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SPECIAL DISTRICTS ADMINISTRATION
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October 23, 2023

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Via email: german.myers@waterboards.ca.gov

Notice of Inspection – Lake County Southeast Regional Waste Disposal Facility Collection system, WDID 5SSO11055, Order 2022-1030-DWQ – Pre Inspection Questionnaire

PART 1 - DESCRIPTION

This Sewer Collection System Pre-Inspection Questionnaire (Questionnaire) includes questions specific to the requirements in the Sanitary Sewer System Waste Discharge Requirements Water Quality Order No. 2022-0103-DWQ (hereafter SSS WDRs).

All the questions in this Questionnaire must be answered by the Enrollee, per Provision 6.4.2 of the SSS WDRs, to demonstrate how the agency is complying with the SSS WDRs.

PART 2 - INSTRUCTIONS

1. Complete all questions **in** the Questionnaire.
2. Have the Legally Responsible Official (LRO) sign the last page of this Questionnaire.
3. Electronically submit the Questionnaire by the deadline and to the contacts outlined in the Notice of Inspection.

PART 3 – REQUIRED INFORMATION

1. DOCUMENTATION

Please ensure that all required documentation is uploaded to the California Integrated Water Quality System (CIWQS) database as required by the SSS WDRs. These documents include the most up to date Sewer System Management Plan (SSMP), SSMP audits, updated annual report, sanitary sewer overflow (SSO) reporting information, and so forth.

2. NARRATIVE

- 2.1 Please provide a narrative description of efforts taken to reduce sanitary sewer overflows (SSOs). **The District has performed the following tasks to help reduce the number and severity of SSOs. Installed 210 manhole lid barriers to date, to help reduce I&I thru the manhole lid. The plan is to**

install between 500-700 barriers with the option to install them throughout the collection system.

SE staff inspect approximately 50 miles of sewer line each year with a Sewer Line Rapid Assessment Tool or SL Rat. This device, by InfoSense, Inc. uses acoustic technology to provide real time blockage assessment in gravity sewer lines. This allows field staff to allocate cleaning and inspection resources where they are needed, while not wasting time with sections that are already clean or in good condition.

The District recently purchased a new CCTV van and cameras for collection system inspection and rating. The camera van includes a laptop and the Pipeline Observation System Management (POSM) software to provide a Level of Service ranking of sewer lines that has been inspected. This further allows field staff to identify problem areas and prioritize cleaning and repair schedules.

The District performs smoke testing of the collection system to identify I&I. The District tries to perform smoke testing on a regular basis. Approximately 10 miles of collection system are tested a year, time permitting.

The District owns a manhole sealing / lining trailer which allows staff to seal aging manhole infrastructure to prevent I&I and extend the useful life.

The District inspects each lift station at least once each week, with cleaning performed at least once a year.

- 2.2 Please provide a narrative description of your rehabilitation and replacement plan identifying and prioritizing system deficiencies, and short- and long-term actions addressing deficiencies. **Scheduling of repairs and/or rehabilitation is based on the severity of the defect and the critical nature of the component. Emergencies involving mechanical (i.e. pumps, motors, generators, etc.) or electronics (i.e. controls, switches, etc.) are typically scheduled for repairs upon discovery and in many instances are performed by Utility Area staff. Infrastructure (manholes, pipes, etc.) typically degrade over time and rehabilitation work such as point repairs, small sections of line replacement, and manhole lining are typically performed in house with District staff. Larger repairs / replacements, gel grouting, spin grouting, slip lining, and cured-in-place (CIPP) point repairs are scheduled when a number of defects are found and a contractor specializing in that type of rehabilitation is scheduled to perform the work.**
- 2.3 In response to question 2.2, please provide all sewer system rehabilitation and replacement records for the past three 3 years. **We're working to compile these records and extract the details from employee daily reports. Once compiled they will be scanned and submitted.**

