Pebble Beach Community Services District
Sewer System Management Plan, Revision 3.0

April 2026

LRO CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted 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 fine and imprisonment for knowing violations.

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Nick Becker, P.E.
General Manager – Pebble Beach CSD

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ACRONYMS AND ABBREVIATIONS

ABS	Acrylonitrile Butadiene Styrene
BMP	Best Management Practices
CAP	Capacity Assessment Plan
Cal OES	California Office of Emergency Services
Cal/OSHA	California Division of Occupational Health and Safety
CAWD	Carmel Area Waste District
CCR	California Code of Regulations
CCTV	Closed Circuit Television
CDFW	California Department of Fish and Wildlife
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan
District	Seaside County Sanitation District
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CWEA	California Water Environment Association
EHS	Environmental Health Services
ELAP	Environmental Laboratory Accreditation Program
EOP	Emergency Operating Procedure
EPA	Environmental Protection Agency
FOG	Fats, Oil, and Grease
FSE	Food Services Establishment
GIS	Geographic Information System
HMA	High Maintenance Area
I/I	Inflow & Infiltration
IIPP	Injury and Illness Prevention Program
InfoSys	Pebble Beach Community Services District's Information Systems Database
LRO	Legally Responsible Official
mgd	Million Gallons per Day
MRP	Monitoring and Reporting Program (Used in this SSMP to reference MRP Order No. WQ 2013-0058-EXEC, which is the MRP to WDR Order No. 2006-0003-DWQ.)
NASSCO	National Association of Sewer Service Companies
NOAA	National Oceanic and Atmospheric Administration

OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
O&M	Operation and Maintenance
OSHA	Occupational Safety and Health Administration
PBCSD	Pebble Beach Community Services District
PLSD	Private Lateral Sewage Discharge
PM	Preventative Maintenance
POSM	CCTV Program
PPE	Personal Protective Equipment
PVC	Polyvinyl Chloride
R&R	Rehabilitation and Replacement
RWQCB	Central Coast Regional Water Quality Control Board
Questys	Pebble Beach Community Services District's electronic filing system
SCADA	Supervisory Control and Data Acquisition
SECAP	Sewer Evaluation and Capacity Assessment Plan
SMP	Sewer Master Plan
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
Spill	Sanitary Sewer Spill
SSS	Sanitary Sewer System
SWRCB	State Water Resources Control Board
VCP	Vitrified Clay Pipe
WDR	Waste Discharge Requirements (Used in this SSMP to reference WDR Order No. 2022-0103-DWQ, the Statewide General WDR for SSSs.)

Element 1: Sewer System Management Plan Goal and Introduction

Regulatory Context

The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, General Order No. 2022-0103-DWQ requires the Pebble Beach Community Services District (District) to have and maintain a Sewer System Management Plan (SSMP). 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 "help reduce and prevent sanitary sewer spills, as well as mitigate any spills that do occur" [Order No. 2022-0103-DWQ Section D-2].

The SSMP must be updated every six (6) years at a minimum and must include any significant program changes. Re-certification by the District Board is required when significant updates to the SSMP are made. The Pebble Beach Community Services District (District) must enter the data in the State's electronic reporting system, California Integrated Water Quality System (CIWQS).

This Sewer System Management Plan (SSMP) formal update was performed in compliance with the requirements of the SWRCB Order No. 2022-0103-DWQ. Past PBCSD Board Reports and SSMP Adoption documents are located in Appendix 0A.

The WDRs require all public wastewater collection system agencies in California that own and operate sanitary sewer systems greater than one mile in length, which collect or convey untreated or partially treated wastewater to a publicly owned treatment facility, to develop, implement, and maintain a SSMP, provide annual reports, and report sanitary sewer spills using CIWQS.

The Pebble Beach Community Services District (PBCSD or District) SSMP includes the following eleven (11) Elements:

1. Sewer System Management Plan Goal and Introduction
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Spill Emergency Response Plan
7. Sewer Pipe Blockage Control Program
8. System Evaluation, Capacity Assurance and Capital Improvements Plan
9. Monitoring, Measurement, and Program Modifications
10. Internal Audits
11. Communication Program

Governing Body

PBCSD is governed by a Board of Directors comprised of the five (5) members consisting of a President, Vice President and three (3) Directors.

The Board of Directors makes policy decisions with advice from the General Manager, Deputy General Manager, and Legal Counsel. District Board meetings are held in the District Board Room of the PBCSD Building located at 3101 Forest Lake Road, Pebble Beach, CA, on the last Friday of every month.

