and peers as well as understanding process controls, electrical drawings, networking technologies and several types of computer programming platforms. Complete projects within budget and on schedule, communicate effectively with team members.

City of Napa Control System Administrator

March 2010–April 2013
Under general direction, oversees the system functions and staff of the water treatment facilities responsible for the maintenance, repair, replacement, design and calibration of process instrumentation, electronic, electrical and mechanical instrumentation and equipment employed in the operation of the water treatment plants and pumping stations. Create new and modify existing PLC/HMI programming, SCADA applications and data collection used for reporting and compliance.

Telstar Instruments PLC/HMI Programmer

January 2006–March 2010

Design, develop, and troubleshoot new and existing PLC/HMI programming. Provide commissioning and startup support for SCADA/DCS systems and work with others as needed to provide insight on the functionality of any controls component. Train customer end users on functionality of the system and provide documentation such as user manuals, control narratives, etc.

Telstar Instruments Instrumentation & Controls Technician

January 2001–January 2006

Inspect, test, calibrate, repair, and adjust instruments that detect, measure, and record changes in industrial environments. Provide in-depth technical knowledge on projects and assist engineers in improving instrument and system performance.

Telstar Instruments Industrial Electrician

October 1997–January 2001

Install, maintain, and repair electrical components, such as control panels. Working in industrial plants and facilities, job sites, or shop environments. Make decisions based on blueprints, schematics, or instructions. Extensive knowledge of electrical safety codes and regulations.

CERTIFICATIONS **International Society of Automation (ISA)**

Tuning Control Loops

Troubleshooting Instrumentation and Control Systems

Industrial Data Communications

Certified Control Systems Technician (CCST) Level 2

Cybersecurity Fundamentals Specialist

Department of Homeland Security (DHS)

Introduction to Control Systems Cybersecurity (Course 101)

Intermediate Cybersecurity for Control Systems (Course 201)

Intermediate Cybersecurity for Control Systems (Course 202)

ICS Cybersecurity (301V/301L)

ICS Cybersecurity Analysis & Evaluation 401V

Rockwell Automation

SLC 500

RSLogix 5000

RSView Supervisory Edition

FactoryTalk Transaction Manager

FactoryTalk VantagePoint

FactoryTalk View

FactoryTalk Historian

Wonderware

Cloud Historian

Plant Reporting

System Platform

InTouch

Alarm Notifications

Dale Carnegie

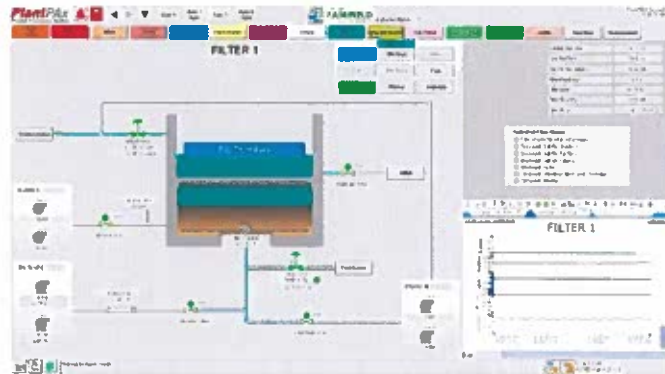
Effective Communications and Human Relations

D. Experiences and References

North Bay Regional Water Treatment Plant (NBRWTP): SCADA Upgrade

Brandan Hiltman, Plant Manager (707) 249-1234

bhiltman@fairfield.ca.gov



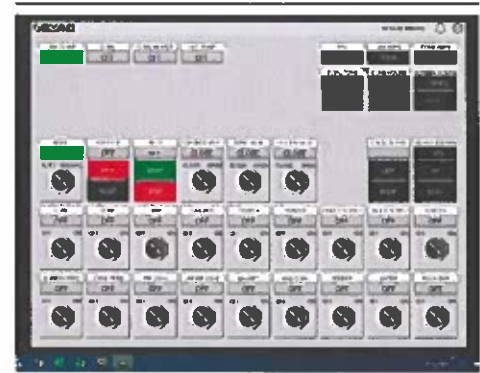
Performed upgrade of existing control system to a PlanPax certified control system. PlantPax is a series of standards set by Rockwell Automation to guarantee delivery of a high availability modernized Distributed Control System (DCS) platform. Existing PLC programming was converted to new PLCs using project specifications control strategies. Collaboration with the City IT staff to implement safe and reliable networking capabilities (VLANs, VPN, etc.) and a virtualized HMI environment. *Note: this experience was performed during a previous employment. The example is shown to display the intellectual property gained*

Syar Industries: Recycle Plant Upgrade

Ian Anderson, Plant Manager (707) 975-7632

iananderson@syar.com

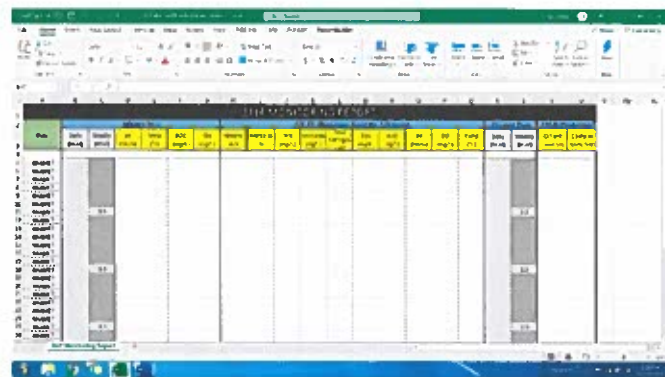
Replaced existing controls programming and interface for Recycle Plant process. No documentation was provided, control narratives were created from scratch by collaboration with operators and supervisors. Automation Direct PLCs and HMI hardware and software were used to provide automatic and manual controls with features such as bumpless transfer, alarms, and interlocks. Ongoing maintenance and support are provided as needed.



Tomales Village Community Services District (TVCS): Monthly Reports and Troubleshooting

Jose Ortiz, General Manager (707) 330-3542

jose91946@sbcglobal.net



Tomales Village Community Services District repaired existing reports spreadsheet using ReportBuilder software. Complete rebuild of reports SQL database, ScadaPhone application, Server OS, and FactoryTalk View SE project from previous versions (RSView32), including alarm notifications, data logs and trends. Performed Cybersecurity assessment and provided recommendations based on industry standards and best practices. Replaced or repaired non-operational instrumentation and calibrated for service and verified scaling against SCADA. On-site services are provided as needed.

Solano Irrigation District (SID): Cement Hill Plant SCADA Upgrade

Jeff Sullivan, IC Supervisor (707) 249-3482

jsullivan@sidwater.org

Upgraded existing SCADA system with new PLCs and SCADA server(s) using Schneider Electric ClearSCADA for the main HMI server and Rockwell Automation FactoryTalk View ME for the remote PLC panels. The project included new electrical distribution, instrumentation, control panels and computer hardware/software components. Two nearly identical water treatment plants running side by side with ethernet communications and a chemical feed control system. State reporting and historical data logging were also a part of this project. Siemens flowmeters were installed and calibrated for the chemical feed process. *Note: this experience was performed during a previous employment. The example is shown to display the intellectual property gained.*



City of Ukiah Water Treatment Plant: Repair/Update SCADA Servers

Michelle Whyburn, Plant Manager (707) 489-3927

mwhyburn@cityofukiah.com



Installed and configured updated SCADA equipment and software such as hard drives, memory, UPS backup, networking, radios, and PC peripherals. Most current revisions of SCADA software and operating system were installed to bring system up to date. Communication failures and alarm notifications were repaired, and system was made operational.

E. Additional Information

CSLB C10 License	1040899
DIR Number	1000059383

F. Cost Proposal

JM Integration LLC cost proposal includes a Not-to-exceed (NTE) amount for all work identified in the Scope of Work section. Travel expenses are in accordance with our current fee schedule which is included as part of this proposal. This NTE cost proposal includes a detailed bill of materials (BOM) and labor for a total of **\$259,755.88**.

Labor

TASK	DESC	HRS	RATE	COST
1	Design Planning Services			
	PMP	32	\$ 170.00	\$ 5,440.00
	ENGR	150	\$ 140.00	\$ 21,000.00
	PROG	0	\$ 130.00	\$ -

	ELEC	0	\$	120.00	\$	-
	INSTM	0	\$	110.00	\$	-
	ADMIN	156	\$	90.00	\$	14,040.00
	PNL SHOP	84	\$	80.00	\$	6,720.00
				Subtotal 1	\$	47,200.00
2	Design Execution Services					
	PMP	4	\$	170.00	\$	680.00
	ENGR	72	\$	140.00	\$	10,080.00
	PROG	520	\$	130.00	\$	67,600.00
	ELEC	104	\$	120.00	\$	12,480.00
	INSTM	0	\$	110.00	\$	-
	ADMIN	139	\$	90.00	\$	12,510.00
	PNL SHOP	0	\$	80.00	\$	-
				Subtotal 2	\$	103,350.00
	Travel					
	Onsite Hours (Estimate)	246		20%		
	POV Mileage	3871	\$	0.58	\$	2,245.38
	Meals & Incidentals	31	\$	76.00	\$	2,335.10
	Lodging	31	\$	200.00	\$	6,145.00
				Subtotal 3	\$	10,725.48
				Total Subtotal	\$	161,275.48
				Other		0
				Total	\$	161,275.48

Bill of Materials (BOM)

PN	MFR	DESC	QTY	UP	EP
		High Service Pump Station (HSPS)			
1606-XLP30E	Allen Bradley	Compact Power Supply, 24-28V DC, 30 W, 120/240V AC / 85-375V DC Input Voltage	1	\$ 173.94	\$ 173.94
5069-L320ER	Allen Bradley	Controller, CompactLogix 5380, 2 MB, 16 I/Os, 40 EtherNet/IP Devices	1	\$ 3,830.00	\$ 3,830.00
5069-IB16	Allen Bradley	5069 Compact I/O 16 Channel 24V DC Sink Input Module	3	\$ 263.00	\$ 789.00
5069-OB8	Allen Bradley	5069 Compact I/O 8 channels high current 2A discrete output	1	\$ 297.00	\$ 297.00
5069-IF8	Allen Bradley	5069 Compact I/O 8 Channel Voltage/Current Analog Input Module	2	\$ 867.00	\$ 1,734.00
5069-OF8	Allen Bradley	5069 Compact I/O 8 Channel Voltage/Current Analog Output Module	1	\$ 1,520.00	\$ 1,520.00
		Miscellaneous Parts	1	\$ 2,000.00	\$ 2,000.00
				Subtotal 1	\$ 10,343.94
		Raw Water Pump Station (RWPS)			
1606-XLP30E	Allen Bradley	Compact Power Supply, 24-28V DC, 30 W, 120/240V AC / 85-375V DC Input Voltage	1	\$ 173.94	\$ 173.94
5069-L320ER	Allen Bradley	Controller, CompactLogix 5380, 2 MB, 16 I/Os, 40 EtherNet/IP Devices	1	\$ 3,830.00	\$ 3,830.00

5069-IB16	Allen Bradley	5069 Compact I/O 16 Channel 24V DC Sink Input Module	2	\$ 263.00	\$ 526.00
5069-OB8	Allen Bradley	5069 Compact I/O 8 channels high current 2A discrete output	1	\$ 297.00	\$ 297.00
5069-IF8	Allen Bradley	5069 Compact I/O 8 Channel Voltage/Current Analog Input Module	2	\$ 867.00	\$ 1,734.00
5069-OF8	Allen Bradley	5069 Compact I/O 8 Channel Voltage/Current Analog Output Module	1	\$ 1,520.00	\$ 1,520.00
		Miscellaneous Parts	1	\$ 2,000.00	\$ 2,000.00
				Subtotal 2	\$ 10,080.94
		Package Plant Control Panel (PPCP)			
1606-XLP50E	Allen Bradley	Compact Power Supply, 24-28V DC, 50 W, 120/240V AC / 85-375V DC Input Voltage	2	\$ 212.48	\$ 424.96
5069-L330ER	Allen Bradley	Controller, CompactLogix 5380, 3 MB User Memory, 31 I/Os, 60 EtherNet/IP Devices	1	\$ 5,600.00	\$ 5,600.00
5069-IB16	Allen Bradley	5069 Compact I/O 16 Channel 24V DC Sink Input Module	9	\$ 263.00	\$ 2,367.00
5069-OB8	Allen Bradley	5069 Compact I/O 8 channels high current 2A discrete output	9	\$ 297.00	\$ 2,673.00
5069-IF8	Allen Bradley	5069 Compact I/O 8 Channel Voltage/Current Analog Input Module	8	\$ 867.00	\$ 6,936.00
5069-OF8	Allen Bradley	5069 Compact I/O 8 Channel Voltage/Current Analog Output Module	2	\$ 1,520.00	\$ 3,040.00
		Miscellaneous Parts	1	\$ 5,000.00	\$ 5,000.00
				\$ -	\$ -
				Subtotal 3	\$ 26,040.96
		SCADA			
	DELL	PowerEdge R340 Server	2	\$ 3,052.80	\$ 6,105.60
	DELL	Dell Latitude 5401 Laptop	1	\$ 1,642.80	\$ 1,642.80
		PLC SOFTWARE	1	\$ 20,000.00	\$ 20,000.00
		Miscellaneous Parts	1	\$ 5,000.00	\$ 5,000.00
				Subtotal 4	\$ 32,748.40
		RTU Communications			
YX9000L-ISM	ELEVATE	Radio, Xeta9-EL, 902-928 MHz (ISM Only), 2x Ethernet, 2x Serial, Linux OS	6	\$ 1,218.90	\$ 7,313.40
		Miscellaneous Parts	1	\$ 3,000.00	\$ 3,000.00
				Subtotal 5	\$ 10,313.40
				Total Subtotal	\$ 89,527.64
				Markup	0.1
				Total	\$ 98,480.40

Monthly Invoices

JM Integration LLC shall provide detailed monthly invoices for completed tasks or hardware/software received. Invoices will include but not be limited to:

- number of hours per task and associated hourly rate(s)
- field service report(s)
- calibration data sheet(s), if applicable

License # 1040899

December 1, 2020

The following rates will be used without increase through December 30, 2021 when preparing fee proposals for specific task orders. All services shall be compensated based on the hourly rates schedule.

Rates

Professional Services	Standard (\$/hr)
Project Management	170
Engineering	140
Programming	130
Electrical	120
Instrumentation	110
Administrative Support	90
Panel Shop	80

Service calls carry a 4-hour minimum per person. Overtime rates are 1.5x the standard rate and will be charged for hours worked more than 8 hours per day (5 days per week, Monday through Friday). Saturdays and Sundays are also billed at the Overtime rate. National Holidays and City of Ukiah Holidays are invoiced at the Holiday rate which 2x the standard rate. Travel time shall be billed at the corresponding Rate.

Travel

	Price
POV (Privately Owned Vehicle) Mileage	Standard Government Rate
Airfares	At cost plus 10%
Meals & Incidental	Standard Government Rate
Lodging	At cost plus 10%

Materials

Material purchases are invoiced at cost plus:

Price	Markup
\$0-999	30%
\$1000-4999	20%
\$5000 or more	10%

Tools & Equipment

Standard tools are included. Special test equipment that may be required will be rented or purchased and billed at cost.

250 Brookdale Drive, Vacaville CA 95687 • Office (888) 536-8623 • Fax (707) 890-3595

G. Proposed Project Schedule

Proposed project schedule is shown below.

TASK	DESCRIPTION	START	END
1.1	Develop Communications Network Design	2/1/21	2/12/21
1.1.1	Collaborate with the UWTP Project Management Team (PMT) to determine hardware and software specifications based on industry standards and best practices. Meeting to discuss existing network architecture Provide draft of proposed new network design that addresses customer inputs and industry standards and best practices City review for approval (document review process)		
1.1.2	Collaborate with the selected network equipment vendor to determine hardware and software specifications based on industry standards and best practices. Meeting with vendors to select hardware based on approved design requirements Provide hardware and software specifications from selected vendor equipment based on approved design requirements City review for approval (document review process)		
1.1.3	Design a network system that provides an acceptable level of redundancy and fault tolerance. Provide draft of proposed new network design that addresses redundancy and fault tolerance using the approved design requirements City review for approval (document review process)		
1.1.4	Design a network system that provides an acceptable level of security and control access Provide draft of proposed new network design that addresses security and control access using the approved design requirements. City review for approval (document review process).		
1.1.5	Provide drawings and specifications for the upgrade or replacement of existing communication network for SCADA and programmable logic controllers (PLCs). Provide draft of proposed new design drawings and specifications. City review for approval (document review process).		
1.2	Develop Cloud SCADA Architecture Design	2/15/21	2/26/21
1.2.1	Collaborate with the UWTP PMT to determine hardware and software specifications based on industry standards and best practices. Meeting to discuss cloud hosting solutions. Provide draft of proposed Cloud SCADA Architecture Design that addresses customer inputs and industry standards and best practices. City review for approval (document review process)		
1.2.2	Collaborate with the selected SCADA software vendor to determine hardware and software specifications based on industry standards and best practices. Meeting with vendors to select hardware and software based on approved design requirements Provide hardware and software specifications from selected vendor equipment based on approved design requirements City review for approval (document review process)		
1.2.3	Design a SCADA system that provides an acceptable level of redundancy and fault tolerance. Provide draft of proposed new network design that addresses redundancy and fault tolerance using the approved design requirements. City review for approval (document review process).		
1.2.4	Design a SCADA system that provides an acceptable level of security and control access. Provide draft of proposed new network design that addresses security and control access using the approved design requirements.		

1.2.5	City review for approval (document review process) Provide drawings and specifications for the upgrade or replacement of existing SCADA software architecture. Provide draft of proposed new design drawings and specifications City review for approval (document review process)		
1.3	Develop Programmable Logic Controller (PLC) Standards	3/1/21	3/5/21
1.3.1	Collaborate with the UWTP PMT to determine hardware and software specifications based on industry standards and best practices. Meeting to discuss existing PLC Standards Provide draft of proposed PLC Standards that addresses customer inputs and industry standards and best practices City review for approval (document review process)		
1.3.2	Collaborate with the selected PLC vendor to determine hardware and software specifications based on industry standards and best practices. Meeting with vendors to select hardware and software based on approved standards and specifications Provide hardware and software specifications from selected vendor equipment based on approved standards and specifications City review for approval (document review process)		
1.3.3	Provide documentation that defines the standards to be used for the supply and programming of all new PLCs. This includes hardware, software, and wiring tag designations. Provide draft of proposed standards and specifications City review for approval (document review process)		
1.4	Develop Human-Machine Interface (HMI) Standards	3/1/21	3/5/21
1.4.1	Collaborate with the UWTP PMT to determine development and software specifications based on industry standards and best practices. Meeting to discuss existing HMI Standards Provide draft of proposed HMI Standards that addresses customer inputs and industry standards and best practices City review for approval (document review process)		
1.4.2	Collaborate with the selected HMI vendor to determine hardware and software specifications based on industry standards and best practices. Meeting with vendors to select hardware and software based on approved standards and specifications Provide hardware and software specifications from selected vendor equipment based on approved standards and specifications City review for approval (document review process)		
1.4.3	Provide documentation that defines the standards to be used for the development and programming of all new HMIs. This includes database definitions, displays, access controls, security, alarms and templates. Provide draft of proposed standards and specifications City review for approval (document review process)		
1.5	Develop Asset Tag Standards	3/1/21	3/5/21
1.5.1	Collaborate with the UWTP PMT to determine development and specifications of all new and upgraded asset tags based on industry standards and best practices. Meeting to discuss existing Asset Tag Standards Provide draft of proposed Asset Tag Standards that addresses customer inputs and industry standards and best practices City review for approval (document review process)		
1.5.2	Provide documentation that defines the standards to be used for the development and identification of asset tags throughout the SCADA system. Provide draft of proposed standards and specifications		

	City review for approval (document review process)		
1.6	Develop Control Strategies	3/8/21	3/19/21
1.6.1	Collaborate with the UWTP PMT to design specifications based on existing operations, industry standards and best practices. Meeting to discuss existing control strategies documentation methods Provide draft of control strategy document template that will be used for programming City review for approval (document review process)		
1.6.2	Develop process and instrumentation diagrams (P&IDs) from existing plant drawings and documentation, based on as-built drawings from the 1992 and 2005 projects. Provide draft of P&IDs that will replace existing plant drawings and documentation City review for approval (document review process)		
1.6.3	Develop narratives for control strategies based on existing logic programming, and include additional monitoring and controls determined during design. Provide draft of control strategies using the template, includes additional monitoring and controls determined during design City review for approval (document review process)		
1.7	Develop PLC Panels Design	3/22/21	3/26/21
1.7.1	Collaborate with the UWTP PMT to design specifications based on existing operations, complexity of the process developed under Task 1.6, communication protocols developed under Task 1.1, and industry standards and best practices for the replacement of all PLCs. Meeting to discuss proposed PLC panel upgrades and locations		
1.7.2	Provide drawings and specifications that define the guidelines to be used for the manufacturing of all new PLC control panels. Provide drawings and specifications for proposed PLC panel upgrades and/or replacements City review for approval (document review process)		
1.8	Develop Execution Documentation	3/22/21	3/26/21
1.8.1	Drawings will be prepared using AutoCAD or similar. 11"x17" will be provided in the submittal. 50% submittal. City review for approval (document review process) 90% submittal. City review for approval (document review process)		
1.8.2	Specifications will be prepared using Microsoft Word. PDF format will be provided in the submittal. 50% submittal. City review for approval (document review process) 90% submittal. City review for approval (document review process) Provide final drawings and specifications documents		
2.1	Project Management Team	2/1/21	6/1/21
2.1.1	Documentation will include project scope, organization chart, roles and responsibilities, communication protocols, schedules, task assignments and other items as needed.		
2.1.2	Coordinate meetings and prepare agendas as needed, draft and final minutes.		
2.1.3	Prepare and provide invoices, field reports, purchasing documents, and other items as needed upon request.		
2.1.4	Coordinate and provide training of new SCADA system for UWTP staff.		
2.2	Build, Install & Test New PLC Panels	5/10/21	5/21/21
2.2.1	All other existing PLCs shall remain operational until cut over to the new PLCs is completed.		
2.2.2	All new PLCs shall be fully tested and approved by UWTP staff before installation.		
2.2.3	Build, install & test new Package Plant Control Panel (PPCP) PLC panel. After completion, removal of pre-existing PLC panel. Build PLC panel per drawings and specifications Factory acceptance testing (FAT) Install PLC panel per drawings and specifications onsite		

2.2.4	Site acceptance testing (SAT)		
	Test and commission PLC panel per drawings and specifications		
	System integration testing (SIT)		
	Removal of pre-existing PLC panel		
	Build, install & test new High Service Pump Station (HSPS) PLC panel. After completion, removal of pre-existing PLC panel.		
	Build PLC panel per drawings and specifications		
	Factory acceptance testing (FAT)		
	Install PLC panel per drawings and specifications onsite		
	Site acceptance testing (SAT)		
	Test and commission PLC panel per drawings and specifications		
2.2.5	System integration testing (SIT)		
	Removal of pre-existing PLC panel		
	Build, install & test new Raw Water Pump Station (RWPS) PLC panel. After completion, removal of pre-existing PLC panel.		
	Build PLC panel per drawings and specifications		
	Factory acceptance testing (FAT)		
	Install PLC panel per drawings and specifications onsite		
	Site acceptance testing (SAT)		
	Test and commission PLC panel per drawings and specifications		
	System integration testing (SIT)		
	Removal of pre-existing PLC panel		
2.3	Build, Install & Test New SCADA Software	4/5/21	5/28/21
2.3.1	All existing operator workstations shall remain operational until cut over to the new SCADA system is completed.		
2.3.2	All new HMIs shall be fully tested and approved by UWTP Supervisor before installation. Coordinate with UWTP staff for location of new thin client console.		
2.3.3	Build, install & test new SCADA software. After completion, removal of pre-existing SCADA software and related equipment.		
	Install thin client console and configure per specifications		
	Build SCADA software architecture and configure per specifications		
	System integration testing (SIT)		
	Removal of pre-existing SCADA equipment and software		
2.4	Programming Services	4/5/21	5/28/21
2.4.1	All hardware and software for this project shall be furnished and installed by JM Integration LLC		
2.4.2	Develop, install & test new Package Plant Control Panel (PPCP) PLC/HMI programming using the corresponding control strategy.		
	Develop and download PLC/HMI programming per specifications and corresponding control strategy		
	System integration testing (SIT)		
2.4.3	Develop, install & test new High Service Pump Station (HSPS) PLC/HMI programming using the corresponding control strategy.		
	Develop and download PLC/HMI programming per specifications and corresponding control strategy		
	System integration testing (SIT)		
2.4.4	Develop, install & test new Raw Water Pump Station (RWPS) PLC/HMI programming using the corresponding control strategy.		
	Develop and download PLC/HMI programming per specifications and corresponding control strategy		
	System integration testing (SIT)		

H. Exceptions

JM Integration LLC takes no exceptions with respect to the City of Ukiah Scope of Services, insurance requirements and/or the draft agreement as shown in the RFP documentation.



AGENDA SUMMARY REPORT

SUBJECT: Approval of Change Order #3 to CV Larsen Company in the Amount of \$173,283.12 for Pressure Zone 2 South Reservoir Replacement Project, Specification No. 20-02 for a Total Revised Contract Amount of \$742,053.88.

DEPARTMENT: Water Resources **PREPARED BY:** Sean White, Water Resources Director, Jarod Thiele, Public Works Management Analyst
PRESENTER: Consent Calendar

ATTACHMENTS:

1. PZ2STankFCO3

Summary: Council will consider approving Change Order #3 to CV Larsen Company in the amount of \$173,283.12 for Pressure Zone 2 South Reservoir Replacement Project, Specification No. 20-02, for a total revised contract amount of \$742,053.88.

Background: On July 1, 2020, Council awarded a contract to CV Larsen Company in the amount of \$526,500 for the replacement of the Pressure Zone 2 South (PZ2S) Reservoir that is located above the golf course.

Discussion: Construction began in August, 2020 with the demolition of the existing tank. Following demolition, a number of original design elements were modified to improve project access and reliability. Primary modifications in change order #3 (Attachment 1) include altering the foundation to permit improved vehicular access as well as replacement of approximately 400 feet of the water main that supplies both Pressure Zone 2 Reservoirs.

Change Orders 1 and 2 totaling \$42,270.76 were authorized under the Public Works Director's change order authority. These change orders were for additional engineering services and site work not included in the original contract. The total revised contract amount including all change orders will be \$742,053.88.

An internal budget transfer within the Fund, which falls under the City Manager's authority to approve, will be made to cover the identified change orders for this particular project. Therefore, a budget amendment will not be required.

Recommended Action: Approve Change Order #3 to CV Larsen Company in the Amount of \$173,283.12 for Pressure Zone 2 South Reservoir Replacement Project, Specification No. 20-02, for a total revised contract amount of \$742,053.88.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 82227113.80230 PC 15071- \$598,617

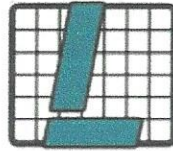
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Water Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 2021-087

COORDINATED WITH: Tim Eriksen, Director of Public Works/City Engineer

Approved: 
Sage Sangiacomo, City Manager



C.V. LARSEN CO.
ENGINEERING CONTRACTORS
1846 Ludwig Ave Santa Rosa CA 95407-6413
(707) 526-3750 V (707) 571-8481 Fax
www.cvlarsen.com * bigskyhorse@hotmail.com

FIELD CHANGE ORDER

CHANGE ORDER NO. 3

DATE: 12/7/2020

PROJECT: PZ2S Tank Replacement Project #2021-087

OWNER: City of Ukiah CONTRACT DATE: July 6, 2020

TO: Jarod Thiele, City of Ukiah

This Change Order modifies the provisions of that certain contract dated 6 July 2020 by and between Owner and Contractor. The following change is hereby directed in the performance of the contract work:

This Change Order is for additional civil site work at the Pressure Zone 2 Tank Site.

Scope of Work

Additional mobilization of machinery and materials, clearing, excavation, stormwater protection, compacted fill, placement of rock slope protection, revising drainage inlet, replacement of valley gutter, installation of new 455' of 6" pipeline and hydrant.

As a result of the change described above, the amount payable to the contractor is modified as follows: 1 LS \$173,283.12

As a result of the change(s) described above, the time permitted for performance of this contract is hereby modified as follows: Additional 45 working days.

Except as set forth above, all terms and provisions of the contract and all prior change orders remain in full force and effect.

Owner

Date

Contractor

Date

12/7/2020

13:43

City of Ukiah CCO No. 3

Project & Job# PZ2S Tank Site
Date of Letting: 12/7/20

CONTRACT TOTAL BID=====➔ \$173,283.12

Quote To:

Bidder's Name: C.V. Larsen Co.
Bidder's Address:

ITEMS OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT
Additional clearing and grubbing	LS	1.0	6,439.40	6,439.40
Additional excavation	CY	612	21.25	13,005.00
Compacted fill	CY	612	16.73	10,238.76
Additional bmp's	LS	1	7,632.09	7,632.09
Furnish and place rap rap rsp	TON	72	265.17	19,092.24
Modify 4' dia drop inlet	LS	1	2,676.58	2,676.58
Demo and replace pcc 'v' gutter	LF	60	180.58	10,834.80
Replace 6" pipeline	LF	425	243.21	103,364.25

Bid Total=====➔ 173,283.12



AGENDA SUMMARY REPORT

SUBJECT: Approve the Renewal of the ESRI Geographical Information System (GIS) Software Licensing Agreement for a Term of Three Years in the Amount of \$27,500 Annually for a Total of \$82,500 Plus Applicable Sales Tax.

DEPARTMENT: Public Works **PREPARED BY:** Jarod Thiele, Public Works Management Analyst
PRESENTER: Consent Calendar

ATTACHMENTS:

1. Ukiah EA Renewal 2021-2024_Q-419134

Summary: Council will consider approval of the renewal of the ESRI Geographical Information System (GIS) Software Licensing Agreement for a term of three years in the amount of \$27,500 annually for a total of \$82,500 plus applicable sales tax.

Background: The ESRI Geographical Information System software is the City's primary mapping and GIS software. The software provides centralized and standardized maps throughout the organization which can be easily accessed by staff and others through various applications used by the organization.

Discussion: The uses of the maps include but are not limited to: mapping of assets and infrastructure, visual representation of statistical data, area based noticing and alerting, real time tracking of city equipment, and incident management. All city departments benefit from the features including but not limited to: Public Works, Water Resources, Planning, Electric, Community Services and Finance.

Staff requests authorization to renew the mapping software license quote (Attachment 1) for a total amount of \$82,500, plus applicable taxes and fees, for a three-year term. There are currently maps on the City's website generated by this software that provide information to the public. The renewal provides the City with unlimited use of the software, updates, vouchers for training, and Tier 1 (priority) product support.

Recommended Action: Approve the Renewal of the ESRI Geographical Information System (GIS) Software Licensing Agreement for a Term of Three Years in the Amount of \$27,500 Annually for a Total of \$82,500 Plus Applicable Sales Tax.

BUDGET AMENDMENT REQUIRED: No

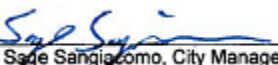
CURRENT BUDGET AMOUNT: 10024210.54320- \$7,000; 82027110.54320- \$7,000; 84027221.54320- \$10,500, 80026400.54320- \$16,200

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Tim Eriksen, Director of Public Works/City Engineer

Approved: 
Sage Sangiacomo, City Manager



Quotation # Q-419134

Date: January 19, 2021

Customer # 281771 Contract #

City of Ukiah
Information Technology Dept
411 Clay St
Ukiah, CA 95482

ATTENTION: Jarod Thiele
PHONE: (707) 463-6755
EMAIL: jthiele@cityofukiah.com

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

To expedite your order, please attach a copy of this quotation to your purchase order.

Quote is valid from: 1/19/2021 To: 4/19/2021

Material	Qty	Term	Unit Price	Total
168177	1	Year 1	\$27,500.00	\$27,500.00
Populations of 0 to 25,000 Small Government Term Enterprise License Agreement				
168177	1	Year 2	\$27,500.00	\$27,500.00
Populations of 0 to 25,000 Small Government Term Enterprise License Agreement				
168177	1	Year 3	\$27,500.00	\$27,500.00
Populations of 0 to 25,000 Small Government Term Enterprise License Agreement				
			Subtotal:	\$82,500.00
			Sales Tax:	\$0.00
			Estimated Shipping and Handling (2 Day Delivery):	\$0.00
			Contract Price Adjust:	\$0.00
			Total:	\$82,500.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:

Jesse Gonzalez

Email:

jesse_gonzalez@esri.com

Phone:

(909) 793-2853 x1106

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

GONZALEZJ

This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:

Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



SMALL ENTERPRISE AGREEMENT COUNTY AND MUNICIPALITY GOVERNMENT (E214-1)

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities**Desktop Software and Extensions (Single Use)**

ArcGIS Desktop Advanced
 ArcGIS Desktop Standard
 ArcGIS Desktop Basic
 ArcGIS Desktop Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS
 Schematics, ArcGIS Workflow Manager, ArcGIS Data
 Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise and Workgroup
 (Advanced and Standard)
 ArcGIS Monitor
 ArcGIS Enterprise Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS
 Workflow Manager

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Engine
 ArcGIS Engine Extensions: ArcGIS 3D Analyst, ArcGIS
 Spatial Analyst, ArcGIS Engine Geodatabase Update,
 ArcGIS Network Analyst, ArcGIS Schematics
 ArcGIS Runtime (Standard)
 ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer
 Two (2) ArcGIS CityEngine Single Use Licenses
 50 ArcGIS Online Viewers
 50 ArcGIS Online Creators
 10,000 ArcGIS Online Service Credits
 50 ArcGIS Enterprise Creators
 2 ArcGIS Insights in ArcGIS Enterprise
 2 ArcGIS Insights in ArcGIS Online
 5 ArcGIS Tracker for ArcGIS Enterprise
 5 ArcGIS Tracker for ArcGIS Online
 2 ArcGIS Parcel Fabric User Type Extensions (Enterprise)
 2 ArcGIS Utility Network User Type Extensions (Enterprise)

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Esri	2
Maximum number of sets of backup media, if requested*	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1** If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2** If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



AGENDA SUMMARY REPORT

SUBJECT: Approve Budget Amendment in the Amount of \$40,000 to Establish an Account for the Payment of Fees to the Mendocino Local Agency Formation Commission Related to FY 2020-21 Reorganization Applications and the City's Municipal Service Review and Sphere of Influence Update.

DEPARTMENT: Community
Development

PREPARED BY: Craig Schlatter, Community Development
Director

PRESENTER: Consent Calendar

ATTACHMENTS:

1. CC Reso 2020-06 - Adopting Annexation Policy

Summary: Council will consider approval of a budget amendment in the amount of \$40,000 to establish an account for the payment of fees to the Mendocino Local Agency Formation Commission (LAFCo) related to FY 2020-21 reorganization applications and the City's Municipal Service Review/Sphere of Influence update.