3. SEWER SYSTEM ASSETS

General System Information

- 3.1 Collection System Waste Discharge ID number (WDID) and Collection System Name: **5SSO11055, Southeast Waste Disposal Facility Collection System**
- 3.2 Collection System Main Point(s) of Contact (name, title, address, email, and telephone number): **Scott Harter, Administrator, scott.harter@lakecountycal.gov, 707-263-0119.**
- 3.3 What is the approximate size of the service area served by the sewer collection system for your agency, in square miles? **6.5 Square Miles**
- 3.4 Please describe the terrain within your agency's sewer service area (Mountainous, Hilly, Flat, Valley, etc.)? **Flat to hilly**
- 3.5 Please specify what percentage of the collection system's flow comes from residential, commercial, industrial, and institutional sources. **95% residential and 5% commercial.**

- 3.6 What is the total mile of easements within your sanitary sewer system? **Unknown as this is a metric which has not been independently tracked previously.**
- 3.7 What is your total gravity sewer system cleaning production in miles/year? **Approximately 40-50 miles per year.**
- 3.8 What is your total force main and other pressure systems cleaning production in miles/year? **0**
- 3.9 How many air relief valves (ARVs) are located throughout the sewer collection system? **16**
- 3.10 How many siphons are located throughout the sewer collection system? **0**
- 3.11 Does your agency have any permanently installed flow monitor(s) in the collection system? **Yes**
- 3.12 If yes to question 3.11 above, please specify the total number of monitor(s) installed. **26 flow meters installed at the SEPS lake intake, headworks, SEPS pump station and at lift stations 1-19 & 21.**
- 3.13 Does your agency own any separately enrolled collection systems? **Yes**
- 3.14 If yes to question 3.13, which collection system(s) does your agency own?
- i Collection System name(s): Kelseyville Co Water Works Dis & AD9-2 CS
 - ii Collection System WDID(s): 5SSO10974
 - i Collection System name(s): Lake Co Sanitation Dist AD 9-1 & AD 9-3 CS
 - ii Collection System WDID(s): 5SSO10982
 - i Collection System name(s): Middletown Regional Waste Disp Fac CS
 - ii Collection System WDID(s): 5SSO10997
 - i Collection System name(s): Nw Regional Waste Disp Fac CS
 - ii Collection System WDID(s): 5SSO11015
- 3.15 Do any upstream collection systems discharge into this collection system? **No**
- 3.16 If yes to question 3.15, which collection system(s) discharge into this collection system?
- i Upstream Collection System name(s):
 - ii Upstream Collection System WDID(s):

Pumping Facility Assets

- 3.17 Has your agency conducted a risk assessment for each pumping station? **Not formally**
- 3.18 How many of these assets have redundant pipelines installed? **4**
- 3.19 How many pump stations have dedicated emergency stand-by power generators located onsite? **4**
- 3.20 Has your agency developed written standard and emergency operating procedures for major sewer assets covering power and/or pumping failure(s) to minimize SSOs? **Yes, in the SSMP**
- 3.21 Has your agency identified critical spare parts for each asset? **Yes**
- 3.22 For question 3.21, does your agency maintain the spare parts identified for each asset? **Yes, to the extent possible. The District has three utility areas and if a part is not in stock at one utility area it is usually available from one of the other utility areas.**

- 3.23 How many facilities are located within 100 feet of a surface water, creek, or drainage channel? **11 of 23 lift stations**
- 3.24 How many are located within 20 feet of a storm drain inlet? **2**
- 3.25 How many pump stations are equipped with audible and/or visual alarms located in public view to expedite notification to your agency in the event of an SSO? **All of the 23 lift stations**
- 3.26 How many pump stations are equipped with an Auto Dialer Alarm System(s) for detecting pump failure and/or high wet well levels? **22**
- 3.27 How many pump stations have a supervisory, control and data acquisition system (SCADA) installed and operational? **22 of the 23**
- 3.28 For question 3.27, how many can be remotely operated? **22**
- 3.29 How many pump stations display emergency notification signage, including agency contact information, in public view to expedite notification to your agency in the event of an SSO? **All of the 23 lift stations**
- 3.30 Does your agency implement vandalism control efforts to discourage unauthorized access and/or vandalism to these assets? **The lift stations are inspected at least once a week and staff are on the look out for illegal access, graffiti, vandalism etc.**
- 3.31 How many pump stations have built-in pumping bypass capability for emergency use? **7**
- 3.32 How many pump stations have electrical power connections installed to allow for the use of portable emergency generators? **All of the 23 lift stations**