The District Board authority and responsibility include the adoption and approval of the SSMP and any formal updates to the SSMP. The SSMP formal update and adoption record is included at the beginning of the SSMP, and District resolutions for the adoption of current and past SSMPs are included in Appendix 0A.

SSMP Audit, Update and Milestone Record and Schedule

The Pebble Beach Community Services District's SSMP has undergone the following audits revisions, and formal updates. The creation of the original SSMP and six (6), previously five (5) year updates were approved and adopted by the District Board on the dates identified below:

Version No.	Date	Description of Audit, Revision, Update or Milestone	Completed By	Approved By
-	November 2, 2006	Application for permit coverage	PBCSD Staff	California State Water Resources Control Board
-	May 30, 2007	Initial Collection System Questionnaire	PBCSD Staff	-
-	February 2, 2008	SSMP Development Plan and Schedule	PBCSD Staff	District Board
-	May 2, 2008	- Goals - Organization	PBCSD Staff	-
-	November 2, 2009	- Overflow Emergency Response Plan - Legal Authority - O&M Program - Fog Control Program	PBCSD Staff	-
-	May 2, 2010	- Design and Performance Provisions - System Evaluation and Capacity Assurance -Monitoring, Measurement and Modifications -Program Audits - Communication -Final SSMP	PBCSD Staff	-

0	May 2, 2010	The District developed and adopted a Sewer System Management Plan (SSMP) as required by the 2006 Sanitary Sewer System (SSS) Orders issued by the State Water Resources Control Board (SWRCB).	PBCSD Staff	District Board
1	April 24, 2015	Five-year update – The SSMP was revised as a result of the findings and recommendations of the March 16, 2015 Audit.	PBCSD Staff and Wallace Group	District Board
-	April 29, 2016	Annual audit	PBCSD Staff and Wallace Group	-
1.1	April 2016	This Element was revised as a result of the findings and recommendation of the April 29, 2016 Audit.	PBCSD Staff	-
2.0	April 24, 2020	Five Year Update – This Element was revised with updated service area map, sewer system footages, and number of maintenance staff.	PBCSD Staff	District Board
2.1	May 28, 2023	This Element was revised as a result of the new general order 2022-0103-DWQ with a focus on updating Element 6: Spill Emergency Response Plan	PBCSD Staff	-

IA-1	Audit Period: 5/3/22-5/2/25	The District performed an internal audit guided by the new information provided in General Order 2022-0103-DWQ.	PBCSD Staff	-
AR-1	October 31, 2025	The District compiled an Audit Report based on the findings of the 2025 Internal Audit.	PBCSD Staff	-
3.0	April 24, 2026	Six-year update according to the requirements set forth by General Order 2022-0103-DWQ and informed by the 2025 Internal Audit (Appendix 01A) completed by PBCSD staff.	PBCSD Staff	District Board

SSMP Audit and Update Schedule	
IA-2	Audit Period: 5/3/2025 - 5/2/2028
AR-2	Due November 2, 2028
IA-3	Audit Period: 5/3/2028 – 5/2/2031
AR-3	Due November 2, 2031
4.0	SSMP Update Due May 2, 2032

Sewer System Asset Overview

PBCSD is a multi-purpose, independent special district located in Monterey County that provides wastewater collection and treatment as a service for the 4,500 residents of Pebble Beach, CA. PBCSD is comprised of approximately 8 square miles and is bordered by the Pacific Ocean to the west, Pacific Grove to the north, Monterey to the East, and Carmel-by-the-Sea to the South.

PBCSD owns and maintains approximately 443,500 linear feet, or approximately 84 miles, of wastewater collection, interceptor and force main lines; and 8 lift stations. District's 84 miles are comprised of 81 miles of gravity mainlines and 3 miles of force mainlines. There are also 3 stormwater diversion stations. PBCSD is not responsible for any laterals, however, there are approximately 2,500 lateral connections. The District employs five full-time personnel who maintain the wastewater collection system.

PBCSD contracts with the Carmel Area Wastewater District (CAWD) for wastewater treatment and disposal. PBCSD owns ⅓ of the CAWD's treatment plant's capacity by contributing to ⅓ of plant capital items costs. PBCSD also shares the treatment plant operations, maintenance and administrative costs, which amount to approximately 35 - 40% of the plant O&M costs based on flow ratios and administrative charges.

