

SEWER SYSTEM MANAGEMENT PLAN
GRIZZLY RANCH COMMUNITY SERVICES DISTRICT
PLUMAS COUNTY, CA.
WDID No. 5SSO11112

REVISED AND SUBMITTED BY: GRCSD

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- A. GRCSO RESOLUTION No. 2018-4
- B. 2019 GRCSO ROWD
- C. WATER QUALITY ORDER 2014-0153-DWQ

1.0 INTRODUCTION

This Sewer System Management Plan (SSMP) has been prepared in compliance with the requirements of the Regional Water Quality Control Board (RWQCB) pursuant to the California Water Code. The RWQCB requires that the Grizzly Ranch Community Services District (GRCS D) prepare an SSMP following the guidelines in the SSMP development guide. GRCS D must also comply with Sanitary Sewer Overflow (SSO) electronic reporting requirements. The State Water Resources Control Board (SWRCB) requires all public wastewater collection system agencies in California with greater than 1 mile of sewer to be regulated under General Waste Discharge Requirements (WDR).

The GRCS D is classified as a community special district. The GRCS D provides sewer service to properties within its sphere of influence that includes approximately 87 people. The District does not serve wastewater connections outside of its boundaries.

1.1 DOCUMENT ORGANIZATION

This SSMP is intended to meet the requirements of both the RWQCB and the statewide WDR. The organization of this document is consistent with the RWQCB and SWRCB requirements. The SSMP includes each of these elements:

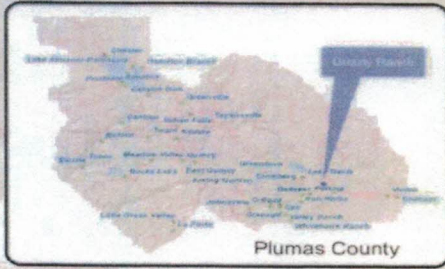
1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Overflow Emergency Response Plan
6. Fats, Oils, and Grease (FOG) Control Program
7. Sewer System Evaluation and Capacity Assurance Plan
8. Monitoring, Measurement and Program Modifications
9. Public Communications Program
10. SSMP Audits
11. SSMP Final Completion and Certification

1.2 SYSTEM OVERVIEW

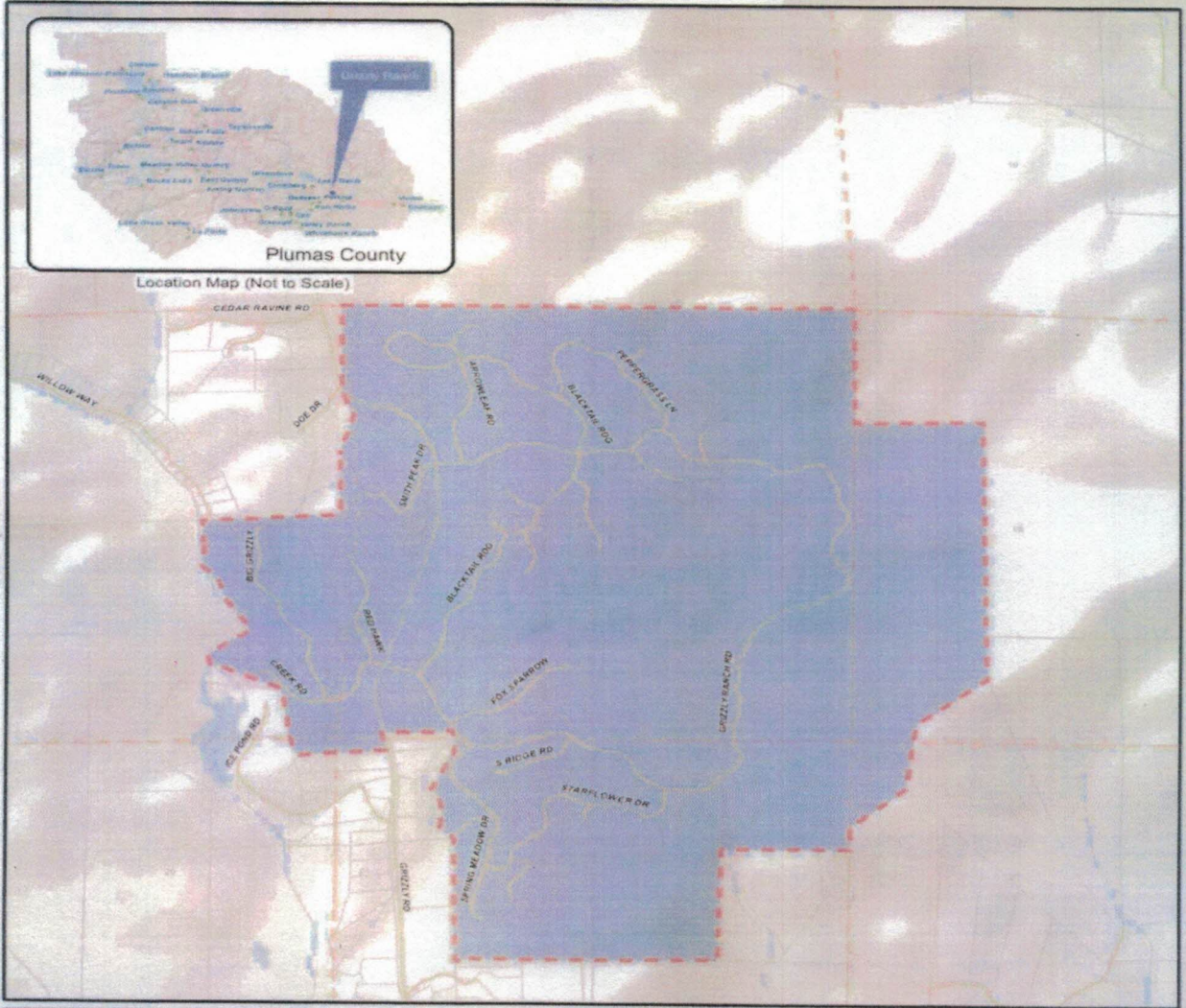
The Grizzly Ranch Community is located in eastern Plumas County California. It currently has 49 residential homes, 10 commercial buildings and an 18-hole golf course. The community was originally planned and developed for 380 single-family homesites. The Grizzly Ranch Golf Club (GRGC) owns and operates the golf course and the Grizzly Ranch Community Services District (GRCS D) owns, operates and maintains the community water and wastewater systems. The sewer system consists of a low-pressure sewer collection system and a water reclamation facility that treat wastewater to Title 22 standards for golf course irrigation reuse. Initial construction of the community began in 2004 and water and sewer infrastructure was ready for service in 2007. The original design and construction of the wastewater