Background: On January 16, 2020, the City Council adopted Resolution No. 2020-06, adopting an annexation policy for the City of Ukiah (Attachment 1). The Annexation Policy notes, in part, that the "City will pursue, apply for, and support the annexation of unincorporated areas to the City to avoid the negative consequences of continued urban sprawl and to ensure the efficient provision of municipal services to unincorporated areas without placing an undue financial burden on the City or its residents."

Towards implementation of Council's direction, Staff has been developing reorganization applications for future submittal to the Mendocino Local Agency Formation Commission (LAFCo). Reorganization applications directed by Council include the following: 1) application for the City's annexation of City-owned properties located in Mendocino County unincorporated areas; 2) application for the Ukiah Valley Fire District's annexation of the City of Ukiah incorporated area; 3) application for the City's annexation of unincorporated areas within the area commonly known as the Brush Street Triangle and Masonite Area properties; and 4) application for the detachment of the Ukiah Valley Sanitation District from City incorporated areas.

LAFCo requires an application fee for all reorganization applications. LAFCo's application fee works similarly to the City's major discretionary planning permit applications, whereby the applicant deposits an initial deposit fee and staff charge time against this initial deposit for cost recovery purposes. The range of the initial deposit fee charged by LAFCo varies depending on the amount of work anticipated by LAFCo for the application.

Staff anticipates submitting two reorganization applications for the remainder of FY 2020-21 (through June 30, 2021)- the application for the City's annexation of City-owned properties in unincorporated areas; and the Ukiah Valley Fire District (UVFD)'s annexation of the City of Ukiah incorporated area.

In addition to reorganization applications currently in development, the City's Municipal Service Review (MSR) and Sphere of Influence (SOI) update are listed on LAFCo's work plan to be initiated in FY 2020-21. On December 2, 2020, Council approved authorization for the City Manager to negotiate and execute an agreement with Mendocino LAFCo to procure services for preparation of the City's MSR/SOI. Council also

authorized a corresponding budget amendment for the MSR/SOI, with a budgeted amount of \$59,820 for FY 2020-21. This budgeted amount was based upon the cost proposal submitted by the selected MSR/SOI consulting firm and the MSR/SOI being started in January 2021 and completed by June 30, 2021. Due to recent delays, it looks likely the MSR/SOI will be started by early March and concluded by September 2021.

Discussion: The check for the initial deposit fee of \$5,000 for the annexation of City-owned properties has already been prepared. It is not anticipated additional budgetary authority will be needed for this application. The application fee for the UVFD's annexation is expected to be between \$5,000 and \$10,000, and some pre-application costs have already been charged by LAFCo for preliminary application discussions between City and LAFCo staff. Staff recommends \$10,000 be budgeted for this application for FY 2020-21.

Because the MSR/SOI review and possible update is not anticipated to begin until March 2021, Staff recommends \$30,000 be budgeted for this work for FY 2020-21. Staff also recommends the budget approved for the MSR/SOI account, No. 20012200.52100, be transferred into a newly created object /line item within City-Wide Admin Services for LAFCo related fees including reorganization applications and MSR/SOI updates of the future.

Staff recommends Council approve a budget amendment in the amount of \$40,000 to establish an account for the payment of fees to Mendocino LAFCo related to FY 2020-21 reorganization applications and the City's MSR/SOI update.

Recommended Action: Approve a budget amendment in the amount of \$40,000 to establish an account for the payment of fees to the Mendocino Local Agency Formation Commission (LAFCo) related to FY 2020-21 reorganization applications and the City's Municipal Service Review and Sphere of Influence Update.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: \$0

PROPOSED BUDGET AMOUNT: \$40,000; 20012200.52304

FINANCING SOURCE: Indirect allocation

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Daniel Buffalo, Finance Director

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2020-06

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADOPTING ANNEXATION POLICY

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides for the annexation of unincorporated areas within a City's sphere of influence; and

WHEREAS, on August 27, 2019, the Ukiah City Council provided direction to staff to prepare and adopt annexation policies as part of the City's long-term land use planning and City Council Strategic Plan; and

WHEREAS, the City intends, in part through the attached Annexation Policy, to avoid the consequences of continued urban sprawl in the Ukiah Valley, to ensure the efficient provision of municipal services, and to protect open space and prime agricultural land in the Ukiah Valley; and

WHEREAS, the City envisions a future of the Ukiah Valley as a thriving community that is politically, economically, environmentally, and socially sustainable; and

WHEREAS, the City desires to provide annexation policies for the City and property owners within the City's sphere of influence that promote the successful annexation of unincorporated areas.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UKIAH DOES HEREBY RESOLVE to adopt the Annexation Policy attached as Exhibit A, which shall be endorsed to show adoption by the City Council on January 16, 2019 and made publicly available.

PASSED AND ADOPTED this 16th day of January, 2020, by the following roll call vote:

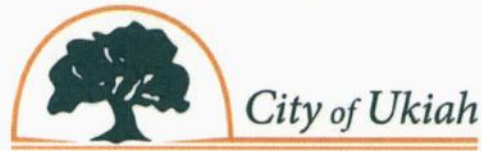
AYES: Councilmembers Mulheren, Brown, Scalmanini, and Mayor Crane
NOES: None
ABSENT: None
ABSTAIN: None


Douglas F. Crane, Mayor

ATTEST:


Kristine Lawler, City Clerk

EXHIBIT A



Annexation Policy

The City will pursue, apply for, and support the annexation of unincorporated areas to the City to avoid the negative consequences of continued urban sprawl and to ensure the efficient provision of municipal services to unincorporated areas without placing an undue financial burden on the City or its residents.

The City's Sphere of Influence reflects the City's intent and ability to apply to annex those territories within that Sphere of Influence. The City's Sphere of Influence should be updated periodically and as necessary to reflect any change in the City's intent or ability to annex unincorporated territory.

The City's Area of Interest reflects that territory outside its Sphere of Influence where the City has an interest in ensuring orderly development and the efficient provision of municipal services, and a financial interest in the implications of any such development and services. The City will consider providing services to unincorporated areas within its Area of Interest when the City and all local agencies with relevant jurisdiction, if any, arrive at an agreement ensuring the City is adequately compensated for the costs it incurs and/or will incur due to development in its Area of Interest.

The City will apply for the annexation of unincorporated areas and will support property owners who desire to annex to the City where the City determines it to be in its residents' interests to do so, to promote orderly development, to implement General Plan goals and objectives, and/or to ensure the efficient provision of municipal services.

In pursuing, applying for, or supporting annexation, the City will demonstrate that existing or planned-for facilities, infrastructure and improvements, and municipal services are or will be available, including but not limited to: vehicular and pedestrian traffic corridors, fire protection, sewer, electricity, and municipal and industrial water, in accordance with City standards and General Plan goals and objectives, to those areas proposed to be annexed.

The City will pursue, apply for, or support annexations that could affect open space and prime or unique agricultural lands, when it is satisfied that they will be adequately protected.

The City will pursue, apply for, or support annexation in those cases where significant environmental impacts have been mitigated or avoided as appropriate.

The City will develop, maintain, and make publicly-available a City of Ukiah Annexation Guide that includes an annexation applicant's responsibilities, the requirements for environmental review, requirements for development plans, and fees associated with applications for annexation.

If appropriate, and as it may be amended, the City will incorporate and include this Annexation Policy in its 2040 General Plan.



AGENDA SUMMARY REPORT

SUBJECT: Accept and Authorize Expenditure of a Grant Award from the California Fire Foundation in the Amount of \$10,000.00 for Fireline Hose Clamps and Wildland PPE Fireline Packs; and Approve Corresponding Budget Amendments.

DEPARTMENT: Fire **PREPARED BY:** Eric Singleton, Battalion Chief
PRESENTER: Consent Calendar

ATTACHMENTS:

None

Summary: Council is requested to approve the expenditure and corresponding budget amendments of grant funds received from the California Fire Foundation in the amount of \$10,000 for fireline hose clamps and Wildland PPE Fireline Packs.

Background: The Ukiah Valley Fire Authority (UVFA) has been actively seeking alternative funding sources to help supplement the replacement of our aging and out of service fire equipment and personal protective equipment (PPE). One of the avenues we have been exploring is grant funding. We are excited to announce that the UVFA has been approved and received a California Fire Foundation grant.

Discussion: The California Fire Foundation Grant applied for and received was for item-specific equipment, fireline hose clamps, and Wildland PPE Fireline Packs. The hose clamps are utilized in the Wildland firefighting setting, allowing crews to extend or add additional hoses to a hoselay while containing the fire's spread without the need to shut off the water supply. The Wildland PPE Fireline Packs, also known as Web-Gear, are also utilized in the Wildland firefighting setting. All firefighters wear these packs during fire suppression activities. All firefighters carry these packs to have the essential items needed in the field, including a last resort fire shelter required by National Fire Protection Association (NFPA), and National Wildfire Coordinating Group (NWCG) standards during any fire suppression activities.

As a result of this grant award, the budget needs to be amended. Therefore, staff is requesting approval of a budget amendment in the amount of \$5,000, which represents 50% of the grant award, to amend both the revenue account (10021000.43209.18158), and the expense account (10021210.54100.18158). Staff will require the same approval from the Ukiah Valley Fire District to amend their budget for the remaining half of the grant award.

Recommended Action: Approve expenditure of a grant award from the California Fire Foundation in the amount of \$10,000.00 for fire equipment and personal protective equipment (PPE) for the Ukiah Valley Fire Authority, and approval of corresponding budget amendments.

BUDGET AMENDMENT REQUIRED: Yes.

CURRENT BUDGET AMOUNT: 10021000.43209.18158 (Revenue): \$0; 10021000.54100.18158 (Expense): \$0

PROPOSED BUDGET AMOUNT: 10021000.43209.18158 (Revenue): \$5,000; 10021000.54100.18158 (Expense): \$5,000

FINANCING SOURCE: California Fire Foundation Grant

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Doug Hutchison- Fire Chief

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Accept and Authorize Expenditure of Grant Funds from FM Global in the Amount of \$3,339.00 for two (2) Combustible Gas Detectors; and Approval of Corresponding Budget Amendments.

DEPARTMENT: Fire **PREPARED BY:** Eric Singleton, Battalion Chief
PRESENTER: Consent Calendar

ATTACHMENTS:

None

Summary: Council is requested to approve grant funds distribution through FM Global Fire Prevention Grant in the amount of \$3,339.00; and approve corresponding budget amendments.

Background: The Ukiah Valley Fire Authority (UVFA) has been actively seeking alternative funding sources to supplement costs related to fire prevention and arson detection. One of the avenues we have been exploring is grant funding. We are excited to announce that the UVFA has been approved for its second grant for Fiscal Year 2020-21, this time from FM Global Fire Prevention.

Discussion: The FM Global Fire Prevention Grant applied for and received was for two combustible gas detectors. The Fire Prevention Bureau will utilize these detectors to assist with the detection of combustible fuels helping with cause determination and arson investigation(s). The Fire Prevention Bureau investigates fires locally and has continuously been involved with multiple fire investigations countywide through mutual-aid and cost-reimbursement contracts. These detectors will help continue the prestigious service the bureau offers and allow our team members to use cutting edge technology within their investigations.

As a result of this grant award, the budget needs to be amended. Therefore, staff is requesting approval of a budget amendment in the amount of \$1,669.50, which represents 50% of the grant award, to amend both the revenue account (10021000.43209.18231), and the expense account (10021000.54100.18231). Staff will require the same approval from the Ukiah Valley Fire District to amend their budget for the remaining half of the grant award.

Recommended Action: Accept the grant from FM Global, and authorize the expenditure of \$3,339.00 for two (2) combustible gas detectors; and approve corresponding budget amendments.

BUDGET AMENDMENT REQUIRED: Yes.

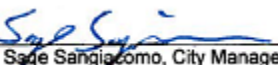
CURRENT BUDGET AMOUNT: 10021000.43209.18231 (Revenue): \$0; 10021000.54100.18231 (Expense): \$0

PROPOSED BUDGET AMOUNT: 10021000.43209.18231: \$1,669.50; 10021000.54100.18231: \$1,669.50

FINANCING SOURCE: FM Global Fire Prevention Grant

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Doug Hutchison- Fire Chief

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Report of a Contract with Cordico Psychological Corporation for the Use of Cordico's Wellness Software, and Approve Its Continued Use.

DEPARTMENT: Police **PREPARED BY:** Justin Wyatt, Police Chief
PRESENTER: Consent Calendar

ATTACHMENTS:

1. Cordico Agreement - 1920-193

Summary: Council will receive a report of a contract with Cordico Psychological Corporation for the use of their Cordico Wellness Software (app), and consider the approval of the continued use of this contract.

Background: It is well recognized that law enforcement professionals face significant stressors, pressures, and demands over the course of their careers. Ukiah Police Department members respond to traumatic events and critical incidents regularly, and research reveals that on the job stress can impact well-being and career longevity. In late 2019 staff identified a resource which provides access to specialized wellness resources and services for law enforcement employees through a phone-based wellness app.

In January, 2020 staff worked with the Procurement Department to enter into an agreement with Cordico to acquire the use of Cordico's customizable mobile wellness app on a trial basis. Please refer to Attachment 1. This is an agreement that is paid on an annual basis in the amount of \$10,000 per year, and can be cancelled anytime with a 60-day notice. Funding for this service is from the Department's State Asset Forfeiture Fund, which is an appropriate use of these funds.

Staff has determined that during the first year of the agreement, the Cordico App was downloaded more than 90 times. The modules visited included Department Links, Messages, Peer Support, Officer Wellness Toolkit, and Therapist Finder. Each module was visited on average over 135 times, with over 650 total visits to these modules. It is for these reasons that it was decided to continue the use of the app, for a total amount of \$20,000 paid to date for this agreement.

Discussion: Cordico's technology allows for rapid and easy access anytime to confidential, proactive, and preventative wellness support specifically for law enforcement through a customizable and continuously updated wellness platform. Through Cordico law enforcement professionals are afforded handheld access to features and benefits that include; resources for physically and emotionally healthy habits, nutrition, COVID-19, self-assessments, instructional videos, maps of vetted providers, peer support, coping and resiliency, financial fitness, stress management, as well as tools for specific problems including alcohol abuse, anxiety, depression, insomnia, marital problems, job burnout, trauma and suicide risk.

Having anonymous and instant access to Cordico's services and its assessment tools can help first responders see what might be bothering them at the time, and what resources are available for them. Cordico

is the only company providing on-demand access to wellness services in this manner.

Staff believes it is important to promote strategies that protect physical and mental well-being over the span of a law enforcement career. Based on the popularity and considerable use of this resource over the past year, combined with the vast amount of readily available important resources, staff has determined the Cordico wellness app is a significant benefit to the health and well-being of Ukiah Police Department's members. Staff is requesting Council approve the continued use and maintenance of Cordico's Wellness App in the amount of \$10,000 on an annual basis, and as approved through each fiscal year's budget.

Recommended Action: Receive a report of a contract with Cordico Psychological Corporation for the use of their Cordico Wellness Software (app), and approve the continued use of this contract.

BUDGET AMENDMENT REQUIRED: No

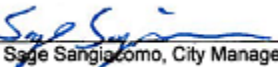
CURRENT BUDGET AMOUNT: 63020210.52100: \$10,000

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Asset Forfeiture Funds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 1920193

COORDINATED WITH: Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager

CLIENT SERVICES AGREEMENT

This Client Services Agreement (the "Agreement") is between Cordico Psychological Corporation with its principal place of business at 2377 Gold Meadow Way, Suite 100, Gold River, California 95670 ("Cordico") and the Ukiah Police Department located in the State of California ("Client").

1. Services. Cordico shall provide for Client services described and defined as follows:

1.1. Creation and maintenance of a customized mobile wellness app branded for the Ukiah Police Department. Cordico will own the app and the underlying technology, and will provide the customized mobile wellness app to Ukiah Police Department representatives within 120 days of the final execution of this Agreement, provided that the Ukiah Police Department provides Cordico with the necessary image files, contact information, and additional input necessary to complete the app in a timely manner. The apps shall contain a variety of content and features, including, but not limited to, the following:

1.1.1. Ukiah Police Department-Branded App

1.1.2. Ukiah Police Department-Customized App

1.1.3. Apple iOS + Android Compatible

1.1.4. Confidential Access

1.1.5. Private Deployment

1.1.6. Alcohol Abuse

1.1.7. Anger Management

1.1.8. Behavioral Health Tools

1.1.9. Critical Incidents

1.1.10. Chaplain Support (as applicable)

1.1.11. Depression

1.1.12. Emotional Health

1.1.13. Family Support

1.1.14. Financial Fitness

1.1.15. Healthy Habits

1.1.16. Local Resources (as applicable)

1.1.17. Mental Toughness

1.1.18. Mindfulness

1.1.19. New Hire: Keys to Wellness

- 1.1.20. Peak Performance**
- 1.1.21. Peer Support (as applicable)**
- 1.1.22. Posttraumatic Stress**
- 1.1.23. Psychological First Aid**
- 1.1.24. Push Notifications (optional)**
- 1.1.25. Relationship Success**
- 1.1.26. Resilience Development**
- 1.1.27. Retirement: Getting Prepared**
- 1.1.28. Self-Care Checklists**
- 1.1.29. Sleep Optimization**
- 1.1.30. Stress Management**
- 1.1.31. Stress Response**
- 1.1.32. Suicide Prevention**
- 1.1.33. Supporting Children Who Fear for Your Safety**
- 1.1.34. Therapist Finder with Geo-Location (as applicable)**
- 1.1.35. Trauma**
- 1.1.36. Wellness Self-Assessment Tools**
- 1.1.37. Wellness + Technology Updates**
- 1.1.38. Wellness Videos**
- 1.1.39. Work-Life Balance**

1.2. Annual subscription fee in section 1.3 covers all costs related to the apps including build, design, licensing, maintenance, and ongoing updates. Any costs related to therapist vetting, counseling or therapy services, critical incident debriefings, or other professional services are not included.

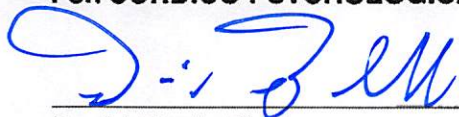
1.3. Compensation and Billing. Client shall pay Cordico \$10,000, invoiced when development of app begins, for the services outlined in 1.1, followed by an annual subscription fee of \$10,000 per year, invoiced on an annual basis, beginning one year from the date of the initial invoice. Fees will be billed via invoice with payment due upon receipt.

1.4. Term. The Term of this Agreement shall commence on the date this Agreement is signed by both parties. This Agreement may be terminated at any time by either party in writing with a minimum of sixty days advance notice.

2. **Independent Contractor.** The parties acknowledge and agree that Cordico is an independent contractor and that the relationship between Cordico and Client is not that of employee and employer.
3. **No Warranty; Limited Liability.** Cordico makes no warranty of any kind with respect to the services provided by it under this Agreement. In no event shall Cordico, or any of its officers, agents, members, managers, or employees, be liable to Client for any indirect, special, incidental, or consequential damages (including without limitation lost profits and attorney's fees and costs of suit) of any kind.
4. **Indemnification.** Cordico shall indemnify, defend and hold harmless Client and its officers, agents, members, managers, and employees from any and all damage, loss, and liability (including attorney's fee and costs of suit) arising out of or relating to any act or omission of Cordico. Client shall indemnify, defend and hold harmless Cordico and its officers, agents, members, managers, and employees from any and all damage, loss, and liability (including attorney's fee and costs of suit) arising out of or relating to any act or omission of Client.
5. **Integration.** This Agreement constitutes the entire agreement between the parties concerning the subject matter of this Agreement, and it supersedes all prior agreements, understandings, negotiations, and proposals (whether written or oral) concerning the subject matter of this Agreement.
6. **Amendment.** This Agreement may not be amended except in a writing signed by both parties.
7. **Severability.** If any section of this Agreement is held to be invalid, the remaining sections of this Agreement will not be affected.
8. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, not including its choice of law rules.
9. **Disputes; Choice of Forum.** In the event of any dispute between the parties to this Agreement, the parties shall attempt in good faith to mediate and resolve the dispute without legal action. In the event the dispute cannot be resolved by mediation, any proceedings to enforce the terms of this Agreement or arising out of or related to the subject matter of this Agreement shall be commenced solely in the Superior Court for the County of Sacramento, or, if that court lacks jurisdiction over the subject matter of the litigation, in the United States District Court for the Eastern District of California.
10. **Attorneys' Fees and Costs.** The prevailing party in any suit or action to enforce the terms of this Agreement or arising from the subject matter of this Agreement shall recover its attorneys' fees and costs of suit.
11. **Counterparts.** This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement.
12. **Spouses/Significant Others.** The Ukiah Police Department Wellness App will be available for unlimited use to all Ukiah Police Department personnel and their spouses and significant others.

IN WITNESS WHEREOF, the parties hereto execute and date this Agreement.

FOR CORDICO PSYCHOLOGICAL CORPORATION



David Black, Ph.D.
President
Cordico Psychological Corporation

1/8/2020

DATE

FOR CLIENT



Printed Name: Sgt. Sergio

Title: City Manager

Authorized Signatory
Ukiah Police Department

1-7-2020

DATE



AGENDA SUMMARY REPORT

SUBJECT: Update on Emergency Repair of the Yosemite Drive Water Main and Determine that Emergency Conditions Continue to Require the Emergency Repair.

DEPARTMENT: Public Works **PREPARED BY:** Jarod Thiele, Public Works Management Analyst

PRESENTER: Tim Eriksen, Public Works Director/City Engineer

ATTACHMENTS:

1. Resolution 2020-63 Yosemite Drive Water Main Emergency Work

Summary: The City Council will review the status of the emergency award of contract to repair the Yosemite Drive Water Main, to comply with Public Contract Code Section 22050.

Background: At their regular meeting of November 4, 2020, the City Council voted to adopt a resolution finding that emergency conditions would not allow sufficient time to publicly bid the repair of the Yosemite Drive Water Main. Please refer to Attachment 1 for a copy of the resolution.

The City Council awarded a contract to Wipf Construction under Public Contract Code Section 22050 to repair the Yosemite Drive Water Main. That section allows such repairs without competitive bidding in an emergency, if the City Council on a 4/5 vote makes specified finding. However, please note, that staff solicited quotes from two additional companies before making the award recommendation.

Discussion: Under Public Contract Code 22050, Subsection (c)(1) the City Council is required to review the emergency action taken on November 4th at every regularly scheduled meeting thereafter until the action is terminated.

In reviewing the action, the City Council must determine whether the emergency conditions excusing competitive bidding continue for the repair of the Yosemite Drive Water Main. It must make that finding by a 4/5 vote.

The water main, water services, and trench paving work are complete. Once the weather improves, the small section of street reconstruction work will begin.

Recommended Action: Determine that emergency conditions continue to require the repair of the Yosemite Drive Water Main without competitive bidding.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Tim Eriksen, Director of Public Works/City Engineer; Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2020-63**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING PURSUANT TO PUBLIC CONTRACT CODE SECTION 22050 THE EMERGENCY PROCUREMENT WITHOUT PUBLIC BIDDING OF CONSTRUCTION SERVICES TO REPAIR THE WATER MAIN ON YOSEMITE DRIVE****WHEREAS:**

1. During normal operation of the City of Ukiah's Water Distribution System, a portion of water main failed repeatedly on Yosemite Drive; and
2. Without the normal operation of this water main, the City is unable to provide necessary and immediate services to its residents which could lead to public health hazards; and
3. With damage caused to public property including streets, curb, gutter; and
4. With damage caused to private property including driveway aprons and driveways; and
5. The City Engineer estimates that it would take 120 days to develop plans and specifications to bid the construction work required to repair the water main and damaged public and private property, to advertise requests for bids, to award the bid and to commence construction and an additional 2-3 weeks to complete the work; and
6. Under Public Contract Code Section 22050(a)(1) in the case of an emergency, the City, pursuant to a four-fifths vote of the City Council, may repair or replace a public facility and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and
7. Under Public Contract Code Section 22050(a)(2) before the City Council takes such action, it must make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency;

NOW, THEREFORE, BE IT RESOLVED that:

1. Based on the foregoing recitals and information, the City Council finds that an emergency condition exists that must be repaired to avoid public health hazards that could result, if the repair work was put out for competitive bids in compliance with the procedures required by the Uniform Construction Cost Accounting Act.
2. The City Council authorizes the procurement of construction services to repair the water main and damaged public and private property without providing notice inviting bids.
3. The City Council authorizes the City Procurement Officer to contract with Wipf Construction to repair the backwash basins at the WTP on the amount of \$178,642.

4. Awarding a contract to repair the water main and damaged public and private property is categorically exempt from environmental review under the California Environmental Quality Act as a Class 2 categorical exemption, because it involves the replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity. (14 CCR §15302.)
5. The emergency action taken by this resolution shall terminate upon the City Council's approval of a certificate of completion for the water main and public and private property repair work.

PASSED AND ADOPTED this 4th day of November, 2020, by the following roll call vote:

AYES: Councilmembers Mulheren, Brown, Scalmanini, Orozco, and Mayor Crane

NOES: None

ABSENT: None

ABSTAIN: None


Douglas F. Crane, Mayor

ATTEST:


Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Authorization of Payment to Sonoma Water for Professional Services Related to the Stormwater Resource Plan Preparation and Implementation from Grant Funds Received, and Approval of Corresponding Budget Amendment.

DEPARTMENT: Public Works **PREPARED BY:** Jarod Thiele, Public Works Management Analyst
PRESENTER: Consent Calendar

ATTACHMENTS:

1. Sonoma County Water Agency - Agreement and Invoice

Summary: Council will consider authorizing payment to Sonoma Water for professional services related to the Stormwater Resource Plan Development and Implementation from grant funds received, and approval of corresponding budget amendment.

Background: On February 3, 2016, Council authorized staff to apply for grant funds from the State Water Resources Control Board for the preparation of a Stormwater Resources Plan on behalf of the member agencies of the Russian River Watershed Association (RRWA).

Discussion: Staff was successful in receiving \$500,000 for the development of the Russian River Stormwater Resource Plan Development and Implementation. The City contracted with West Yost Associates and Sonoma Water (formerly Sonoma County Water Agency) for their technical assistance in preparing the Plan.

As part of the grant closeout procedure with the State and Sonoma Water, final payment needs made to Sonoma Water in the amount of \$61,979.58. Please refer to Attachment 1 for agreement and invoice documentation.

The City has received all funds from the State and payment will be made from the Russian River Watershed Association Fund Balance held of the City.

Recommended Action: Authorize payment to Sonoma Water for professional services related to the Stormwater Resource Plan Development and Implementation from grant funds received, and approval of corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

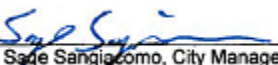
CURRENT BUDGET AMOUNT: 91190100.52100 PC 16025- \$0

PROPOSED BUDGET AMOUNT: 91190100.52100 PC 16025- \$61,979.58

FINANCING SOURCE: Russian River Watershed Association Fund Balance

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 1718-152 and 1718-152A

COORDINATED WITH: Tim Eriksen, Director of Public Works/City Engineer

Approved: 
Sage Sangiacomo, City Manager

AGREEMENT FOR CONSULTING SERVICES

This Agreement, made and entered into this 15th day of August 2017 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and SONOMA COUNTY WATER AGENCY, a body corporate and politic of the State of California organized and in good standing under the laws of the state of California, hereinafter referred to as "Water Agency".

RECITALS

This Agreement is predicated on the following facts:

- a. City has received a \$500,000 Proposition 1 Planning Grant from the State Water Resources Control Board (State) to complete a Storm Water Resource Plan (SWRP) for the Russian River Watershed, on behalf of the Russian River Watershed Association (RRWA). Water Agency has been named as a partner in the planning effort.
- b. City intends to engage Water Agency to perform certain planning services, including geotechnical and field investigations, in support of the SWRP. Water Agency will receive \$85,000 of the State grant funding to perform this work.
- c. A condition of the City's receipt of State funding for the SWRP is a 50-percent local funding match. Water Agency intends to contribute \$100,000 in in-kind matching funds pursuant to this Agreement, in addition to performing the services described in Recital B, for which Water Agency will be compensated.

TERMS OF AGREEMENT

- 1.0 SCOPE OF SERVICES
 - 1.1 City and Water Agency agree upon the Scope of Work as set forth in Attachment "A".
 - 1.2 Value of Services: Parties agree that the value of services described in Attachment A is approximately \$185,000
 - 1.3. Additional Services. Additional services, if any, shall only proceed upon written agreement between City and Water Agency signed by the Water Agency's General Manager or designee, and a duly authorized representative of the City. The written Agreement shall be in the form of an Amendment to this Agreement.
- 2.0 CONDUCT OF WORK
 - 2.1 Time of Completion. Water Agency shall commence performance of services as required by the Scope of Work upon receipt of a Notice to Proceed from City and shall complete such services within two years from receipt of the Notice to Proceed. Water Agency shall complete the work to the City's reasonable satisfaction, even if contract disputes arise or Water Agency contends it is entitled to further compensation.

3.0 COMPENSATION FOR GRANT-FUNDED SERVICES

- 3.1 Basis for Compensation. For the performance of the geotechnical and field investigation and related services described in Tasks 3 and 6 in Attachment A, Water Agency shall be compensated on a time and expense basis not to exceed a guaranteed maximum dollar amount of \$ 85,000-. Expenses and the fees to be charged for same shall be as set forth in Attachment B. Water Agency shall complete the Scope of Work for the not-to-exceed guaranteed maximum, even if actual time and expenses exceed that amount.
- 3.2 Changes. Should changes in compensation be required because of changes to the Scope-of-Work of this Agreement, the parties shall agree in writing to any changes in compensation. "Changes to the Scope-of-Work" means different activities than those described in Attachment "A" and not additional time to complete those activities than the parties anticipated on the date they entered this Agreement.
- 3.3 Sub-contractor Payment. The use of sub-consultants or other services to perform a portion of the work of this Agreement has been approved by City. The cost of sub-consultants shall be included within guaranteed not-to-exceed amount set forth in Section 4.1.
- 3.4 Terms of Payment. Payment to Water Agency for services rendered in accordance with this Agreement shall be based upon submission of monthly invoices for the work satisfactorily performed prior to the date of the invoice less any amount already paid to Water Agency, which amounts shall be due and payable thirty (30) days after receipt by City. The invoices shall provide a description of each item of work performed, the time expended to perform each task, the fees charged for that task, and the direct expenses incurred and billed for. Invoices shall be accompanied by documentation sufficient to enable City to determine progress made and to support the expenses claimed.

4.0 MATCH FUNDING/ IN-KIND SUPPORT

- 4.1 In Kind Services/ Match Funds: In support of City's SWRP, Water Agency will provide match funding in the form of in-kind services valued at \$100,000. These services will consist of advisory, outreach, plan development, and other services.
- 4.2 Reports: Water Agency will provide monthly reporting with respect to the performance of the in-kind services to RRWA in a format provided by City, detailing the hours and rates of Water Agency staff working on the SWRP, based upon hourly billing rates for the various classifications of personnel employed by Water Agency as set forth in Attachment B.
- 4.3 Funding Source: Match costs cannot be from State funds, regardless of the source. Only Federal grants and loans, local and private funding, or donated and volunteer services are eligible as a match.
- 4.4 Eligible Expenses: Match costs cannot include indirect costs, such as overhead, contingency, or markup expenses. This includes all costs submitted by subconsultants of the Water Agency.

5.0 INDEMNIFICATION

- 5.1 Insurance Liability. Without limiting Water Agency's obligations arising under Paragraph 6.2 Water Agency shall not begin work under this Agreement until it procures and maintains for the full period of time allowed by law, surviving the termination of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with its performance under this Agreement.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office ("ISO") Commercial General Liability Coverage Form No. CG 20 10 10 01 and Commercial General Liability Coverage – Completed Operations Form No. CG 20 37 10 01.
2. ISO Form No. CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" or Code 8, 9 if no owned autos and endorsement CA 0025.
3. Worker's Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance

Water Agency shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to the work performed under this Agreement, or the aggregate limit shall be twice the prescribed per occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.
4. Errors and Omissions liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the City, its officers,

officials, employees and volunteers; or the Water Agency shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The City, its officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Water Agency, products and completed operations of the Water Agency, premises owned, occupied or used by the Water Agency, or automobiles owned, hired or borrowed by the Water Agency for the full period of time allowed by law, surviving the termination of this Agreement. The coverage shall contain no special limitations on the scope-of-protection afforded to the City, its officers, officials, employees or volunteers.
- b. The Water Agency's insurance coverage shall be primary insurance as respects to the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Water Agency's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- d. The Water Agency's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from Water Agency's performance of the work, pursuant to this Agreement.

3. Professional Liability Coverage

If written on a claims-made basis, the retroactivity date shall be the effective date of this Agreement. The policy period shall extend from July 1, 2017- to July 1, 2018.

4. All Coverages

Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with admitted California insurers with an A.M. Best's rating of no less than A- for financial strength, AA for long-term credit rating and AMB-1 for short-term credit rating.

F. Verification of Coverage

Water Agency shall furnish the City with Certificates of Insurance and with original Endorsements effecting coverage required by this Agreement. The Certificates and Endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates and Endorsements are to be on forms provided or approved by the City. Where by statute, the City's Workers' Compensation - related forms cannot be used, equivalent forms approved by the Insurance Commissioner are to be substituted. All Certificates and Endorsements are to be received and approved by the City before Water Agency begins the work of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. If Water Agency fails to provide the coverages required herein, the City shall have the right, but not the obligation, to purchase any or all of them. In that event, the cost of insurance becomes part of the compensation due the contractor after notice to Water Agency that City has paid the premium.

G. Subcontractors

Water Agency shall include all subcontractors or sub-consultants as insured under its policies or shall furnish separate certificates and endorsements for each sub-contractor or sub-consultant. All coverage for sub-contractors or sub-consultants shall be subject to all insurance requirements set forth in this Paragraph 6.1.

- 5.2 Mutual Indemnification. Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees in the performance of this Agreement. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party or its agents, employees, contractors, subcontractors, or invitees under workers' compensation acts, disability benefit acts, or other employee benefit acts.

6.0 CONTRACT PROVISIONS

- 6.1 Ownership of Work. All documents furnished to Water Agency by City and all documents or reports and supportive data prepared by Water Agency under this Agreement will be jointly owned by Water Agency and City. Deliverables are identified in the Scope-of-Work, Attachment "A". All documents produced by Water Agency shall be furnished to City in digital format. Water Agency shall produce the digital format, using software and media approved by City.
- 6.2 Governing Law. Water Agency shall comply with the laws and regulations of the United States, the State of California, and all local governments having jurisdiction over this Agreement. The interpretation and enforcement of this Agreement shall be governed by

California law and any action arising under or in connection with this Agreement must be filed in a Court of competent jurisdiction in Mendocino County.