Data Management Systems

The District uses the following data management systems:

- **Mobile MMS:** A computerized maintenance management system (CMMS) used for managing maintenance activities, preventative and operational. Mobile MMS stores the history of past maintenance activities and events and reminders for future and reoccurring tasks.
- **POSM:** A computerized platform to store closed circuit television (CCTV) inspection data, media, and GIS data in one location with the ability to share inspection data with other entities when applicable.
- **ArcGIS:** Geographic Information System (GIS) software used for managing and mapping collection system structure (gravity and force mainlines, manholes and pump stations) and system related activities, such as sewer permits and line cleaning progress.
- **Infosys:** A data storage platform custom-made for the District's needs, storing historical plan check and sewer permit information as well as pertinent property information.
- **SCADA:** Supervisory Control and Data Acquisition system used to collect and store the District's pump station alarm and instrumentation data.

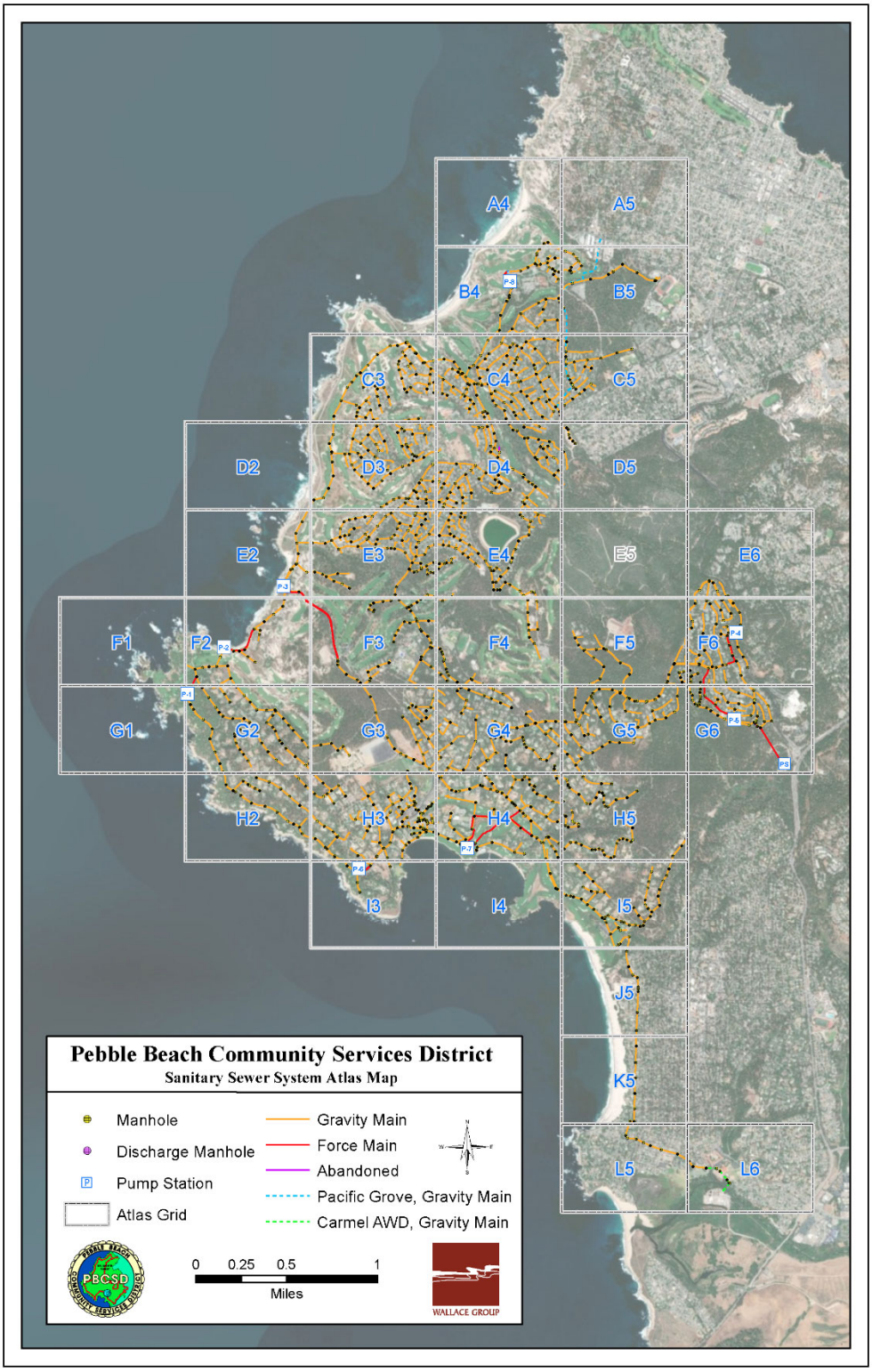


Figure 1-1: Pebble Beach Service Area and Boundary

Element 2: Organization

The Organization Element of the SSMP identifies the Pebble Beach Community Services District (District) Staff who are responsible for implementing this SSMP, responding to spill events, and meeting spill reporting requirements. The Legally Responsible Official (LRO) is also designated below to meet SWRCB requirements for completing and certifying spill reports in the California Integrated Water Quality System (CIWQS).