Force Main Sewer Assets

- 3.33 How many sewer force mains are owned by your agency? **21**
- 3.34 For the assets in question 3.33, has your agency conducted a risk assessment for each asset? **Not formally**

4. FINANCIAL INFORMATION

Funding Sources and Revenues

- 4.1 Does your agency utilize an Enterprise Fund for services provided to the public? **Yes**
- 4.2 If yes to question 4.1, what is the estimated annual revenue generated from this fund? **\$4,803,349**
- 4.3 If no to 4.1, what is the current balance of funds available for your sewer system? **N/A**
- 4.4 Please provide a brief description of all sewer collection system funding source(s) (e.g., sewer user fees, annual budget allocation, property taxes, etc.). **Late Fees, Interest, Grants, Sewer User Fees, Sewer Capacity Fees, Septic Hauling Fees, Delinquent Sewer collected on Property Tax Bills, CIP User Fees, O&M Reimbursement Agreements**
- 4.5 What is your agency's current average monthly household user fee for sewage collection only? **\$85.80**
- 4.6 For question 4.5 above, specify the last date that sewer fees were increased by your local governing board. **2/9/2022**
- 4.7 Has your local governing board approved any future sewer use fee increase(s)? **No**

5. LOCAL SEWER USE ORDINANCE

Skip to Section 5 if no Ordinance.

- 5.1 Does the Ordinance give your agency the authority to inspect grease producing facilities? **Yes**
- 5.2 Does the Ordinance provide your agency with proper authority to issue notices of violation (NOVs)? **Yes**
- 5.3 If yes to question 5.2, how many NOVs has your agency issued in the past 3 years? **0**
- 5.4 Does the Ordinance provide your agency with proper authority to issue enforcement penalties for violators? **Yes**
- 5.5 If yes to question, 5.4, how many enforcement penalties has your agency issued in the past 3 years? **0**
- 5.6 Does the Ordinance provide your agency with the proper authority to ban connections and/or disconnect services for violators? **Yes**
- 5.7 If yes to question 5.6, how many actions has your agency taken in the past 3 years? **0**
- 5.8 Does the Ordinance provide your agency with the authority to limit future development and/or building? **Yes**
- 5.9 If yes to question 5.8, how many actions has your agency taken in the past 3 years? **Based on capacity analysis reviews for each development over 20 SFD equivalents (per ordinance), none have been warranted.**

6. CAPITAL IMPROVEMENT PLAN

- 6.1 How long is the CIP planned out for (e.g., 5 years, 10 years, etc.)? **Previous CIP/Master Plan was a 10 year document**
- 6.2 How are emergency repairs prioritized? **Emergency repairs tend to be addressed immediately.**
- 6.3 If not included in the CIP, please provide a breakdown of what money is being spent on (e.g., pipeline replacements, pump station upgrades, etc.). **Pipeline spot repairs, pump station repairs, equipment purchases (hydrovac, camera inspection van, maintenance vehicles, generators, pumps, etc.), septic hauler dump station,**
- 6.4 What is the projected date of your next CIP update? **2025**

7. OPERATIONS AND MAINTENANCE PROGRAM

Computerized Maintenance Management System (CMMS)

- 7.1 Does your agency use a CMMS to generate work orders and track sewer maintenance, operations, and management information? **No, but the District is in the process of using Civic Spark fellows to create a GIS asset management system.**
- 7.2 If yes to question 7.1, is CMMS data used for ongoing strategies to eliminate/reduce SSOs? **N/A**
- 7.3 If yes to question 7.1, is the CMMS data used to evaluate cleaning production rates? **N/A**
- 7.4 If yes to question 7.1, does your agency use the CMMS information to provide data for tracking system trends, problems and/or performance? **N/A**
- 7.5 If no to question 7.1, does your agency have a different method in place to provide data for tracking system trends, problems and/or performance? **Service Requests issued to field staff from our Cost Accounting Management System as well as historical knowledge of known problem areas by field staff.**