Grizzly Ranch Community Services District

Range 14 East



Township 23 North



Legend

- Highways
- Major Roads
- Stream / River
- Parcels
- Sectional Grid (MDB&M)
- Waterbodies
- Grizzly Ranch CSD
- Grizzly Ranch CSD Proposed SOI



Grizzly Ranch CSD
Resolution: 2003-020
Adopted: August 25, 2003

Grizzly Ranch CSD (SOI)
Resolution:
Adopted:

Source: Plumas LAFCo Map Created: 8/29/2017

system with individual residential/commercial grinder pump stations and effluent pumping and piping infrastructure to recycle effluent to the golf course or surface discharge to Big Grizzly Creek. However, the development never built out enough to produce sufficient wastewater flows to operate the Wastewater Reclamation Facility as planned. The Grizzly Ranch CSD relied on the services of a local sanitation company to haul away the effluent product to another permitted treatment facility outside the District. In 2018 Grizzly Ranch CSD worked with Engineers to develop a Treatment retrofit solution for the Wastewater Reclamation Facility to operate with current flows and climate conditions. In 2019 Grizzly Ranch CSD was able to have their project approved and implemented. Grizzly Ranch CSD is currently treating less than 100,000 gallons of wastewater per day and is therefore covered under general and specific conditions of State Water Resources Control Board (SWRCB) Water Quality Order 2014-0153-DWQ- R5301 General Waste Discharge Requirements for Small Domestic Wastewater Treatment Systems (General Order). GRCSO recycles 100% of its effluent product onsite to the golf course irrigation pond all year.

1.2.1 GRIZZLY RANCH LOW-PRESSURE SEWER SYSTEM

The rolling terrain and relatively low-density housing within the Grizzly Ranch Development made a low-pressure system the most feasible choice for wastewater collection. The system is pressurized; therefore, the sewer mains are smaller and less disruptive to install compared to a gravity system. Most of the low-pressure mains are 2 inches to 3 inches in diameter and are installed in shallow trenches at uniform depth with no lift stations. A pipeline summary is included in Table 1.

Table 1 Pipeline Summary	
Inches	Linear Feet
Constructed	
2" PVC	11,367
3" PVC	18,243
4" PVC	5,753
5" PVC	1,057
6" PVC	1,082
Not Yet Constructed	
2" PVC	5,168
3" PVC	5,987

A pressurized sewer system has the advantage of reduced inflow and infiltration from rainfall, runoff and groundwater. The peak wet weather flow to the treatment plant is, therefore, less from a low-pressure sewer system than from a gravity sewer system. Low-pressure sewers provide a strong flow of wastewater during heavy rainfall events.

GRINDER PUMPS

To convey wastewater in small pressurized lines, each home, business, and facility was equipped with a small storage vault (approximately 30 gallons for residences) and a grinder pump. The grinder pump delivers wastewater to the sewer system through a lateral that connects the grinder pump to the sewer

mains in the street right-of-way. Pumping is controlled by the level in the storage vault. The GRCS D is responsible for operation and maintenance of the privately owned pump vaults and control panels and all property owners must sign a licensing agreement allowing the GRCS D access to the pumps before they can obtain a building permit.

STEP SYSTEMS

As part of the 2019 wastewater treatment project in Grizzly Ranch, septic tank effluent pump (STEP) systems are now required in all new build properties in the district. The GRCS D plans to retrofit all existing grinder pump systems in the district with STEP systems in efforts to produce a better quality/ liquid only product for the treatment process. The CSD is also responsible for the inspection, operation and maintenance of the pump systems and control panels for the STEP systems.

SEWER MAIN DESIGN AND SIZING

The sewer mains consist primarily of 2-inch and 3-inch HDPE. As the branches of the system join, the pipe sizes increase. There are sections of the 4-inch, 5-inch, and 6-inch diameter piping in the vicinity of the water reclamation facility. Sewer mains were sized based on hydraulic analysis of the maximum flow, flow velocity, static head, and friction head loss in pipelines.

1.2.2 GRIZZLY RANCH RECYCLED WATER SYSTEM

The GRCS D provides recycled water to the golf course for irrigation. The source of the recycled water is the Grizzly Ranch Reclamation Facility. The facility treats municipal wastewater from the Grizzly Ranch Development to meet the standards for disinfected tertiary recycled water of the California Code of Regulations Title 22, Chapter 3, so that it is suitable for unrestricted golf course application. Please reference attached document 2019 Grizzly Ranch CSD ROWD for updated and approved reclaimed water treatment process.

1.3 PROJECTED BUILD-OUT

The District’s total build-out potential is 380 single-family homes and 23 commercial units that include an 18-hole golf course, a golf clubhouse, and some limited commercial facilities such as small stores, shops, and offices. When every single-family home is constructed, based on an average household size throughout Plumas County of 1.9 people, the estimated population of the subdivision will be 722. The ratio of the development component type to design flow (gallons per day) is included in table 2.

Table 2 Design flow per Development Component	
Development Component	Design Flow (gpd)
Single-family housing	76,000
Commercial	1,000
Clubhouse	4,000
Total	81,000

2.0 GOALS

This section of the SSMP identifies the goals the GRCS D has established for the management, operation, and maintenance of the sewer system.

The GRCS D seeks to provide high-quality and cost-effective wastewater collection for its constituents by meeting the following goals:

1. Minimize the frequency of SSOs
2. Mitigate the impact of SSOs
3. Provide adequate capacity to convey peak flows
4. Properly manage, operate, and maintain all parts of the wastewater collection system
5. Prevent public health hazards
6. Minimize inconveniences by responsibly handling interruptions in service
7. Protect the investment in the collection system by maintaining adequate capacities and extending the useful life span of the system.
8. Prevent any unnecessary damage to public and private property
9. Convey wastewater to ponds with a minimum of infiltration, inflow, and exfiltration
10. Provide adequate capacity to convey peak flows
11. perform all operations in a safe manner to avoid personnel injury and property damage

3.0 ORGANIZATION

This section of the SSMP identifies GRCS D staff that are 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 SWRCB requirements for completing and certifying spill records.