- 6.3 Entire Agreement. This Agreement plus its Attachment(s) and executed Amendments set forth the entire understanding between the parties.
- 6.4 Severability. If any term of this Agreement is held invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in effect.
- 6.5 Modification. No modification of this Agreement is valid unless made with the agreement of both parties in writing.
- 6.6 Assignment. Water Agency's services are considered unique and personal. Water Agency shall not assign, transfer, or sub-contract its interest or obligation under all or any portion of this Agreement without City's prior written consent.
- 6.7 Waiver. No waiver of a breach of any covenant, term, or condition of this Agreement shall be a waiver of any other or subsequent breach of the same or any other covenant, term or condition or a waiver of the covenant, term or condition itself.
- 6.8 Termination. This Agreement may only be terminated by either party: 1) for breach of the Agreement; 2) because funds are no longer available to pay Water Agency for services provided under this Agreement; or 3) City has abandoned and does not wish to complete the project for which Water Agency was retained. A party shall notify the other party of any alleged breach of the Agreement and of the action required to cure the breach. If the breaching party fails to cure the breach within the time specified in the notice, the Agreement shall be terminated as of that time. If terminated for lack of funds or abandonment of the project, the Agreement shall terminate on the date notice of termination is given to Water Agency. City shall pay the Water Agency only for services performed and expenses incurred as of the effective termination date. In such event, as a condition to payment, Water Agency shall provide to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Water Agency under this Agreement. Water Agency shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder, subject to off-set for any direct or consequential damages City may incur as a result of Water Agency's breach of contract.
- 6.9 Duplicate Originals. This Agreement may be executed in duplicate originals, each bearing the original signature of the parties. When so signed, each such document shall be admissible in administrative or judicial proceedings as proof of the terms of the Agreement between the parties.

7.0 NOTICES

Any notice given under this Agreement shall be in writing and deemed given when personally delivered or deposited in the mail (certified or registered) addressed to the parties as follows:

CITY OF UKIAH _____
DEPT. OF _____
300 SEMINARY AVENUE _____
UKIAH, CALIFORNIA 95482-5400

8.0 SIGNATURES

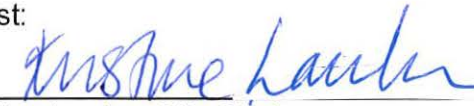
IN WITNESS WHEREOF, the parties have executed this Agreement the Effective Date:

Reviewed as to funds:

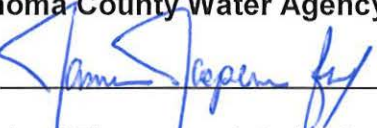
TW 16/17-107

By: 
Water Agency Division Manager -
Administrative Services

Approved as to form:
By: 
Adam Brand, Deputy County Counsel

Attest:
By: 
Kristine Lawler, City Clerk

Sonoma County Water Agency

By: 
Michael Thompson, Interim General
manager

Date: 01/11/2018

City of Ukiah

By: 
Sage Sangiacomo, City Manager

Date: 1-23-18

Authorized per Water Agency's Board of
Directors Action on August 15, 2017

Attachment A
Scope of Services
Sonoma County Water Agency

1. Grant reporting:
 - a. Report quarterly to RRWA in a format provided by the City, detailing hours and rates working on the SWRP as well as descriptions of work performed.
 - b. Provide reports and required information to Russian River Watershed Association or City, as directed by the City.
2. Advisory Committee Role:
 - a. Provide a staff representative on the project's Technical Advisory Committee (TAC) and attend a minimum of three TAC meetings, providing routine input on the process that will be used to include available reference documents, GIS mapping, studies and other data to support any projects it proposes for inclusion in the SWRP. Other input may include quantification of benefits and ranking methodology of projects in the Plan.
 - b. Provide relevant data, reports, maps, and project information to be included in the Plan.
 - c. Consider reviewing and providing comments on the draft and final SWRP.
3. Site Investigation, Laguna-Mark West sub-watershed:
 - a. Conduct field investigations for priority project location(s) in the Laguna-Mark West sub-watershed that appears feasible for multi-benefit storm water resource projects based on soil type, geologic maps, local groundwater conditions or technical studies. The Field Investigation scope of work is detailed in agreement with Water Agency's sub-consultant ESA in agreement 16/17-150, dated August 15, 2017.
 - b. Submit a summary report of the results of the field investigations to the City. (Target: Due July 31, 2018)
4. Strategy for sub-watershed level planning:
 - a. Develop a strategy template for purposes of assessing storm water resources at a sub-watershed level. Agency will
 - b. Develop a site characterization assessment featuring rationale for focused assessment in the Laguna-Mark West sub watershed. (Target: Due December 31, 2017)
 - c. Submit a draft template to the City.
5. Public meeting and stakeholder outreach:
 - a. Attend two public meetings for stakeholder engagement.
 - b. Provide information and outreach to the Santa Rosa Plain Groundwater Basin Advisory Panel (BAP) or its TAC and attend a minimum of one BAP or TAC meeting.
 - c. Attend a minimum of two Technical Work Group meetings.

6. Pass-Through Funding for Geotechnical Consulting Services:
 - a. Provide consulting services for planning and advising related to the scientific validity and quality assurance of stormwater capture and reuse through a subcontract with Lawrence Berkeley National Laboratory (LBNL), UC Regents in the amount of \$5,000. LBNL researchers will serve as a collaborating entity to the Storm Water Resources Plan and advise on methodologies for geotechnical evaluations, data management and analysis.

**Attachment B
Rates and Expenses**

EXPENSES	
Item	Cost
Subconsultant: Environmental Science Associates	at cost, not to exceed \$78,000
Subconsultant: LBNL	at cost, not to exceed \$5,000
	at cost



CF/43.1-11-21 Ukiah, City of (Funding agree for Russian River Stormwater Resource Planning) 16/17-107 (ID 6740)

Administrative Office
404 Aviation Boulevard
Santa Rosa, CA 95403

Office Hours
8:00 AM - 5:00 PM
Monday - Friday

Front Desk
707-526-5370

Operations Desk (24 Hours)
707-523-1070

Fax
707-544-6123 or
707-524-3782

January 28, 2021

Jarod L. Thiele
300 Seminary Ave
Ukiah, CA 95482

RE: Russian River Regional Stormwater Resource Management and Monitoring Plan

Dear Mr. Thiele,

Enclosed is an invoice for the Russian River Regional Stormwater Resource Management and Monitoring Plan under the Proposition 1 Storm Water Grant Program.

Please remit at your earliest convenience. Contact me at (707) 547-1902 or Joan.Hultberg@scwa.ca.gov should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Joan Hultberg".

Joan Hultberg
Grants and Funded Projects Manager

SONOMA COUNTY WATER AGENCY

Chapter 994 of the Statutes of 1949, as Amended

404 Aviation Blvd.
Santa Rosa, CA 95403
Phone: (707) 526-5370

Jarod L. Thiele
300 Seminary Ave
Ukiah, CA 95482

INVOICE NO.
CUSTOMER NO.
DATE

WTRG-00000302
WTRG-00000354
WTR00000409
1/28/2021

PAYMENT DUE DATE

2/28/2021

		Fund	Dept. ID	Account	PA	AMOUNT
		14105	33020100	42358	F0374D021	61,979.58
QUANTITY	UNIT	DESCRIPTION			PRICE	AMOUNT
		<u>Cooperative Agreement for Russian River Regional</u> <u>Stormwater Resource Management and Monitoring Plan</u> TW 16/17-107				
		Reimbursable work completed November 4, 2014 - March 31, 2018 Total				7,838.25
		Reimbursable work completed April 1, 2018 - June 30, 2018 Total				54,141.33
		Please direct questions to Brad Elliott @ (707) 547-1060				

TOTAL DUE	\$ 61,979.58
------------------	---------------------

MAKE CHECKS PAYABLE TO:
Sonoma County Water Agency
404 Aviation Blvd
Santa Rosa, CA 95403

Invoice Submittal Summary Sheet

Grant Number: D1612602

Summary Invoice

Sonoma County Water Agency

Item No.	Invoice Number	Invoice Date	Name	Total Invoice Amount	Grant Amount Requested	Match Amount	Comments
Planning/Design/Engineering/Environmental							
1	n/a	n/a	Labor Certification - Sonoma County Water Agency	\$57,698.03	\$0.00	\$57,698.03	Includes match costs after 11/4/14.
2	669B-SCWA-01	12/14/2016	Local Government Commission	\$1,236.63	\$0.00	\$1,236.63	(Oct-Dec 2016) A portion of this invoice is not part of the grant project. All work charged to the grant project is match.
3	569B-SCWA-02	4/5/2017	Local Government Commission	\$283.84	\$0.00	\$283.84	(Jan-Mar 2017) A portion of this invoice is not part of the grant project. All work charged to the grant project is match.
4	569B-SCWA-04	7/7/2017	Local Government Commission	\$222.47	\$0.00	\$222.47	(Apr-Jun 2017) A portion of this invoice is not part of the grant project. All work charged to the grant project is match.
5	569B-SCWA-05	12/13/17	Local Government Commission	\$152.89	\$0.00	\$152.89	(Jul-Aug 2017) A portion of this invoice is not part of the grant project. All work charged to the grant project is match.
6	131818	10/30/2017	Environmental Science Associates	\$635.00	\$635.00	\$0.00	Professional services Aug-Sept 2017
7	133041	12/22/17	Environmental Science Associates	\$6,097.50	\$6,097.50	\$0.00	Professional services Oct-Nov 2017
8	133995	02/06/18	Environmental Science Associates	\$1,105.75	\$1,105.75	\$0.00	Professional services Dec 2017
1	n/a	n/a	Grantee Labor Certification - Sonoma County Water Agency	\$5,044.45	\$5,044.45	\$0.00	Field investigation work
2	n/a	n/a	Volunteer Labor Certification - Sonoma County Water Agency	\$1,678.97	\$0.00	\$1,678.97	Plan development work
3	134983	3/21/2018	Environmental Science Associates	\$20,799.16	\$20,799.16	\$0.00	Professional services January - February 2018 - invoice adjusted to remove mark-up and travel per diem
4	136260	5/10/2018	Environmental Science Associates	\$7,607.25	\$7,607.25	\$0.00	Professional services March 2018 - invoice adjusted to remove mark-up
5	136771	5/29/2018	Environmental Science Associates	\$9,580.05	\$9,580.05	\$0.00	Professional services April 2018 - invoice adjusted to remove mark-up, technical supplies and travel expenses
6	137132	06/14/18	Environmental Science Associates	\$11,110.42	\$11,110.42	\$0.00	Professional services May 2018 - invoice adjusted to remove mark-up and travel expenses
1	n/a	n/a	Volunteer Labor Certification - Sonoma County Water Agency	\$4,469.96	\$0.00	\$4,469.96	Plan development work
2	138025	7/18/2018	Environmental Science Associates	\$4,466.25	\$0.00	\$4,466.25	Professional services June 2018
3	138775	8/20/2018	Environmental Science Associates	\$1,123.75	\$0.00	\$1,123.75	Professional services July 2018
Subtotal				\$133,312.37	\$61,979.58	\$71,332.79	
Grand Total:				\$133,312.37	\$61,979.58	\$71,332.79	
Other Funding Sources:							



AGENDA SUMMARY REPORT

SUBJECT: Conduct a Public Hearing to Consider Adoption of a Resolution Approving the Submittal of One or More Applications in the Aggregate Amount Not to Exceed \$395,757 in response to the 2020 State Community Development Block Grant Program- Coronavirus Response Round 2 and 3 (CDBG-CV2 and CV3) NOFA Dated December 18, 2020; and Consider Adoption of a Resolution Approving an Amendment to the 2020 CDBG- Coronavirus Response Round 1 (CDBG-CV1) Standard Agreement to Add Additional Funds From the 2020 CDBG-CV2 and CV3 NOFA Dated December 18, 2020; and Approve Corresponding Budget Amendments if Awarded Funding for the Application(s).

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, Community Development Director

ATTACHMENTS:

1. cdbg_cv2_3_nofa_final_approved_12-18-20
2. Appendix A- Allocations
3. City of Ukiah - 20-CDBG-CV1-00004 - Award Letter
4. Resolution- 2020 CDBG-CV2 and CV3 applications
5. Resolution- Amendment to CDBG-CV-1 Agreement for Generator

Summary: Council will conduct a public hearing to consider adoption of a resolution approving the submittal of one or more applications in the aggregate amount not to exceed \$395,757 in response to the 2020 State CDBG Program- Coronavirus Response Round 2 and 3 (CDBG-CV2 and CV3) NOFA dated December 18, 2020; and consider adoption of a resolution approving an amendment to the 2020 CDBG- Coronavirus Response Round 1 (CDBG-CV1) standard agreement to add additional funds from the 2020 CDBG-CV2 and CV3 NOFA dated December 18, 2020; and consider approval of corresponding budget amendments if awarded funding for the application(s).

Background: On December 18, 2020, the State Department of Housing and Community Development (HCD) announced the availability of approximately \$77.1 million in Community Development Block Grant (CDBG) funding pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act signed into law March 27, 2020. According to this December 18, 2020 Notice of Funding Availability (NOFA), the \$77.1 million includes \$5.9 million of unclaimed funds from tranche one (CDBG-CV1), plus \$54.4 million of new funds from tranche 2 (CDBG-CV2) and \$16.8 million from tranche three (CDBG-CV3) of new federal funds for the CDBG- Coronavirus Relief (CDBG-CV) available for local assistance (see Attachment 1 for the NOFA). HCD began accepting applications on December 28, 2020, with applications due on a rolling deadline, by activity type, as follows:

Public Service Applications due by Friday, February 12, 2021, at 5:00 p.m.

Public Facilities and Infrastructure Applications due by Monday, February 22, 2021, at 5:00 p.m.

Economic Development Applications due by Friday, March 5, 2021, at 5:00 p.m.

Tribal Applications from the federally and non-federally recognized Tribal-set-asides; and Housing Acquisition/Rehabilitation Applications due by Friday, March 12, at 5:00 p.m.

Applications in support of Homekey projects due by Friday, March 26, 2021, at 5:00 p.m.

State CDBG Citizen Participation regulations require a public hearing to adopt a resolution(s) approving submittal of one or more applications to HCD. That is the purpose of this public hearing.

CDBG-CV 2/3 Eligible Activities and Threshold Requirements

The CDBG-CV2 and CV3 NOFA provides funding only for the following activities: assistance to businesses and microenterprises impacted by COVID-19 stay-at-home orders and shut down; public services related to COVID-19 support; facility and infrastructure improvements related to COVID-19 impacts; and acquisition and rehabilitation of real property, including housing, to be used in response to COVID-19 impacts. All activities must meet a CDBG National Objective, outlined in Federal Regulations. In most cases, this involves a requirement for the activity to benefit at least 51% low- to moderate-income ("LMI"), defined as income at or below 80% of Area Median Income, individuals or households.

Applicants, i.e. "non-entitlement" cities and counties and federally and non-federally recognized tribes, can apply for a total of three activities, including activities submitted under a previous CDBG-CV1 application. Activities funded under the CDBG-CV2 and CV3 NOFA will have a 24-month expenditure period. The City's allocation per the NOFA is \$395,757 (Attachment 2). Up to 13 percent of this allocation can be utilized for general administration. Because CDBG-CV2 and CV3 funds are noncompetitive, provided the City's application is complete and meets threshold requirements, the City will receive an award totaling up to \$395,757.

Discussion: Staff within the City Manager's Office/Office of Emergency Services, Electric Utility Department, Ukiah Valley Fire Authority, Finance Department, and Community Development Department discussed current priorities related to the COVID-19 pandemic. Identified by Staff were three needs:

1) A short-term subsistence payments program for low- to moderate-income (LMI) residential tenants and homeowners who are unable to pay their utility bills due to economic impacts from COVID-19 (Public Services Activity)

The short-term subsistence payments program would provide emergency payments on behalf of LMI individuals or families who are in arrears on making payments towards utility bills due to the COVID-19 pandemic, and to prevent cutoff of utility service(s). Additional information regarding this proposed program, including draft program guidelines Staff developed for Council's review and possible adoption, will be discussed in agenda item 13a.

2) Additional funding to support the installation of a permanent generator at the Ukiah Valley Conference Center, which has already received partial funding through a CDBG-CV1 funding award (Public Facility Improvement Activity)

On September 16, 2020, through Resolution No. 2020-53, Council authorized the submittal of a CDBG application for installation of a permanent generator at the Ukiah Valley Conference Center, for increasing local surge capacity and to serve as a back-up vaccination clinic, in response to the CDBG-CV1 NOFA. On January 13, 2021, the City received an award letter for this project (Attachment 3). Although the City was awarded the maximum allocation available through CDBG-CV1, \$108,757, it was estimated during CV-1

application preparation that additional funds would be needed from the CDBG-CV2 and CV3 allocation to complete the generator project.

3) Purchase of a new ambulance for the Ukiah Valley Fire Authority to increase responsiveness of emergency medical services to the COVID-19 pandemic (Public Services Activity)

The Ukiah Valley Fire Authority operates Emergency Medical Services (EMS) 24 hours per day/7 days per week with two on-duty crews and two cross staffed ambulances. In 2019, these crews responded to over 5,000 calls, covering an area of approximately 160 square miles. Just prior to the COVID-19 pandemic, one of the private ambulance providers stopped service, resulting in a 1/3 reduction in available ambulances countywide. As a result, the burden to UVFA in providing service significantly increased. Additionally, and as a result of COVID-19, the amount of time spent on calls increased due to prolonged cleaning and decontamination time and the increase in patient transfers. These issues coupled with a lack of existing resources have both reduced the capacity and increase the need for UVFA's ambulance services.

Purchase of a new ambulance will enable the UVFA to increase its responsiveness to both 9-1-1 calls and COVID-related calls. A new ambulance will also provide a more reliable service, since one of UVFA's two ambulances is 21 years old and the other has over 200,000 miles.

Staff Recommendation to Council

The following is recommended and included in the attached Resolution (Attachment 4):

City of Ukiah Subsistence Payments Program = \$200,000
General Administration- Subsistence Payments Program = \$23,009
Public Facility Improvement Project- Permanent Generator = \$27,891
General Administration- Public Facility Improvement Project = \$3,209
Purchase of Ukiah Valley Fire Authority Ambulance = \$141,648
Total = \$395,757

Note: To allocate funds from the CDBG-CV2 and CV3 allocation to the CDBG-CV1 allocation for the remainder of the funding needed for the installation of the permanent generator, the City is required to adopt a separate Resolution (Attachment 5).

To proceed with this recommendation, Staff requests Council 1) conduct a public hearing; and 2) adopt the Resolution in Attachment 4 approving one or more applications be submitted to HCD for the above activities; and 3) adopt the Resolution in Attachment 5 to approve an amendment to the CDBG-CV1 Standard Agreement to add \$31,100 in CDBG-CV2/CV3 funds to the CDBG-CV1 award for the permanent generator installation project; and 4) approve budget amendments if the activities are awarded funding.

Recommended Action: Adopt resolution in Attachment 4 approving the submittal of one or more applications in the aggregate amount not to exceed \$395,757 in response to the 2020 State Community Development Block Grant Program- Coronavirus Response Round 2 and 3 (CDBG-CV2 and CV3) NOFA dated December 18, 2020; and adopt resolution in Attachment 5 approving an amendment to the 2020 CDBG- Coronavirus Response Round 1 (CDBG-CV1) standard agreement to add additional funds from the 2020 CDBG-CV2 and CV3 NOFA dated December 18, 2020; and approve corresponding budget amendments if awarded funding for the application(s).

BUDGET AMENDMENT REQUIRED: If CDBG-CV2/CV3 application(s) are awarded.

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: \$395,757: \$369,539 application activities funding and \$26,218 General Administration

FINANCING SOURCE: CDBG

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Daniel Buffalo, Finance Director; Mel Grandi, Electric Utility Director; Traci Boyd, Management Analyst

Approved: 
Sage Sangiacomo, City Manager

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Attachment 1

DIVISION OF FINANCIAL ASSISTANCE

2020 W. El Camino Avenue, Suite 670

Sacramento, CA 95833

(916) 263-2771

www.hcd.ca.gov

December 18, 2020

MEMORANDUM FOR: All Potential Applicants**FROM:** Jennifer Seeger, Deputy Director
Division of Financial Assistance

A handwritten signature in blue ink, reading "Jennifer Seeger".

SUBJECT: Community Development Block Grant Program
Coronavirus, Aid, Relief, Economic Security (CARES) Act
2020 Notice of Funding Availability - Rounds 2 and 3

The California Department of Housing and Community Development (Department) is pleased to announce the availability of approximately \$77.1 million in funding pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act signed into law March 27, 2020. This amount includes \$5.9 million of unclaimed funds from tranche one (CV1), plus \$54.4 million of new funds from tranche two (CV2) and \$16.8 million from tranche three (CV3) of new federal funds for the Community Development Block Grant- Coronavirus Relief (CDBG-CV) available for local assistance. There is a remainder of approximately \$50 million from the second tranche (CV2) which will be released under a subsequent NOFA for the purposes of Project Roomkey housing relocation activities and in support of Homekey projects.

To the extent possible, the Department encourages applicants for these rounds of CDBG-CV funding to coordinate and collaborate with their local Continuums of Care to prioritize the needs of Californians experiencing homelessness or at imminent risk of homelessness who need access to housing and, if needed, emergency shelter in order to mitigate the impacts of COVID-19. CDBG-CV funds can be used to support emergency housing payments for people experiencing homelessness or at risk of homelessness, and acquisition of housing or shelter for people experiencing homelessness.

The critical priority for this funding is to ensure all eligible persons receive equitable access to services, and are served with dignity, respect and compassion regardless of circumstance, ability or identity. This includes marginalized populations, including but

California Department of Housing and Community Development
CDBG-CV2 and 3 NOFA – December 2020

Page 1

not limited to, Black, Native and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color, immigrants, people with criminal records, people with disabilities, people with mental health and substance use vulnerabilities, people with limited English proficiency, people who identify as transgender, people who identify as LGBTQ+, and other individuals that may not traditionally access mainstream support. The Department expects eligible applicants to plan for how this funding will reduce disparities and increase racial equity in their communities.

The Department is committed to supporting Tribes in addressing housing and community development needs related to COVID-19 through set-asides for both federally recognized and non-federally recognized Native American Tribes and dedicated outreach and technical assistance. California has the largest Native American population in the nation. Poverty and inadequate housing conditions disproportionately affect tribal populations. The rate of tribal poverty is more than twice that of the rest of the California's population, and tribes have been disproportionately impacted by COVID-19, both by infection rates and hospitalizations. The Department recognizes that while Tribes may face many of the same barriers as other under-resourced applicants, the unique status of Tribes requires additional, specific considerations in the design and implementation of programs and technical assistance. The Department also recognizes the legacy of violence, exploitation, dispossession and attempted destruction of Tribes and related communities and that this has important ramifications for present-day relationships. The Department is committed to learning about, considering, and honoring this history when building relationships with Tribes over time through respectful and accountable interactions.

The Department will be accepting applications through the Grants Network portal beginning December 28, 2020. Applications and required documentation will be due on a rolling deadline, by activity type. Applications are due as follows:

Public Service Applications will be due no later than **Friday, February 12, 2021, 5:00 p.m. Pacific Standard Time.**

Public Facilities and Infrastructure Applications will be due no later than **Monday, February 22, 2021, 5:00 p.m. Pacific Standard Time.**

Economic Development Applications will be due no later than **Friday, March 5, 2021, 5:00 p.m. Pacific Standard Time.**

Tribal Applications from the federally and non-federally recognized Tribal-set-asides will be due no later than **Friday, March 12, 2021, 5:00 p.m. Pacific Standard Time.**

Housing Acquisition/Rehabilitation Applications will be due no later than **Friday, March 12, 2021, 5:00 p.m. Pacific Standard Time.**

Applications in support of Homekey projects (CDBG-CV funding for rehabilitation of Homekey funded acquisitions) will be due no later than **Friday, March 26, 2021, 5:00 p.m. Pacific Standard Time.**

Any application received after the respective due dates above will not be accepted.

Applications will be reviewed and awarded as received. Applicants must submit their approved governing body resolution (and supporting organizational documents) prior to Department's execution of a Standard Agreement. The Department will not execute agreements without the approved governing body resolution that is acceptable to the Department. In the event that the CDBG-CV funds are not fully awarded by the application closing date, the Department will either allocate additional funding to active contracts that have met performance and timeliness milestones, and/or will roll unawarded funds into over-subscribed set-asides as appropriate and available.

Applicants are encouraged to set-up their profiles in the Grants Network portal located at <https://portal.ecivis.com/#/login> as early as possible. Profile set-up instructions can be found in the Grants Network portal, external user manual on the CDBG webpage under at <https://www.hcd.ca.gov/grants-funding/active-funding/cdbg.shtml>. Complete and accurate profiles assist in expediting awards and are strongly recommended. Applications must be started and submitted under the applying jurisdictions profile. With the exception of the tribal set-aside, applications started and/or submitted under a consultant or non-profit service provider's profile will not be accepted. The Department will not be responsible for applications submitted under an ineligible profile.

Applicants are encouraged to begin the application process early to ensure successful submission before the application deadline. If you have any trouble logging into the portal or have questions on how to complete the online application, please contact the CDBG staff at cdbg@hcd.ca.gov and make sure to include CDBG-CV in the subject line of your message.

To receive CDBG-CV NOFA FAQs, notice of NOFA webinars, Office Hours notifications, and other program information and updates, please subscribe to the CDBG listserv at https://www.hcd.ca.gov/HCD_SSI/subscribe-form.html. For questions or assistance, please email cdbg@hcd.ca.gov.

Attachment

**Community Development Block Grant Program -
CARES Act Round 2 and 3
Notice of Funding Availability**



**Gavin Newsom, Governor
State of California**

**Lourdes Castro Ramírez, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
California Department of Housing and Community Development**

Division of Financial Assistance, Federal Programs Branch
Community Development Block Grant Program
2020 W. El Camino Avenue, Suite 200, Sacramento, CA 95833
CDBG Program Email: cdbg@hcd.ca.gov

December 18, 2020

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Appendix O	Single Audit Exemption List

I. Notice of Funding Availability

The California Department of Housing and Community Development (Department) receives funding from the United States Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Program and allocates funds to CDBG eligible entities. [Under the Coronavirus Aid, Relief, and Economic Security \(CARES\) Act, allocations of tranche 2 CDBG-CV funds made to states included additional flexibility](#) in working with governments and non-profits as eligible entities to apply for funds. This NOFA includes funding for the non-entitlement jurisdictions in California, allocated by formula, as well as set-asides for federally recognized tribes, non-federally recognized tribes, and Colonias. The funds in this NOFA represent approximately 48 percent of CDBG-CV2 funds made available to the state, and all of the CDBG-CV3 funds. The remaining CDBG-CV2 funds are being directed to activities identified in the [Second Amendment to the 2019 Annual Action Plan that are available for both entitlement and non-entitlement jurisdictions](#). Approximately \$5.9 million of unclaimed funds from tranche 1, and \$54.4 million of new funds from tranche two and \$16.8 million from tranche three of new federal funds authorized by the CARES Act, will be allocated to eligible jurisdictions to perform activities related to COVID-19 as itemized in Appendix A. The CARES Act provides extra CDBG funds specifically targeted to prevent, prepare for, and respond to coronavirus.

The CDBG-CV2 and CV3 Notice of Funding Availability (NOFA) provides funding ONLY for the following activities, which are narrowly tailored as described in Section II.A and Section II.B of this NOFA:

- Assistance to businesses and microenterprises impacted by COVID-19 stay-at-home orders and shut-down
- Public services related to COVID-19 support
- Facility and infrastructure improvements related to COVID-19 impacts
- Acquisition and rehabilitation of real property, including housing, to be used in response to COVID-19 impacts

CDBG-CV2 and 3 funds included in this NOFA will be distributed through a simplified application via the Grants Network portal online grant management system and will be available to all CDBG-eligible non-entitlement jurisdictions, Colonias, and Tribes, both federally recognized and non-federally recognized tribes as outlined in the Department's second and third 2019 Annual Action Plan Amendments located at <https://www.hcd.ca.gov/policy-research/plans-reports/index.shtml>.

This NOFA outlines application requirements, timelines for eligible jurisdictions, and provides documentation requirements.

A. Tentative program timeline

Event	Date
CDBG-CV2 and 3 NOFA and application released	December 18, 2020
NOFA Workshop (for all applicants)	January 7, 2021, 3pm – 5pm PST
Tribal Workshop (for Tribes and their partners)	January 5, 2021, 10:30am – 12:30pm PST
Public Service Application Deadline (non-Tribal)	February 12, 2021 5pm PST
Public Facilities and Infrastructure Deadline	February 22, 2021, 5pm PST
Economic Development Deadline	March 5, 2021, 5pm PST
Tribal Set-Aside Application Deadline	March 12, 2021, 5pm PST
Housing Acquisition Rehabilitation Deadline	March 12, 2021, 5pm PST
Homekey Support Applications Deadline	March 26, 2021, 5pm PST
Department announces awards	As applications are approved

** Award timeline is dependent on receipt of HUD's executed grant agreement for CDBG-CV 2 and 3 funds, and therefore the above dates are approximate and subject to change.*

B. Authorizing Legislation

Funding under this NOFA is made available pursuant to the CARES Act (Public Law No: 116-136) and the Housing and Community Development Act of 1974 (HCDA) as amended and codified at Title 42 United States Code (U.S.C.) § 5301, et. seq., and Subpart 1 of the federal CDBG Regulations, found at Title 24 Code of Federal Regulations (CFR) § 570.480 et seq. The requirements of the state CDBG program are in California Health and Safety Code (HSC) §§ 50825-50834. This NOFA should be read in conjunction with the following regulations that establish state and federal CDBG requirements. Relevant legal authority includes, but is not limited to, the following:

- Housing and Community Development Act of 1974 (HCDA) as amended codified at Title [42 United States Code 5301 et seq.](#), and Subpart 1 of the Federal CDBG Regulations
- [HSC §§ 50825-50834](#)
- [CFR, Title 24, Part 570, Subpart I](#)
- [24 CFR Part 58](#)

- [2 CFR Part 200](#)
- [CDBG Guidelines \(Guidelines\)](#)
- [The State of California 2015-2020 Consolidated Plan as amended](#)
- [The State of California 2019-2020 Annual Action Plan as amended](#)
- [California Governor's Executive Order N-66-20](#)
- [Federal Register Notice 85 FR 51457](#)

If state or federal statutes or regulations, or other laws, relating to CDBG-CV funds are modified by the United States Congress, HUD, the Department, California State Legislature, or the Governor, the changes may become effective immediately and may be applicable to this NOFA and existing Standard Agreements.

If there is a conflict between the state and federal regulations, the federal regulations shall prevail. In addition, the Department reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. If such an action occurs, the Department will notify interested parties. Awards made under this NOFA are also contingent upon the Department executing a Grant Agreement with HUD for the CARES Act funds.

C. Conditions

Applicants and Awardees acknowledge that the funding opportunities referenced in this NOFA, and all obligations of the Department herein, are expressly subject to the following conditions:

1. The ongoing availability of funds
2. The continued authority of the Department to administer the CDBG-CV funds
3. The execution of the CARES Act funding grant agreement with HUD

In the event that funds are not available to fund any, or all, activities offered herein, or if the Department's authority to administer the CDBG-CV funds or act under this NOFA is eliminated, or in any way restricted, the Department shall have the option, at its sole discretion, to amend, rescind, suspend, or terminate this NOFA and any associated funding pursuant to the provision set forth immediately above. **This NOFA is not a commitment of funds to any activity or applicant.**

D. Applicant responsibility

It is the Applicant's responsibility to ensure that the application submitted is clear, complete, and accurate. It is the Applicant's responsibility to ensure that the application is submitted under the correct jurisdiction profile, and, with the exception of the Tribal set-aside, is not submitted under a consultant, non-profit, or personal profile in Grants Network. **It is also the Applicant's responsibility to ensure that the governing body resolution submitted is clear, complete, and accurate, and follows the provided template with no substantive changes.** The Department will not execute agreements without a Department approved resolution and supporting organizational documents. Resolutions may only be approved by Department legal staff. Resolutions that deviate from the provided template, or that are drafted without the template will be subject to additional review and may be rejected as insufficient at the discretion of Department legal staff. **Program staff acceptance of a resolution does not guarantee that resolution will meet the Department's legal standards. Use the provided resolution template as found in the program solicitation files. DO NOT USE A RESOLUTION TEMPLATE FROM ANOTHER SOLICITATION OR PROGRAM APPLICATION.** After the application submittal deadline, Department staff may request clarifying information to make sure the application is complete and accurate and meets federal eligibility requirements. Applications requiring changes will be returned to draft status for correction. No Applicant may appeal the Department's evaluation of another Applicant's application.

II. Eligible activities (24 CFR §§ 570.201-203)

Applicants can apply for a total of three (3) activities, including activities submitted under a previous CV1 application, with the total request not exceeding the allocation amount in Appendix A. If an applicant applied for three (3) total activities under the previous CV1 NOFA, the Applicant may add one (1) additional activity under the CV2 and 3 application. Applicants may request to add CV2 and 3 funding to approved CV1 activities through a CV1 standard agreement amendment. **Activities funded under this NOFA will have a 24-month expenditure period.** CV1 activities amended to include CV2 and 3 funding will have the CV2 and 3 performance and expenditure deadlines. See Appendix E for a list of eligible HUD Matrix Codes. Applicants must show a relationship between the need for services and COVID-19 impacts.

For the CDBG-CV NOFA, the following activities are permitted:

A. Community Development

1. Public Services to respond to COVID-19 impacts, including short-term subsistence payments for households at risk of eviction and/or homelessness and housing costs for those exiting homelessness, homeless shelter operations, and health and education support services

2. Public Facility and Infrastructure improvements with a documented COVID-19 nexus
3. Public facility acquisition, including healthcare facilities, emergency shelters, and housing for persons experiencing homelessness in response to COVID-19 impacts
4. Housing Assistance
 - a. Acquisition and/or rehabilitation of Low-Mod Income Housing in response to COVID-19 impacts on vulnerable populations or individuals including households experiencing homelessness

B. Economic Development

1. Business assistance to help businesses retain employees, or in the case of businesses re-starting after mandated COVID-19 related shut-downs, adding employees
2. Microenterprise assistance (including Micro-financial assistance and Technical assistance) for businesses impacted by COVID-19 with five or fewer employees, including the business owner

III. Duplication of benefits

A duplication of benefit (DoB) occurs when a program beneficiary receives assistance from multiple sources for a cumulative amount that exceeds the total amount needed for assistance. The amount of the duplication is the amount of assistance provided in excess of the need. It is the Department's responsibility to ensure that each CDBG-CV activity provides assistance only to the extent that the project's funding needs have not been met by another source. See Stafford Act (42 U.S.C. § 5155; HUD Memorandum dated 9 April 2020, subject: 'CARES Act Flexibilities for CDBG funds used to support coronavirus response and plan amendment waiver')

Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) prohibits federal agencies from providing assistance to any "person, business concern, or other entity" for any loss to which the entity has already received financial assistance from another source (42 USC § 5155(a)). The Federal Register Notice, published November 16, 2011 (Docket No. FR-5582-N), requires adequate policies and procedures in place to prevent a duplication of benefit and the recapture of funds, if necessary.