Inspections, Operations, and Management Activities

- 7.6 What is the total number of focused problem areas (“hot spots”) located throughout the collection system? **Currently there are 3 areas which are know “hot spots”**
- 7.7 What percentage of all gravity sewers under your agency’s responsibility have been visually inspected with Closed-Circuit Television (CCTV) to date? **100%**
- 7.8 Specify most recent date of completion for answer listed in 6.7 above. **2019, 4.13 miles were cleaned and visually inspected in 2023.**
- 7.9 What percentage of CCTV video listed in answer 6.7 above has been reviewed and ranked? **0**
- 7.10 What is your agency’s planned CCTV inspection production scheduled for the next fiscal year (miles)? **30-40 miles or about a third of the collection system**
- 7.11 What is your agency’s planned total gravity sewer collection system cleaning production in the next fiscal year (miles)? **4-5 miles**
- 7.12 Does your agency have a method in use for reviewing and analyzing force main sewers and their components? **Lift stations and force main initial components are inspected at least weekly, ARV’s and force main discharge locations are inspected informally if there is concern or noted issues.**
- 7.13 Does your agency have a program to inspect and maintain air relief valves (ARVs)? **Informally as noted above, we will be implementing one under our new Area Superintendent.**
- 7.14 How many ARVs are not accessible for inspection/maintenance? **0**
- 7.15 What was the total number of ARVs exercised and cleaned in the previous fiscal year? **0**
- 7.16 What is the total number of ARVs planned to be exercised and cleaned in the next fiscal year? **30-40**
- 7.17 What is the total number of public access points (manholes, lamp holes, rod holes, etc.) inspected in the previous fiscal year? **Approximately 200**
- 7.18 What is the total number of public access points (manholes, lamp holes, rod holes, etc.) scheduled to be inspected in the next fiscal year? **Approximately 700 which is one third of all manholes within this collection system**
- 7.19 Does your agency visually inspect pipeline routes at least annually; after major storms, earthquakes, or other events that could damage these assets; to check for sink holes or leaks along force main(s)? **We currently inspect the geysers effluent pipeline on a regular basis. The new Area Superintendent is going to be implementing a schedule to perform inspections of all force mains on a regular schedule or after major storm events or seismic events.**
- 7.20 How many above ground crossings (if applicable) were inspected in the previous fiscal year? **1**
- 7.21 How many siphons (if applicable) were inspected in the previous fiscal year? **N/A**
- 7.22 Does your agency have a process to identify areas subject to excess hydrogen sulfide corrosion? **Just through routine inspections**
- 7.23 Does your agency have a formal pipe grading process in place to identify pipe discontinuities? **Yes, the District recently purchased a new camera van with POSM software that will create a level of service based off the camera inspection. Part of that grading process involves defects including pipe offsets and discontinuities.**
- 7.24 Does your agency require video (CCTV) inspections before and after cleaning to measure the effectiveness of these activities? **Yes**
- 7.25 Does your agency video (CCTV) inspect pipes after all SSO(s)? **Yes**

- 7.26 Does your agency conduct smoke, dye, or other tests to check for illicit connections? **Yes**
- 7.27** If yes to question 7.26, how many miles of sewer system were tested in the previous fiscal year? **0**
- 7.28 Does your agency have formal agreements in place to increase resources through established mutual assistance agreements with other agencies/contractors for wet weather episodes or for SSO response activities? **Yes**
- 7.29 Does your agency have a program in place to identify areas with inflow and infiltration (I/I)? **Yes**
- 7.30 If yes to question 7.29, estimate the total number of miles identified by this program. [# or Unknown] **Unknown**
- 7.31 Does your agency have an active root control program in place? **Yes**
- 7.32** If yes to question 7.31, please list the type(s) of control efforts in place (e.g., chemical, mechanical, etc.). **Mechanical control**
- 7.33 If your agency uses chemical(s) for root control, please list chemical(s) used. **N/A**