3.1 CSD ORGANIZATION

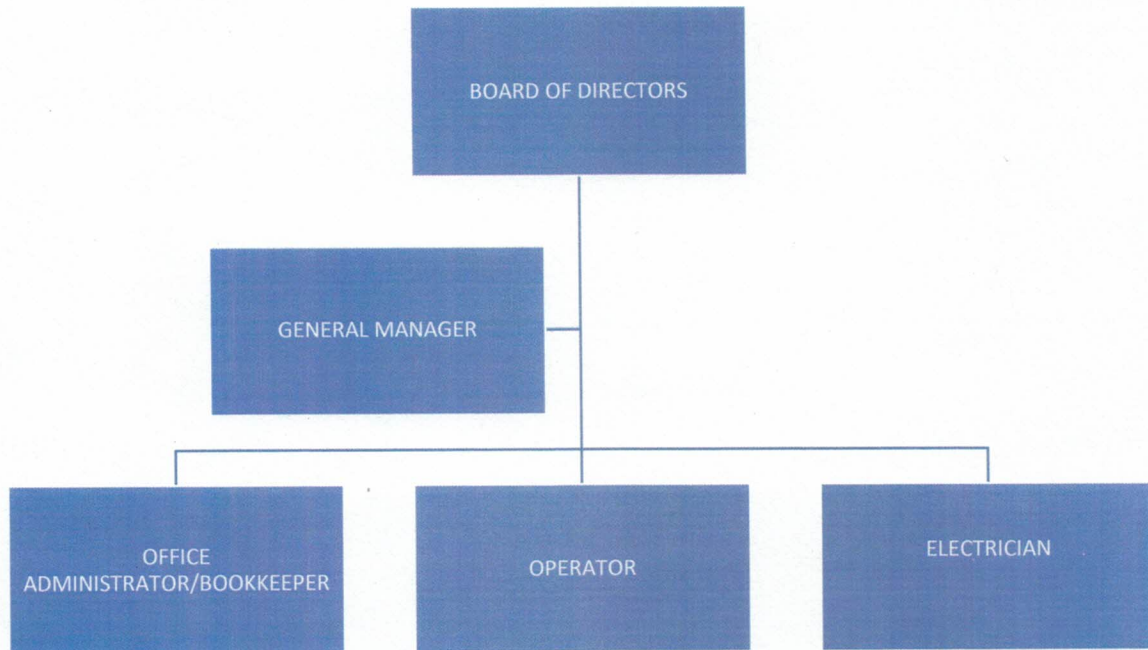
The GRCS D was formed in 2003 as a dependent special district of Plumas County. The purpose of the formation of the District, as described in Plumas County LAFCO Resolution No.2003-020, was to provide “governance over the future community of Grizzly Ranch through an entity with all permitted powers/uses allowed under Community Services District law, and specifically to create powers to the provision of domestic community water delivery and sewer treatment services”. The formation resolution indicated that the governing body was to be a Board of Directors consisting of five members elected to staggered four-year terms. Grizzly Ranch CSD has since become an independent special district since 2016.

3.2 DESCRPTION OF GENERAL RESPONSIBILITIES

The Grizzly Ranch CSD Board of Directors provide oversight and governance for the District.

The GRCS D staff is made up of a General Manager/Operator, Office Administrator/Bookkeeper, and a Utility System Operator. The General Manager and Utility System Operator handle the day-to-day

GRCSD ORGANIZATIONAL CHART 2020



operations of both the water and wastewater facilities. The Utility System Operator holds a Distribution Grade2 and Treatment Grade2 certification level that meets the required certification levels of the system.

The GRCSO General Manager plans, organizes, directs, performs, and supervises work activities of the GRCSO. The GM advises the Governing Board for the GRCSO of operational matters. The GM prepares the budget while the Governing Board approves the budget. The GM prepares cost estimates and obtains approval of the Governing Board for impending projects other than normal repairs and maintenance.

The Utility System Operator organizes and performs maintenance and repairs of sewer infrastructure. The operator makes recommendations to the CSO GM regarding maintenance, construction, and operation aspects. The operator is responsible for system inspections, maintenance, and repairs of the grinder pumps/STEP systems and force mains. The operator maintains records of projects, supplies, and equipment. The operator investigates sewer-related complaints from the general public and estimates needed equipment and equipment maintenance. The operator is the first responder who is responsible for underground service alerts. The operator is responsible for maintaining written documentation records, maintenance schedules, and regulatory reports.

3.3 AUTHORIZED REPRESENTATIVE

The General Manager is the GRCSO authorized representative in wastewater collection system matters. The GM is the LRO authorized to certify electronic spill reports submitted to SWRCB. The certified GM is authorized to submit SSO reports to the appropriate government agencies.

3.4 RESPONSIBILITY FOR SSMP IMPLEMENTATION

The Certified Utility System Operator and General Manager are responsible for implementing and maintaining this SSMP.

3.5 CHAIN OF COMMUNICATION FOR RESPONDING TO AND REPORTING SSOs

The SSO reporting chain of communication follows:

1. GRCSO General Manager/Operator: Aaron Corr (615)519-2459
2. GRCSO Utility System Operator: Justus Lundy (530)251-3351
3. Plumas County Public Health Agency: (530)283-6355
4. State Water Resources Control Board: (530)542-6457
5. Plumas County Office of Emergency Services: (530)283-7438

3.6 OVERFLOW RESPONSE PROCEDURES

The overflow response procedure presents a plan for GRCSO to mobilize labor, materials, tools, and equipment to correct or repair any condition that may cause or contribute to an unpermitted discharge.

The procedure follows:

The person who receives the sewer call should obtain all relevant information available regarding the overflow including the following:

1. Time and date call received
2. Specific location
3. Description of problem
4. Time overflow was noticed by caller
5. Callers contact information
6. Observations of the caller; odors, duration and back or front of property or street
7. Any other information that will assist crews to locate and stop the overflow quickly

The person taking the call will immediately dispatch information to the proper person to handle the situation.

The GRCSO Emergency Disaster Response Plan (attached) indicates personnel and responsibilities.