Applicants will be required to submit duplication of benefits policies and procedures at application and Awardees will be required to continue to report on

duplication of benefits throughout the expenditure period for the CDBG-CV funds. Duplication of benefit must be tracked at both the programmatic level and at the client service level. Awardees will be expected to re-capture funds from households that have received a duplication of benefit. The Department will be required to recapture funds from Awardees with duplicated benefit(s). **Recapture requirements and process must be included in written duplication of benefit policies and procedures.**

IV. National Objectives ([24 CFR §§ 570.483-484](#))

A. Low- to Moderate-Income National Objective

At least 70 percent of the total funds awarded must benefit low- to moderate-income (LMI) individuals or households. No Activity or portion of a program assisted by these funds may exclude from its benefits the lowest-income eligible group.

Persons, households, and/or neighborhoods benefiting from LMI activities must meet [HUD's LMI requirements](#). Income limits are regularly updated. Applicants will be notified via a news blast email and information will be posted on the Department's website if the HUD Adjusted Median Family Income (HAMFI) limits or low- to moderate-income areas (LMA) are updated during the application period.

The LMI National Objective consists of the following categories:

1. LMI Limited Clientele (LMC), as defined by income limits or presumed benefit.

LMC refers to persons who earn 80 percent or less of HAMFI for the county of residence, as updated annually by HUD. Note that all subsistence payment activities are LMC activities and must select LMC as the appropriate National Objective.

Presumed benefit LMC refers to persons who, as a category, are typically low income. This includes:

- Seniors
- Persons with a disability (must meet the [Bureau of the Census' Current Population Report's definition of "severely disabled"](#))
- Homeless persons
- Abused children and battered spouses
- Illiterate adults
- Persons living with acquired immunodeficiency syndrome (AIDS)
- Migrant farmworkers

2. LMI Area (LMA), as defined by census tracts and block groups.

- LMA eligibility is based on American Community Survey using Census Geographies.
- At least 51 percent of households in the area must be earning at 80% or below HAMFI to meet LMA.
- Must be contiguous – the area must be a solid area, without certain streets or buildings being excluded, and the area should be mapped to show eligibility. If a service area is not contiguous it will be determined to be a separate activity and will need as separate application.
- Activity must be a public benefit for the area, for example the construction of a facility to be used for testing, diagnosis, or treatment of infectious disease. LMA Eligibility should be determined from the Map Application at HUD's Low- and Moderate-Income Summary Data Application page. Instructions for HUD's mapping application can be found at this link:
<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

3. LMI Housing (LMH), as defined by household income limits

- Households earning 80 percent or less of HAMFI.

4. LMI Job Creation or Retention (LMJ) activities

- LMJ is based on the number of full-time equivalent jobs created or retained
- Must create or retain jobs, and 51 percent of those jobs must be for LMI persons
- To meet the public benefit requirements for LMJ activities, for every \$85,000 spent (including activity delivery), one full-time equivalent job must be created or retained

B. Urgent Need National Objective

Urgent Need is a national objective that is available for instances where there are conditions in a community that must meet all of the following criteria:

- Pose a serious and immediate threat to the health or welfare of the community
- Are of recent origin or recently became urgent

- The applicant is unable to finance the activity
- Other resources of funding are not available to carry out the activity

The availability of Urgent Need as a national objective depends on the overall LMI performance of the state. The state may only offer Urgent Need in the margin above the statutory 70% LMI requirement. As a result, Urgent Need will not be a default National Objective and may only be designated on a case-by-case basis. **Applicants that have no option but to use Urgent Need must contact the Department to discuss how to prepare and submit their application.**

V. Program set-asides

A. The CDBG-CV2 funding will have the following set-asides:

- Colonias – 5 percent of 48 percent of total CDBG-CV2 funding
- Non-federally recognized tribes – 1.25 percent of 48 percent of total CDBG-CV2 funding
- Federally recognized tribes – 5 percent of 48 percent of total CDBG-CV2 funding

B. The CDBG-CV3 funding will have the following set-asides:

- Colonias – 5 percent of total CDBG-CV3 funding
- Non-federally recognized tribes – 1.25 percent of total CDBG-CV3 funding

The Department will set up a unique application form in the electronic Grants Management System for each set-aside type, and applications for set-aside funds may not be submitted under the general CDBG-CV2 and 3 electronic application form. The Department will hold a dedicated Tribal Workshop on Tuesday January 5, 2021. Registration is open to all eligible CDBG-CV applicants, and both non-federally recognized tribes and federally recognized tribes are encouraged to attend.

C. Native American Tribes (federally and non-federally recognized tribes)

Applicants for the Tribal set aside include federally recognized and non-federally recognized tribes), tribally designated housing entities, and subrecipients (e.g. tribal affiliated groups or non-profits, tribal consortiums) who apply on behalf of a Tribe. All eligible applicants for the Tribal set-aside will be invited to participate in a technical assistance consultation with the Department's staff and HUD Technical Assistance Providers prior to the Application due date. See Appendix M for additional information and resources.

Tribal applications will adhere to the following schedule based on application type:

Public services applications for the federally and non-federally recognized Tribal Nations set-asides will be due no later than March 12, 2021 at 5pm PST. Applications will be reviewed on a rolling basis. Public service applications will be prioritized for funding. Applicants are encouraged to prioritize public services, including food stabilization, housing assistance, healthcare services, and education support in response to the impacts of COVID-19 on native communities. Public service applications will be reviewed first, and will be awarded funding based on time of receipt of a satisfactory complete, eligible, and accurate application. Eligible, complete, and accurate unfunded public service applications will be held for potential unclaimed funds, as described in section VII. Funding Limits below.

Housing, facilities, and infrastructure applications for the federally and non-federally recognized Tribal Nations set-asides will be due no later than March 12, 2021 at 5pm PST. Applications will be reviewed on a rolling basis after all public services applications have been reviewed and either approved or denied funding. Housing, facilities, and infrastructure applications will be reviewed after the public services, pending ongoing availability of funds, and will be awarded funding based on time of receipt of a satisfactory complete, eligible, and accurate application. Eligible, complete, and accurate unfunded public service applications will be held for potential unclaimed funds, as described in section VII. Funding Limits below, provided that unclaimed funds have first been made available to the public service applications above.

VI. Eligible applications

Applicants must meet the following requirements when the application is submitted to be eligible to apply for funding under this NOFA:

A. Eligible jurisdictions

Any California city or county except a city or county that participates in the HUD-administered CDBG Entitlement program either as a direct entitlement, or as part of an urban county consortium is eligible to apply for CDBG-CV2 and 3 funding, additionally, any federally recognized tribe, tribally designated housing entity, or non-federally recognized tribe with contracting status is eligible to apply for CDBG-CV2 set-asides funding for tribes in this NOFA. Incorporated cities located in an urban county as defined by 42 U.S.C. 5302(a)(6) must formally elect to be excluded from participation in the urban county entitlement status. HUD must be notified that the city has elected to be excluded from the urban county participation as per 24 CFR 570.307(g) for it to be eligible for the state CDBG program, including CDBG-CV2 and 3 funding in this NOFA. Eligible Applicants may use the following approaches. Only eligible activities from eligible Applicants will be reviewed.

1. An eligible Applicant may apply on its own behalf.
2. An eligible Applicant may apply on behalf of one or more other eligible Applicants. An application on behalf of one or more other eligible applications will need to include a Memorandum of Understanding, or similar formal agreement, fully executed by all parties of the application, that clearly identifies the lead Applicant and that details the roles, responsibilities, and requirements for each party. The agreement must be enforceable and submitted documentation must include resolutions from each participating jurisdiction approving the agreement.
3. Two or more eligible Applicants, which share a program, may submit a joint application. A joint application must include a Memorandum of Understanding, or similar formal agreement, fully executed by all parties of the application, that clearly identifies the lead Applicant and that details the roles, responsibilities, and requirements for each party. The agreement must be enforceable. Only one Applicant in a joint application may be designated as the lead agency and will have the lead responsibility for administering the Standard Agreement, financial management, and activity reporting.
4. An eligible Applicant may apply on behalf of an applicant that has been determined to be ineligible due to programmatic findings, outstanding litigation, or statutory non-compliance, provided the findings, litigation, and/or noncompliance has been resolved, or is actively in progress of resolution and will be resolved during the expenditure period of the CDBG-CV2 and 3 funding. Applicants that have been debarred are not eligible for funding, and no other applicant may apply on their behalf.
5. An eligible Applicant may partner with a non-federally recognized tribe, with tribal consent, to apply and administer funds on its behalf.

Applicants that have not applied to the CDBG program in the last 5 years, or who are first time applicants to the state administered CDBG program are strongly encouraged to schedule pre-application technical assistance meetings with the Department's staff. These meetings are intended to help Applicants submit eligible applications that align with Applicant capacity and that are targeted to community needs and priorities. Ongoing technical assistance will be available to any entity that requests support in administering funds throughout the duration of the CDBG-CV funding.

B. Financial Management Compliance (2 CFR Part 200)

The Applicant must demonstrate to the satisfaction of the Department that it is in compliance with the financial management requirements at 2 CFR §200, et seq., including the single audit requirements of 2 CFR §200.501.

C. Good standing

The Applicant, and any co-Applicant, together with the respective affiliates, must be in good standing with the Department (*i.e.*, are current on all loan and/or grant obligations, have a satisfactory past performance history in all of their prior dealings with the Department, and are in full compliance with all Department contracts and reporting requirements.) Applicants not meeting the foregoing requirements shall include with their application evidence that they are actively working with the Department to resolve any issue.

D. Federal debarment

Pursuant to [24 CFR Part 5](#), all CDBG-CV Applicants are required to verify they and their, contractors, consultants, businesses, sub-recipients, etc., that will be conducting business with the Applicant as part of the activity are not presently debarred, proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in the covered transaction or in any proposal submitted in connection with the covered transaction. All Applicants, contractors, consultants, businesses, sub-recipients, or any other organization proposing to operate with support from CDBG-CV funds must be registered with the federal System for Award Management ([SAM](#)). **Entities that do not show results for a SAM search must register with SAM to be eligible for CDBG-CV funding.** Applicants and Applicant partners are responsible for managing SAM registration and ensuring registrations are current and active. Individuals under the employment of the Applicant or Applicant partners do not need to be individually evaluated for debarment unless that individual is operating as an independent contractor instead of an employee.

The Department will not award any CDBG-CV program funds to Applicants that are debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation from federally assisted programs, or that are proposing to partner, contract, or otherwise fund activities through an organization that is debarred, suspended, proposed for debarment, or otherwise ineligible from participation in federally assisted programs. Applicants are responsible for providing proof that all program partners, subrecipients, contractors, and any other program participants, current or future, are not debarred. Applicants must provide proof from the federal SAM that the Applicant, all application partners, and any subrecipients, developers, consultants, and contractors participating in the application, the potential administration of the award, or the potential implementation of the Activity are not debarred. **Applicants are not required to run debarment checks against individual employees.** If Applicant has not yet procured the contractor or identified a subrecipient for a specific activity, the Applicant will be required to check for debarment prior to executing a contract or agreement for that activity and include proof of debarment evaluation in the activity file.

If an Applicant is proposing an Economic Development activity that will provide funds, either through a loan or a grant, to for-profit businesses, those businesses must also be registered in SAM, and the Applicant must run a debarment check on each business. Businesses that are debarred will not be eligible for program funds.

Businesses that do not show results are not registered and must be registered to be eligible for funding.

E. Restrictions on multiple activities in the same political districts

Applications for eligible activities outside the Applicant's jurisdiction must include a legally binding agreement, acceptable to the Department, with the city or county in which the eligible Activity is located. Applicants may not apply to both the state CDBG program (including CDBG-CV) and to a CDBG program administered by an Urban County or other entitlement entity during the same program year.

F. Racial Equity

Applicants should prioritize the advancement of racial equity in all CDBG-CV programs and across systems and units of government in their jurisdiction. The Department asks applicants to be leaders in their communities facilitating partnerships among service organizations, housing providers, units of government, businesses, the homelessness response system and other partners to promote racial equity practices. All Applicants must identify how they are working to ensure racial equity in access to programs, projects, and activities funded with CDBG-CV resources. Applicants must commit to analyzing disproportionality in access to housing, access to services, quality of service provision and desired outcomes in programs and projects and affirmatively further equitable access, quality of service provision and outcomes for protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color who have been historically marginalized and are disproportionately impacted by housing segregation, poverty, homelessness, and COVID-19.

Applicants cannot simply rely on delivering a standardization of services to address equity. Applicants must commit to reviewing their current policies and procedures and examining available data to ensure all eligible persons receive equitable services, support, and are served with dignity, respect and compassion regardless of circumstances, ability, or identity. See Appendix N for Racial Equity Resources and Tools.

When applying for CDBG-CV (Round 2 & 3) funds, applicants should consider:

- What are your community's racial demographics and the demographics of those experiencing homelessness, housing and economic insecurity?

- What are the outcomes of your CDBG programs based on race? What are your requirements for all sub-grantees to look at data to determine racial disparities and then put a plan in place to address them?
- How do underserved and marginalized communities learn about and enter CDBG-CV programming? What marketing and communication strategies are used to increase equitable access to CDBG-CV programming?
- How does your grant making process include prioritization for programs that are addressing the disproportionate impacts that housing insecurity, homelessness, economic insecurity, lack of access to equitable health care and COVID-19 has on communities of color, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities?
- How are the voices of Black, Latinx, Asian, Pacific Islander, Native and Indigenous communities and those with lived experience of housing insecurity, homelessness and economic insecurity being centered in a meaningful, sustained way in creating effective approaches to addressing these challenges? How are they involved in the funding decision-making process?
- How are these funds accessible to smaller and non-traditional organizations that have historically been serving communities of color but may not have previously participated formally in government grant programs, and how would these funds address the organization capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people?
- List your partner organizations that are addressing racial equity in the housing and homeless response system, the economic development sector and the health care sector and how do you partner with them.
The Department will require applicants to submit related racial and ethnic data metrics of their CDBG-CV programming on a quarterly reporting basis.

VII. Funding limits

A. Applications and Milestones

All applications must be submitted through the Department's online Grants Network portal via <https://portal.ecivis.com/#/login>; no hard copies will be accepted. Jurisdictions will submit **one application per** Activity. Each Activity must have a unique application with a complete budget, National Objective, scope of work, and milestone timeline. There will be no "combo" activities or applications accepted in this NOFA cycle. Each Activity, both projects and programs, is stand-alone with a separate budget and scope of work. General Administration should be budgeted for

each Activity up to 13 percent of the total activity budget. HUD allows a total of 20 percent of funding to be used for planning and administration. The Federal Register Notice for CDBG-CV administration limits the state to 7 percent which allows up to 13 percent for local jurisdictions. The Department is not proposing to allocate any funding for planning only activities, which will allow local jurisdictions to access the full administration balance. Each Activity will have a stand-alone Standard Agreement for that Activity. Applicants are encouraged to review the attached draft Standard Agreement as a sample of the applicable terms and conditions. Applicants may elect to take less than the 13 percent allowed for administration and use administration funds to increase funding for Activities.

- Funds from this NOFA cycle will be available to eligible Applicants via allocation through a simplified application (See Appendix A for final jurisdiction allocations).
- Activities submitted under the tribal set-asides will be limited according to the following schedule:
 - Public service activities will be limited to \$200,000 per activity application (activity type). Applicants are encouraged to evaluate need and capacity and ask for sufficient funding to successfully complete the activity. Applications asking for less than \$50,000 will be subject to additional review for feasibility and may require additional feasibility documentation. Feasibility review is an opportunity for the Department to discuss the activity with the applicant and ensure the level of funding is right-sized to activity scope to promote successful completion of the activity.
 - Housing and infrastructure activities (with the exception of housing and infrastructure assistance provided as part of a public service as identified above) will be limited to \$500,000 per activity application (activity type).
 - Tribes are limited to \$500,000 maximum award per tribe.
 - Applications submitted in partnership with three or more partners may apply for up to \$1.5 million.
 - Applicants are strongly encouraged to align funding asks with organizational capacity to deliver services and complete federal reporting requirements.
 - Applications will be reviewed on a rolling basis, as funding is available until either all applications submitted during the applicable application period have been funded, or all funds have been committed, whichever happens first, as per the funding re-allocation process below. See the Tribal Set-Asides section for the application schedule.

- Applicants who did not apply for their CDBG-CV1 allocation will receive a reduced CV1 allocation in addition to their CV2 and 3 allocations as detailed below in Section B.
- Maximum total grant amount limits are the allocation for your jurisdiction.
 - Program income is not included in the allocation amounts. Total activity budgets may exceed the award limits if program income is included in the activity application.
 - Program income included in a CDBG-CV application will be required to meet the same performance terms, duplication of benefits, and expenditure period for the CDBG-CV funds.
 - **DO NOT SUBMIT PROGRAM INCOME ONLY APPLICATIONS IN THE CDBG-CV APPLICATION. PROGRAM INCOME ONLY APPLICATIONS SUBMITTED WITH THE CDBG-CV APPLICATION DURING THE CDBG-CV2 AND 3 NOFA CYCLE WILL BE DENIED WITHOUT OPTION FOR REVISION OR REINSTATEMENT.** Please see the annual CDBG application process for program income only application instructions.
 - Applications asking for less than \$50,000 will be subject to additional review for feasibility and may require additional feasibility documentation. Feasibility review is an opportunity for the Department to discuss the activity with the applicant and ensure the level of funding is right-sized to activity scope to promote successful completion of the activity.
- Milestones: All CDBG-CV funded activities must be implemented according to the milestones defined in the Standard Agreement. Applicants must include, at the minimum, the following milestones for each Activity application:
 - Milestone 1 – Activity startup
 - Milestone 2 – Projected 20 percent expenditure
 - Milestone 3 – Projected 50 percent expenditure
 - Milestone 4 – Projected 80 percent expenditure
 - Milestone 5 – Activity completion and 100 percent expenditure

Additional milestones are optional, though encouraged for best practice Activity implementation. If milestones are not included in the application the Department will set default milestones for the Applicant, and the Applicant's funding will be subject to recapture for any missed milestones. Default milestones are as follows:

- Milestone 1 – Standard Agreement Execution
- Milestone 2 – June 1, 2021
- Milestone 3 – December 1, 2021
- Milestone 4 – May 1, 2022
- Milestone 5 – August 1, 2022

Applicants that fail to meet two or more consecutive milestones may be subject to funding re-capture, at the Department's discretion. Recaptured funds will be treated as unclaimed funds, as discussed below.

B. CDBG-CV Unclaimed Funds

The CDBG-CV1 NOFA included allocations to all non-entitlement jurisdictions in the State of California. Allocations were made prior to the release of the [Federal Register Notice 85 FR 51457](#) and did not include updated allowances for state administration. The CDBG-CV1 NOFA identified multiple options for re-allocating funds that were not requested in the initial CDBG-CV1 NOFA process. These options included re-allocating funds as part of a future CV NOFA. The Department has determined that based on the timeline for committing CDBG-CV1 funding, along with a prolonged wild-fire season, and overall reduced capacity at both the Department and among Applicants in the ability to apply for and commit funds, that the Department would make the necessary adjustments to the unclaimed CDBG-CV1 allocations to calculate and set-aside the Department's allowed administration costs and include the remaining allocations with the CDBG-CV2 and 3 allocations to be available to the communities originally identified in the CDBG-CV1 NOFA. Please see Appendix A for revised awards in unclaimed CDBG-CV1 funds. Applicants that elect to access their unclaimed CDBG-CV1 funds along with their CV2 and 3 allocations will use the same CDBG-CV2 application templates for all activities, and will be limited to no more than 3 (three) total activities. In the event that CDBG-CV allocations (including CDBG-CV1, 2, and 3) are left unclaimed at the end of the CDBG-CV2 and 3 NOFA period, funds will be re-allocated in the following priority:

- a. In the event that CDBG-CV1 and 3 funds are left unclaimed at the close of the NOFA period, funds will be offered to jurisdictions that are meeting all of their performance goals on schedule and that have clearly indicated in their quarterly reporting that they have the need and capacity to utilize additional funding in a timely manner.
- b. In the event that CDBG-CV2 funds are left unclaimed, funds will be redirected to applications submitted through the Tribal Set-aside. If applications for the Tribal

Set-asides exceeds funding, unclaimed CDBG-CV2 allocations will first be awarded to any unfunded Tribal Set-Aside projects to the extent that either all projects are funded or all funds are committed, whichever happens first.

- c. In the event that there are insufficient unfunded Tribal Set-aside projects to commit all unclaimed CDBG-CV2 allocations, unclaimed funds will be offered to jurisdictions that are meeting all of their performance goals on schedule and that have clearly indicated in their quarterly reporting that they have the need and capacity to utilize additional funding in a timely manner.

VIII. Program administrative costs

Awardees will be allowed to use a total of up to 13 percent of their allocation for program administration costs. Costs incurred in COVID-19 response prior to the allocation may be eligible for reimbursement as per the CARES Act. Applicants will be asked to identify pre-agreement costs as part of the application budget.

IX. Pre-agreement costs

Costs incurred in COVID-19 response prior to allocation may be eligible for reimbursement as per the CARES Act so long as the Applicant has not already been reimbursed for such costs in connection with a prior CV1 award. Applicants will be required to identify pre-agreement costs. Pre-agreement costs not identified as part of the application budget will not be eligible for reimbursement. See the attached sample Standard Agreement for pre-agreement cost reimbursement terms.

X. Threshold Submittals and Program Requirements

- A city or county must be a non-entitlement jurisdiction and must not currently be party to an Urban County Agreement or participate in, or be eligible to participate in, the HUD-administered CDBG Entitlement program.
- The Activity applied for must be an eligible Activity as defined by [24 CFR §§ 570.201-203 and](#) the CARES Act.
- The Activity must meet a CDBG national objective as defined by 24 CFR §570.483.
- The Applicant must provide the Department with its most recent single audit, if applicable. If the Applicant has open single audit findings (any findings, not just the Department, or federal program findings) and does not have a plan or agreement to remediate those findings, the Applicant will be deemed ineligible for funding through the state CDBG program until the findings are resolved or a remediation plan or agreement is established. Applicants exempt from single audit requirements must be on the official State Controller's Office Single Audit Status List in Appendix O.

- Pursuant to 24 CFR § 570.486, applications must follow CDBG Public Participation regulations as identified in the state's updated Citizen Participation Requirements for Federal Programs, Plans, and Reports. Applicants will be expected to provide opportunities for virtual meetings that include opportunities for the public to pose questions about the program and receive answers. Applicants will also be expected to meet, noticing and public information requirements for the program as per federal regulations and the Citizen Participation Requirements.
As per HSC § 50829, the Applicant must submit a draft adopted Housing Element to the Department in accordance with the requirements listed in Government Code (GC) § 65580 et seq., most specifically GC § 65585. Failure to comply with the procedural requirements (i.e., GC § 65585) Housing Element law will invalidate the application for this NOFA and the Applicant will be deemed ineligible for funding through the state CDBG program, including CDBG-CV funding, until the Applicant has met procedural requirements. Applicants triggering the provision of HSC § 50830, must meet and document all pertinent requirements. See Appendix B for information on Housing Element status.
- The Applicant must certify that they have not enacted any growth controls that would render them ineligible for CDBG funding, as per certification in Appendix J Application Certifications.
- The Applicant must be in good standing with the Department as defined in Section VI of this NOFA.
- The Applicant must demonstrate compliance with Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 relocation requirements, as applicable.
- The Applicant must demonstrate compliance with Article XXXIV, as applicable.
- To reduce delays in the application review, award, and contracting processes, **Applicants are required to use the Department's Sample Resolution of the Governing Body.** For reference, please see Appendix D.

XI. Applications

A. Application Workshops

The Department will hold a general NOFA Workshop via webinar on January 7, 2021 and a Tribal Workshop for both non-federally and federally recognized tribes and their partners, via webinar on January 5, 2021. Please visit the Department's website at <https://www.hcd.ca.gov/grants-funding/active-funding/cdbg.shtml> to register.

Applicants are also **strongly encouraged** to review available webinars and training materials on the CDBG program in general, the CDBG Redesign, using the Grants Network portal, and preparing a CDBG program application in the Grants Network portal.

B. Application submission

Applicants must follow instructions in both this NOFA and the online application, including naming convention requirements. Failure to follow instructions will result in disqualification. If an instruction is unclear or if an Applicant has viewed available training and is still unsure how to proceed, please attend an “HCD CDBG/ESG Office Hour” to ask your question, or email the question to Department staff at CDBG@hcd.ca.gov. Applications disqualified due to failure to follow instructions will **not** be available for correction, and funding allocations will be re-allocated as per this NOFA.

The CDBG-CV application and all required attachments must be submitted to the Department through the Grants Network Portal located at <https://portal.ecivis.com/#/login>. Applications must include all required information to be submitted. Applicants must certify that all information is true and complete to the best of their knowledge, under penalty of perjury.

Applicants that do not have an account with Grants Network portal should log into the <https://portal.ecivis.com/#/login>. Use the “Create an account” option to initiate a profile.

Applications must meet all threshold and eligibility requirements upon submission. It is the Applicant’s responsibility to ensure that the submitted application is clear, complete, and accurate. Department staff may request clarifying information and may request that applications be revised and resubmitted to help address eligibility and threshold issues prior to approving applications and issuing awards.

C. Disclosure of application

Information provided in the application will become public record available for review by the public pursuant to the California Public Records Act (“PRA”) (GC § 6250 et seq.). As such, the Department may disclose any materials provided by the Applicant to any person making a request under the PRA. The Department cautions Applicants to use discretion in providing information not specifically requested, including, but not limited to, bank account numbers, personal phone numbers, home addresses, or other personally identify information. By providing this information to the Department, the Applicant is waiving any claims of confidentiality, and consents to the Department’s disclosure of the Applicant’s material upon receipt of a PRA request.

XII. Application review, approval and commitment process

A. Application review

All applications are required to pass threshold requirements. Applications that do not meet threshold will not be further reviewed and will be returned to a draft status for Applicant revisions. All applications will be reviewed for Activity eligibility. Activities that do not meet program eligibility will be returned to a draft status for Applicant revisions. Applicants will be given a timeframe to revise and re-submit the application. Timeframes will be based on the extent of necessary changes. Applicants that do not make requested changes in the given timeframe will have their allocation identified as unclaimed, and funding will be re-allocated as per Section VII. Funding Limits.

B. Recommendations

The Department will review applications and make award recommendations according to the above threshold criteria and the completeness of the application, including a clear COVID-19 nexus. Applicants that are recommended for awards will be contacted and provided with an opportunity to update project schedules or other date-dependent data that may have aged during the application review period. Applicants will officially be notified of awards through the Grants Network portal. Applicants should ensure that the appropriate contact information is included in applicant profiles to facilitate notifications of awards and requests for changes. The award notification will include instructions for accepting or declining the award, as well as an executable Standard Agreement. Applicants that are not recommended for awards will be notified through the Grants Network portal that their application has been returned to draft status for Applicant revision, as applicable.

C. Standard Agreements

Successful Applicants (Awardees) will enter into a Standard Agreement with the Department, a draft sample is included as Appendix K of this NOFA. The Standard Agreement contains all the relevant state and federal requirements, activity performance and management requirements, and disbursement requirements. A condition of award will be that a Standard Agreement must be executed by the Awardee within 30 days (contracting period) of the Awardee's receipt of the Standard Agreement(s). Failure to execute and return the Standard Agreement(s) to the Department within the contracting period will result in award cancellation. Award cancellations are final.

XIII. Awards announcement and grant implementation

The Department anticipates awards will be announced as applications are approved for funding.

XIV. Federal program requirements

A. Cross-cutting requirements

The CDBG-CV funding is administered under the general rules and regulations promulgated primarily in [24 CFR § 570.600](#), et seq. These primary regulations are known as the federal cross-cutting requirements and form the basis of the programmatic requirements. The Department incorporates all federal cross-cutting requirements into the state administered CDBG program, and the regulations in Part 570 are translated into required actions on the part of all Awardees of the state administered CDBG program, including CDBG-CV funds.

This following is a summary of the federal cross-cutting requirements:

1. Environmental Standards (based on National Environmental Policy Act of 1969 [NEPA])
2. Labor Standards (Davis-Bacon and related laws)
3. Achieving a HUD National Objective
4. Public participation requirements
5. Fair Housing and Affirmatively Furthering Fair Housing
6. Equal Opportunity and Non-Discrimination in federal Grant Programs
7. Federal Procurement Guidelines
8. National Flood Insurance Program compliance
9. Relocation and displacement requirements
10. Employment and Contracting Opportunities Section 3 compliance
11. Lead-based paint requirements
12. No use of debarred, ineligible, or suspended contractors or sub-recipients
13. Uniform Administrative Requirements and Cost Principles
14. Conflict of interest prohibitions

15. Compliance with the Architectural Barriers Act and the Americans with Disabilities Act
16. Compliance with Eligibility Restrictions for certain resident aliens
17. Federal reporting requirements
18. Grant and subrecipient monitoring requirements

B. Relocation Plan requirement

Awardees engaging in project-specific activities that may or will cause the temporary or permanent relocation and displacement of persons, property, or businesses must provide a project-specific relocation plan as part of the application. The plan must meet the standards established in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). Awardees must successfully demonstrate that they have met URA requirements prior to the start of the project or displacement Activity. Applicants should include relocation costs in project budgets.

Awardees must provide General Information Notices to persons who may be displaced if the Activity in the grant application is funded. This plan must outline how the Awardee will enforce and manage the project's temporary relocation and displacement activities and estimate what relocation benefits will be required so those costs can be included in the project's development budget.

C. Article XXXIV compliance

Awardees engaging in low-income housing project activities that are subject to Article XXXIV of the California Constitution must show that the project approval process complies with Article XXXIV requirements as defined in the California Constitution, California state statutes, and applicable case law. The state statutes implementing Article XXXIV can be found at [HSC § 37000, et seq.](#)

D. Procurement

Pursuant to [24 CFR §570.489\(g\)](#), all Awardees must comply with federal procurement requirements. The Department will review the Awardee's procurement documents for services (i.e., administrative sub-contractor, Davis-Bacon Act consultant, etc.) at time of monitoring.

Requirements for federal procurement can be found at [2 CFR §200.317-326](#). Awardees are responsible for meeting all federal procurement standards for goods and services funded through federal programs. Failure to meet procurement requirements may result in disqualification, recapture of federal funds, and debarment.

E. Application Certifications and Statement of Assurances

Applicants must sign and submit the Certifications and Statement of Assurances (Appendix J) with their application to meet threshold. Please review the Statement and confirm compliance with each requirement. Failure to comply with the certifications and assurances may result in disqualification, recapture of federal funds, and debarment.