Fats, Oils and Grease

- 7.34** Does your agency have a commercial FOG program in place? **Yes**
- 7.35** If no to question 7.34, has your agency justified in its SSMP why a FOG program is not needed? **N/A**
- 7.36 If yes to question 7.34, does your agency have a FOG Ordinance separate from the sewer use ordinance? **No, FOG specific sections are included within the Sewer Use Ordinance adopted by the District.**
- 7.37 If yes to question 7.34, approximately how many food service establishments (FSEs) such as restaurants, schools, hospitals, jails, and convalescent homes are subject to FOG control. **54**
- 7.38** If yes to question 7.34, what is the total number of FSE permits issued for FOG control? **54**
- 7.39 If yes to question 7.34, what is the total number of FSE FOG inspectors? **2**
- 7.40** If yes to question 7.34, how many FSE FOG inspections were conducted in the previous fiscal year? **13**
- 7.41 If yes to question 7.34, how many FSE FOG enforcement action(s) were initiated in the previous fiscal year? **0**
- 7.42** If yes to question 7.34, how many FSE FOG inspections are planned for the next fiscal year? **20**
- 7.43** Does your agency have a residential FOG program in place? **No, but if there are issues with fog in a residential area, CCTV camera work will be used to identify the residence or residences causing the fog issue and a notice of violation will be sent to them along with FOG information explaining the importance of not disposing of fats, oils or grease in the sewer system. There is also a home based business ordinance and our department works closely with County Environmental Health to identify and ensure that properly sized grease traps are installed in any home based food businesses. Staff is proactive about investigating residential based food services and ensuring compliance with the appropriate ordinances.**

Sewer Contract Services

- 7.44** Does your agency retain contract service(s) for sewer collection system maintenance, operations, and/or management? **No**
- 7.45 If yes to question 7.44, for services, please provide some basic information about these services in the table below:

| Contractor Name | Description (cleaning, root control, | Frequency of Contract | Budget (Annual \$) |
|-----------------|--------------------------------------|-----------------------|--------------------|
|-----------------|--------------------------------------|-----------------------|--------------------|

| | | | |
|--|----------------|--|--|
| | repairs, etc.) | | |
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8. SSO EMERGENCY RESPONSE PROGRAM

- 8.1 Does your agency’s SSO Emergency Response Plan incorporate procedures for pump stations/force main sewers? **Yes**
- 8.2 Does your agency have a dispatcher(s) within your agency to handle, dispatch and document incoming complaints from your sewer system customers? **Yes, Admin Staff thru the use of CAMS**
- 8.3 Does your agency have standard operating procedures (SOPs) in place to test and document, at least once per year, the performance of its after-hours emergency notification system(s)? **No**
- 8.4 Does your agency provide and document any scenario based SSO emergency response simulation training for collections staff at least on an annual basis to ensure staff are properly trained and prepared in the event of an SSO? **Yes. We have just begun this with the new SERP.**
- 8.5 If yes to 8.4, does this training include practical exercises including researching SSO start times and calculating the SSO volume spilled and recovered? **Yes**
- 8.6 Do your emergency operating procedures (EOPs) include requirements to determine the impact of an SSO, including accelerated or additional environmental monitoring? **Yes**

9. COLLECTIONS STAFFING AND TRAINING

- 9.1 What is the total number of dedicated sewer maintenance crews in place at your agency? **3, one within each of the three maintenance areas. There are 13 employees within the SE Utility Area 1.**
- 9.2 For question 9.1, how many staff are typically in each maintenance crew? **10-15 employees**
- 9.3 Does your agency require collections staff to review the SSS WDRs and the agency’s SSMP at least annually? **Yes. There are refresher / onboarding webinars thru DKF Solutions for recurrent training and for new employees that go over the SERP and the WDRs.**
- 9.4 Does your agency provide initial and recurrent training to appropriate staff regarding your agency’s SSO Emergency Response Plan and O&M programs? **Yes. There are refresher / onboarding webinars thru DKF Solutions for recurrent training and for new employees that go over the SERP and the WDRs.**
- 9.5 If yes to 9.4, what is the total number of individuals trained in the previous fiscal year? **5 employees attended the Surface Water Sampling training, 3 employees attended the in-class training for the revised SERP and WDRs, and 3 employees attended the field drills and SSO simulation.**
- 9.6 For contracted sewer services, do your contracting specifications contain specific language requiring initial and recurrent training of contractor staff regarding your agency’s SSO Emergency Response Plan and O&M programs? **Yes, if the District contracts out any work the contractor is required to attend the refresher / onboarding webinars by DKF Solutions as well as being familiar with and having a copy of the SERP on site during the course of the work.**