4.0 LEGAL AUTHORITY

Under the regulation, each Wastewater Collection System Agency must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system (examples may include storm water, chemical dumping, unauthorized debris, and cut roots);
- Control infiltration and inflow from satellite collection systems laterals;
- Require that sewer and connections be properly designed and constructed including all new and rehabilitated sewer systems and connections;
- Ensure access for maintenance, inspections, or repairs for portions of the lateral owned or maintained by the GRCSO;
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages;
- Enforce any violations of its sewer ordinances

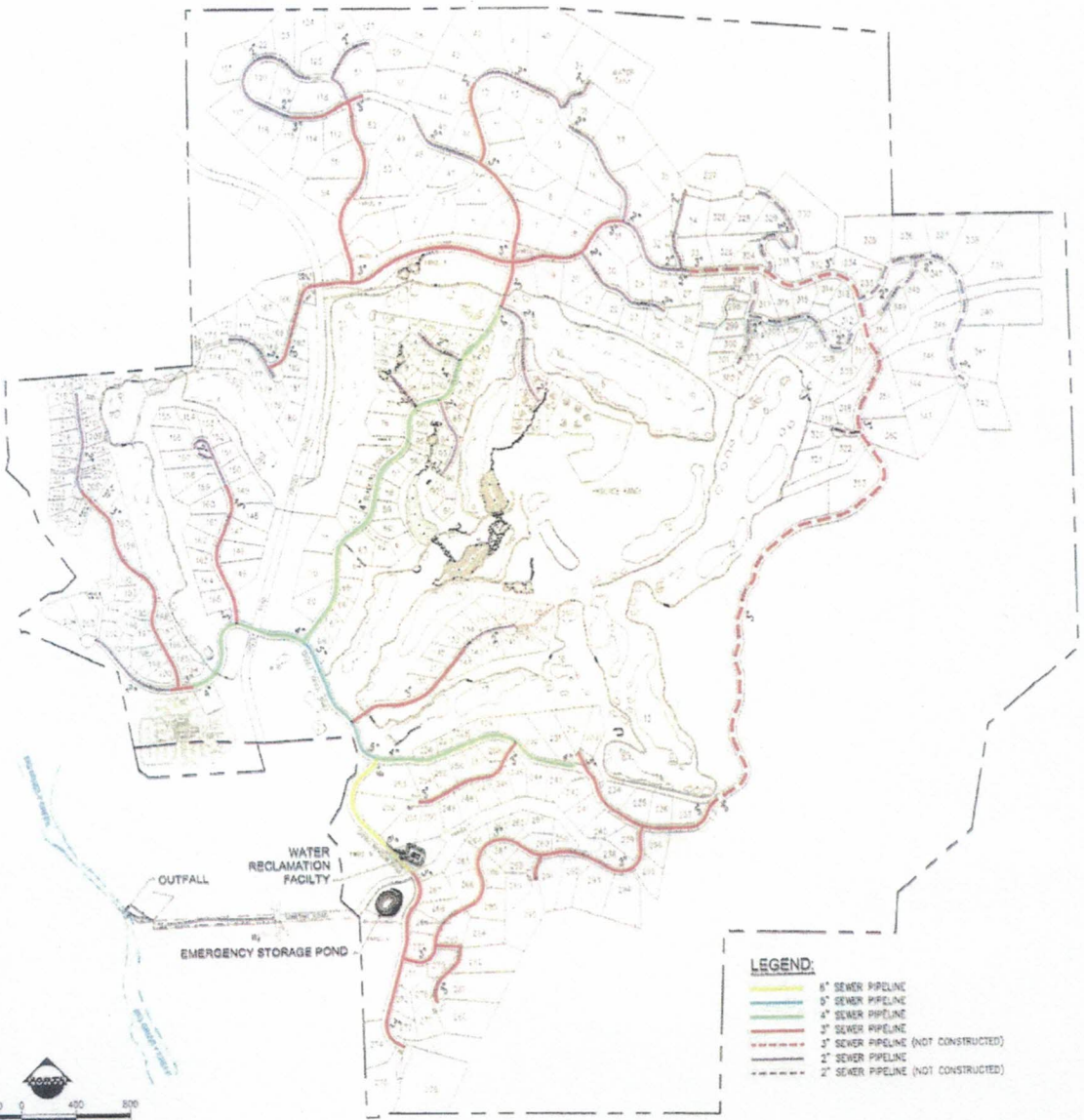
5.0 OPERATION AND MAINTENANCE PROGRAM

5.1 COLLECTION SYSTEM MAP

The GRCSO maintains site plans for the Grizzly Ranch District available onsite which include pressure pipes and valve locations. The Low-Pressure Sewer Main Site Plan is attached in the SSMP document as figure # 3.

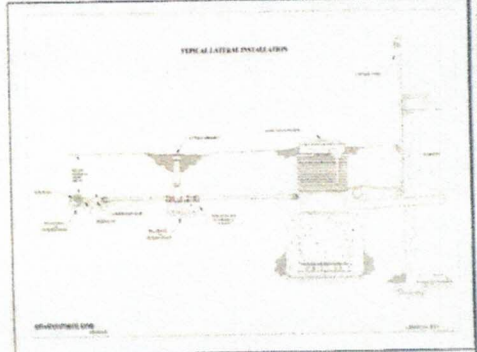
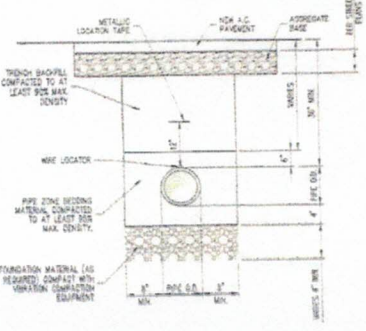
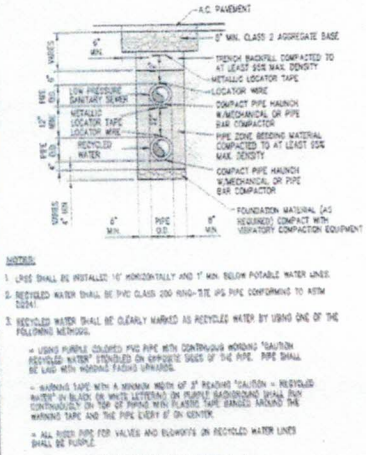
5.2 RESOURCES AND BUDGET

GRCSO operates under an annually adopted budget by its Board of Directors. The Budget is split into three sections which include water, sewer and general. The GRCSO financials are administered by administrative staff and monitored by internal control policies as well as a financial sub-committee. The GRCSO financials are audited annually. The GRCSO charges currently charges a flat rate which is divided



LEGEND

	6" SEWER PIPELINE
	4" SEWER PIPELINE
	3" SEWER PIPELINE
	3" SEWER PIPELINE (NOT CONSTRUCTED)
	2" SEWER PIPELINE
	2" SEWER PIPELINE (NOT CONSTRUCTED)



SCALE	AS SHOWN
PROJECT NUMBER	10-11-2010
DRAWN BY	JR
CHECKED BY	JR
DATE	11/22/10
JOB NO.	0740E

GRIZZLY RANGH
LOW PRESSURE SEWER MASTER PLAN
PLUMAS COUNTY, CA

LOW PRESSURE SEWER MAIN SITE PLAN

EXHIBIT	1
JOB NO.	0740-E

into water and sewer services. The charge is uniform for both connected and standby assessments which are attached to the Plumas County Tax Bill annually. Connection Fees are also administered upon new construction projects to assist in water and sewer costs. Reserve accounts are also being established as available to fund capital improvement costs. In 2019, GRCS D had undergone a Wastewater Treatment Project to essentially allow for a more cost-effective means of operations. The GRCS D financial statements and annual audits can be found on the CSD website:

www.grizzlyranchcsd.com.