Appendix A: CDBG-CV2 and 3 Allocations and LMA %

Column1	CV1 Revision	CV2	CV3	Total
Toal Award	\$ 19,331,744.00	\$ 113,263,490.00	\$ 18,031,478.00	\$ 150,626,712.00
Entitlement	\$ -	\$ 50,968,571.00	\$ -	\$ 50,968,571.00
State Operations	\$ 1,353,222.00	\$ 7,928,444.00	\$ 1,262,203.00	\$ 10,543,869.00
Local Assistance	\$ 17,978,522.00	\$ 54,366,475.00	\$ 16,769,275.00	\$ 89,114,272.00
Requested	\$ 12,143,754.00	\$ -	\$ -	\$ 12,143,754.00
Colonias Set Aside	\$ 898,926.00	\$ 2,718,324.00	\$ 838,464.00	\$ 4,455,714.00
Federal Tribes Set-Aside	\$ -	\$ 2,718,324.00	\$ -	\$ 2,718,324.00
Non-Federal Tribes Set-Aside	\$ 224,732.00	\$ 679,581.00	\$ 209,616.00	\$ 1,113,929.00
Total for Allocation		\$ 48,250,247.00	\$ 15,721,195.00	\$ 63,971,442.00

Jurisdiction	CV1 Rmdr	CV2	CV3	Total	UGLG LMI	Housing Element
Alpine County	\$ 49,430.00	\$ 156,142.00	\$ 50,875.00	\$ 256,447.00	39.82%	Currently Ineligible
Alturas	\$ -	\$ 182,071.00	\$ 59,323.00	\$ 241,394.00	48.47%	Eligible
Amador City	\$ 47,821.00	\$ 151,057.00	\$ 49,218.00	\$ 248,096.00	46.67%	Currently Ineligible
Amador County	\$ 97,715.00	\$ 308,667.00	\$ 100,572.00	\$ 506,954.00	38.76%	Eligible
American Canyon	\$ 85,483.00	\$ 270,027.00	\$ 87,982.00	\$ 443,492.00	33.80%	Eligible
Anderson	\$ -	\$ 238,505.00	\$ 77,711.00	\$ 316,216.00	61.16%	Eligible
Angels	\$ -	\$ 186,647.00	\$ 60,814.00	\$ 247,461.00	43.94%	Eligible
Arcata	\$ -	\$ 405,266.00	\$ 132,046.00	\$ 537,312.00	67.47%	Eligible
Artesia	\$ -	\$ 312,226.00	\$ 101,731.00	\$ 413,957.00	53.95%	Eligible
Arvin	\$ -	\$ 318,835.00	\$ 103,885.00	\$ 422,720.00	66.80%	Eligible
Atwater	\$ 115,259.00	\$ 364,084.00	\$ 118,628.00	\$ 597,971.00	49.81%	Eligible
Auburn	\$ 87,254.00	\$ 275,620.00	\$ 89,804.00	\$ 452,678.00	43.22%	Eligible
Avenal	\$ -	\$ 240,539.00	\$ 78,374.00	\$ 318,913.00	74.18%	Eligible
Benicia	\$ 10,327.00	\$ 325,445.00	\$ 106,038.00	\$ 441,810.00	23.60%	Eligible
Biggs	\$ 51,362.00	\$ 162,243.00	\$ 52,863.00	\$ 266,468.00	58.07%	Eligible
Bishop	\$ -	\$ 192,239.00	\$ 62,637.00	\$ 254,876.00	49.67%	Eligible
Blue Lake	\$ 49,591.00	\$ 156,650.00	\$ 51,041.00	\$ 257,282.00	39.69%	Currently Ineligible
Brawley	\$ -	\$ 347,815.00	\$ 113,327.00	\$ 461,142.00	52.15%	Eligible

Butte County	\$	-	\$	768,276.00	\$	250,325.00	\$	1,018,601.00	45.99%	Eligible
Calaveras County	\$	-	\$	475,428.00	\$	154,907.00	\$	630,335.00	41.57%	Eligible
Calexico	\$	-	\$	469,327.00	\$	152,919.00	\$	622,246.00	51.68%	Eligible
Calimesa	\$	64,560.00	\$	203,933.00	\$	66,447.00	\$	334,940.00	38.19%	Eligible
Calipatria	\$	-	\$	176,987.00	\$	57,667.00	\$	234,654.00	57.63%	Eligible
Calistoga	\$	-	\$	195,798.00	\$	63,796.00	\$	259,594.00	54.19%	Eligible
Capitola	\$	-	\$	241,556.00	\$	78,705.00	\$	320,261.00	52.78%	Eligible
Carmel-by-the-Sea	\$	59,570.00	\$	188,172.00	\$	61,311.00	\$	309,053.00	28.46%	Eligible
Chowchilla	\$	-	\$	253,758.00	\$	82,681.00	\$	336,439.00	61.49%	Eligible
Clearlake	\$	-	\$	335,613.00	\$	109,351.00	\$	444,964.00	71.16%	Eligible
Coalinga	\$	-	\$	236,980.00	\$	77,214.00	\$	314,194.00	40.56%	Eligible
Colfax	\$	-	\$	165,293.00	\$	53,857.00	\$	219,150.00	56.79%	Eligible
Colusa	\$	-	\$	197,323.00	\$	64,293.00	\$	261,616.00	47.70%	Eligible
Colusa County	\$	60,697.00	\$	191,731.00	\$	62,471.00	\$	314,899.00	38.92%	Eligible
Corcoran	\$	-	\$	261,892.00	\$	85,331.00	\$	347,223.00	67.17%	Eligible
Corning	\$	-	\$	212,576.00	\$	69,263.00	\$	281,839.00	66.47%	Eligible
Crescent City	\$	-	\$	185,630.00	\$	60,483.00	\$	246,113.00	62.71%	Eligible
Del Norte County	\$	-	\$	323,919.00	\$	10,541.00	\$	334,460.00	45.60%	Eligible
Dinuba	\$	-	\$	341,206.00	\$	111,174.00	\$	452,380.00	60.81%	Eligible
Dixon	\$	-	\$	265,451.00	\$	86,491.00	\$	351,942.00	38.99%	Eligible
Dorris	\$	-	\$	152,583.00	\$	49,715.00	\$	202,298.00	72.58%	Eligible
Dos Palos	\$	60,214.00	\$	190,206.00	\$	61,974.00	\$	312,394.00	65.38%	Currently Ineligible
Dunsmuir	\$	-	\$	165,293.00	\$	53,857.00	\$	219,150.00	62.58%	Eligible
El Dorado County	\$	350,248.00	\$	1,106,374.00	\$	360,486.00	\$	1,817,108.00	34.73%	Eligible
Etna	\$	-	\$	154,108.00	\$	50,212.00	\$	204,320.00	68.57%	Eligible
Eureka	\$	-	\$	431,704.00	\$	140,660.00	\$	572,364.00	50.52%	Eligible
Exeter	\$	-	\$	224,778.00	\$	73,239.00	\$	298,017.00	54.96%	Eligible
Farmersville	\$	-	\$	225,795.00	\$	73,570.00	\$	299,365.00	59.18%	Eligible
Ferndale	\$	51,683.00	\$	163,259.00	\$	53,194.00	\$	268,136.00	34.69%	Eligible
Firebaugh	\$	-	\$	219,185.00	\$	71,416.00	\$	290,601.00	61.04%	Eligible
Fort Bragg	\$	-	\$	245,623.00	\$	80,030.00	\$	325,653.00	52.65%	Eligible
Fort Jones	\$	-	\$	158,684.00	\$	51,703.00	\$	210,387.00	47.96%	Eligible

Fortuna	\$ 79,045.00	\$ 249,690.00	\$ 81,356.00	\$ 410,091.00	49.51%	Eligible
Fowler	\$ 58,926.00	\$ 186,138.00	\$ 60,649.00	\$ 305,713.00	49.83%	Eligible
Glenn County	\$ -	\$ 245,623.00	\$ 80,030.00	\$ 325,653.00	48.08%	Eligible
Grass Valley	\$ 98,681.00	\$ 311,717.00	\$ 101,566.00	\$ 511,964.00	65.31%	Eligible
Greenfield	\$ 101,900.00	\$ 321,886.00	\$ 104,879.00	\$ 528,665.00	64.77%	Eligible
Gridley	\$ 67,296.00	\$ 212,576.00	\$ 69,263.00	\$ 349,135.00	45.79%	Eligible
Grover Beach	\$ -	\$ 278,670.00	\$ 90,798.00	\$ 369,468.00	53.61%	Eligible
Guadalupe	\$ -	\$ 232,404.00	\$ 75,723.00	\$ 308,127.00	69.04%	Eligible
Gustine	\$ 53,454.00	\$ 168,852.00	\$ 55,016.00	\$ 277,322.00	46.42%	Eligible
Hidden Hills	\$ 51,844.00	\$ 163,768.00	\$ 53,360.00	\$ 268,972.00	18.33%	Eligible
Hollister	\$ -	\$ 414,926.00	\$ 135,194.00	\$ 550,120.00	45.57%	Eligible
Holtville	\$ 60,053.00	\$ 189,697.00	\$ 61,808.00	\$ 311,558.00	59.48%	Eligible
Humboldt County	\$ -	\$ 793,697.00	\$ 258,607.00	\$ 1,052,304.00	46.58%	Eligible
Huron	\$ -	\$ 228,845.00	\$ 74,564.00	\$ 303,409.00	70.69%	Eligible
Imperial	\$ -	\$ 210,034.00	\$ 68,435.00	\$ 278,469.00	20.91%	Eligible
Imperial County	\$ -	\$ 400,182.00	\$ 130,390.00	\$ 530,572.00	48.54%	Eligible
Indian Wells	\$ 64,560.00	\$ 203,933.00	\$ 66,447.00	\$ 334,940.00	23.11%	Eligible
Industry	\$ 47,627.00	\$ 150,447.00	\$ 49,020.00	\$ 247,094.00	65.85%	Eligible
Inyo County	\$ -	\$ 238,505.00	\$ 77,711.00	\$ 316,216.00	41.44%	Eligible
Ione	\$ -	\$ 172,919.00	\$ 56,342.00	\$ 229,261.00	38.75%	Eligible
Jackson	\$ -	\$ 200,882.00	\$ 65,453.00	\$ 266,335.00	49.71%	Eligible
King City	\$ -	\$ 308,667.00	\$ 100,572.00	\$ 409,239.00	68.41%	Eligible
Kings County		\$ 376,286.00	\$ 122,604.00	\$ 498,890.00	46.93%	Eligible
Lake County	\$ -	\$ 556,775.00	\$ 181,412.00	\$ 738,187.00	51.44%	Eligible
Lakeport	\$ -	\$ 182,071.00	\$ 59,323.00	\$ 241,394.00	41.50%	Eligible
Lassen County	\$ 74,217.00	\$ 234,438.00	\$ 76,386.00	\$ 385,041.00	38.47%	Eligible
Lemoore	\$ 105,763.00	\$ 334,088.00	\$ 108,855.00	\$ 548,706.00	41.05%	Eligible
Lincoln	\$ -	\$ 467,802.00	\$ 152,422.00	\$ 620,224.00	33.27%	Eligible
Lindsay	\$ 85,322.00	\$ 269,519.00	\$ 87,816.00	\$ 442,657.00	67.17%	Eligible
Live Oak	\$ 65,203.00	\$ 205,966.00	\$ 67,109.00	\$ 338,278.00	55.17%	Eligible
Livingston	\$ -	\$ 250,199.00	\$ 81,521.00	\$ 331,720.00	41.01%	Eligible
Loomis	\$ 59,409.00	\$ 187,663.00	\$ 61,146.00	\$ 308,218.00	24.55%	Eligible

Los Banos	\$ -	\$ 433,229.00	\$ 141,157.00	\$ 574,386.00	52.59%	Eligible
Loyalton	\$ 49,108.00	\$ 155,125.00	\$ 50,544.00	\$ 254,777.00	55.81%	Currently Ineligible
Madera County	\$ 199,758.00	\$ 631,004.00	\$ 205,597.00	\$ 1,036,359.00	47.90%	Eligible
Mammoth Lakes	\$ -	\$ 187,663.00	\$ 61,146.00	\$ 248,809.00	53.34%	Eligible
Maricopa	\$ 48,464.00	\$ 153,091.00	\$ 49,881.00	\$ 251,436.00	60.66%	Currently Ineligible
Marina	\$ 114,776.00	\$ 362,559.00	\$ 118,131.00	\$ 595,466.00	46.32%	Currently Ineligible
Mariposa County	\$ -	\$ 295,448.00	\$ 96,265.00	\$ 391,713.00	38.31%	Eligible
Marysville	\$ 80,333.00	\$ 253,758.00	\$ 82,681.00	\$ 416,772.00	56.37%	Eligible
McFarland	\$ -	\$ 259,350.00	\$ 84,503.00	\$ 343,853.00	75.01%	Eligible
Mendocino County	\$ -	\$ 806,408.00	\$ 262,749.00	\$ 1,069,157.00	45.87%	Eligible
Merced County	\$ -	\$ 716,418.00	\$ 233,428.00	\$ 949,846.00	51.54%	Eligible
Modoc County	\$ 55,546.00	\$ 175,461.00	\$ 57,170.00	\$ 288,177.00	48.50%	Eligible
Mono County	\$ -	\$ 176,987.00	\$ 57,667.00	\$ 234,654.00	50.27%	Eligible
Montague		\$ 157,667.00	\$ 51,372.00	\$ 209,039.00	43.29%	Eligible
Mount Shasta		\$ 206,475.00	\$ 67,275.00	\$ 273,750.00	45.91%	Eligible
Napa County		\$ 329,512.00	\$ 107,634.00	\$ 437,146.00	41.84%	Eligible
Nevada City	\$ 57,317.00	\$ 181,054.00	\$ 58,992.00	\$ 297,363.00	48.00%	Eligible
Nevada County	\$ -	\$ 705,741.00	\$ 229,949.00	\$ 935,690.00	39.32%	Eligible
Orange Cove	\$ 73,734.00	\$ 232,913.00	\$ 75,889.00	\$ 382,536.00	75.54%	Eligible
Orland	\$ -	\$ 212,576.00	\$ 69,263.00	\$ 281,839.00	55.25%	Eligible
Oroville	\$ -	\$ 315,276.00	\$ 102,725.00	\$ 418,001.00	55.20%	Eligible
Pacific Grove	\$ 86,449.00	\$ 273,078.00	\$ 88,976.00	\$ 448,503.00	23.93%	Eligible
Palos Verdes Estates	\$ 70,354.00	\$ 222,236.00	\$ 72,410.00	\$ 365,000.00	15.31%	Eligible
Parlier	\$ -	\$ 307,142.00	\$ 100,075.00	\$ 407,217.00	71.45%	Eligible
Pismo Beach	\$ 72,446.00	\$ 228,845.00	\$ 74,564.00	\$ 375,855.00	43.06%	Eligible
Placer County		\$ 1,048,923.00	\$ 341,767.00	\$ 1,390,690.00	31.45%	Eligible
Placerville	\$ 80,655.00	\$ 254,775.00	\$ 83,012.00	\$ 418,442.00	55.93%	Eligible
Plumas County	\$ -	\$ 278,670.00	\$ 90,798.00	\$ 369,468.00	41.09%	Eligible
Plymouth	\$ -	\$ 154,616.00	\$ 50,378.00	\$ 204,994.00	55.42%	Eligible
Point Arena	\$ -	\$ 154,616.00	\$ 50,378.00	\$ 204,994.00	53.85%	Eligible
Portola	\$ 54,742.00	\$ 172,919.00	\$ 56,342.00	\$ 284,003.00	59.34%	Eligible
Rancho Mirage	\$ -	\$ 396,115.00	\$ 129,065.00	\$ 525,180.00	34.32%	Eligible

Red Bluff	\$	-	\$	285,280.00	\$	92,952.00	\$	378,232.00	58.69%	Eligible
Rio Dell	\$	-	\$	181,562.00	\$	59,158.00	\$	240,720.00	48.88%	Eligible
Rio Vista	\$	70,032.00	\$	221,219.00	\$	720,179.00	\$	1,011,430.00	43.80%	Eligible
Riverbank	\$	88,863.00	\$	280,704.00	\$	91,461.00	\$	461,028.00	35.70%	Eligible
San Benito County	\$	-	\$	278,670.00	\$	90,798.00	\$	369,468.00	45.98%	Eligible
San Joaquin	\$	-	\$	180,546.00	\$	58,826.00	\$	239,372.00	76.81%	Eligible
San Juan Bautista	\$	-	\$	174,445.00	\$	56,839.00	\$	231,284.00	51.56%	Eligible
San Juan Capistrano	\$	172,397.00	\$	544,573.00	\$	177,436.00	\$	894,406.00	51.84%	Eligible
Sand City	\$	48,754.00	\$	154,006.00	\$	50,179.00	\$	252,939.00	62.90%	Eligible
Sanger	\$	-	\$	355,950.00	\$	115,978.00	\$	471,928.00	47.09%	Eligible
Santa Cruz County	\$	-	\$	1,304,657.00	\$	425,091.00	\$	1,729,748.00	50.09%	Eligible
Scotts Valley	\$	75,504.00	\$	238,505.00	\$	77,711.00	\$	391,720.00	24.62%	Eligible
Shasta County	\$	-	\$	661,000.00	\$	215,371.00	\$	876,371.00	42.64%	Eligible
Shasta Lake	\$	-	\$	234,946.00	\$	76,552.00	\$	311,498.00	44.42%	Eligible
Sierra County	\$	49,108.00	\$	155,125.00	\$	50,544.00	\$	254,777.00	42.56%	Eligible
Siskiyou County	\$	-	\$	326,970.00	\$	106,535.00	\$	433,505.00	50.10%	Eligible
Solano County	\$	93,370.00	\$	294,940.00	\$	96,099.00	\$	484,409.00	39.35%	Eligible
Soledad	\$	-	\$	278,162.00	\$	90,632.00	\$	368,794.00	56.49%	Eligible
Sonora	\$	66,491.00	\$	210,034.00	\$	68,435.00	\$	344,960.00	54.59%	Eligible
South Lake Tahoe	\$	-	\$	381,371.00	\$	124,261.00	\$	505,632.00	59.15%	Eligible
St. Helena	\$	-	\$	204,441.00	\$	66,612.00	\$	271,053.00	36.53%	Eligible
Suisun City	\$	-	\$	355,950.00	\$	115,978.00	\$	471,928.00	41.31%	Eligible
Susanville	\$	67,779.00	\$	214,101.00	\$	69,760.00	\$	351,640.00	42.62%	Eligible
Sutter County	\$	-	\$	267,485.00	\$	87,154.00	\$	354,639.00	40.84%	Eligible
Sutter Creek	\$	57,156.00	\$	180,546.00	\$	58,826.00	\$	296,528.00	50.48%	Eligible
Taft	\$	65,847.00	\$	208,000.00	\$	67,772.00	\$	341,619.00	45.35%	Eligible
Tehama	\$	-	\$	150,447.00	\$	49,020.00	\$	199,467.00	47.56%	Eligible
Tehama County	\$	-	\$	429,772.00	\$	140,031.00	\$	569,803.00	47.18%	Eligible
Trinidad	\$	47,982.00	\$	151,566.00	\$	49,384.00	\$	248,932.00	27.27%	Eligible
Trinity County	\$	-	\$	279,687.00	\$	91,129.00	\$	370,816.00	48.72%	Eligible
Truckee	\$	-	\$	240,539.00	\$	78,374.00	\$	318,913.00	27.72%	Eligible
Tulare County	\$	-	\$	1,345,330.00	\$	438,344.00	\$	1,783,674.00	53.64%	Eligible

Tulelake	\$	-	\$	157,158.00	\$	512,016.00	\$	669,174.00	63.50%	Eligible
Tuolumne County	\$	-	\$	557,791.00	\$	181,743.00	\$	739,534.00	38.07%	Eligible
Ukiah	\$	-	\$	298,498.00	\$	97,259.00	\$	395,757.00	49.25%	Eligible
Vernon	\$	47,467.00	\$	149,939.00	\$	48,854.00	\$	246,260.00	75.00%	Eligible
Wasco	\$	98,681.00	\$	311,717.00	\$	101,566.00	\$	511,964.00	57.01%	Eligible
Weed	\$	-	\$	175,970.00	\$	57,336.00	\$	233,306.00	65.41%	Eligible
Westmorland	\$	-	\$	166,818.00	\$	54,354.00	\$	221,172.00	77.14%	Currently Ineligible
Wheatland	\$	52,327.00	\$	165,293.00	\$	53,857.00	\$	271,477.00	30.21%	Eligible
Williams	\$	58,765.00	\$	185,630.00	\$	60,483.00	\$	304,878.00	36.54%	Eligible
Willits	\$	-	\$	212,068.00	\$	69,097.00	\$	281,165.00	55.82%	Eligible
Willows	\$	68,100.00	\$	215,118.00	\$	70,091.00	\$	353,309.00	44.56%	Eligible
Winters	\$	-	\$	203,933.00	\$	66,447.00	\$	270,380.00	40.32%	Eligible
Woodlake	\$	65,364.00	\$	206,475.00	\$	67,275.00	\$	339,114.00	62.74%	Eligible
Yolo County	\$	-	\$	314,259.00	\$	102,394.00	\$	416,653.00	50.42%	Eligible
Yountville	\$	58,926.00	\$	186,138.00	\$	60,649.00	\$	305,713.00	44.71%	Eligible
Yreka	\$	-	\$	234,438	\$	76,386.00	\$	99,824.00	59.78%	Eligible
Yuba County	\$	-	\$	627,445.00	\$	204,438.00	\$	831,883.00	45.13%	Eligible

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

2020 W. El Camino Avenue, Suite 670, 95833
P.O. Box 952054
Sacramento, CA 94252-2054
(916) 263-2771
www.hcd.ca.gov



January 13, 2021

Sage Sangiacomo, City Manager
City of Ukiah
300 Seminary Ave
Ukiah, CA 95482

Dear Sage Sangiacomo:

**RE: Award Announcement – City of Ukiah
Contract No.: 20-CDBG-CV1-00004 / CFDA # 14.228**

The California Department of Housing and Community Development (Department) is pleased to announce that the City of Ukiah has been awarded a Community Development Block Grant – Coronavirus Response Round 1 (CDBG-CV1) in the amount of \$108,757. This letter constitutes notice of the award of CDBG-CV1 funds for use in Mendocino County.

The City of Ukiah will be able to draw down funds when the standard agreement is fully executed, and any general and special conditions have been cleared in writing.

Congratulations on your successful application. A fact sheet summarizing your 2020 award activities and funding information is enclosed.

For further information, please contact Roxann Kuhnert, CDBG Program Manager, at (916) 263-6468 or roxann.kuhnert@hcd.ca.gov. The Department looks forward to working with you to promote the success of your CDBG activities.

Sincerely,

Jennifer Seeger
Deputy Director

Enclosure

**California Department of Housing and Community Development
Community Development Block Grant (CDBG) Program
2020 Award Detail**

**City of Ukiah Fact Sheet
Contract No.: 20-CDBG-CV1-00004**

Activity Funding

Activity Amount

Public Facilities and Improvements - Improvement Project for Surge Capacity\$108,757

TOTAL AWARD: \$108,757

RESOLUTION NO. 2021-__**A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM-CORONAVIRUS RESPONSE ROUND 2 AND 3 (CDBG-CV2 and CV3) NOFA DATED DECEMBER 18, 2020**

BE IT RESOLVED by the **City Council** of the **City of Ukiah** as follows:

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s), in the aggregate amount, not to exceed \$395,757, for the following CDBG-CV2 and CV3 activities, pursuant to the December 2020 CDBG-CV2/3 Notice of Funding Availability (NOFA):

City of Ukiah Subsistence Payments Program	\$200,000
General Administration- Subsistence Payments Program	\$ 23,009
Public Facility Improvement Project- Permanent Generator	\$ 27,891
General Administration- Public Facility Improvement Project	\$ 3,209
Purchase of Ukiah Valley Fire Authority Ambulance	\$141,648
Total	\$395,757

SECTION 2:

The City has committed the use of Program Income for activities within its 2019-2020 CDBG Business Assistance application and acknowledges no Program Income is authorized or approved for the CDBG-CV2 and CV3 activities described in Section 1.

SECTION 3:

The City acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The City hereby authorizes and directs the City Manager to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the City Manager is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the City Manager is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Ukiah held on February 3, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Juan V. Orozco, Mayor
Ukiah City Council

STATE OF CALIFORNIA
City of Ukiah

ATTEST:

I, Kristine Lawler, City Clerk of the City of Ukiah, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 3rd day of February, 2021.

Kristine Lawler, City Clerk
of the City of Ukiah of the State of California

By: _____

RESOLUTION NO. 2021-__**A RESOLUTION APPROVING AN AMENDMENT TO THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM- CORONAVIRUS RESPONSE ROUND 1 (CDBG-CV1) STANDARD AGREEMENT TO ADD ADDITIONAL FUNDS FROM THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM- CORONAVIRUS RESPONSE ROUND 2 AND 3 NOFA DATED DECEMBER 18, 2020**

BE IT RESOLVED by the **City Council** of the **City of Ukiah** as follows:

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California ("State") of application(s) to add additional funding to the City's existing CDBG-CV1 Standard Agreement with the State ("Standard Agreement") for the following new CDBG-CV2 and CV3 activities pursuant to the State's December 2020 CDBG-CV2 and 3 Notice of Funding Availability ("NOFA"):

Current CDBG-CV1 Activities

Public Facility Improvement Project- Permanent Generator	\$ 92,954
General Administration	\$ 15,803

Amount of New CDBG-CV2 and 3 Funds to Be Added to Activities

Public Facility Improvement Project- Permanent Generator	\$ 27,891
General Administration- Permanent Generator	\$ 3,209

Total Amount of All CDBG-CV Activities

Public Service- City of Ukiah Subsistence Payments Program	\$200,000
General Administration- Subsistence Payments Program	\$ 23,009
Public Facility Improvement Project- Permanent Generator	\$120,845
General Administration- Permanent Generator	\$ 19,012
Public Service- Purchase of Ukiah Valley Fire Authority Ambulance	\$141,648
Total	\$504,514

SECTION 2:

The City has committed the use of Program Income for activities within its 2019-2020 CDBG Business Assistance application and acknowledges no Program Income is authorized or approved for the CDBG-CV2 and CV3 activities described in Section 1.

SECTION 3:

The City acknowledges compliance with all state and federal public participation requirements in the development of its application(s) for the new CDBG-CV2 and CV-3 activities described in Section 1 above.

SECTION 4:

The City hereby authorizes and directs the City Manager to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

SECTION 5:

If an amendment to the Standard Agreement is approved as contemplated above, the City Manager is authorized to enter into, execute and deliver an amendment to the Standard Agreement and any and all other documentation which may be required by the State from time to time for the purposes of this grant.

SECTION 6:

If an application is approved, the City Manager is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with this grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Ukiah held on February 3, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Juan V. Orozco, Mayor
Ukiah City Council

STATE OF CALIFORNIA
City of Ukiah

ATTEST:

I, Kristine Lawler, City Clerk of the City of Ukiah, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 3rd day of February, 2021.

Kristine Lawler, City Clerk
of the City of Ukiah of the State of California

By: _____



AGENDA SUMMARY REPORT

SUBJECT: Receive Status Report and Consider Any Action or Direction Related to the Novel Coronavirus (COVID-19) Emergency Including Operational Preparedness and Response; Continuity of City Operations and Services; Community and Business Impacts; and Any Other Related Matters.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Tami Bartolomei, Office of Emergency Services
Coordinator

PRESENTER: Tami Bartolomei, Office of Emergency
Management Coordinator

ATTACHMENTS:

None

Summary: The City Council will receive a status report and consider any action or direction related to the Novel Coronavirus (COVID-19) Emergency including operational preparedness and response; continuity of City operations and services; community and business impacts; and any other related matters.

Background: On March 4, 2020, California Governor Gavin Newsom declared a State of Emergency in California in response to the COVID-19 pandemic.

The County of Mendocino declared a State of Emergency related to the COVID-19 on March 4, 2020.

On March 17, 2020, the City Manager, acting as the Director of Emergency Services, declared the existence of a local emergency.

On March 18, 2020, City Council approved a Resolution ratifying the proclamation declaring the existence of a local emergency.

Since the onset of the emergency, the City of Ukiah has worked to respond to the public health and safety needs of the community in cooperation with the County of Mendocino and other partners. The local response for public health is lead regionally by the County of Mendocino and the County's Public Health Officer. In addition, the City of Ukiah has worked to maintain the continuity of public services including public safety, water, sewer, electric, airport, public works, and other essential activities.

Discussion: As the coronavirus "COVID-19" continues to evolve, the City of Ukiah continues to monitor the situation and respond to emerging needs of the community. The City is in continued contact with local and state agencies, as well as community partners, hospitals, schools, and neighboring cities to ensure we have the most updated information pertaining to COVID-19 and are coordinating efforts.

Reports and/or information from the City of Ukiah's Emergency Operation Center (EOC) will include:

- * Emergency Operation Center (EOC) Status
- * COVID-19 Case Updates
- * Public Information Officer

- * Medical Services
- * School/Education
- * Public Safety (Police/Fire/EMS)
- * Shelter in Place Monitoring and Compliance
- * Community Service Groups
- * Homeless Response
- * Business Impacts/Services
- * Public Infrastructure/Construction Status
- * City Finance
- * Recovery Efforts and Planning
- * Other Related matters

Staff will provide a status report to City Council and will seek direction or action on operational preparedness and response; continuity of City operations and services; community and business impacts; and any other related matters.

Go to the City's website (www.cityofukiah.com) for direct access to information related to the Novel Coronavirus (COVID-19) emergency including local updates, City Services, Community/Resident Information, and Business Resources.

Recommended Action: Receive status report and consider any action or direction related to the Novel Coronavirus (COVID-19) Emergency including operational preparedness and response; continuity of City operations and services; community and business impacts; and any other related matters.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Possible Introduction by Title Only of an Ordinance Amending Division 1, Chapter 4, Article 4 of the City Code Regarding the Procedure for Filling Vacancies on the Planning Commission.

DEPARTMENT: City Attorney **PREPARED BY:** Darcy Vaughn, Assistant City Attorney

PRESENTER: Darcy Vaughn, Assistant City Attorney

ATTACHMENTS:

1. Planning Commissioner Appointment Ordinance Redline
2. Planning Commissioner Appointment Ordinance Clean
3. Planning Commissioner Position Draft Application
4. Current Planning Commission Roster

Summary: The City Council will discuss and consider introducing an Ordinance Amending Section 1151 of Division 1, Chapter 4, Article 4 of the City Code Regarding Appointment of Planning Commissioners.

Background: At the January 20, 2021 City Council meeting, staff recommended amending the City Code to revise the appointment procedure for Planning Commissioners. Staff suggested that a vacant Planning Commissioner position could be filled by soliciting applications in which the candidate would list their qualifications for the position, followed by Council interviews of all candidates. Council would then select a candidate for the Planning Commission vacancy by majority vote. In addition to a more open process, this appointment procedure would allow for vetting of a candidate's technical experience and qualifications. Staff also pointed out that the current procedure for appointing Planning Commissioners, in which each member of the City Council may nominate one Commissioner who shall be appointed to the Commission and whose term will coincide with the appointing Councilmember, could result in the appointment of Commissioners who are not aware of their responsibilities and duties and not prepared for the steep learning curve involved in an increasingly high-volume and complex entitlement review process. Furthermore, staff noted that Planning Commissioners have expressed confusion as to whether their decisions and recommendations should be guided by the policy objectives of the Councilmember who nominated them for appointment, or by the direction of the Council as a whole. The proposed change will likely resolve this confusion.

The City Council voted unanimously at their January 20, 2021, meeting to direct staff to prepare an ordinance amending the current procedure for filling the vacancies to the Planning Commission.

Discussion: The Planning Commissioner Appointment Ordinance, a redlined version of which is attached here as Attachment 1 and a clean version as Attachment 2, amends Section 1151 of Division 1, Chapter 4, Article 4 of the City Code so that vacancies on the Planning Commission will be filled through a process in which interested candidates will file an application (a draft version of which is attached here as Attachment 3) stating their interest in the position and setting forth qualifications. After all applications are received, the City Council will review applications, interview candidates, and select a new Planning Commissioner by majority vote. Council is authorized to establish a formal review and selection process by resolution of the Council. Planning Commissioners serve at the will of the City Council and will serve a term of four (4) years, though Commissioners may be appointed to successive terms without limitations.

Should a Planning Commissioner vacate the position before the end of their term, replacement candidates will be invited to submit applications for the vacant position, after which the City Council will initiate the review process and select a candidate by majority vote.

The interview and voting process for a vacant Planning Commissioner position will take place at a single City Council meeting, unless a different procedure is approved by a majority vote of the City Council.

Please note that adoption of this Ordinance will not affect the terms of the current Planning Commissioners. They will continue to serve at the will of the Council. Staff recommends that at the end of the term of each existing Commissioner, if desired, the outgoing Commissioner may submit an application in accordance with the Ordinance to be considered for reappointment. The current Planning Commissioner Roster, showing the term expirations is attached here as Attachment 4.

Recommended Action: Introduce by Title Only an Ordinance Amending Division 1, Chapter 4, Article 4 of the City Code Regarding the Procedure for Filling Vacancies on the Planning Commission.

BUDGET AMENDMENT REQUIRED: N/A

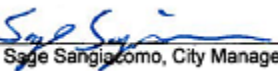
CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Craig Schlatter, Community Development Director

Approved: 
Sage Sangiacomo, City Manager

ORDINANCE NO.

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH
AMENDING SECTION 1151 OF DIVISION 4, CHAPTER 4, ARTICLE 4
OF THE CITY CODE REGARDING APPOINTMENT OF PLANNING
COMMISSIONERS.**

The City Council of the City of Ukiah hereby ordains as follows:

SECTION ONE.

Section 1151 of Division 1, Chapter 4, Article 4 of the Ukiah City Code is hereby amended to read as follows:

§1151 MEMBERS; APPOINTMENT

~~Members of the Planning Commission shall be appointed by a majority of the City Council, each to serve at the will of the City Council up to a term of four (4) years. Members may be appointed to successive terms without limitations. Members shall be appointed according to procedures established by resolution of the city council and shall be required to complete an application. Said commission shall consist of five (5) members who shall be registered voters of the city. At or near the beginning of his or her four (4) year term of office, each member of the city council may nominate one commissioner who shall be appointed to the commission, if approved by a majority vote of the city council. Each commissioner's term of office shall coincide with the four (4) year term of office of the city council member who nominated him or her, regardless of whether that city council member serves his or her full four (4) year term.~~

~~If a commissioner vacates his or her office before the expiration of his or her term of office, a successor shall be appointed by a majority of the City Council upon receipt and review of applications for the vacant appointment, the city council member who nominated that commissioner (or a city council member elected or appointed to fill the remaining unexpired term of office of the city council member who appointed the commissioner) may nominate a replacement to serve the remainder of that commissioner's term of office, who shall be appointed, if the nomination is approved by a majority vote of the city council.~~

~~If a city council member's nomination receives less than a majority vote, he or she may nominate additional candidates, one at a time, until one of them is appointed by a majority vote of the city council. Commissioners shall be nominated and voted upon at a single city council meeting, unless a different procedure is approved by a majority vote of the city council. If a city council member fails to nominate a commissioner within sixty (60) days after the vacancy occurs, a majority of the city council shall fill the vacancy following the procedure used to appoint members to other city commissions and boards.~~

SECTION TWO.

1. Publication: Within fifteen (15) days after its adoption, this Ordinance shall be published once in a newspaper of general circulation in the City of Ukiah. In lieu of

publishing the full text of the Ordinance, the City may publish a summary of the Ordinance once 5 days prior to its adoption and again within fifteen (15) days after its adoption.

3. Effective Date: The ordinance shall become effective thirty (30) days after its adoption.

Introduced by title only on _____, 2021, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Adopted on _____, 2021, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Juan V. Orozco, Mayor

ATTEST:

Kristine Lawler, City Clerk

ORDINANCE NO.

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH
AMENDING SECTION 1151 OF DIVISION 4, CHAPTER 4, ARTICLE 4
OF THE CITY CODE REGARDING APPOINTMENT OF PLANNING
COMMISSIONERS.**

The City Council of the City of Ukiah hereby ordains as follows:

SECTION ONE.

Section 1151 of Division 1, Chapter 4, Article 4 of the Ukiah City Code is hereby amended to read as follows:

§1151 MEMBERS; APPOINTMENT

Members of the Planning Commission shall be appointed by a majority of the City Council, each to serve at the will of the City Council up to a term of four (4) years. Members may be appointed to successive terms without limitations. Members shall be appointed according to procedures established by resolution of the city council and shall be required to complete an application. If a commissioner vacates his or her office before the expiration of his or her term of office, a successor shall be appointed by a majority of the City Council upon receipt and review of applications for the vacant appointment.

Commissioners shall be nominated and voted upon at a single city council meeting, unless a different procedure is approved by a majority vote of the city council.

SECTION TWO.

1. Publication: Within fifteen (15) days after its adoption, this Ordinance shall be published once in a newspaper of general circulation in the City of Ukiah. In lieu of publishing the full text of the Ordinance, the City may publish a summary of the Ordinance once 5 days prior to its adoption and again within fifteen (15) days after its adoption.

3. Effective Date: The ordinance shall become effective thirty (30) days after its adoption.

Introduced by title only on _____, 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Adopted on _____, 2021, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Juan V. Orozco, Mayor

ATTEST:

Kristine Lawler, City Clerk

300 Seminary Avenue
Ukiah, CA 95482

Estimated Monthly Time Commitment: 5-10 hours

(Application must be submitted by 5:00 p.m. on February 24th)

NAME: _____
Last First Middle

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Contact Information:

PHONE: Home _____ Work/Cell _____ E-mail _____

1. Attach a resume outlining your educational background and experience.
2. Attach an applicant statement (400-500 words) describing why you should be appointed by the City Council to fill this vacant position.

Using no more than the space provided, highlight the relevant knowledge or skills that you will bring to the Planning Commission:

Yes No

If yes, please specify below:

Name

Length of Service

**Office of the City Clerk
Application for Vacant Planning Commissioner Position
City Council Appointment**

Applicant Questionnaire

Please Limit Your Answers to the Following Questions to the Space Provided

1. What do you believe to be the purpose of the Planning Commission and the duties and responsibilities of Commissioners?

2. What do you consider to be the two most important land use issues facing our community? In your opinion, what role does the Planning Commission have in addressing these land use issues?

3. What is, or should be, the relationship between the City's Planning Commission and the City Council and between the Commission and Staff?

4. How do you believe your own skills, experience, and perspective will be beneficial to the work of the Planning Commission?