10. MAJOR EQUIPMENT INVENTORY

- 10.1 How many combination truck(s) (hydro flush/vacuum models) are owned and/or leased by your agency? **4**
- 10.2 How many hydro flusher(s) are owned and/or leased by your agency? **2**
- 10.3 How many mechanical rodder(s) are owned and/or leased by your agency? **6**
- 10.4 How many video (CCTV) inspection system(s) are owned and/or leased by your agency? **7**
- 10.5 How many utility truck(s) are owned and/or leased by your agency? **24**
- 10.6 How many portable sewage pump(s) are owned and/or leased by your agency? **8**
- 10.7 How many portable generator(s) are owned and/or leased by your agency? **26**
- 10.8 Does your agency own equipment designed to block the storm drain system (e.g., sandbags, waddles, absorbent socks, etc.), in an emergency, to prevent untreated or partially treated wastewater from reaching surface waters? **Yes**

11. EXTERNAL COMMUNICATIONS PROGRAM

- 11.1 Does your agency have a program in place for communicating with and receiving input from the public regarding the development, implementation, and performance of its SSMP? **Yes**
- 11.2 Does your agency have a program in place for communicating with upstream or downstream satellite sewer system(s) connected to its collection system? **N/A**

12. NOTIFICATION, REPORTING, AND RECORD KEEPING


- 12.1 Does your agency maintain a list and description of all sewer-related complaints from customers for the past 5 years, including calls received after normal working hours? **Yes, it is noted in CAMS.**
- 12.2 If yes to question 12.1, does this include information for privately owned sewer laterals? **Yes**
- 12.3 How many complaints were received in the previous fiscal year? **59**
- 12.4 How many complaints were responded to? **59**
- 12.5 Does your agency have a quality assurance/quality control (QA/QC) procedure in place for review of technical information collected by field staff prior to certification of the SSO report(s) in the Water Board's online reporting system (CIWQS) by the Legally Responsible Official(s)? **Yes**
- 12.6 Does your agency require crews to take photos of all SSOs? **Yes**
- 12.7 Does your agency have a procedure(s) in place for collecting field information to assist in determining the actual SSO start time? **Yes**
- 12.8 Does your agency use SOPs to estimate SSO volume spilled, recovered, and not recovered, including estimation of cleanup water used? **Yes**
- 12.9 Does your agency regularly update initial reports given to the California Emergency Management Agency, local health department, and Regional Board as information develops regarding SSOs requiring notification? **Yes**

13. SSO REDUCTION PERFORMANCE AND MONITORING PROGRAM

- 13.1 Does your agency have a process in place to collect data to monitor performance of its SSMP and efforts in reducing SSOs? **Yes**
- 13.2 If yes to question 13.1, does your agency use the data collected to update SSMP program elements? **If needed during the 5 year audit**
- 13.3 Does your agency generate SSO reduction performance metric(s) for its collection system for use in future planning? **No**
- 13.4 Does your agency hold post-SSO briefings with collections staff, management and others involved, to evaluate root cause of SSOs and document service changes necessary to be prepared in responding to SSOs in the future? **Yes**
- 13.5 Does your agency pursue investigation of upstream satellite(s) or potential illicit dischargers as part of the SSO cause determination process? **Yes**
- 13.6 Does your agency adjust sewer collection system cleaning interval(s) for problem areas based on review and analysis of each past SSO? **Yes**
- 13.7 How many of the SSOs over the past 12 months were preventable through more proactive maintenance? **5**
- 13.8 How many of the SSOs over the past 5 years occurred at repeat locations? **3**

14. DECLARATION

I, Scott Harter, the approved Legally Responsible Official (LRO) of collection system (name and Waste Discharge ID#) Southeast Regional Waste Disposal Facility Collection System; WDID 5SSO11055, certify under penalty of law that based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information in this Pre-Inspection Questionnaire (Version 4.0) is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment, for knowing violations.

 Digitally signed by Scott Harter
Date: 2023.10.23 16:21:43 -07'00'

Legally Responsible Official Signature

October 23, 2023
Date