The GRCS D is currently in the process of retrofitting existing grinder pump stations in the district with STEP systems. This would produce a more reliable means of primary treatment as well as produce a liquid only product to aid in flushing existing sewer mains. STEP systems will be monitored on a regular schedule for maintenance needs. GRCS D Staff performs visual inspections and maintenance on both the sanitary sewer collections system as well as the wastewater treatment system.

5.3.1 PREVENTATIVE ROOT MAINTENANCE PROGRAM

The GRCS D does not apply any product to prevent root growth at this time. All of the primary sewer lines are located in the street right-of-way. Native vegetation was generally retained in the subdivisions, and Ponderosa pine trees are the dominant species. Ponderosa pine is not phreatophytic. Willows and other phreatophytic species are controlled with herbicides (above ground). The Operator conducts daily visual drive-by inspections looking for phreatophytic species during performance of daily activities. No product application is anticipated to be required.

5.3.2 FATS, OILS AND GREASE (FOG) PROGRAM

Public Outreach

All Grizzly Ranch customers will be supplied with information on the proper disposal of FOG-related items and will be advised of the possible damage that can be caused if these items are improperly disposed of into the sewage system. Informative information will be available on the GRCS D website.

5.3.3 SYSTEM BLIND SPOTS

In the GRCS D system, no blind spots occur where an SSO might go unnoticed for any amount of time. However, GRCS D staff routinely monitor areas identified as susceptible to blind spots to minimize an SSO from occurring. Visual and flow inspections are conducted. Control panels are located at each grinder pump station and STEP system which house both audio and visual alarms which alert of an issue in the primary treatment locations. The sewer system is a low-pressure closed system with no manholes.

5.3.4 WORK ORDER SYSTEM

With the limited use of the wastewater system at Grizzly Ranch, there have been no repairs needed to date. The GRCS D will develop a work order system that allows for documentation and the tracking of potential hot spots in the system. For example, a work order will be written for all repairs and maintenance done on the system prior to work being completed, with an exception existing in case of a system emergency where a work order will be written after the initial emergency has concluded or all repairs have been completed. Work order records can be used to determine how much of the system was cleaned, repaired, or replaced during a year. The records will also identify the exact location of all work completed on the system and will identify any areas affected more than others.

5.3.4 CUSTOMER COMPLAINTS

GRCS D takes all customer complaints seriously. In the case of a customer complaint, the complaint is documented and GRCS D staff is immediately notified to investigate the complaint. The result of the investigation is documented. The complaint will be kept on file in the year of occurrence for reference.

If a problem is identified, GRCS D staff will work promptly to safely resolve the problem. Because the system is so small, complaints serve as a key monitoring tool. If the problem is identified in an area not property of the GRCS D, the homeowner is advised of the problem and is advised on the procedures to follow to resolve the problem.

5.4 CONDITION ASSESSMENT

The GRCS D has recently developed an update process to manage and record fiscal year operations budgets and expenses per department. GRCS D is currently in the process of developing mechanisms to assess the system and a basis for evaluation and proposal of fees.

5.5 EQUIPMENT

The GRCS D system is small and has a limited stock of replacement parts; however, parts can be obtained from local vendors within a 24-hour period. The GRCS D typically has the following inventory on hand:

- 2 replacement e-one grinder pumps
- Float switches for STEP systems and Wastewater Treatment Plant
- Limited supply of PVC and PE pipe
- Control/alarm panel components

5.6 TRAINING

GRCS D Staff are provided training opportunities through programs such as RCAC, Target Solutions, and California Rural Water Association. Each program supplies training courses for water and sewer operations, administration and safety. Staff is provided training schedules annually. Manuals and training opportunities are also available through Orenco Systems. Staff also attends regularly scheduled safety meetings monthly in the district.

6.0 DESIGN AND PERFORMANCE

6.1 DESIGN AND CONSTRUCTION STANDARDS

The Districts water and sewer system master plan is nearly complete, therefore a formal set of standards is not needed. A final connection to complete a looped system may be required for an additional phase of development. Other than this potential last phase of development, no additional expansions of the water or sewer system will be allowed. No pump stations are needed for the sewer system, and specifications for domestic water booster pump stations and other water facilities are on file. Water and sewer laterals have been extended from the main to individual lots. The District no longer requires the installation of grinder pumps at each residential or commercial site. In 2018, GRCS D passed Resolution NO. 2018-4 (attached) requiring all new residential and commercial properties to install GRCS D approved STEP systems in lieu of grinder pumps.

6.2 INSTALLATION, REHABILITATION, AND REPAIR

Proposed water and sewer mains must be designed and stamped by an officially licensed Engineer. The designs are then submitted to the GRCS D General Manager for review. Criteria for designs include pipe material, minimum pipe sizes and slopes, pipe depth and clearance with other utilities, and required fittings. Detailed technical requirements for pipe materials and appurtenances are required.

6.2.1 INSPECTION AND TESTING OF NEW AND REHABILITATED FACILITIES

Typically, the GRCS D will hire a professionally licensed contractor to complete any repair construction. The GRCS D will oversee and inspect the work to be done. When a new or rehabilitated main is brought back into service, all or some of the following testing procedures may be implemented:

1. The main is to be flushed to remove any debris.
2. The main is to be pressure tested to 150psi for a minimum of 1hr.
3. The main is to be disinfected at a minimum residual of 50mg/L for a 24-hour period
4. Chlorinated water must be flushed.
5. Coliform testing must show that the new or repaired main is free of coliform before it can be placed back into service.

7.0 OVERFLOW EMERGENCY RESPONSE PLAN

The District's sewer system is adequately designed, constructed and funded to provide sufficient capacity to convey base flows and peak flows while meeting or exceeding applicable regulations, laws and the generally acceptable practices relative to sanitary sewer system operations and maintenance.

7.1 PROCEDURE TO HANDLE REPORTS OF SEWER OVERFLOW

7.1.1 RECEIPT OF INFORMATION REGARDING AN SSO

The District's sewer system operators, employees, contractors and responders are adequately trained and equipped to address an SSO event.

When an SSO occurs, prompt action will be taken to identify, contain, remove the cause and then to promptly report the event to appropriate regulatory authorities and that the public is adequately and timely notified.