5. Is there anything that you would like to add?

I declare under penalty of perjury under the laws of the State of California that I am a resident of the City of Ukiah, California, registered to vote in the City of Ukiah, and that all information stated in this application and all attached pages are true, correct and complete. I also acknowledge that if appointed, I will be subject to filing a Form 700 Statement of Economic Interest, and I have read and understand the City's Code of Ethics and Conduct.

Signature of Applicant

Date

Please submit this application and supporting documentation to the Ukiah City Clerk's Office* by noon on Friday, April 2, 2021. Applications received by the City will become public records that may be subject to public disclosure. Except for the name of the applicant, the City will treat applications as confidential to the extent allowed by law until the close of the application deadline.

City of Ukiah
ATTN: City Clerk
300 Seminary Ave.
Ukiah, CA 95482

For office use only:

Staff has verified that the applicant is a registered voter in the City of Ukiah

☐

*Due to COVID restrictions, please drop application off at the drop box located at 411 Clay St. If you have any questions regarding the appointment process, you may call the City Clerk, Kristine Lawler, at 707-463-6217, or email klawler@cityofukiah.com. If you have any questions regarding planning and community development, you may call Craig Schlatter, Community Development Director, at 707-463-6219, or email cschlatter@cityofukiah.com.

Planning Commission

Board Contact Person: Craig Schlatter – 463-6219

Established: Ordinance 396, adopted 1947

City Dept. Affiliation: Planning Department

Membership: Commission shall consist of five (5) members who shall be registered voters of the City.

Term: Four (4) years, coinciding with appointing Councilmember.

Appointed By: At or near the beginning of his or her four (4) year term of office, each member of the City Council may nominate one commissioner who shall be appointed to the Commission, if approved by a majority vote of the City Council. If a commissioner vacates his or her office before the expiration of his or her term of office, the City Council member who nominated that commissioner (or a City Council member elected or appointed to fill the remaining unexpired term of office of the City Council member who appointed the commissioner) may nominate a replacement to serve the remainder of that commissioner's term of office, who shall be appointed, if the nomination is approved by a majority vote of the City Council. If the City Council member's nomination receives less than a majority vote, he or she may nominate additional candidates, one at a time, until one of them is appointed by a majority vote of the City Council. Commissioners shall be nominated and voted upon at a single City Council meeting, unless a different procedure is approved by a majority vote of the City Council. If a City Council member fails to nominate a commissioner within sixty (60) days after the vacancy occurs, a majority of the City Council shall fill the vacancy following the procedure used to appoint members to other city commissions and boards.

Meets: 2nd and 4th Wednesdays, at 6:00 p.m., in the Civic Center Chamber.

Function: It shall be the function and duty of the Planning Commission to prepare, make and adopt, subject to the provisions of law, a master plan for the physical development of the City, and of any land situated outside the boundaries thereof which in the Commission's judgement bears relation to the planning thereof. The Commission may appoint officers and employees and contract for services, subject to the provisions of law, provided that all expenditures of the Commission, exclusive of gifts, shall be within the amounts appropriated for the purpose by the City Council.

Name/Address	Contact Info	Member Position	Current Appt. Date	Expiration Date
Laura Christensen [REDACTED]	[REDACTED]	Commissioner (Mulheren)	12/19/2018	December 2022
Ruth Van Antwerp [REDACTED]	[REDACTED]	Commissioner (Orozco)	10/2/2019	December 2022
Mark Hilliker [REDACTED]	[REDACTED]	Commissioner (Brown)	12/19/2018	December 2022
VACANT		Commissioner (Scalmanini)		
VACANT		Commissioner (Crane)		



AGENDA SUMMARY REPORT

SUBJECT: Update on Emergency Repair of the Yosemite Drive Water Main and Determine that Emergency Conditions Continue to Require the Emergency Repair.

DEPARTMENT: Public Works **PREPARED BY:** Jarod Thiele, Public Works Management Analyst

PRESENTER: Tim Eriksen, Public Works Director/City Engineer

ATTACHMENTS:

1. Resolution 2020-63 Yosemite Drive Water Main Emergency Work

Summary: The City Council will review the status of the emergency award of contract to repair the Yosemite Drive Water Main, to comply with Public Contract Code Section 22050.

Background: At their regular meeting of November 4, 2020, the City Council voted to adopt a resolution finding that emergency conditions would not allow sufficient time to publicly bid the repair of the Yosemite Drive Water Main. Please refer to Attachment 1 for a copy of the resolution.

The City Council awarded a contract to Wipf Construction under Public Contract Code Section 22050 to repair the Yosemite Drive Water Main. That section allows such repairs without competitive bidding in an emergency, if the City Council on a 4/5 vote makes specified finding. However, please note, that staff solicited quotes from two additional companies before making the award recommendation.

Discussion: Under Public Contract Code 22050, Subsection (c)(1) the City Council is required to review the emergency action taken on November 4th at every regularly scheduled meeting thereafter until the action is terminated.

In reviewing the action, the City Council must determine whether the emergency conditions excusing competitive bidding continue for the repair of the Yosemite Drive Water Main. It must make that finding by a 4/5 vote.

The water main, water services, and trench paving work are complete. Once the weather improves, the small section of street reconstruction work will begin.

Recommended Action: Determine that emergency conditions continue to require the repair of the Yosemite Drive Water Main without competitive bidding.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Tim Eriksen, Director of Public Works/City Engineer; Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2020-63**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING PURSUANT TO PUBLIC CONTRACT CODE SECTION 22050 THE EMERGENCY PROCUREMENT WITHOUT PUBLIC BIDDING OF CONSTRUCTION SERVICES TO REPAIR THE WATER MAIN ON YOSEMITE DRIVE****WHEREAS:**

1. During normal operation of the City of Ukiah's Water Distribution System, a portion of water main failed repeatedly on Yosemite Drive; and
2. Without the normal operation of this water main, the City is unable to provide necessary and immediate services to its residents which could lead to public health hazards; and
3. With damage caused to public property including streets, curb, gutter; and
4. With damage caused to private property including driveway aprons and driveways; and
5. The City Engineer estimates that it would take 120 days to develop plans and specifications to bid the construction work required to repair the water main and damaged public and private property, to advertise requests for bids, to award the bid and to commence construction and an additional 2-3 weeks to complete the work; and
6. Under Public Contract Code Section 22050(a)(1) in the case of an emergency, the City, pursuant to a four-fifths vote of the City Council, may repair or replace a public facility and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and
7. Under Public Contract Code Section 22050(a)(2) before the City Council takes such action, it must make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency;

NOW, THEREFORE, BE IT RESOLVED that:

1. Based on the foregoing recitals and information, the City Council finds that an emergency condition exists that must be repaired to avoid public health hazards that could result, if the repair work was put out for competitive bids in compliance with the procedures required by the Uniform Construction Cost Accounting Act.
2. The City Council authorizes the procurement of construction services to repair the water main and damaged public and private property without providing notice inviting bids.
3. The City Council authorizes the City Procurement Officer to contract with Wipf Construction to repair the backwash basins at the WTP on the amount of \$178,642.

4. Awarding a contract to repair the water main and damaged public and private property is categorically exempt from environmental review under the California Environmental Quality Act as a Class 2 categorical exemption, because it involves the replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity. (14 CCR §15302.)
5. The emergency action taken by this resolution shall terminate upon the City Council's approval of a certificate of completion for the water main and public and private property repair work.

PASSED AND ADOPTED this 4th day of November, 2020, by the following roll call vote:

AYES: Councilmembers Mulheren, Brown, Scalmanini, Orozco, and Mayor Crane

NOES: None

ABSENT: None

ABSTAIN: None


Douglas F. Crane, Mayor

ATTEST:


Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Consider Request for Continuing Funding, in the Amount of \$50,000, for the Ongoing Potter Valley Project Licensing Efforts by the Mendocino County Inland Water and Power Commission.

DEPARTMENT: Water Resources

PREPARED BY: Sean White, Water Resources Director

PRESENTER: Sean White, Water Resources Director

ATTACHMENTS:

None

Summary: Council will consider approving a request for continuing funding, in the amount of \$50,000, for the ongoing Potter Valley Project Licensing efforts by the Mendocino County Inland Water and Power Commission.

Background: The Mendocino County Inland Water and Power Commission (IWPC), a JPA in which the City of Ukiah is a member agency, has been the local lead in a partnership that was formed in 2019 after Pacific Gas and Electric withdrew their Notice of Intent to the Federal Energy Regulatory Commission for relicensing the Potter Valley Project.

The Partnership, which includes IWPC, Sonoma Water, Humboldt County, California Trout and the Round Valley Indian Tribes, have been engaged in preparing and filing a Feasibility Study Report that was required by FERC to outline a proposed plan to move forward in the licensing process now that PG&E had withdrawn. The Feasibility Study Report was filed by the May 14th deadline.

All of the member agencies of the IWPC funded an equal share of the costs to engage our own outside FERC/Hydro Electric Power consultant and legal counsel as well as a share of the Partners hiring of the consultant, Stillwater Sciences, who helped prepare the Technical Memoranda utilized in preparation of the Feasibility Study Report that was filed with FERC. This was a very important achievement. If the Feasibility Study Report had not been filed on time FERC would have directed PG&E to begin the license surrender process which would ultimately result in decommissioning of the Potter Valley Project.

The Partnership then completed the next phase of the FERC process and submitted a series of Study Plans in December of 2020. FERC has not yet issued a Study Plan Determination but one is anticipated in the near future. It is important to note that unlike previous phases of this effort, not all of the member agencies of IWPC funded an equal share of the costs. Redwood Valley CWD declined to participate due to a lack of funds. To date, the City has dedicated \$145,000.00 to these efforts.

Discussion: As the Partners await FERC's response to the Study Plans there are a number of other on-going tasks the IWPC will continue to work on including formation of a regional entity, FERC Licensing, financial planning, and purchasing agreements.

The request from IWPC is for each of our five member agencies to fund \$50,000 each. This would give IWPC enough resources to continue to fund outside consultant and legal counsel. It is not known if Redwood Valley CWD will participate in this round of funding.

Recommended Action: Approve request for continuing funding, in the amount of \$50,000, for the ongoing Potter Valley Project Licensing Efforts by the Mendocino County Inland Water and Power Commission.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: 82027110-52100: \$370,000

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Consideration and Possible Adoption of Resolution Adopting the City of Ukiah Subsistence Payment Program Guidelines, to Possibly be Funded by the State Community Development Block Grant Program- Coronavirus Response Round 2 and 3 (CDBG-CV2 and CV3).

DEPARTMENT: Community
Development

PREPARED BY: Craig Schlatter, Community Development
Director

PRESENTER: Craig Schlatter, Community Development
Director

ATTACHMENTS:

1. City of Ukiah CDBG-CV Subsistence Payment Program Guidelines
2. Resolution- Subsistence Payment Program Guidelines

Summary: Council will consider and possibly adopt a resolution adopting program guidelines for the City of Ukiah Subsistence Payment Program, a program to possibly be funded by the State Community Development Block Grant Program- Coronavirus Response Round 2 and 3 (CDBG-CV2 and CV3).

Background: The State Department of Housing and Community Development (HCD) released a Notice of Funding Availability on December 18, 2020 for Round 2 and 3 of Coronavirus Response (CV-2 and CV3) funding through the Community Development Block Grant (CDBG) program. The CDBG-CV2 and CV3 NOFA made available approximately \$77.1 million for specific eligible activities, with the City of Ukiah allocated a total of \$395,757 for up to three activities. All activities must meet a CDBG National Objective and have a nexus to the COVID-19 pandemic.

As noted in the agenda summary report for the February 3, 2021 public hearing (item 11a) related to the CDBG-CV2 and CV3 NOFA and possible applications, Staff within the City Manager's Office/Emergency Operations Services, Ukiah Valley Fire Authority, Electric Utility Department, Finance Department, and Community Development Department identified three needs for possible applications in response to the December 18, 2020 CDBG-CV2 and CV3 NOFA. One of the needs identified was for a Subsistence Payment Program focused on emergency payments on behalf of low- and moderate-income individuals and families in arrears on making payments towards utility bills due to the COVID-19 pandemic.

Per the CDBG-CV2 and CV3 NOFA, the City is required to draft and adopt Subsistence Payment Program guidelines to be submitted along with an application for funding. Public Services activities are due to HCD through the Grants Network Portal by February 12, 2021.

Discussion: Staff has drafted City of Ukiah CDBG-CV Subsistence Payment Program (SPP) guidelines (Attachment 1) utilizing State guidance within the NOFA and involving input from City team members in the Departments of Finance, Electric, and the City Manager's Office.

Proposed within the SPP guidelines is to provide up to three consecutive months of emergency payments made directly to the utility service provider on behalf of the household or individual. There would be a per

household limit of \$1,000 with no minors (dependents under the age of 18). For households with minors, the City's SPP could provide up to a maximum of an additional \$50 per child with no limit on the number of children per household.

To be eligible for the SPP, a household must have income at or below 80 percent of the U.S. Department of Housing and Urban Development (HUD) adjusted median family income (HAMFI), adjusted by household size (income limits are included in Attachment A of the SPP guidelines- page 12). The household must also have a personal economic impact due to COVID, such as loss of a job or other economic impact.

Per federal CDBG-CV guidance, SPP emergency payments can be made for eligible costs incurred after January 21, 2020. Because the performance period for the CDBG-CV2 and CV3 standard agreements is expected to be 24 months, households could be assisted within this time period provided funding is available and limits are not exceeded.

The City has proposed a marketing plan within the SPP guidelines that is designed to make the SPP accessible to all qualifying residents, including race and ethnic minorities, persons with limited English proficiency, persons with a disability, seniors, large families, single parent households, and other groups that may have accessibility or availability challenges. Also identified within the guidelines are details on implementation of the program, including client intake, income and applicant eligibility, administration, and the reimbursement process.

Staff recommends Council adopt the resolution in Attachment 2 adopting the City of Ukiah CDBG-CV Subsistence Payment Program Guidelines.

Recommended Action: Adopt resolution adopting the City of Ukiah CDBG-CV Subsistence Payment Program Guidelines.

BUDGET AMENDMENT REQUIRED: No

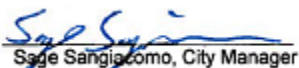
CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: CDBG

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Daniel Buffalo, Finance Director; Mel Grandi, Electric Utility Director, Traci Boyl, Management Analyst

Approved: 
Sage Sangiacomo, City Manager



**Community Development Block Grant Program (CDBG)
California Department of Housing & Community Development**

Serving the Area
Within the City Limits of the City of Ukiah

CDBG CORONAVIRUS RELIEF SUBSISTENCE PAYMENTS PROGRAM ("SPP")



Adopted by City Council: _____
Approved by HCD: _____

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1. Overview of Community Development Block Grant Coronavirus Relief Program

The Community Development Block Grant (CDBG) Coronavirus Relief (CDBG-CV) program, administered by the California Department of Housing and Community Development (HCD), receives an annual allocation of federal funds from the US Department of Housing and Urban Development (HUD). The federal Coronavirus Aid, Relief, and Economic Security (CARES) Act allows for three tranches of one-time funding to prevent, prepare for, and respond to COVID-19 through the CDBG program as CDBG-CV funding. The CDBG-CV funding is subject to the same statutes and regulations as the CDBG allocation program with the exception of certain waivers published in the Federal Register as FR-6218-N-01.

The primary purpose of the CDBG and CDBG-CV program is to benefit low- and moderate-income (LMI) persons, households, and neighborhoods. LMI is defined as 80 percent of the HUD adjusted median family income (HAMFI), adjusted by household size. In limited cases, CDBG and CDBG-CV funds may be used to alleviate qualifying urgent needs. LMI persons and households receive assistance through locally administered programs and activities funded with a state administered CDBG or CDBG-CV grant.

2. Description of City of Ukiah Subsistence Payment Program

The City of Ukiah (City) proposes utilizing funding through the CDBG Coronavirus Rounds 2 and 3 (CDBG-CV2 and CV3) December 18, 2020 NOFA for a local Subsistence Payment Program (SPP). The SPP will be administered by City staff in the Departments of Community Development and Finance, in coordination with the Electric Utilities Department, Water and Sewer Resources, broadband providers, Pacific Gas and Electric Company (PG&E), and other local service providers/vendors.

The City's SPP is focused on emergency payments on behalf of LMI individuals or families who are in arrears on making payments towards utility bills due to the COVID-19 pandemic, and to prevent cutoff of utility service(s). These program guidelines contain details for the City's implementation of the SPP, as well as client eligibility requirements.

3. Program Requirements

Use of Assistance

CDBG-funded subsistence payments will be used to assist LMI families and households struggling with COVID-19 economic impacts, to support public health mandates, and to help stabilize the community at large. The City cannot provide funds directly to households or families, including gift cards, gas cards, phone cards, vouchers, or any other cash or cash equivalent. All subsistence payments will be provided directly to the utility provider or other service provider/vendor.

SPP payments are intended to prevent the cutoff of utility service(s), or provide emergency payments for other essential short-term needs. SPP payments are not to be used for future costs (i.e. pay off or refinance of mortgage). Households and persons who receive assistance for payments in arrears may not also receive assistance for current costs if those costs are not in consecutive months. Payments with CDBG-CV funds must address impacts to the household resulting from the COVID-19 emergency.

Household Eligibility Requirements

Individuals and families must be eligible for CDBG assistance to participate in the City's Subsistence Payment Program. Household eligibility will be documented and retained on file by the City for a minimum of three years after the close of the CDBG-CV program. Eligible households are required to meet all of the following requirements:

- Must have a LMI household income ($\leq 80\%$ county median income) based on applicable CDBG Income Limits (see Attachment A for current limits and Attachment B for a list of what should be included and excluded as income);
- Must have a documented financial need due to COVID-19 (loss of employment, or additional household members sheltering in place, or other COVID-19 related impact);
- Must reside in the City of Ukiah incorporated area;
- Must not have access to other payment assistance for same costs (no duplication of benefit).

SPP Payment Assistance Limits

The City's Subsistence Payment Program has the following limits on payment assistance:

- Per household maximum limit of not more than three months (90 days) of utility assistance for payments in arrears and to prevent the shutoff of utility service(s). Payments can be made for eligible costs incurred after January 21, 2020 and through the performance period of the CDBG-CV2 and CV3 award (generally, 24 months). To receive payments for more than one month and up to three months of assistance, months must be consecutive (e.g. February 1 – May 1; or June 15 – September 15);
- Per household maximum limit of not more than \$1,000 per household for households with no minors (children under the age of 18);
- For households with minors, up to a maximum of an additional \$50 per child with no limit on the number of children per household.
- The City's SPP will provide full or partial payments up to the maximum amount available to the household.

Preventing Duplication of Benefit

Subsistence payments cannot be a duplication of benefit. According to HUD, "the duplication of benefit occurs when federal financial assistance is provided to a person and the person has (or would receive, by acting reasonably) financial assistance for the same costs from any other source and the total amount received exceeds the total need for those costs." To prevent Duplication of Benefit, the City has established a Duplication of Benefit policy for all persons and households participating in the SPP. See Attachment C for details.

4. Program Implementation Details

Lead Based Paint and Inspection

The City's SPP is limited to 90 days of assistance and will therefore not require a Lead Based Paint inspection and testing plan per 24 CFR 35.115.

SPP Marketing Plan

The City has developed a marketing plan to make the SPP accessible to all qualifying community residents, including race and ethnic minorities, persons with limited English proficiency, persons with a disability, seniors, large families, single parent households, and other groups that may have accessibility or availability challenges. The marketing plan deploys a variety of marketing methods designed to maximize participation and prevent discrimination.

Step 1: Develop flyer in both English and Spanish languages; and develop Spanish-language SPP program forms.

The City's Community Development Department will develop a one-page flyer announcing the SPP. The flyer will be in both English and Spanish and describe basic program information, including income limits. It will also announce a mobile SPP funding workshop.

The City will also have the SPP program forms translated into Spanish.

Step 2: Develop list of households/persons in arears on utility payments.

The City's Finance Department will develop a list of households and persons in arears on utility payments. Although income information is not known at this initial stage, the list will serve as a good first step in outreach regarding the program.

Step 3: Directly mail flyer to list of households and persons in arears.

For the list of households in arears on their utility bills, the City's Finance Department will include the SPP flyer plus a self-certification of income form in the household's monthly billing statement.

Step 4: Release flyer via social media and through nonprofit service providers.

The City Manager's Office and Emergency Operations Services division will make the flyer and basic program information available through the City's Facebook page and on the City's website. The flyer will also be emailed to a list of local nonprofit service providers and partners, including service organizations that primarily represent and/or advocate on behalf of race and ethnic minorities, persons with limited English proficiency, persons with a disability, seniors, and other groups that may have accessibility or availability challenges.

Step 5: Develop press release announcing SPP Funding Workshop.

A press release will be developed by the City Manager's Office and Community Development Department to announce the SPP funding workshop and provide basic program information. The press release will be sent to all local and regional news outlets. The press release will also be sent to news organizations primarily representing Latinx community members.

Step 5: Host mobile SPP Funding Workshop.

Working with a group of volunteers, several of whom will be bilingual English-Spanish speakers, the City will host a mobile SPP funding workshop for potential program participants. The goal of

the funding workshop is to efficiently qualify households through an accessible and safe workshop environment.

The workshop will be held in the outdoors, likely in a parking lot or other large, flat area with adequate vehicle access. Facial coverings will be required for all volunteers, as well as for participants staying within their vehicles. For those choosing to exit their vehicles, social distancing will be mandated, and the City will limit the number of program applicants on site at any one time based upon the needed six feet separation distance. Allowing program participants to stay within vehicles both limits exposure related to COVID-19 and may also increase participation by mobility-impaired persons.

City staff and volunteers will meet with potential program participants at the workshop, assisting participants (clients) complete forms. Potential program participants may complete and turn in forms during the workshop, or may complete and turn in forms via email or mail. For forms completed during the workshop, City staff and volunteers will date and time stamp when each application is received.

Funding assistance will be made available on a first-come first-served basis based upon the dates/times complete applications are received.

Please note: the purpose of the SPP funding workshop is to maximize program accessibility and prevent discrimination through making the program more readily available to all. City staff and volunteers will not be reviewing applications for eligibility during the workshop. Eligibility will be conducted by City Community Development and Finance staff after the workshop and via the Client Intake Process described below.

Depending on demand and funding availability, the City may host one additional SPP funding workshop during the program period.

Step 6: Ongoing direct outreach to City utility customers.

Before, during, and after the SPP funding workshop, the City's Finance Department will continue direct engagement and outreach via phone and email to City utility customers in arrears on their utility payments. The Housing Division of the Community Development Department will also provide information on the program, including on the City's website. As needed, Finance or Community Development may host virtual meetings to explain the SPP to potential clients.

Nondiscrimination and Inclusion

Title VI of the Civil Rights Act of 1964 requires that, "No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Marketing Plan outlined above is based on census information and a Housing Needs Assessment completed by the City in 2019 as a part of the City's 2019-2027 Housing Element, certified by HCD in December 2019 and publicly available at the following link:

<http://www.cityofukiah.com/projects/housing-element-update/>

In providing the City of Ukiah Subsistence Payment Program, the City will continue to evaluate and revise its marketing strategy to ensure under-represented and non-English speaking families have a fair chance of receiving assistance. Such additional marketing steps deployed may include working with services providers that serve primarily race and ethnic minority groups to announce the availability of assistance to hard-to-reach residents; allowing non-English speaking residents an adequate amount of time to apply and gather the necessary documentation, and other language support services; and/or accessing COVID-19 racial equity and social justice resources provided by HCD at the following link:

<https://www.racialequitytools.org/resources/fundamentals/resource-list/covid-19---racial-equity-and-social-justice-resources>

Client Intake Process

A step-by-step client intake process is outlined below.

- i. Identify potential clients through SPP marketing plan and direct outreach.
- ii. City Community Development and Finance staff to direct potential clients to complete required SPP program forms. City English-speaking and bilingual staff to assist applicants as needed with completing forms and submitting required income verification documents.
- iii. Finance staff will income qualify applications based on Income Qualification and CDBG National Objective criteria below, and as outlined within SPP program forms.
- iv. Finance staff will track duplication of benefits to prevent over-payment through its utility billing function.
- v. Finance will batch applications of up to 10 potential clients for review of income qualification by City CDBG Administrator (Community Development staff). Administrator will email client approvals back to Finance staff for preparation of payment disbursement.
- vi. Finance staff will issue payments, as applicable and on behalf of the client/household, to the following service providers:
 - a. City of Ukiah Electric Utility Department
 - b. City of Ukiah Water Resources Department
 - c. City of Ukiah Public Works (sewer)
 - d. PG&E (natural gas)
 - e. Broadband providers (high-speed internet)
 - f. Other utility providers
- vii. Finance staff will document receipt of payment by the utility provider or other service provider through its utility billing system and accounts receivable software/cash management system to accurately document and account for these payments.
- viii. Utilizing the City's cash management system, Finance will verify the payment's clearing; then will follow-up via email with the client to provide a copy of the payment receipt and confirmation the payment was made on their behalf. Copies of all documented receipts will be provided to the household for their files and reference.

SPP Payment Records Requirements

The City is required to maintain a file on each assisted family/household, including:

- Approved application for assistance form that includes the essential CDBG-CV eligibility criteria, certified by the applicant
- Duplication of Benefit documentation
- LMI income verification documents (such as tax documents, pay stubs, etc.), household size, and the income level (30%, 50% and 80% AMI)
- Documentation of loss of income due to COVID-19
- Proof that loss of essential utility services is at risk and documenting the need for emergency payment
- Ethnicity/race demographics;
- Documented proof of payment (receipt, acknowledgement of payment, statement of balances, etc.)

Information required above is captured by the Application and Verification Form contained in Attachment D, as well as required income and eligibility documentation.

Income Qualification and CDBG National Objective

CDBG-funded public services must benefit LMI persons, based on the household income from all family members and number of persons within the household. Participants may self-certify income at application and provide minimum back-up documentation to verify income eligibility.

Household income may be determined by projecting the household's prevailing rate of income at the time the assistance is provided, and maintaining documentation of this determination. Household income includes income from all wage or income earning household members, including seniors receiving social security or pension payments, households with multiple wage earners, income from spousal and child support payments, and income from unemployment or other public benefit programs. Income does not include income from minors. For a complete list of what qualifies as income for the purposes of determining income eligibility in the City's SPP, refer to Attachment B.

One or more of the following pieces of documentation can be provided by the applicant to document income. Documentation is not required to be verified via third-party. Documentation must be sufficient to support current year income projections and may be either annual income or monthly income projected out 12 months. An applicant self-certification of income form is included as Attachment E.

- Prior year tax returns
- Pay stubs (tabulated for annual income)
- Social Security letter or stub
- Unemployment letter or stub
- Statement of loss of income (for persons who are self-employed) including current year annual income projection
- Other proof of income or loss of income
- Signed statements of no-income (jurisdictions/operators may prepare template statement of no-income letters that can be signed and dated at application submittal)

5. Program Administration

The Community Development Department is the program administrator for all City of Ukiah CDBG programs, including the City of Ukiah CDBG Coronavirus Relief (CDBG-CV) Subsistence Payment Program.

City of Ukiah CDBG Administrator: Craig Schlatter, Director of Community Development
Department: Community Development
Address: 300 Seminary Ave. Ukiah, CA 95482
Website: www.cityofukiah.com/community-development
Phone Number: (707) 463-6219
Email Address: cschlatter@cityofukiah.com

The Community Development Department (CDD) will administer the SPP, ensuring compliance with CDBG state and federal requirements. CDD will also provide program monitoring responsibilities, including but not limited to desk monitoring of program documentation, on-site monitoring (implementing physical distancing, masks, and other applicable COVID-19 transmission prevention standards), and technical assistance to assist the service providers in meeting minimum program requirements.

The Finance Department will implement the CDBG-CV Subsistence Payment Program through both utility billing/customer service and finance teams.

CDBG-CV SPP Contact: Daniel Buffalo, Director of Finance
Department: Finance
Address: 300 Seminary Ave. Ukiah, CA 95482
Phone Number: (707) 463-6220
Email Address: dbuffalo@cityofukiah.com

The Finance Department will rely on existing policies and procedures to implement the program, adhering to single audit OMB Circular 133 requirements.

CDBG Reimbursement Request Process

The City's Community Development Department will review all cost documentation for CDBG eligibility, certifying costs, and submit funding drawdown requests and a financial report that includes back-up documentation to HCD via Grants Network. Documentation may include, but will not be limited to, the following:

- Invoices
- Statements
- Time cards
- Receipts
- Any other documentation necessary to validate requests for reimbursement

Service Provider Requests for Subsistence Payments

For a service provider to request CDBG funds for subsistence payments, the service provider is to submit to the City all of the following:

- A program detail report describing the costs to be funded by applicant name and subsistence payment type
- An invoice or statement summarizing service delivery costs and direct subsistence payment costs for City verification
- A copy of the certified application for assistance/intake form and duplication of benefits form

All applicant information is to remain confidential and will only be used to meet federal and state record keeping requirements.

6. Fair Housing and Affirmatively Furthering Fair Housing

The Fair Housing Lender and Accessibility logos will be placed on all SPP outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data and/or data within the City's Housing Element) of the Program's eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies.

- A. *Nondiscrimination*. The service provider shall not, in the provision of services or in any other manner, discriminate against any person on the grounds of age, race, color, creed, religion, sex, sexual orientation, gender identity, disability, national origin, or familial status. The obligation of the service provider to comply with Fair Housing Requirements insures to the benefit of the United States of America, the Department of Housing and Urban Development, and the City of Ukiah, any of which shall be entitled to involve any of the remedies available by law to redress any breach or to compel compliance by the service provider.
- B. *Cooperation in Quality Opportunity Compliance Reviews*. The service provider shall comply with the City of Ukiah and with the California Department of Housing and Community Development (HCD) in conducting compliance reviews and complaint investigations pursuant to all applicable civil rights statutes, Executive Orders and all related rules and regulations.

7. State and Federal Program Operation Standards

The CDBG-CV funding is administered under the general rules and regulations promulgated primarily in 24 CFR § 570.600, et seq. These primary regulations are known as the federal cross-cutting requirements and form the basis of the programmatic requirements. State HCD incorporates all federal cross-cutting requirements into the state administered CDBG program, and the regulations in Part 570 are translated into required actions on the part of all Awardees of the state administered CDBG program, including CDBG-CV funds.

The following is a summary of the federal cross-cutting requirements:

- Environmental Standards (based on National Environmental Policy Act of 1969 [NEPA])
- Labor Standards (Davis-Bacon and related laws)
- Achieving a HUD National Objective
- Public participation requirements
- Fair Housing and Affirmatively Furthering Fair Housing
- Equal Opportunity and Non-Discrimination in federal Grant Programs
- Federal Procurement Guidelines
- National Flood Insurance Program compliance
- Relocation and displacement requirements
- Employment and Contracting Opportunities Section 3 compliance
- Lead-based paint requirements
- No use of debarred, ineligible, or suspended contractors or sub-recipients
- Uniform Administrative Requirements and Cost Principles
- Conflict of interest prohibitions
- Compliance with the Architectural Barriers Act and the Americans with Disabilities Act
- Compliance with Eligibility Restrictions for certain resident aliens
- Federal reporting requirements
- Grant and subrecipient monitoring requirements

If CDBG-CV funding is awarded to the City for the Subsistence Payments Program, the City will enter into a Standard Agreement with HCD. The Standard Agreement will contain all the relevant state and federal requirements for the Subsistence Payments Program.

Attachment A
2020 State CDBG Income Limits – California (Effective 7/1/20)

Mendocino County, CA

Income Category	Number of Persons in Household							
	1	2	3	4	5	6	7	8+
30% limit	\$14,700	\$16,800	\$18,900	\$20,950	\$22,650	\$24,350	\$26,000	\$27,700
50% limit	\$24,500	\$28,000	\$31,500	\$34,950	\$37,750	\$40,550	\$43,350	\$46,150
60% limit	\$29,400	\$33,600	\$37,800	\$41,940	\$45,300	\$48,660	\$52,020	\$55,380
Moderate 80% limit	\$39,150	\$44,750	\$50,350	\$55,900	\$60,400	\$64,850	\$69,350	\$73,800

Note: the maximum income for low and moderate income (LMI) households participating in a State CDBG-funded program is the “Moderate 80%” Income limit.

ATTACHMENT B

24 CFR § 5.609 - Annual income.

CFR Table of Popular Names

§ 5.609 Annual income.

(a) Annual income means all amounts, monetary or not, which:

- (1)** Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- (2)** Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- (3)** Which are not specifically excluded in paragraph (c) of this section.
- (4)** Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(b) Annual income includes, but is not limited to:

- (1)** The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- (2)** The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;

(3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

(4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);

(5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);

(6) *Welfare assistance payments.*

(i) Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:

(A) Qualify as assistance under the TANF program definition at 45 CFR 260.31; and

(B) Are not otherwise excluded under paragraph (c) of this section.

(ii) If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(B) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

(7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;

(8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

(9) For section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition and any other required fees and charges, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph, "financial assistance" does not include loan proceeds for the purpose of determining income.

(c) Annual income does not include the following:

(1) Income from employment of children (including foster children) under the age of 18 years;

(2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);

(3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);

(4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

(5) Income of a live-in aide, as defined in § 5.403;

(6) Subject to paragraph (b)(9) of this section, the full amount of student financial assistance paid directly to the student or to the educational institution;

(7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

(8)

(i) Amounts received under training programs funded by HUD;

- (ii)** Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
- (iii)** Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
- (iv)** Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
- (v)** Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
- (9)** Temporary, nonrecurring or sporadic income (including gifts);
- (10)** Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
- (11)** Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- (12)** Adoption assistance payments in excess of \$480 per adopted child;
- (13)** [Reserved]
- (14)** Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts, or any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts.

(15) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

(16) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

(17) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the FEDERAL REGISTER and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.

(d) *Annualization of income.* If it is not feasible to anticipate a level of income over a 12-month period (*e.g.*, seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

[61 FR 54498, Oct. 18, 1996, as amended at 65 FR 16716, Mar. 29, 2000; 67 FR 47432, July 18, 2002; 70 FR 77743, Dec. 30, 2005; 79 FR 36164, June 25, 2014; 81 FR 12370, Mar. 8, 2016]



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ATTACHMENT C

City of Ukiah

Duplication of Benefits Policy and Process

City of Ukiah Duplication of Benefits Policy

The City of Ukiah Subsistence Payment Program is funded through CDBG-CV funds allocated under the 2020 CARES Act and governed by the Federal Register Notice FR-6218-N-01-CDBG-CV, dated August 7, 2020.

All CDBG-CV grantees are required to complete a duplication of benefits analysis for assisted activities to demonstrate that no financial assistance has been received or is available to pay costs charged to a CDBG-CV grant. To comply with this requirement, the City of Ukiah and its subrecipient(s) will demonstrate that no other funds are available for an activity by maintaining records of compliance with mandatory duplication of benefits requirements described in the Federal Register Notice of August 7, 2020.