This SSMP Element outlines the District organization, SSMP responsibilities of personnel, authorized representatives, and chains of communication for spill response and reporting.

Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D-3 states:

> The SSMP must identify:
>
> (a) The name of the responsible and authorized representative as described in Section 5.1 of this Order.
>
> (b) The position titles, telephone numbers, and email addresses for management, administrative and maintenance positions responsible for implementing specific Sewer System Management Plan Elements.
>
> (c) Organizational lines of authority; and
>
> (d) The chain of communication for reporting spills, from receipt of a complaint or other information, including persons responsible for reporting spills to the State or Regional Water Board and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

The WDR Order No. 2022-0103-DWQ Section 5.1 states:

> The Enrollee shall designate a Legally Responsible Official (LRO) that has authority to ensure the enrolled sanitary sewer system complies with this Order and is authorized to serve as a duly authorized representative. The LRO must have responsibility over management of the Enrollee's entire sanitary sewer system and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The LRO must have direct authority over individuals that:
>
> - Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
> - Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

2.1 Responsible and Authorized Representatives [WDR D-3]

The name of the authorized representatives described in WDR Section 5.1 above is listed in Table 2-1:

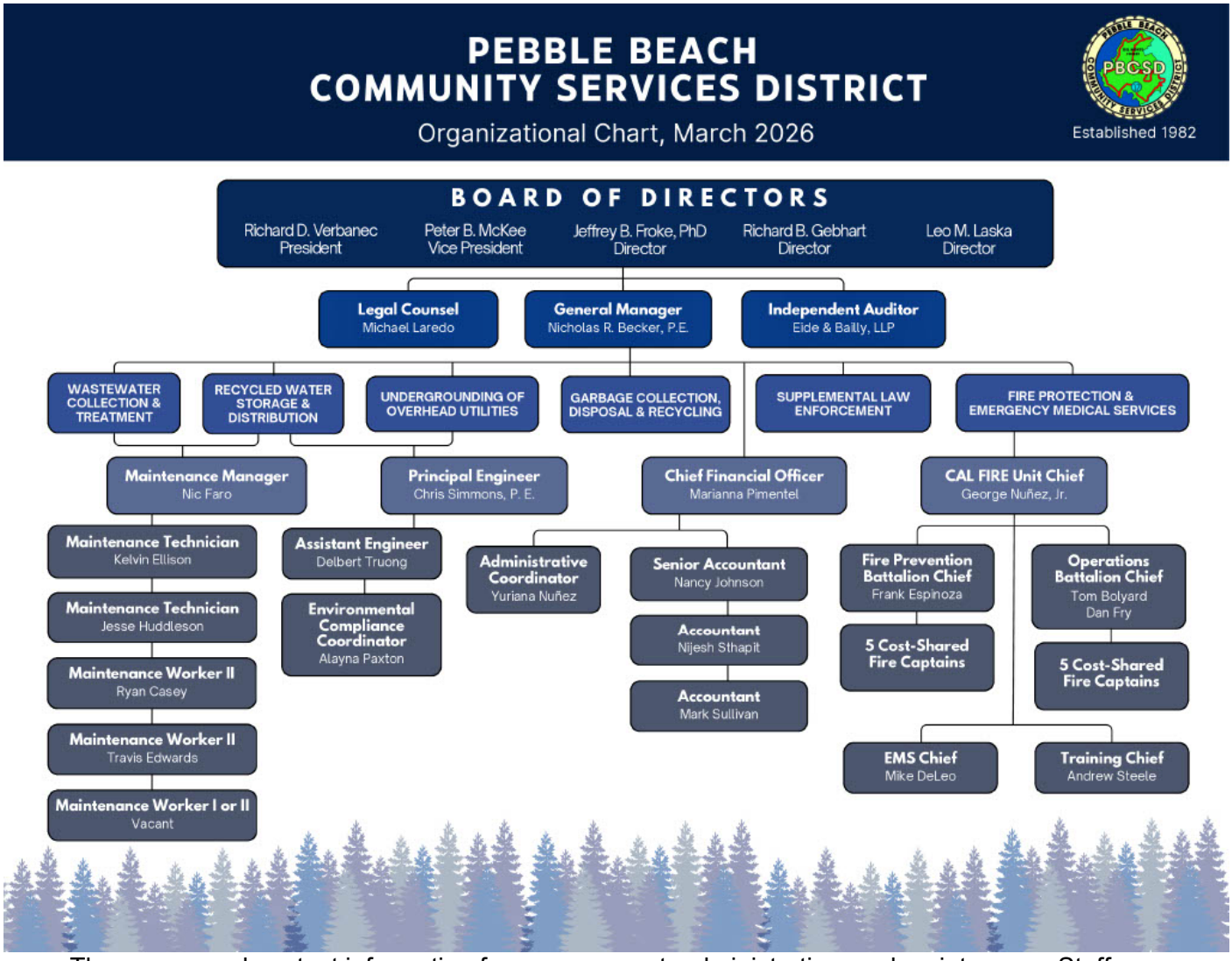
Table 2-1: Pebble Beach Community Services District Authorized Representatives