Any employee of GRCS D may receive the information of an SSO. When notified, the employee will obtain all relevant information available regarding the overflow including:

1. Time and date call received
2. Specific location
3. Description of problem
4. Time overflow was observed by caller
5. Caller's name and contact information
6. Observations of caller including odors, duration, and back or front of property or street
7. Any other information that will assist crews to locate and stop the overflow quickly

The person taking the call will immediately dispatch the information to the GRCS D General Manager.

7.1.2 PROCESS

Emergency/Disaster Response Plan

The Grizzly Ranch Community Services District proposes the following plan that defines how it will respond to emergencies and/or disasters that are likely to affect the operation of its wastewater collections system and Wastewater Reclamation Facility.

Disasters/emergencies that are likely to occur in system's service area that are addressed are: earthquake, major fire emergencies, loss of power, localized flooding, inadequate storage pond freeboard level, spills, sanitary sewer overflows and acts of sabotage.

- 1) **DESIGNATED RESPONSIBLE PERSONNEL:** For designated responsible personnel and chain of command and identified responsibilities, see the attached "Emergency and Disaster Personnel and Responsibilities".
- 2) **INVENTORY OF RESOURCES:** An inventory of system resources that are used for normal operations and available for emergencies; includes maps and schematic diagrams of the collections system and Reclamation Facility, lists of emergency equipment, equipment suppliers, and emergency contract agreements that are kept at the GRCSO administration office.
- 3) **EMERGENCY OPERATIONS CENTER:** The administration office has been designated as the communication network emergency operations center. Emergency contact information for equipment suppliers is attached. Telephone and FAX will be the primary mode of communication in an emergency. In addition, the local fire department and law enforcement have a radio and we have made arrangements to use it to contact police, fire and other emergency response personnel should telephone communication be lost.

Agency	Address, City	Phone #	FAX #
GRCSO	4456 Grizzly Rd. Portola, CA. 96122	530-832-4716	N/A
Fire Department Beckwourth	4076 Grizzly Road Portola, CA. 96122	530-832-1008	
Law Enforcement Portola Station	320 N. Gulling St. Portola, CA. 96122	530-832-6808	

- 4) **OTHER AGENCY COORDINATION:** Coordination procedures with governmental agencies for health and safety protection; technical, legal, and financial assistance, and public notification procedures are continually being

developed and updated through regulation and experience and will be added as necessary to this plan. (See attached sheet.)

- 5) **RESPONSE PROCEDURES:** Personnel will, as quickly as possible, determine the status of other employees, assess damage to collections system and Wastewater Reclamation Facilities, mitigate any spills or sanitary sewer overflows, provide logistics for emergency repairs, monitor progress of repairs and restoration efforts.
- 6) **RESUME NORMAL OPERATIONS:** The steps that will be taken to resume normal operations and to prepare and submit reports to appropriate agencies will include identifying the nature of the emergency (e.g., earthquake, fire or power outage, reason for spill or sanitary sewer overflow and sabotage resulting in facility destruction).

Emergency and Disaster Personnel and Responsibilities

Name	Telephone No. (Work)	Role
Title	Telephone No. (cell)	
Brandy Allingham	530-832-4716	Initial contact at office, in charge of coordination with board members, General Manager, staff and other agencies as needed.
Secretary / Clerk of the Board		
Jim Miller		In charge for all emergencies
Board President	805-660-7444	
Kathy Roberts		Backs up President during emergencies, second in command
Board Vice President	610-209-9658	
John Reynolds		Provides logistical support as necessary along with voting on board issues as needed
Board Member	510-604-8591	
Stephen Tange		Provides logistical support as necessary along with voting on board issues as needed
Board Member	925-719-3030	
John Saefke		Provides logistical support as necessary along with voting on board issues as needed
Board Member	650-333-0202	
Aaron Corr	530-832-4716	In charge of agency staff, outside contractors, coordination with all other agencies. Primary responder for District in emergency situations.
General Manager	615-519-2459	
Justus Lundy	530-832-4716	Primary responder for District in emergency situations
Utilities System Operator / Chief Plant Operator	530-251-3351	
Skyler Allingham		Backup system operator on emergency basis when available
Operator/GM (Gold Mountain)	530-258-6255	

Additional Mutual Assistance or Emergency Resources

Agency/Department Gold Mountain CSD	Telephone No. (Day) 530-258-6255 Telephone No. (After Hours) 530-258-6255
Fire Department Beckwourth Fire	530-832-1008
Local Law Enforcement Portola Police Department	530-832-6808
County Office of Emergency Services Plumas County Office of Emergency Services	530-283-7438
FBI Office (terrorism or sabotage) (Also notify local law enforcement.)	775-328-4000
Local Environmental Health Agency Plumas County Environmental Health	530-283-6355 Rob Robinette

GRCSD contact information:

Name: Aaron Corr
Address: 4456 Grizzly Rd.
City, State, Zip code: Portola, CA. 96122
Phone: 615-519-2459
Email: gmcorrgrcsd@gmail.com

Emergency Contact Numbers and Operational Practices

- A. List of equipment on hand for emergency repairs
 - 1. Assorted fittings and valves, limited quantity.
 - 2. Backhoe Golf Course, forklift attachment available
 - 3. There are 2 portable generators and a standby generator located at the Wastewater Reclamation Facility.
 - 4. Portable trash pump, hoses and 100gal portable temporary containment tank.

- B. List of sources of needed equipment, not on hand
 - 1. Plumas Sanitation (sewage pumping/repair) 530-832-0370
 - 2. McGarr Excavation (excavation/repair) 530-832-5959
 - 3. Hartwig Excavation (excavation/repair) 530-836-0393

- C. List of distributors or suppliers of replacement parts for the system
 - 1. Pace Supply (Orenco, Chris Hartman) 530-434-4025
 - 2. Western Nevada Supply, Truckee 530-582-5009, Sparks 775-359-5800
 - 3. Jefferson Supply (Portola, CA.) 530-832-5850

- D. List of emergency contact numbers:

	Name	Phone #
1.	Regional Water Quality Control Board	530-224-4205 Monique Gaido
2.	CAL OES	916-845-8510
3.	County Public Health Officer	530-283-6355 Rob Robinette
4.	Law Enforcement -	530-283-6375 Plumas Sherriff Department
5.	Electrician	775-828-0222 Automation Electric, Inc.
6.	Laboratory	530-715-1007 Steve Semple FGL Lab
7.	Contractor	530-832-5959 McGarr Excavation
8.	Chemical disinfectant supplier	775-358-0888 Sierra Chemical Co,
9.	Equipment supplier	530-582-5009 Western Nevada Supply
10.	Owner	

GRCSD Spill Prevention and Emergency Response Plan

Goals:

1. Properly manage, operate, and maintain all parts of the wastewater collections and treatment system.
2. Prevent public health hazards.
3. Provide adequate capacity to convey peak flows.
4. Minimize frequency of SSOs.
5. Mitigate impact of SSOs.
6. Perform all operations in a safe manner to avoid personnel injury and property damage.