A CDBG-CV grantee is required to develop and maintain adequate procedures to prevent a duplication of benefits that address (individually or collectively) each activity or program. A grantee's policies and procedures are not adequate unless they include, at a minimum: (1) a requirement that any person or entity receiving CDBG-CV assistance must agree to repay assistance that is determined to be duplicative; and (2) a method of assessing whether the use of CDBG-CV funds will duplicate financial assistance that is already received or is likely to be received by acting reasonably by evaluating need and the resources available to meet that need. It is the intent of this document to present the City of Ukiah's policy to uphold, enforce and document conformance with the duplication of benefit requirements which cover use of its CDBG-CV funds.

City of Ukiah Duplication of Benefits Process

All applications to the City's Subsistence Payment Program are required to complete a Duplication of Benefits Affidavit as part of the application process. This affidavit acknowledges the City's requirement that any person or entity receiving CDBG-CV assistance must agree to repay assistance that is determined to be duplicative.

To meet HUD's requirements, the City has developed a method of assessing whether the use of CDBG-CV funds will duplicate financial assistance that is already received or is likely to be received by acting reasonably in evaluating need and the resources available to meet that need.¹

This assessment process is as follows:

¹ The City anticipates additional guidance in this regard will be forthcoming from HUD and will review its process to ensure compliance at that time.

1. Upon receipt of the completed application packet, the City of Ukiah Finance Department reviews the Duplication of Benefits Affidavit to determine if the applicant has reported receiving any potentially duplicative assistance.
2. If so, City Finance Department may request additional information from the applicant, including:
 - a. Dates funds were received
 - b. Specific uses of funds received, including receipts and dates as appropriate.
3. Based on a review of this information, City Finance Department may:
 - a. Determine that there is no duplication and proceed with consideration of the application for the full amount requested.
 - b. Determine that there is a partial duplication and proceed with consideration of the application for an amount that reduces the request by the DOB amount
 - i. $\text{Amount Requested} - \text{Amount of DOB} = \text{Eligible Amount}$
 - c. Determine that there is a complete duplication and deny the application
4. In the event that an application moves forward and is approved, in whole or in part, the applicant will be required to sign a Subrogation Agreement to address concerns around the potential for future duplication (for example a PPP application was made, and was not denied but the applicant has not heard back).
5. In the event that an application is approved in part, the City of Ukiah will also include in the funding documents specific information around what the funds may be spent on so as to avoid duplication of benefits.
6. The City of Ukiah Finance Department will require all successful applicants to provide documentation as to how funds are actually expended, and will review this documentation to ensure no duplication has taken place.

All application documents, including the Affidavit and Subrogation Agreement, shall be retained in compliance with HUD's record retention requirements.

ATTACHMENT D



Community Development Block Grant Program (CDBG) COVID-19 Utility Service(s) Subsistence Payment - Application and Verification Form

Up to **\$1,000** total is available to qualifying families for emergency subsistence payments, plus an additional \$50 per dependent child under the age of 18 living in the home, to assist households economically impacted by COVID-19. To request assistance, you must meet the program requirements, submit required documentation, and certify this form before December 31, 2021. Funds are available on a limited basis. Submitting this application is not a guarantee of assistance. For your privacy, information collected will remain confidential, used only to meet federal and state record keeping requirements, and withheld as applicable from disclosure.

Please print:

Name(s)				
Residential Address		Phone		
Email		Total Amount Requested	\$	
Make payment on my behalf to:				
Name		Phone or Email		
Address/Account#				
Proposed Use of Funds	☐ Electric Utility ☐ Water Utility ☐ Sewer Utility ☐ Broadband Utility ☐ Natural Gas Utility ☐ Other:			
Month(s) to Cover		Amount	\$	
Name		Phone or Email		
Address/Account#				
Proposed Use of Funds	☐ Electric Utility ☐ Water Utility ☐ Sewer Utility ☐ Broadband Utility ☐ Natural Gas Utility ☐ Other:			
Month(s) to Cover		Amount	\$	
		Data	YES	NO
<i>DUPLICATION OF BENEFIT</i> – Have you received, or are aware of being eligible to receive from another source, any financial assistance for the costs listed above? (If yes, please complete supplementary income form attached)			☐	☐
<i>COVID-19 IMPACT</i> – Have you had work hours reduced, been temporarily or permanently laid off, or other loss of income due to COVID-19? If YES , Provide details: _____		EST. % loss of revenue from one year previous: _____%	☐	☐
<i>SUBSISTENCE/EMERGENCY STATUS</i> – Have you received a late payment due, eviction notice or other proof that loss of housing or essential utility services is at risk and emergency payment need?		Number of months unable to pay: _____	☐	☐



**Community Development Block Grant Program (CDBG) COVID-19
Utility Service(s) Subsistence Payment - Application and Verification Form**

LMI Household Income Qualification Questions							
Total Annual Household Income is gross income (before deductions) from all sources of income (wages, child support, SSI, unemployment, pension, income from assets, etc.), from all adult members in the family living in the household. Consult the program if unsure.							
Total Household Income anticipated during the next 12 months							
Name List <u>all</u> household members, including yourself.	Age	Check if Applicable			Annual Gross (Pre-Tax) Income	Source of Income	
		Head of Household	Co-Head of Household	Full-Tm Student 18 Yrs. or Older			
					\$		
					\$		
					\$		
					\$		
					\$		
<i>Add rows as applicable</i>					\$		
Total Anticipated Annual Household Income:					\$		
CIRCLE the <u>number</u> of household members, including yourself:							
1	2	3	4	5	6	7	8+
\$39,150	\$44,750	\$50,350	\$55,900	\$60,400	\$64,850	\$69,350	\$73,800
Is your anticipated total household income LOWER or HIGHER than the \$ amount listed directly below the number of people circled above? If LOWER , attach proof of annual household income (such as latest tax return, quarterly tax, pay stubs, or bank statements).						LOWER	HIGHER
						☐	☐
Ethnicity (select one)			☐ Not Hispanic			☐ Hispanic	
Race (select one)							
White			☐	Asian			☐
Black or African American			☐	Native Hawaiian or Pacific Islander			☐
American Indian or Alaskan Native			☐	Other or Multi-Racial			☐

Duplication of Benefits Affidavit ("Affidavit")

I/We, _____ affirm the following:

1. I/We is/are executing this Affidavit in connection with assistance that we are receiving to help us prevent, prepare for, or respond to the coronavirus by providing us with a Subsistence Payment ("**Type of Assistance**") for the purpose of emergency payments on behalf of Low and Moderate Income individuals and families who, due to the economic impacts from the COVID-19 pandemic, are in arrears on making payments towards utility bills to prevent shutoff of utility service(s) ("**Need**") in the amount of _____ ("**Amount of Assistance or Total Need**") from the City of Ukiah ("**Organization**") through a program administered by the City of Ukiah with funding from the U.S. Department of Housing and Urban Development (the "Program").
2. The Organization and I/We believe the **Amount of Assistance/Total Need** is _____
3. In addition, I/We have received or will receive the following amounts and types of assistance from the sources listed below ("Duplicative Assistance"):

(a) Source of Funds #1

Lender/Grant Provider Name		
Purpose		
Amount		
☐ Government Loan	☐ Government Grant	☐ Government Forgivable Loan
☐ Nonprofit Grant	☐ Nonprofit Loan	☐ Nonprofit Forgivable Loan
☐ Private Loan	☐ Other: _____	

(b) Source of Funds #2

Lender/Grant Provider Name		
Purpose		
Amount		
☐ Government Loan	☐ Government Grant	☐ Government Forgivable Loan
☐ Nonprofit Grant	☐ Nonprofit Loan	☐ Nonprofit Forgivable Loan
☐ Private Loan	☐ Other: _____	

Duplication of Benefits Affidavit ("Affidavit")

(c) Source of Funds #3

Lender/Grant Provider Name		
Purpose		
Amount		
☐ Government Loan	☐ Government Grant	☐ Government Forgivable Loan
☐ Nonprofit Grant	☐ Nonprofit Loan	☐ Nonprofit Forgivable Loan
☐ Private Loan	☐ Other: _____	

(d) Source of Funds #4

Lender/Grant Provider Name		
Purpose		
Amount		
☐ Government Loan	☐ Government Grant	☐ Government Forgivable Loan
☐ Nonprofit Grant	☐ Nonprofit Loan	☐ Nonprofit Forgivable Loan
☐ Private Loan	☐ Other: _____	

(e) Source of Funds #5

Lender/Grant Provider Name		
Purpose		
Amount		
☐ Government Loan	☐ Government Grant	☐ Government Forgivable Loan
☐ Nonprofit Grant	☐ Nonprofit Loan	☐ Nonprofit Forgivable Loan
☐ Private Loan	☐ Other: _____	

4. Total Unmet Need (2- (3(a) + 3(b) + 3(c) + 3(d) + 3(e))) \$_____.
5. I/We have received no other assistance funds for the Need listed in Paragraph 1 other than that set forth above in paragraph 3.
6. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–2 254; 132 Stat. 3442). prohibits federal agencies from providing assistance to any person for “any part of such loss” as to which he has received financial assistance under any other program or from insurance or any other source (such as, FEMA, SBA, the Red Cross, the City, business owner’s Insurance, etc.).

Duplication of Benefits Affidavit ("Affidavit")

7. I/We understand that the amount of assistance received by I/We from the City of Ukiah must be reduced by the amount of Duplicative Assistance received or that will be received for the Need, from other sources (such as, FEMA, SBA, the Red Cross, the City homeowner's insurance, etc.) for the same purpose.
8. Therefore, I/We understand that if I/We receive assistance from a source other than City of Ukiah (such as, FEMA, SBA, the Red Cross, the City, homeowner's insurance, etc.) for the Need for the same purpose, I/We must repay the assistance received from City of Ukiah.
9. I/We certify under State and Federal penalties for perjury and fraud that the information provided above is true and accurate and acknowledge that repayment of all assistance received by Me/Us from City of Ukiah, payment of fines and/or imprisonment may be required in the event that I/We provide false, incomplete or misleading information in this Affidavit or during the rest of this process.
By executing this Affidavit, Applicant(s) acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.

Participant _____

Signature of Participant _____ Date _____

Participant _____

Signature of Participant _____ Date _____

ATTACHMENT E
Community Development Block Grant- Coronavirus Response Program
Self-Certification of Annual Income

INSTRUCTIONS:

Please complete one form and include the requested information for all persons in the household. Complete an additional form if the applicant needs more space. The adult head of household must sign and date the form. This form supersedes previous version and is valid for use through **September 30, 2021**.

PART I: ELIGIBILITY

CDBG-CV funded activities are limited to income eligible families whose annual income does not exceed 80 percent of the area median income, [as determined by HUD](#).

Number of Persons in Household							
1	2	3	4	5	6	7	8+
\$39,150	\$44,750	\$50,350	\$55,900	\$60,400	\$64,850	\$69,350	\$73,800

Check all that apply:

☐ Homeless

☐ Experiencing financial hardship

If the applicant has experienced financial hardship as a result of the COVID-19 pandemic, the applicant must describe how the household's financial situation has changed (e.g., lost employment or reduced income either temporarily or permanently).

PART II: HOUSEHOLD INFORMATION

Enter legal address (where the applicant currently lives) and contact information below. If household is experiencing homelessness or is in temporary housing, provide a mailing address (where the applicant currently receives mail).

	Legal Address	Mailing Address (if different from legal)
Street, Apt./Unit #		
State, City, Zip Code		
Phone Number(s)		
Email(s)		

ATTACHMENT E

Community Development Block Grant- Coronavirus Response Program

Self-Certification of Annual Income

Enter all household information below and indicate if any member is or will be a part-time/full-time student in the next 12 months. Do not include live-in-aides, children of live-in-aides, foster children, or foster adults.

Household Member #	Name (Last, First, MI)	Relationship to the Head of Household (co-head, spouse, child, etc.)	Birth Date (mm/dd/yyyy)	*Student (Part/Full-time, Neither)	**Disabled (Y/N)
1		Head of Household			
2					
3					
4					
5					
6					
7					
8					
9					
10					

PART III: ANNUAL INCOME

Report all current income and income expected to be received in the next 12 months including long-term **unemployment compensation and all hazard pay. DO NOT INCLUDE:** IRS Economic Impact Payments (stimulus checks), Federal Pandemic Unemployment Compensation (the additional \$600 per week), Lost Wages Supplemental Payment Assistance (up to \$400 per week), income of a live-in-aide, children of live-in-aides, foster children, foster adults, or the income of minors.

ATTACHMENT E

Community Development Block Grant- Coronavirus Response Program

Self-Certification of Annual Income

Section A: For each household member (HH Mbr#) below, anticipate annual income for the next 12 months by converting current income to annual figures. Convert wages/income by multiplying it by the frequency in which it is received and factor in amounts that will terminate before the end of the next 12 months. Multiply weekly income by 52; Bi-weekly income (received every other week) by 26; Semi-monthly income (received twice each month) by 24; and Monthly income by 12. A full-time student, 18 years or older (excluding the head of household or spouse) should exclude earnings in excess of \$480 for annual income. Leave blank those that do not apply. To determine the total income for the household, add up all columns on the last row of this chart.

Income Sources	HH Mbr# 1	HH Mbr# 2	HH Mbr# 3	HH Mbr# 4	HH Mbr# 5	HH Mbr# 6
Unemployment Compensation (include regular unemployment, Pandemic Unemployment Assistance and Pandemic Emergency Unemployment Compensation) (exclude Federal Pandemic Unemployment Compensation; Lost Wages Supplement Payment Assistance)	\$	\$	\$	\$	\$	\$
Wages, salary, overtime, hazard pay, commissions, fees, tips, bonuses (before payroll deductions)	\$	\$	\$	\$	\$	\$
Net income from business and self-employment (include income from independent contractors, Gig economy jobs such as Etsy, Amazon, eBay, Uber, Lyft, Instacart, Grubhub, etc.)	\$	\$	\$	\$	\$	\$
Interest, dividends, and other net income of any kind from real or personal property (include rental income)	\$	\$	\$	\$	\$	\$
Social Security (include disability/Supplemental; include gross amount prior to any Medicare premiums)	\$	\$	\$	\$	\$	\$
Retirement/Pension/Insurance policy/Annuities	\$	\$	\$	\$	\$	\$
Disability or Death Benefits (disability compensation)	\$	\$	\$	\$	\$	\$
Worker's Compensation and Severance pay	\$	\$	\$	\$	\$	\$
Welfare Assistance Payments (Temporary Assistance to Needy Families)	\$	\$	\$	\$	\$	\$
Regular Pay, special pay, and housing allowance for the Armed Forces (exclude military hazard pay)	\$	\$	\$	\$	\$	\$
Veterans Administration (VA) Benefits (exclude deferred disability benefits)	\$	\$	\$	\$	\$	\$
Adoption Assistance Payments (exclude amount in excess of \$480)	\$	\$	\$	\$	\$	\$
Alimony or Child Support (include only amounts expected)	\$	\$	\$	\$	\$	\$
Re-occurring cash gifts from private/nonprofit/charity or friends/family who will not reside in the unit	\$	\$	\$	\$	\$	\$
Other (please describe): _____	\$	\$	\$	\$	\$	\$
Total for each HH Member	\$	\$	\$	\$	\$	\$
Section A: Total Income for Household	\$					

ATTACHMENT E

Community Development Block Grant- Coronavirus Response Program

Self-Certification of Annual Income

Section B - Income From Assets: Annual income includes income derived from assets to which household members have access. Interest or dividends earned are counted as income even when the earnings are reinvested. Using the categories below, report the (a) type of asset(s) held by each member of the household, (b) cash value of asset(s), and (c) the income derived from the assets **(report annual figures only)**. If the asset does not generate income, report zero. If the household member does not have assets, leave blank. Calculate the totals on the last row of this chart.

Household Member #	Assets Categories: Checking, Savings, Mutual funds, Money Market Acct. Equity in Rental Property, Retirement and Pensions, 401(K), Stocks, Bonds, Treasury Bills, Certificate of Deposit, Annuities, Revocable Trust, Mortgages or Deed of Trust, Whole Life Insurance policy, Lump sum- inheritance, Lottery Winnings, Insurance Settlements, Personal property held as an investment (e.g., antiques, gems, etc.)	Cash Value of Asset	Interest/Dividends Earned on the Assets
1		\$	\$
2		\$	\$
3		\$	\$
4		\$	\$
5		\$	\$
6		\$	\$
Household Member #	Disposed Assets: Assets given away for less than the fair market value in the last 24 months with value greater than \$1,000, (e.g. sale of a home)	Cash Value of Disposed Asset	Income from Disposed Asset
		\$	\$
		\$	\$
		\$	\$
		Box (B1) Total Value of Assets	Box (B2) Total Income from Assets
		\$	\$

To be completed by Program Administrator	
If the amount in Box (B1) is greater than \$5000, calculate the imputed value of the assets by multiplying Box (B1) by the Passbook Savings rate of (.06%)	Box (B3) Value of Imputed Asset
	\$
Section B: Total Income from Assets (greater of box (B2) or (B3))	\$
Total Household Annual Income (Sections A + B)	\$

ATTACHMENT E
Community Development Block Grant- Coronavirus Response Program
Self-Certification of Annual Income

PART IV: APPLICANT CERTIFICATION

I certify under penalty of perjury that the above information is complete and accurate to the best of my knowledge. I understand that Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government. I agree to provide any additional documentation required by the program administrator to document my/our household income.

HEAD OF HOUSEHOLD		
Signature	Printed Name	Date
OTHER ADULT HOUSEHOLD MEMBERS		
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

RESOLUTION NO. 2021-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADOPTING THE CITY OF UKIAH COMMUNITY DEVELOPMENT BLOCK GRANT- CORONAVIRUS RELIEF (CDBG-CV) SUBSISTENCE PAYMENT PROGRAM GUIDELINES

WHEREAS, the City of Ukiah plans to apply for future Community Development Block Grant- Coronavirus Relief (CDBG-CV) funding; and

WHEREAS, the City having adopted Subsistence Payment Program Guidelines is a requirement of said funding; and

WHEREAS, as a part of a regular meeting of the City Council of the City of Ukiah, held February 3, 2021, the City Council reviewed and considered proposed Subsistence Payment Program Guidelines and received public comment.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The City Council of the City of Ukiah has reviewed and hereby adopts the City of Ukiah Community Development Block Grant- Coronavirus Relief (CDBG-CV) Subsistence Payment Program Guidelines attached hereto as Exhibit A.
2. If an award of funding is received for the CDBG-CV Subsistence Payment Program, the City Manager or designee is authorized and directed to act on the City's behalf in all matters pertaining to the CDBG-CV Subsistence Payment Program Guidelines.

THE FOREGOING RESOLUTION WAS ADOPTED at a regular meeting of the City Council of the City of Ukiah held on the 3rd day of February, 2021, by the following roll call vote.

.

AYES:

NOES:

ABSTAIN:

ABSENT:

Juan V. Orozco, Mayor
Ukiah City Council

STATE OF CALIFORNIA

City of Ukiah

ATTEST:

I, Kristine Lawler, City Clerk of the City of Ukiah, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 3rd day of February, 2021.

Kristine Lawler, City Clerk
of the City of Ukiah of the State of California

By: _____



AGENDA SUMMARY REPORT

SUBJECT: Authorization for the City Manager to Negotiate and Execute the No-Fee Transfer of and Associated Maintenance Agreement for Parcel 002-101-31 Near Orr Creek from Rural Communities Housing Development Corporation to the City of Ukiah.

DEPARTMENT: City Manager / Admin

PREPARED BY: Shannon Riley, Deputy City Manager

PRESENTER: Shannon Riley, Deputy City Manager

ATTACHMENTS:

None

Summary: The City Council will consider authorizing the City Manager to negotiate and execute the no-fee transfer of parcel number 002-101-31 from Rural Communities Housing Development Corporation (RCHDC) to the City of Ukiah for the purposes of maintaining a linear park along Orr Creek.

Background: The Wagonseller Neighborhood, which encompasses the northeast part of Ukiah, is a fairly dense residential area and home to many families. Unfortunately, this area also lacks a public park, so it has been a goal of the neighborhood's and the City of Ukiah's to develop public space in this area. Lack of available space and funding have been significant constraints.

Discussion: Rural Communities Housing Development Corporation (RCHDC) is in the process of developing an affordable housing project, Orr Creek Commons, on their property at the corner of Brush Street and North Orchard Avenue. As part of that project, they have developed a bike and pedestrian pathway along Orr Creek, spanning from Orchard Avenue to Orr Street. Given that this section of Brush Street, which is in the unincorporated County, does not have sidewalks, this provides a safe and attractive alternative for pedestrians.

In exchange for the City's maintenance of that pathway, RCHDC has generously offered to deed the parcel containing this pathway to the City of Ukiah. A maintenance agreement, which would protect the City from any construction-related defects, would be negotiated between the parties.

At this time, Staff is recommending the Council authorize the City Manager to negotiate and execute this transfer of property and the associated maintenance agreement in an effort to help provide much-needed public space and pedestrian access in the Wagonseller Neighborhood. This by no means satisfies the entire need for public space in the area; however, it is an important first step and City Staff is grateful for RCHDC's generous offer.

Recommended Action: Authorize the City Manager to negotiate and execute the no-fee transfer of parcel number 002-101-31 and an associated maintenance agreement from Rural Communities Housing Development Corporation to the City of Ukiah.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: David Rapport, City Attorney; RCHDC

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Receive Updates on City Council Committee and Ad Hoc Assignments, and, if Necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad Hoc(s); Including Consideration of Adoption of Resolution Appointing a Member and Alternative Member to the Ukiah Valley Basin Groundwater Sustainability Agency (UVBGSA).

DEPARTMENT: City Clerk **PREPARED BY:** Kristine Lawler, City Clerk

PRESENTER: Mayor Orozco, Various Councilmembers, and Sean White, Water Resources Director.

ATTACHMENTS:

1. 2020 City Council Special Assignments - 1-6-21
2. Ukiah Valley Basin GSA JPA
3. UVBGSA Appointing Resolution 2021

Summary: City Council members will provide reports and updates on their committee and ad hoc assignments. If necessary, the Council may consider modifications. Council will also consider adopting a resolution appointing a Member and Alternative Member to the Ukiah Valley Basin Groundwater Sustainability Agency (UVBGSA).

Background: City Council members are assigned to a number of committees and ad hoc activities. These assignments are included as Attachment 1.

Discussion: Previously, the City Council discussed having more time allocated to reporting on committee and ad hoc activities. Often, the Council Reports section of the regular agenda is rushed due to impending business (i.e., public hearings), and not enough time is afforded for reports beyond community activities.

In an effort to foster regular updates on committee and ad hoc assignments, this item is being placed on the agenda to provide the City Council members an expanded opportunity to report on assignments and modify assignments as necessary.

In respect to the upcoming vacancies created by departed Councilmembers Scalmanini and Mulheren, the Mayor and City Manager will work together to ensure that those positions are covered until a detailed review of assignments can be held after a full new City Council is seated. It's anticipated the annual review will take place at the February 17th Council Meeting.

Additionally, as a Member of the Ukiah Valley Basin Groundwater Sustainability Agency (UVBGSA), the City Council is required to appoint a Director and Alternate Director to serve a term of two years from 2021-2023. The current board member seats for Director and Alternate-Director were confirmed in February of 2019.

The Appointment Process is defined in the UVBGSA JPA (Attachment 2) section 7.3.1. Member Directors: Each Member Director must sit on the governing board of the Member and be appointed by that governing board by Resolution (Attachment 3), which Resolution shall be transmitted to the Secretary of the Agency

following adoption by the Member.

The UVBGSA will be holding their first Board Meeting on February 11th of 2021, and plan to present their Member Directors at that meeting. Therefore, Staff is recommending adopting the proposed resolution at the February 3rd meeting. Councilmember Crane has expressed an interest to remain as the primary, and Mayor Orozco has expressed an interest to fill the alternate position which complements his knowledge and work on the Inland Water and Power Commission (IWPC).

Recommended Action: 1. Receive report(s). The Council will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).

2. Adopt Resolution Appointing a Member and Alternative Member to the Ukiah Valley Basin Groundwater Sustainability Agency (UVBGSA).

BUDGET AMENDMENT REQUIRED: No

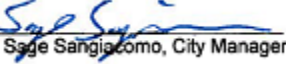
CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: 
Sage Sangiacomo, City Manager

2020 CITY COUNCIL SPECIAL ASSIGNMENTS

COUNTY/REGIONAL OnGoing One + Alternate	MTG DATE/TIME	MEETING LOCATION		MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Disaster Council	Shall meet a minimum of twice a year at a time and place designated upon call of the chair	Place designated upon call of the chair or, if she/he is unavailable or unable to call such meeting, the first vice chair and then the City Manager or her/his designee.		Emergency Management Coordinator 300 Seminary Ave. Ukiah, CA 95482 467-5765 - Tami Bartolomei	Develop any necessary emergency and mutual aid plans, agreements, ordinances, resolutions, rules, and regulations.	Orozco- Alternate	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com
Greater Ukiah Business & Tourism Alliance	3rd Tuesday of month, 11:30 a.m.	200 S School St. Ukiah, CA 95482		200 S School St. Ukiah, CA 95482	Promotes tourism and works to strengthen and promote the historic downtown and businesses within the greater Ukiah area		Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Mendocino Council of Governments (MCOG)	1st Monday of month, 1:30 p.m.	Board of Supervisors Chambers 501 Low Gap Road Ukiah, CA		Executive Director 367 N. State Street, Ste. 206 Ukiah, CA 95482 463-1859	Plan and allocate State funding, transportation, infrastructure and project County wide	Brown - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino County Inland Water and Power Commission (IWPC)	2nd Thursday of month, 6:00 p.m.	Civic Center 300 Seminary Avenue conference room 5		IWPC Staff P.O. Box 1247 Ukiah, CA 95482 391-7574 - Candace Horsley	Develops coordination for water resources and current water rights: Potter Valley project - Eel River Diversion	Orozco Brown- Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
Mendocino Solid Waste Management Authority (MSWMA)	3rd Thursday of every other month (varies), 10:00 a.m.	Willits Council Chambers		Solid Waste Director 3200 Taylor Drive Ukiah, CA 95482 468-9710	County-wide Solid Waste JPA	 - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino Transit Authority (MTA) Board of Directors	Last Wednesday of month, 1:30 p.m.	Alternating locations - Ukiah Conference Center or Fort Bragg, or Point Arena		Executive Director 241 Plant Road Ukiah, CA 95482 462-1422	County-wide bus transportation issues and funding	 Brown- Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
North Coast Opportunities (NCO)	4th Wednesday of month, 2 p.m.	Alternating locations - Ukiah and Lakeport		Ross Walker, Governing Board Chair North Coast Opportunities 413 North State Street Ukiah, CA 95482	Assist low income and disadvantaged people to become self reliant	Bartolomei (appointed 12/19/18)	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com
North Coast Rail Authority (NCRA)	2nd Wednesday of month, 10:30 a.m.	Various Locations - announced		419 Talmage Road, Suite M Ukiah, CA 95482 463-3280	Provides a unified and revitalized rail infrastructure meeting the freight and passenger needs of the region	Shannon Riley, Deputy City Manager	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Russian River Watershed Association (RRWA)	4th Thursday of month, 9:00 a.m. (only 5 times a year)	Windsor Town Hall		Russian River Watershed Association Attn: Daria Isupov 425 South Main St., Sebastopol, CA 95472 666-4857	Consider issues related to Russian river - plans projects and funding requests	 Brown- Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Ukiah Valley Basin Groundwater Sustainability Agency (GSA)	2nd Thursday of month, 1:30 p.m.	Board of Supervisors Chambers; 501 Low Gap Road Ukiah, CA		County Executive Office Nicole French 501 Low Gap Rd., Rm. 1010 Ukiah, CA 95482 463-4441	GSA serves as the Groundwater Sustainability Agency in the Ukiah Valley basin	Crane - Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Economic Development & Financing Corporation (EDFC)	2nd Thursday of month, 2:00 p.m.	Primarily 631 S. Orchard Street (location varies)		Executive Director 631 South Orchard Avenue Ukiah, CA 95482 467-5953	Multi-agency co-op for economic development and business loan program	Riley (appointed 12/19/18)	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Sun House Guild ex officio	2nd Tuesday of month, 4:30 p.m.	Sun House 431 S. Main St. Ukiah, CA		431 S. Main Street Ukiah, CA 95482 467-2836	Support and expand Grace Hudson Museum	Bartolomei (appointed 12/19/18)	David Burton, Museum Director; 467-2836 dburton@cityofukiah.com
Continued - COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Mendocino Youth Project JPA Board of Directors	3rd Wednesday of month, 7:45 a.m.	776 S. State Street Conference Room		Mendocino Co. Youth Project 776 S. State Street, Ste. 107 Ukiah, CA 95482 707-463-4915	Targets all youth with a focus on drug and alcohol prevention, healthy alternatives and empowering youth to make healthy choices	Noble Waidelich, Police Lieutenant	Noble Waidelich, Police Lieutenant; 463-6249; nwaidelich@cityofukiah.com
Northern California Power Agency (NCPA)	4th Thursday of month, 9:00 a.m. (see NCPA calendar)	Roseville, CA and other locations		651 Commerce Drive Roseville, CA 95678 916-781-4202	Pool of public utilities for electric generation and dispatch	Crane Grandi - Alternate	Mel Grandi, Electric Utility Director; 463-6295 mgrandi@cityofukiah.com

2020 CITY COUNCIL SPECIAL ASSIGNMENTS

LOCAL/COUNTY/REGIONAL/LIANS OnGoing One or Two Council and/or Staff	MTG DATE/TIME	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Adventist Health Community Advisory Council	Quarterly: Aug. 27, 6:45 a.m. Nov 5, 6:45 a.m.	275 Hospital Drive Ukiah, CA 95482	275 Hospital Drive Ukiah, CA 95482 707-463-7623 Allyne Brown - Allyne.Brown@ah.org	Provides the Adventist Health Ukiah Valley (AHUV) Governing Board and Administration with advice, support, and suggestions on matter of importance to Mendocino, Lake and Sonoma Counties.	Brown	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
League of California Cities Redwood Empire Legislative Committee	Prior to Division Meetings, meets 3x in person and then via conference call	Various locations that are announced	Redwood Empire League President; Public Affairs Program Manager (916) 658-8243	Elected city officials and professional city staff attend division meetings throughout the year to share what they are doing and advocate for their interests in Sacramento	Brown- Alternate	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
City Selection Committee	Called as required by the Clerk of the Board	BOS Conference Room 501 Low Gap Rd. Rm. 1090 Ukiah, CA	C/O: BOS 501 Low Gap Rd., Rm 1090 Ukiah, CA 95482 463-4441	Makes appointments to LAFCO and Airport Land Use Commission	Mayor	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Investment Oversight Committee	Varies	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Reviews City investments, policies, and strategies	Crane Orozco, Alternate Alan Carter, Treasurer	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Library Advisory Board	3rd Wednesdays of alternate months; 1:00 p.m.	Various Mendocino County Libraries	Ukiah County Library 463-4491	Review library policy and activities		Kristine Lawler , City Clerk; 463-6217; klawler@cityofukiah.com
Ukiah Players Theater Board of Directors	3rd Tuesday of month, 6:00 p.m	1041 Low Gap Rd Ukiah, CA 95482 462-1210	1041 Low Gap Rd Ukiah, CA 95482 462-1210	To oversee the activities, organization and purpose of the Ukiah Players Theater	Greg Owen , Airport Manager (appointed 12/19/18)	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Ukiah Unified School District (UUSD) Committee	Quarterly	511 S. Orchard, Ste. D Ukiah, CA 95482	511 S. Orchard Ukiah, CA 95482	Information exchange with UUSD Board Chair, Mayor, Superintendent, and City Manager	Mayor, City Manager and Police Chief	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Russian River Flood Control District (RRFCD) Liaison	1st Monday of month, 5:30 p.m.	151 Laws Ave., Suite D Ukiah, CA	151 Laws Ave., Ukiah, CA 95482; rrfc@pacific.net; 462-5278	Proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County	White (appointed 12/19/18)	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com
HHS Advisory Board	2nd Wednesday of month; 9:00 a.m.	Big Sur Room County Department of Social Services	Executive Director Jackie Williams - 462-1934 c/o Ford St. Project 139 Ford St. Ukiah CA 95482	Discussions and possible work on health and human service issues	Brown - Liaison	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
Mendocino County Local Area Formation Commission (LAFCO)	1st Monday of month, 9:00 a.m.	Board of Supervisors Chambers	Executive Director 200 S. School Street, Ste. 2 Ukiah, CA 95482 463-4470	Required by legislation - planning spheres of influence, annexation, service areas, and special districts	(positions not active) Crane - Alternate	Craig Schlatter , Director of Community Development; 463-6219; cscratter@cityofukiah.com
Mendocino County Airport Land Use Commission	As needed	BOS Conference Room 501 Low Gap Rd., Rm. 1090, Ukiah, CA	Mendocino County Executive Office 501 Low Gap Rd. Rm. 1010 Ukiah, CA 95482	To formulate a land use compatibility plan, provide for the orderly growth of the airport and the surrounding area, and safeguard the general welfare of the inhabitants within the vicinity	Owen/Schlatter	Greg Owen , Airport Manager; 467-2855; gowen@cityofukiah.com Craig Schlatter , Director of Community Development; 463-6219; cscratter@cityofukiah.com
Mendocino County 2nd District Liaison	1st Wednesdays of month, 8:00 a.m.	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the City's 2nd District Supervisor	Brown Crane- Alternate	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@cityofukiah.com
LOCAL/COUNTY/REGIONAL/LIANS OnGoing One or Two Council and/or Staff	MTG DATE/TIME	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Fire Executive Committee	2nd Wednesdays of month, 3:45 p.m.	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA	Stephanie Abba Civic Center 300 Seminary Ave. Ukiah, CA 95482 sabba@cityofukiah.com	Per the recently adopted agreement between the City of Ukiah and the Ukiah Valley Fire Protection District	Orozco/Brown	Doug Hutchison , Fire Chief; 463-6263; dhutchison@cityofukiah.com
Mendocino County 5th District Liaison	Monthly; TBD	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the County's 5th District Supervisor	Brown	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@cityofukiah.com
STANDING COMMITTEES	MTG DATE/TIME	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Equity and Diversity	TBD	Virtual Meeting Room (link to be created)	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Improve diversity and equity in the City's workforce and municipal services	Orozco/	Traci Boyl , City Manager's Office Management Analyst; 467-5720 tboyl@cityofukiah.com

2020 AD HOC COMMITTEES		
COMMITTEE	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Electric Grid Operational Improvements	Crane/_____	Mel Grandi, Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
Downtown Parking Management	_____/Brown	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Public Works Project Specification Development	Crane/_____	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Uniform Cost Accounting	Crane/_____	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Marbut Study Ad Hoc	Brown/_____	Justin Wyatt, Police Operations Captain, 463-6760 jwyatt@cityofukiah.com
Cannabis Events	_____/Brown	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com
Public Right of Way Related ADA Compliance	_____/Orozco	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Budget Development Best Practices and Financial Policy For FY 20/21 Budget	Crane/Brown	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com Sheri Mannion, Human Resource Director/Risk Manager; 463-6272, smannion@cityofukiah.com
Advance Planning & Policy for Sphere of Influence (SOI), Municipal Service Review (MSR), Annexation, Tax Sharing, Detachment, and Out of Area Service Agreements	Crane/_____	Sage Sangiacomo, City Manager 463-6221 ssangiacomo@cityofukiah.com Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Mel Grandi, Electric Utility Director; 463-6295 mgrandi@cityofukiah.com Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com
2020 Electric Rate Study	Crane/_____	Mel Grandi, Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
Diversity and Equity <i>SCOPE: With community engagement, develop an action plan to foster diversity and equity in the organization and our community. Review policies, practices, and procedures to promote and enhance equal participation and access to services, resources, and life opportunities and to ensure our organization accurately reflects the diversity of our community.</i>	Orozco/_____	Traci Boyl, Management Analyst; 467-5720; tboyl@cityofukiah.com
Housing Element and Implementation Review	_____/Orozco	Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com
Economic Development <i>SCOPE: to review economic tools to support development in line with the Council's Strategic Plan</i>	Orozco/_____	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com

Joint Powers Agreement Forming the Ukiah Valley Basin Groundwater Sustainability Agency

This Joint Powers Agreement (“Agreement”) is made and entered into by and among the Russian River Flood Control and Water Conservation Improvement District (“RRFC”), and the Upper Russian River Water Agency, both of which are California special districts, the City of Ukiah, a municipal corporation, and the County of Mendocino, a political subdivision of the State of California, which are together referred to herein individually as “Member” and collectively as “Members,” for the purposes of forming a joint powers agency, to be known as the Ukiah Valley Basin Groundwater Sustainability Agency, to serve as the Groundwater Sustainability Agency in the Ukiah Valley basin.