Collections System:

Primary Treatment:

The Grizzly Ranch sewer system operates under a low pressurized system which is fed by grinder pumps and newly implemented STEP septic tank systems. Both grinder pumps and STEP systems have control panels installed on a fixed structure (ie: building, house) located adjacent to their location. Each control panel consists of a visual and audible alarm system which alerts due to pump/control malfunction or high level. Upon recognition of the alarm, the system operator or General Manager will be contacted and inspect the cause of alarm. The operator/GM will first protect themselves with proper protective gear ie: gloves, eyewear and clothing. If a spill occurs, the operator will contain as much of the spill as possible, isolate water and sewer service from the source, and utilize a trash pump and portable container to temporarily contain sewage to allow for maintenance procedure. The power source/control panel needs to be isolated locked out/tagged out before any electrical connections are addressed. Once the issue is determined and resolved, the contained sewage can be pumped back into the functioning treatment system for proper disposal.

Preventive maintenance: All STEP septic systems will be inspected for operation of control panels, pumping equipment and sludge level calculated at a minimum of three years.

Wastewater Reclamation Facility:

The Grizzly ranch Wastewater Reclamation Facility is operated and monitored daily. The Wastewater Reclamation Facility consists of four basins; primary settling basin, two 38,000gal

lift station basins also used for additional settling and a final effluent basin. All four basins are monitored daily for levels. The primary settling basin gravity feeds the two lift station basins which are pumped through the AxMax Treatment Pods through timed dosed activated float control. All activity is recorded through flow meters and a control panel. There are operational alarms such as high and low level alarms included in the control panel. There is also a callout activation which informs the operators of an alarm situation setup in the control panel. Operators are always aware of flow at the Reclamation Facility. The operators can adjust treatment dosages and pump activations manually as well.

Emergency Event: The Wastewater Reclamation Facility houses an emergency standby generator in the case of power loss. Each lift station basin also has a dedicated crossover pump which can transfer liquid from one basin to the other in case of an emergency or maintenance issue. In the worse case scenario, operators would call on the services of Plumas Sanitation to pump down levels at the facility to prevent an overflow situation.

Irrigation Storage Pond:

The final effluent of the Wastewater Reclamation Facility gets pumped and stored in the golf course irrigation pond until discharged for irrigation purposes. The pond is lined and has a capacity of 2 million gallons. There is an additional lined pond located below the irrigation pond. The irrigation pond is able to safely spill into this pond through a rock waterfall feature. This pond is also pumped down at the end of irrigation season to allow as backup capacity to the irrigation pond. The irrigation pond will be monitored for freeboard monthly. The pond will be drained significantly at the end of the irrigation season to allow for winter storage of the effluent product along with winter precipitation until the irrigation seasons starts again.

Emergency Event: In the case of an emergency overflow event, the Wastewater Reclamation Facility will cease operations and Plumas Sanitation will be called to pump flow from the Facility until the pond overflow issue is resolved. Grizzly Ranch CSD will follow SSO procedure for reporting the matter and will alert all regulatory and neighboring facilities of the matter.

1. When an SSO occurs, an employee will respond to the reported site in a timely matter and under-take feasible remedial actions to contain overflow impacts, including stopping the flow from reaching the storm drain, if possible; and,
2. The employee will stop the overflow as soon as possible and limit public access to the overflow area to prevent public contact with any wastewater contamination; and,
3. The employee will completely recover the overflow, return it to the sewer system and clean up the contaminated area; and,
4. The employee will document and compile all pertinent information regarding the overflow event, investigate as necessary to determine probable cause, document findings, report to the appropriate regulatory agencies in a timely manner, and file a complete report.
5. SSOs will be reported according to the regulations the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination Systems (NPDES) or General Order permit requirements.

8.0 FATS, OILS, AND GREASE CONTROL PROGRAM

This section of the SSMP discusses the GRCS D's Fats, Oils, and Grease (FOG) control measures, including identification of problem areas, focused cleaning, and source control.

The GRCS D is an extremely small system that has never experienced an overflow as a result of fats, oil, or grease. It's located in a low-density, rural area with 49 residential connections and 10 industrial/commercial connections. It contains only one commercial food service connection.

8.1 IMPLEMENTATION

The GRCS D will be implementing a public education program to educate its customers of FOG and the importance of proper disposal procedures.

8.2 AUTHORITY

The GRCS D has the legal authority to enforce the implemented FOG program.

8.3 FATS, OILS, AND GREASE (FOG) PROGRAM

The GRCS D currently has one seasonal restaurant and one golf maintenance building with the potential of generating FOG into its sanitary sewer system. Oil and Grease Interceptors (OGIs) are required for industrial and commercial food establishments where pretreatment of wastewater effluent is indicated as necessary to capture grease, oils, or food solids. OGIs are sized from industry-submitted, certified, food-preparation facility survey information. The sizing criteria follows the Uniform Plumbing Code (UPC). The interceptor size (in gallons) is established by a formula. The owner/operator will properly maintain all OGIs by having them regularly cleaned or pumped, and will maintain the pumping receipts onsite of such unit cleaning for District inspection.

A copy of the section of the ordinance follows:

Grease Traps or Grease Interceptors Required. Grease, oil, and sand traps or Grease Interceptors shall be provided on all drain lines leaving from kitchens in all eating

establishments or as determined by the District. They shall be sized, located and constructed pursuant to Chapter 10 of the 2006 Uniform Plumbing Code which provides recommended procedures for sizing Commercial Kitchen Grease Interceptors. All Grease Traps and Grease Interceptors shall be so located as to be readily and easily accessible for cleaning and inspection.

Maintenance of Grease Traps and Grease Interceptors. All grease, oil, and sand traps and Grease Interceptors shall be maintained at the Legal Owner's expense, and shall remain in continuous effective operation at all times.

8.4 IDENTIFICATION OF PROBLEM AREAS

No problem areas have been identified to date.

8.5 FOG SOURCE CONTROL

This District's FOG Source Control will consist of the above-mentioned food establishment inspection program and the continued monitoring of lines and laterals. The inspection program will allow the evaluation of any problem areas that develop and determine any additional needed enforcement of regulations and maintenance schedule to reduce SSOs to the absolute minimum.