Recitals

A. Each of the Members is a local agency, as defined by the Sustainable Groundwater Management Act of 2014 (Division 2, Part 2.74 (commencing with §10720), Part 5 (commencing with Section 4999), Part 5.1 (commencing with Section 5100) and Part 5.2 (commencing with Section 5200) of the California Water Code Section *et seq.*; “SGMA”), duly organized and existing under, and by virtue, of the laws of the State of California, and each Member has water supply, water management or land use responsibilities within the Ukiah Valley.

B. SGMA seeks to provide sustainable management of groundwater basins, enhance local management of groundwater, establish minimum standards for sustainable groundwater management, and provide local groundwater agencies with the authority and the technical and financial assistance necessary to sustainably manage groundwater.

C. Section 10720.7 of SGMA requires all basins designated as high or medium priority basins by the Department of Water Resources (“DWR”) in its Bulletin 118 be managed under groundwater sustainability plans, or coordinated groundwater sustainability, plans pursuant to SGMA.

D. The Ukiah Valley basin (designated basin number 1-52 in Bulletin 118; the “Basin”) is designated as a medium-priority basin.

E. The Members have determined that the sustainable management of the Basin pursuant to SGMA may best be achieved through the cooperation of the Members operating through a joint powers agency.

F. The Joint Exercise of Powers Act (Chapter 5 (commencing with § 6500) of Division 7, of Title 1 of the California Government Code; the “Act”), authorizes two or more public agencies to, by agreement, jointly exercise any power held in common by agencies entering into such an Agreement and to exercise additional powers granted under the Act.

G. Based on the foregoing legal authority, the Members desire to create a joint powers agency for the purpose of taking all actions deemed necessary by the joint powers agency to ensure sustainable management of the Basin, as required by SGMA.

H. The governing board of each Member has determined it to be in the Member's and in the public's best interest that this Agreement be executed.

Terms of Agreement

Article 1. Definitions

As used in this Agreement, unless context requires otherwise, the meanings of the terms set forth below shall be as follows:

1.1. "Act" means the Joint Exercise of Powers Act, set forth in Chapter 5 of Division 7 of Title 1 of the Government Code, sections 6500, *et seq.*, including all laws supplemental thereto.

1.2. "Agency" means the Ukiah Valley Basin Groundwater Sustainability Agency.

1.3. "Agreement" means this joint powers agreement, which creates the Ukiah Valley Basin Groundwater Sustainability Agency.

1.4. "Basin" means the Ukiah Valley basin, as shown on the map attached as Exhibit A, which is incorporated herein by this reference.

1.5. "Board of Directors" or "Board" means the governing body of the Agency as established by Article 7 of this Agreement.

1.6. "Board Member" or "Director" shall mean a member of the Agency's Board of Directors.

1.7. "Committee" shall mean any committee established pursuant to Article Twelve (12) of this Agreement.

1.8. "Effective Date" means the date on which the last Member executes this Agreement.

1.9. "Fiscal Year" means July 1 through June 30.

1.10. "GSA" shall mean a groundwater sustainability agency.

1.11. "GSP" shall mean a groundwater sustainability plan.

1.12. "Member" has the meaning assigned to it in the Preamble and further means each party to this Agreement that satisfies the requirements of Section 6.1 of this Agreement, including any new members, as may be authorized by the Board pursuant to Section 6.2 of this Agreement.

1.13. "Member Director" means a director or alternate director appointed by a Member pursuant to Article 7 of this Agreement.

1.14. “Member’s Governing Body” means the board of directors or other voting body that controls the individual public agencies that are Members.

1.15. “RRFC” has the meaning assigned to it in the Preamble of this Agreement.

1.16. “SGMA” has the meaning assigned to it in Recital A.

1.17. “Special Project” means a project undertaken by some, but not all Members of the Agency, pursuant to Article 14 of this Agreement.

1.18. “Stakeholder Director” means a Director appointed pursuant to Article 6 that represents stakeholder interests.

1.19. “State” means the State of California.

Article 2. Creation of a Separate Entity

2.1. Upon the effective date of this Agreement, Ukiah Valley Basin Groundwater Sustainability Agency (“Agency”) is hereby created. Pursuant to the provisions of the Act, the Agency shall be a public agency separate from its members. The principal office shall be provided for in the Bylaws.

2.2. The boundaries of the Agency shall be as shown on the map on Exhibit A, attached and incorporated herein by this reference. The boundary shown on Exhibit A is an updated version of the Bulletin 118 boundary, based on the 2005 Larsen and Kelsey Map approved by the Department of Water Resources on January 26, 2017.

Article 3. Term

3.1. This Agreement shall become effective upon execution by each of the Parties and shall continue in full force and effect until terminated pursuant to the provisions of Article 17.

Article 4. Purpose of the Agency and this Agreement

4.1. The purpose of this Agreement is to create a joint powers agency separate from its Members that will elect to be the GSA for the entire Basin. The purpose of the Agency is to (a) develop, adopt, and implement a GSP for the Basin in order to implement SGMA requirements and achieve the sustainably goals outlined in SGMA; and (b) involve the public and area stakeholders through outreach and engagement in developing and implementing the Ukiah Valley Basin Groundwater Sustainability Plan.

Article 5. Powers of the Agency

5.1. Restrictions on Exercise of Powers. For purposes of Government Code Section 6509, the powers of the Agency shall be exercised subject to the restrictions upon the manner of exercising such powers as are imposed on the County of Mendocino, and in the event of the withdrawal of the County of Mendocino as a Member under this Agreement, then the powers of the Agency shall be exercised subject to the restrictions upon the manner of exercising such powers as are imposed on the City of Ukiah.

5.2. Powers. Subject to the limitations addressed herein, the Agency shall have the power in its own name to exercise any and all common powers of the Members reasonably related to the purposes of the Agency, including but not limited to, the following powers, together with such other powers as are expressly set forth in the Act and SGMA:

5.2.1. To exercise all powers afforded to a GSA pursuant to, and as permitted by, SGMA upon electing in accordance with SGMA to become the GSA for the Ukiah Valley Basin.

5.2.2. To develop, adopt and implement a GSP for the Basin pursuant to SGMA.

5.2.3. To adopt rules, regulations, policies, bylaws and procedures governing the operation of the Agency; and adoption and implementation of a GSP for the Basin.

5.2.4. To obtain rights, permits and other authorizations for, or pertaining to, implementation of a GSP for the Basin; and to exercise the common powers of the Members, as directed by the Board, in developing and implementing a GSP for the Basin.

5.2.5. To perform other ancillary tasks relating to the operation of the Agency pursuant to SGMA, including, without limitation, environmental review, engineering and design.

5.2.6. To employ, designate or otherwise contract for the services of agents, officers, employees, attorneys, engineers, planners, financial consultants, advisors, independent contractors, technical specialists and other consultants.

5.2.7. To make and enter into contracts necessary to the full exercise of the Agency's power.

5.2.8. To investigate legislation and proposed legislation affecting the Basin and to make appearances regarding such matters.

5.2.9. To acquire property and other assets by grant, lease, purchase, bequest, devise, gift or eminent domain; and to hold, enjoy, lease, sell, or otherwise dispose of property, including real property, water rights and personal property, necessary for the full exercise of the Agency's powers.

5.2.10. To cooperate, act in conjunction and contract with the United States, the State of California, or any agency thereof, counties, municipalities, public and private corporations of any kind (including, without limitation, investor-owned utilities), and individuals, or any of them, for any and all purposes necessary or convenient for the full exercise of the powers of the Agency.

5.2.11. To incur debts, obligations, and liabilities; to issue bonds, notes, certificates of participation, guarantees, equipment leases, reimbursement obligations and other indebtedness, and, to the extent provided for in a duly adopted Agency, to impose assessments, groundwater extraction fees or other charges, and other means of financing the Agency as authorized by Chapter 8 of SGMA (commencing at Section 10730 of the Water Code).

5.2.12. To apply for, accept, and receive contributions, grants or loans from any public or private agency or individual in the United States, or any department, instrumentality, or agency thereof for the purpose of financing the Agency's activities.

5.2.13. Invest money that is not needed for immediate necessities, as the Board of Directors determines advisable, in the same manner and upon the same conditions as other local entities in accordance with Section 53601 of the California Government Code, as that section now exists, or may hereafter be amended.

5.2.14. Reimburse Board Members for the actual amounts of reasonable and necessary expenses incurred in attending the Agency's meetings or any committee of the Agency in performing the duties of their officer, subject to Board of Directors policy and budget authorization.

5.2.15. To sue and be sued in the Agency's own name; provided that a Member may determine not to contribute to the expenses of litigation initiated by the Agency.

5.2.16. To provide for the prosecution of, defense of, or other participation in actions or proceedings at law or in public hearings in which the Members, pursuant to this Agreement, may have an interest; and may employ counsel and other expert assistance for these purposes.

5.2.17. To exercise the common powers of its Members to develop, collect, provide and disseminate information that furthers the purposes of the Agency, including, but not limited to the operation of the Agency and adoption and implementation of a Groundwater Sustainability Plan for the Basin, to the Members' legislative, administrative, and judicial bodies, as well as the public generally.

5.2.18. Employ or retain a full time or part time supporting staff.

5.2.19. To perform all other acts necessary or proper to fully carry out the purposes of this Agreement.

5.3. The Agency and all of its Members confirm that nothing contained herein shall grant the Agency any power to alter any water right, contract right, or any similar right held by its Members, or amend a Member's water delivery practice, course of dealing, or conduct without the express consent of the holder thereof.

Article 6. Membership

6.1. Initial Members. The initial Members of the Agency shall be the County of Mendocino, City of Ukiah, Russian River Flood Control and Water Conservation Improvement District, and the Upper Russian River Water Agency.

6.2. New Members. Additional Parties may join the Agency and become a Member provided that the prospective new member: (a) is eligible to join a GSA as provided by SGMA, (b) possesses powers common to all other Members, and (c) receives unanimous consent of the existing Members, evidenced by the execution of a written amendment to this Agreement signed by all Members, including the additional public agency. Additional Stakeholders Directors may be created by the execution of a written amendment to this Agreement signed by all Members.

Article 7. Agency Board of Directors

7.1. Formation of the Board of Directors. The Agency shall be governed by a Board of Directors (“Board of Directors” or “Board”). The Board shall be composed of six (6) Directors consisting of the following representatives, who shall be appointed in the manner set forth in Section 7:

7.1.1. One (1) representative appointed by the governing board of each Member, who shall be a member of the governing board of the Member (each, a “Member Director”).

7.1.2. Two (2) Stakeholder Directors, one (1) of which shall be representative of agricultural stakeholders and interests within the Basin; and one (1) of which shall be representative of tribal stakeholders and interests within the Basin. The two (2) Stakeholder Directors shall meet the following qualifications: ¶

(a) One (1) Agricultural Stakeholder Director. The Agricultural Stakeholder Director shall meet the following criteria, determined at the sole discretion of the Board Members: (1) be a resident of Mendocino County; (2.a) own/ lease real property in active commercial agricultural production overlying the Basin or (2.b) be an employee of a commercial agricultural production operation overlying the basin involved with water use decisions and (3) extract groundwater from the Basin for the irrigation/frost protection of at least fifteen (15) acres of agricultural crops in commercial operation. The Agricultural Stakeholder may not be a party to any pending litigation against the Agency or any of its Members.

(b) One (1) Tribal Stakeholder Director shall be appointed by the six tribes exercising jurisdiction over Indian lands within the Ukiah Valley Basin identified as Redwood Valley Rancheria, Coyote Valley Reservation, Pinoleville Pomo Nation, Potter Valley Rancheria, Guidiville Rancheria and the Hopland Reservation.

7.1.3. Relationship of Members. The Upper Russian River Water Agency is a joint powers authority consisting of several water districts within the Ukiah Valley and the RRFC. For purposes of the Agency, the RRFC desires to be a separate member of the Agency with a separate vote, and as such, will not take part in any action or discussion, and shall not vote on any item of the Upper Russian River Water Agency related to the Agency. The abstention of the RRFC from such agenda items of the Upper Russian River Water Agency shall be separately reflected in documents of the Upper Russian River Water Agency. Should the RRFC fail to abstain from taking part in any vote relating to the Agency before the Upper Russian River Water Agency, it shall not be entitled to vote on that matter when it comes before the Agency.

Members of the Upper Russian River Agency are also contemplating the consolidation of all members of the joint powers authority into a single water district. Should such consolidation occur, this JPA shall be amended to reflect the consolidation of members.

7.2. Duties of the Board of Directors. The business and affairs of the Agency, and all of the powers of the Agency, including without limitation all powers set forth in Article 5, are reserved to and shall be exercised by and through the Board of Directors, except as may be expressly delegated to the Executive Director or others pursuant to this Agreement, Bylaws, or by specific action of the Board of Directors.

7.3. Appointment of Directors. The Directors shall be appointed as follows:

7.3.1. Member Directors. Each Member Director must sit on the governing board of the Member and be appointed by that governing board by Resolution, which Resolution shall be transmitted to the Secretary of the Agency following adoption by the Member.

7.3.2. Stakeholder Directors. The two (2) Stakeholder Directors shall be appointed as follows:

(a) One (1) stakeholder shall be chosen by the Member Directors to represent agricultural interests within the Ukiah Valley Groundwater Basin. This stakeholder shall meet the qualifications as described in 7.1.2. (a). This stakeholder shall be selected from a list of three (3) nominations submitted from the Mendocino County Farm Bureau, but the three (3) nominees need not be a member of the organization. Nominees shall be submitted to the Member Directors pursuant to a process specified in the Bylaws, unless directed otherwise by the Member Directors. The Member Directors shall consider the nominees at a regular meeting of the Board and shall appoint the Agricultural Stakeholder Director upon simple majority vote of all Member Directors.

(b) Tribal Stakeholder Director. The Member Directors shall confirm the nomination for the Tribal Stakeholder Director submitted by the six (6) Tribes within the Ukiah Valley. The Member Directors shall confirm the nominee at a regular meeting and shall appoint the Tribal Stakeholder Director upon simple majority vote of all Member Directors.

7.4. Alternate Directors. Each Member may also appoint one (1) Alternate Director to the Board of Directors, and an Alternate Director shall be appointed for each Stakeholder Director. All Alternate Directors shall be appointed in the same manner as set forth in Section 7.3. Alternate Directors shall have no vote, and shall not participate in any discussions or deliberations of the Board unless appearing as a substitute for a Director due to absence or conflict of interest. If the Director is not present, or if the Director has a conflict of interest which precludes participation by the Director in any decision-making process of the Board, the Alternate Director appointed to act in his/her place shall assume all rights of the Director, and shall have the authority to act in his/her absence, including casting votes on matters before the Board. Each Alternate Director shall be appointed prior to the third meeting of the Board. Alternate Directors are encouraged to attend all Board meetings and stay informed on current issues before the Board. Alternate Board Members have no vote at Board of Director meetings if the Board Member is present. If the Board Member is not present, the Alternate Board Member shall be entitled to participate in all respects as a regular Board Member.

7.5. Terms of Office. The term of office for each member of the Agency's Board of Directors is two (2) years. Each member of the Board of Directors shall serve at the pleasure of the appointing Member and may be removed from the Board of Directors by the appointing members at any time. If at any time a vacancy occurs on the Board of Directors, a replacement shall be appointed to fill the unexpired term of the previous Board Member, pursuant to Article 7 and within ninety (90) days of the date that such position becomes vacant.

7.6. Removal of Board Members. Board Members and Alternate Board Members shall serve at the pleasure of their appointing Member's governing board and may be removed or replaced at any time. A Board Member that no longer meets the qualifications set forth in section 7.1 is automatically removed from the Agency Board of Directors. Upon removal of a Board Member, the Alternate Board Member shall serve as a Board Member until a new Board Member is appointed by the Member. Members must submit any changes in Board Member or Alternate Board Member positions to the Secretary in writing and signed by the Member. A Stakeholder Director may be removed or reappointed by a simple majority vote of all Member Directors.

7.7. Vacancies. A vacancy on the Board of Directors shall occur when a Director resigns or reaches the end of that Director's term, as set forth in Section 7.5. For Member Directors, a vacancy shall also occur when he/she is removed by his/her appointing Member. For Stakeholder Directors, a vacancy shall also occur when the Stakeholder Director is removed, as set forth in Section 7.5. Upon the vacancy of a Member Director, the Alternate Director shall serve as Director until a new Director is appointed, as set forth in Section 7.3, unless the Alternate Director is already serving as a Member Director in the event of a prior vacancy, in which case, the seat shall remain vacant until a replacement Director is appointed as set forth in Section 7.3. Members shall submit any changes in Director or Alternate Director positions to the Board of Directors or Executive Director by written notice, signed by an authorized representative of the Member. The written notice shall include a Resolution of the governing board of the Member directing such change in the Director or Alternative Director position.

7.8. Adjustment to Composition of the Board of Directors. Should the circumstances change in the future, any person or entity may petition the Members hereto to amend this Agreement so as to add or delete representatives to the Governing Board to accurately reflect groundwater production within the boundaries of the authority.

Article 8. Agency Meetings

8.1. Initial Meeting. The initial meeting of the Agency's Board of Directors shall be called by the County of Mendocino and held in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California within 60 days of the effective date of this Agreement. All Members shall be required to attend the initial meeting.

8.2. Time and Place. The Board of Directors shall provide in its adopted bylaws or by other means authorized or required by law, for the time and place for holding regular meetings, at least quarterly, and at such other times as determined by the Board of Directors.

8.3. Conduct. All meetings of the Governing Board shall be noticed, held, and conducted in accordance with the Ralph. M. Brown Act to the extent applicable. Board Members and Alternate Board Members may use teleconferencing in connection with any meeting in conformance with and to the extent authorized by the applicable laws.

8.4. Local Conflict of Interest Code. The Board of Directors shall adopt a local conflict of interest code pursuant to the provisions of the Political Reform Act of 1974 (Government Code sections 81000, *et seq.*).

Article 9. Board of Directors Voting

9.1. Quorum. A majority of the members of the Board of Directors shall constitute a quorum for purposes of transacting business, except less than a quorum may vote to adjourn a meeting.

9.2. Director Votes. Each member of the Board of Directors of the Agency shall have one (1) vote. Except as otherwise specified in this Agreement, all affirmative decisions of the Board of Directors shall require the affirmative vote of a simple majority of all Directors participating in voting on a matter of Agency business; provided that if a Director is disqualified from voting on a matter before the Board because of a conflict of interest, that Director shall be excluded from the calculation of the total number of Directors that constitute a majority. The Board of Directors shall strive for consensus of all members on items.

9.3. Voting on Fiscal Items. Fiscal items, approval of the annual budget of the Agency and any expenditures, and any projects shall require an affirmative vote by a majority of the Board of Directors.

Article 10. Officers

10.1. Officers. The Board of Directors shall select a Chairman, Vice-Chairman, Secretary, and any other officers as determined necessary by the Board of Directors.

10.1.1. The Chairman shall preside at all Board Meetings.

10.1.2. The Vice-Chairman shall act in place of the Chairman at meetings should the Chairman be absent.

10.1.3. The Secretary shall keep minutes of all meetings of the Board of Directors and shall, as soon as possible after each meeting, forward a copy of the minutes to each member and alternate of the Board of Directors.

10.1.4. All Officers shall be chosen at the first Board of Directors meeting and serve a term for two (2) years. An Officer may serve for multiple consecutive terms. Any Officer may resign at any time upon written notice to the Agency.

Article 11. Committee Formation

11.1. Internal Committee Formation. There shall be established such internal committees as the Board of Directors shall determine from time to time. Each such internal committee shall be comprised of two (2) Directors, shall exist for the term specified in the action establishing the committee, shall meet as directed by the Board of Directors, and shall make recommendations to the Board of Directors on the various activities of the Agency.

11.2. External Advisory Committee Formation. The Board of Directors may establish, as deemed necessary, one or more advisory committees comprised of diverse social, cultural, and economic elements of the population and area stakeholders within the Ukiah Valley Basin. The Board of Directors shall encourage the active involvement of the advisory committee(s) prior to and during the development and implementation of the Groundwater Sustainability Plan. The Board of Directors will ensure that at least one (1) member from the Board of Directors or Agency employee attends and participates in each advisory committee meeting.

11.3. Technical Advisory Committee. There shall be established a technical advisory committee, the purpose of which shall be to provide advice to the Board of Directors on issues of a technical nature related to the activities of the Agency. The technical advisory committee shall be comprised of at least one (1) representative of each Member; one (1) representative for each of the Agricultural Stakeholders and the Tribal Stakeholders; at least one (1) representative from the Sonoma County Water Agency; and at least one (1) representative from the Mendocino County Resource Conservation District. The technical advisory committee shall meet as directed by the Board of Directors, and shall make recommendations to the Board of Directors as requested. The role and responsibilities of the technical advisory committee will be established in a Memorandum of Understanding between the Agency, the Mendocino County Resource Conservation District, and the Sonoma County Water Agency.

Article 12. Treasurer, Controller, and Legal Counsel

12.1. Treasurer and Controller. The County of Mendocino shall act as Treasurer and Controller for the Agency. The Controller of the Agency shall cause an independent audit of the Agency's finances to be made by a certified public accountant in compliance with California Government Code Section 6505. The Treasurer of the Agency shall be the depositor and shall have custody of all money of the Agency from whatever source. The Controller of the Agency shall draw warrants and pay demands against the Agency when the demands have been approved by the Agency, or any authorized representative pursuant to any delegation of Agency adopted by the Agency. The Treasurer and Controller shall comply strictly with the provisions of statutes relating to their duties found in Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the California Government Code.

12.2. Legal Counsel. The Board of Directors may appoint legal counsel as it deems appropriate.

Article 13. Executive Director

13.1. Appointment. The Board of Directors may hire an Executive Director who shall be compensated for his or her services, as determined by the Board of Directors. The Executive Director may, though need not be, an officer, employee or representative of one of the Members.

13.2. Duties. The Executive Director shall be the Chief Administrative Officer of the Agency, shall serve at the pleasure of the Board of Directors, and shall be responsible to the Board of Directors for the proper and efficient administration of the Agency. The Executive Director shall have the powers designated in the Bylaws.

13.3. Term and Termination. The Executive Director shall serve until he/she resigns or the Board of Directors terminates his/her appointment.

13.4. Staff. The Executive Director may employ such additional full-time and or part-time employees, assistants, and independent contractors that may be necessary from time to time to accomplish the purposes of the Agency, subject to approval of the Board of Directors. The Agency may contract with a Member or other public agency or private entity for various services, including without limitation, those related to the Agency's finances, purchasing, risk management, information technology, human resources and other technical and non-technical staff assistance as may be required. A written Agreement shall be entered between the Agency and the Member or other public agency or private entity contracting to provide such service, and that Agreement shall specify the terms on which such services shall be provided, including without limitation, the compensation, if any, that shall be made for the provision of such services.

Article 14. Specific Projects

14.1. Projects. The Agency intends to carry out activities in furtherance of its purposes and consistent with the powers established by the Agreement with the participation of all Members.

14.2. Member Specific Projects. In addition to the general activities undertaken by all Members of the Agency, the Agency may initiate specific projects or litigation that involves less than all Members. No Member shall be required to be involved in a project that involves less than all the Members.

14.3. Project Agreement. Prior to undertaking any project or litigation that does not involve all Member Agencies, the Members electing to participate in the project shall enter into a Project Agreement. A Member may elect not to participate in a specific project or litigation matter by providing notice and not entering into the Project Agreement specific to the matter in which the Member has elected not to participate. Each Project Agreement shall provide the terms and conditions by which the Members that enter into the Project Agreement will participate in the project. All assets, rights, benefits, and obligations attributable to the Project shall be assets, rights, benefits, and obligations of those Members which have entered into the Project Agreement. Any debts, liabilities, obligations, or indebtedness incurred by the Agency in regard to a particular Project shall be the debts, liabilities, obligations, and indebtedness of those Members who have executed the Project Agreement in accordance with the terms thereof and shall not be the debts, liabilities, obligations, and indebtedness of those Members who have not executed the Project Agreement. Further, to the extent the Project is litigation, the Members who have not entered into the Project Agreement shall not be named or otherwise listed in the pleadings and/or appear on litigation materials.

14.4. Board of Directors Approval. The Board of Directors shall have the authority to disapprove any Project Agreement upon a determination that the Project Agreement has specific, substantial adverse impacts upon Members that have not executed the Project Agreement.

Article 15. Budget and Expenses

15.1. Budgets. Within ninety (90) days after the first meeting of the Governing Board of the Agency, and thereafter prior to the commencement of each fiscal year, the Board of Directors shall adopt a budget for the Agency for the ensuing fiscal year.

15.2. Agency Funding and Contributions. In order to provide the needed capital to initially fund the Agency, the Agency shall be initially funded by a contribution from initial Members in the amount established in the bylaws, which contribution shall be set at an equal dollar amount for initial Members. In subsequent years, the Agency may be funded through additional voluntary contributions by all Members, and as otherwise provided in Chapter 8 of SGMA (commencing with Section 10730 of the Water Code).

Article 16. Liability and Indemnification

16.1. Liability. The Members do not intend hereby to be obligated either jointly or severally for the debts, liabilities or obligations of the Agency, except as may be specifically provided for in California Government Code Section 895.2, as amended or supplemented. Therefore unless and to the extent otherwise required by law or agreed to herein by the Members, in accordance with California Government Code Section 6507, the debts, liabilities and obligations of the Agency shall not be the debts, liabilities or obligations of the Member entities. The Agency shall own and hold title to all funds, property and works acquired by it during the term of this Agreement.

16.2. Indemnification. Funds of the Agency may be used to defend, indemnify, and hold harmless the Agency, each Member, each Director, and any officers, agents and employees of the Agency for their actions taken within the course and scope of their duties while acting on behalf of the Agency. Other than for gross negligence or intentional acts, to the fullest extent permitted by law, the Agency agrees to save, indemnify, defend and hold harmless each Member from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees, where the same arise out of, or are in any way attributable in whole or in part to, negligent acts or omissions of the Agency or its employees, officers or agents or the employees, officers or agents of any Member, while acting within the course and scope of a Member relationship with the Agency.

Article 17. Withdrawal and Termination

17.1. Withdrawal. A Member may unilaterally withdraw from this Agreement without causing or requiring termination of this Agreement, effective upon sixty (60) days written notice to the remaining Members.

17.2. Termination of Agency. This Agreement may be rescinded and the Agency terminated by unanimous written consent of all Members, except during the outstanding term of any Agency indebtedness.

17.3. Effect of Withdrawal or Termination. Upon termination of this Agreement or unilateral withdrawal, a Member shall remain obligated to pay its share of all debts, liabilities and obligations of the Agency required of the Member pursuant to the terms of this Agreement which were incurred or accrued prior to the date of such termination or withdrawal, including without limitation, those debts, liabilities and obligations pursuant to Section 5.2.11. Any Member that withdraws from the Agency shall have no right to participate in the business and affairs of the Agency, or to exercise any rights of a Member under this Agreement or the Act, but shall continue to share in distributions from the Agency on the same basis as if such Member had not withdrawn, provided that a Member that has withdrawn from the Agency shall not receive distributions in excess of the contributions made to the Agency while a Member. The right to share in distributions granted under this section shall be in lieu of any right the withdrawn Member may have to receive a distribution or payment of the fair value of the Member's interest in the Agency.

17.4. Disposition of Agency Assets upon Termination.

17.4.1. Surplus Funds. Upon termination of this Agreement, any reserves or surplus money on-hand shall be returned to the Members in the same proportion said Members have funded such reserves or surplus, in accordance with California Government Code section 6512.

17.4.2. Agency Property. The Agency shall first offer any assets of the Agency for sale to the Members on terms and conditions determined by the Board of Directors. If no such sale to Members is consummated, the Board shall offer the assets of the Agency for sale to any non-member for good and adequate consideration on terms and conditions determined by the Board of Directors.

Article 18. Miscellaneous

18.1. No Predetermination or Irretrievable Commitment of Resources. Nothing in this Agreement shall constitute a determination by the Agency or any of its Members that any action shall be undertaken or that any unconditional or irretrievable commitment of resources shall be made, until such time as the required compliance with all local, state, or federal laws, including without limitation the California Environmental Quality Act, National Environmental Policy Act, or permit requirements, as applicable, has been completed.

18.2. Notices. Notices hereunder shall be sufficient if delivered via electronic mail, First-Class mail to the addresses below:

Russian River Flood Control and Water Conservation Improvement District: 151
Laws Avenue, Suite D, Ukiah, CA 95482
County of Mendocino: 501 Low Gap Road, Room 1010, Ukiah, CA 95482
City of Ukiah: 300 Seminary Avenue, Ukiah, CA 95482
Upper Russian River Water Agency: 151 Laws Avenue, Ukiah, CA 95482

18.3. Bylaws. At, or as soon as practicable after the first Board of Directors meeting the Board of Directors shall draft and approve Bylaws of the Agency to govern day-to-day operations of the Agency.

18.4. Amendment. This Agreement may be amended at any time, by mutual agreement of the Members, provided that before any amendments shall be operative or valid, it shall be reduced to writing and signed by all Members hereto.

18.5. Agreement Complete. This Agreement constitutes the full and complete Agreement of the Members. This Agreement supersedes all prior Agreements and understandings, whether in writing or oral, related to the subject matter of this Agreement that are not set forth in writing herein.

18.6. Severability. If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions will remain in force and unaffected to the fullest extent permitted by law and regulation.

18.7. Execution in Counterparts. The Parties intend to execute this Agreement in counterparts. It is the intent of the Parties to hold one (1) counterpart with single original signatures to evidence the Agreement and to thereafter forward three (3) other original counterparts on a rotating basis for all signatures. Thereafter, each Member shall be delivered an originally executed counterpart with all Member signatures.

18.8. Withdrawal by Operation of Law. Should the participation of any Member to this Agreement be decided by the courts to be illegal or in excess of that Member's authority or in conflict with any law, the validity of this Agreement as to the remaining Members shall not be affected thereby.

18.9. Assignment. The rights and duties of the Members may not be assigned or delegated without the written consent of all other Members. Any attempt to assign or delegate such rights or duties in contravention of this Agreement shall be null and void.

18.10. Binding on Successors. This Agreement shall inure to the benefit of, and be binding upon, the successors or assigns of the Members.

18.11. Other Joint Power Agreements. Nothing in this Agreement shall prevent the Members from entering into other joint exercise of power Agreements.

[Signature Pages Below]

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of the Effective Date.

COUNTY OF MENDOCINO

By: _____
JOHN MCCOWEN, Chair
BOARD OF SUPERVISORS

Date: _____

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: _____
Deputy

Date: _____

I hereby certify that according to the provisions of
Government Code Section 25103, delivery of this
document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: _____
Deputy

Date: _____

By signing above, signatory warrants and
represents that he/she executed this
Agreement in his/her authorized capacity and
that by his/her signature on this Agreement,
he/she or the entity upon behalf of which
he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

KATHARINE L. ELLIOTT,
County Counsel

By: _____
Deputy

Date: _____

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of the Effective Date.

CITY OF UKIAH

BY: _____

Date

Jim O. Brown, MAYOR

BY: _____

Date

CITY MANAGER

ATTEST

CITY CLERK

Date

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of the Effective Date.

Russian River Flood Control and Water Conservation Improvement District

By: _____ Date: _____

Paul Zellman, President

Board of Trustees

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of the Effective Date.

Upper Russian River Water Agency

By: _____

Date: _____

Jerry Cardoza, President

Board of Directors

RESOLUTION NO. 2021-**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPOINTING CITY REPRESENTATIVES TO THE UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY**

WHEREAS, groundwater located in the Ukiah Basin is a vital resource to meet the water supply needs for residents, visitors and businesses of Mendocino County; and

WHEREAS, the City of Ukiah, Upper Russian River Water Agency and Russian River Flood Control and Water Conservation Improvement District have come together to improve management of groundwater in the Ukiah Valley Basin under a Joint Powers Agreement (JPA) creating the Ukiah Valley Basin Groundwater Sustainability Agency(Agency); and

WHEREAS, each of the Member agencies is a local agency as defined by the Sustainable Groundwater Management Act of 2014 (SGMA), duly organized and existing under and by virtue of the laws of the State of California with the ability to exercise powers related to groundwater management; and

WHEREAS, Article 7 of the JPA provides for the appointment of Directors and Alternate Directors on the Board of Directors to serve as representatives of each Member Agency.

NOW, THEREFORE, BE IT RESOLVED that, effective upon final execution of the JPA by the Member Agencies, the Ukiah City Council hereby appoints _____ to serve as the Director representing the City of Ukiah on the Board of Directors for the Ukiah Valley Basin Groundwater Sustainability Agency;

BE IT FURTHER RESOLVED _____ is appointed as the Alternate Director to represent the City of Ukiah on the Ukiah Valley Basin Groundwater Sustainability Agency in the event that _____ is unable to attend a Board of Directors meeting.

PASSED AND ADOPTED this 3rd day of February, 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Juan V. Orozco, Mayor of the City of Ukiah

ATTEST:

Kristine Lawler, City Clerk