9.0 SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The District's sewer system is adequately designed, constructed and funded to provide sufficient capacity to convey base flows and peak flows while meeting or exceeding applicable regulations, laws and the generally acceptable practices relative to sanitary sewer operations and maintenance.

9.1 CAPACITY ENHANCEMENT MEASURES – CAPITAL IMPROVEMENT PROGRAM

The Grizzly Ranch CSD Board of Directors annually review and adopt water and sewer connection fees for new construction projects in addition of an annual assessment for standby/connected services. An annual budget is also reviewed and adopted. These costs are established to cover operational, administrative and capital replacement costs. The CSD Board of Directors are working towards establishing Capital Reserve accounts as they are able.

9.2 CAPACITY ASSESSMENT / PROGRAM MODIFICATIONS

In 2019 the Grizzly Ranch Community District developed a plan to improve prior inefficiencies with the wastewater treatment process as well as operational costs. Detailed information regarding these improvements can be found in the attached **2019 Grizzly Ranch Community Services District Report of Waste Discharge Document**. The District was able to rescind its former Waste Discharge Requirements Order R5-2011-0081 and became eligible for coverage under the general and specific conditions of State Water Resources Control Board **Water Quality Order 2014-0153-DWQ General Waste Discharge Requirements for Small Domestic Wastewater Treatment Systems (General Order)** which is also attached.

10.0 PERFORMANCE MEASURES

The indicators that the GRCSO will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Operational logs
- Total number of SSOs
- Number of SSOs by each cause (roots, grease, debris, pipe failure, capacity, pump failures and other)
- Portion of sewage contained compared to total volume spilled
- Volume of spilled sewage discharged to surface water
- Planned to actual performance for preventive maintenance

10.1 PERFORMANCE MONITORING AND PROGRAM CHANGES

The GRCSO will evaluate the performance of its wastewater collection system as least annually using the performance measures identified above in section 10.0 (Performance Measures). The GRCSO will update the data and analysis in this section at the time of evaluation.

The GRCSO may use other performance measures in its evaluation. The GRCSO will prioritize its actions and initiate changes to this SSMP and the related programs based on the results of the evaluation. Table 3 shows the number of SSOs that were reported over the past 5 years. Results are on file in the District office.

TABLE 3 SSOs

Calendar Year	Force Main SSOs
2015	0
2016	0
2017	0
2018	0
2019	0

11.0 COMMUNICATION PROGRAM

GRCSO makes information on both water and sewer operations available to the public on their website: www.grizzlyranchcsd.com as well as updates in regularly scheduled board meetings.

11.1 COMMUNICATIONS DURING THE SSMP REVISION

The announcement of the revised SSMP will be made at the next regular CSD Board meeting scheduled on Tuesday June 9, 2020.

11.2 COMMUNICATING SANITARY SEWER PERFORMANCE

The GRCSO makes information available on the performance of its sanitary sewer system available at the District office. This information includes the performance indicators such as monitoring, measurement, and program modifications and is compiled annually.

The District reports SSOs electronically to the California Integrated Water Quality System (CIWQS). The electronic SSO data, as well as information regarding regulatory actions, is

available at: <http://www.waterboards.ca.gov/ciwqs/publicreports.html>. The District directs interested parties to the CIWQS public access website.

12.0 SSMP AUDITS

As part of the SSMP, the GRCSD shall conduct periodic internal audits, appropriate to the size of the system and number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the GRCSD's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

APPENDIX A
GRCSD
RESOLUTION No. 2018-4

RESOLUTION NO. 2018-4

A RESOLUTION OF GRIZZLY RANCH COMMUNITY SERVICES DISTRICT REQUIRING ALL NEW RESIDENTIAL AND COMMERCIAL PROPERTIES TO INSTALL STEP SEPTIC TANKS DURING CONSTRUCTION IN LIEU OF GRINDER PUMP SYSTEMS. THE BOARD ALSO DIRECTS THE GENERAL MANAGER TO RETROFIT THE EXISTING GRINDER PUMP SYSTEMS AT CURRENT RESIDENTS AND COMMERCIAL FACILITIES AS THEY FAIL WITH STEP SEPTIC TANKS IN PREPARATION FOR FUTURE MODIFICATIONS TO THE GRIZZLY RANCH SEWER SYSTEM.

WHEREAS, the original design of the Grizzly Ranch Community Services District sewer system was designed to use grinder pumps to grind up sewage then pump it to a wastewater treatment plant on site for treatment. The wastewater treatment facility was designed and built for a majority buildout flow rate. The facility has never been put into service since there is not sufficient flow to operate the facility; and

WHEREAS, the Grizzly Ranch Community Services District Board since taking over governance on August 1, 2016 has determined a major goal is to reduce the costs of wastewater treatment for the community. The cost of the current grinder pump system is high and the reliability has been extremely poor.

WHEREAS, since the current wastewater facility design is too large for the current and future estimated flows along with the facilities inability to function in cold winter time climate, it requires the district to vault and haul all wastewater to an alternate facility at a very high cost per gallon. Changing the grinder pumps with STEP septic tanks will give the Community Services District the foundation to replace the wastewater treatment system with a significantly smaller and less expensive treatment system by eliminating the need to process grinder solids;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors, Grizzly Ranch Community Services District, approves the following:

1. Requires all new residential and commercial construction to install STEP style septic tanks per the CSD specification.
2. Directs the General Manager to work with current customers to retrofit all current residential and commercial installations of grinder systems at the time of failure or as funds allow with the STEP septic system. The retrofit

installation will include a poly STEP septic tank at no charge to the customer. The CSD will offer the option for the customer to upgrade from the poly tank to a concrete tank if they pay the cost differential of materials and labor for installation. This option is only available if the location of installation will allow for proper access for the delivery and install of the concrete tank delivery crew.

3. The CSD will continue to operate and maintain the new STEP system as it has the grinder system for all customers. Including routine solids pumping and maintenance or replacement of the pump and control system. The CSD will also provide emergency service for the system. Per the attached spec and maintenance agreement the CSD will not be responsible for the replacement or repair of the concrete or poly tank. If/when repair or replacement of the poly or concrete tank is needed the responsibility is on the property owner.

The foregoing resolution was duly passed and adopted by the Board of Directors of Grizzly Ranch Community Services District at a regular meeting of said board held on May 19 2018, by the following vote:

Ayes: Pres Miller, VP Downing, Directors: Hickman, Roberts, Reynolds

Noes: —

Absent: —

X James D. Miller
CHAIRPERSON, BOARD OF DIRECTORS

ATTEST:

X [Signature]
SECRETARY