Name	Title	CIWQS Database
Nick Becker	General Manager	Legally Responsible Official
Nic Faro	Maintenance Manager	Data Submitter
Chris Simmons	Principal Engineer	Data Submitter
Delbert Truong	Assistant Engineer	Data Submitter
Alayna Paxton	Environmental Compliance Coordinator	Data Submitter

2.2 SSMP Program Implementation [WDR Attachment D-3]

An organization chart showing the lines of authority for the District is described below in Table 2-2. Updated Organization Charts can be found in Appendix 02-1.

Table 2-2: PBCSD Organization Chart 2026



The names and contact information for management, administrative, and maintenance Staff who are responsible for implementing specific measures for the District's SSMP Program are presented in Table 2-3 below along with their specific responsibilities.

Table 2-3: PBCSD Board, District Staff and Contract Staff with SSMP Responsibilities and Contact Information

Name and Title	SSMP Responsibilities	Contact Information
Richard D. Verbanec *President* Peter B. McKee *Vice President* Richard B. Gebhart *Director* *Leo M. Laska* *Director* Jeffrey B. Froke, PhD. *Director* Board of Directors	The District Board directs the District Manager and Legal Counsel in the management of all eleven (11) SSMP Elements.	(831) 373-1274
Nick Becker General Manager	The General Manager directs the management of all eleven (11) SSMP Elements.	(831) 647-5605 Office nbecker@pbcsd.org
Chris Simmons Principal Engineer	The Principal Engineer assists the General Manager in the management of all eleven (11) SSMP Elements.	(831) 647-5605 Office nbecker@pbcsd.org
Delbert Truong Assistant Engineer	The Assistant Engineer assists the General Manager and Principal Engineer in the management of all eleven (11) SSMP Elements.	(831) 647-5622 Office dtruong@pbcsd.org
Alayna Paxton Environmental Compliance Coordinator	The Environmental Compliance Coordinator assists the General Manager, Principal Engineer and Assistant Engineer in the management of all eleven (11) SSMP Elements.	(831) 647-5603 Office apaxton@pbcsd.org
Nic Faro Maintenance Manager	The Maintenance Manager directs the implementation of: • Element 1 – Goal; • Element 4 – Operation and Maintenance Program;	(831) 647-5620 Office nfaro@pbcsd.org

Name and Title	SSMP Responsibilities	Contact Information
	• Element 6 – Overflow Emergency Response Plan; Element 7 – FOG Control Program; • Element 7 – FOG Control Program; • Element 9 – Monitoring, Measurement, and Program Modifications	

2.3 Chain of Communication for Responding to Spills [WDR D-3]

Spill reports typically begin with a call from a resident to the Pebble Beach CSD Administrative Office, Fire Department, Pebble Beach Company Security Office, or 911 dispatchers.

The District telephone contact number is (831) 373-1274. After hours, the voicemail directs callers to Extension - 260, the after-hours line for the Maintenance Department in the event of a sewer emergency.

During the process of responding to a spill, the following actions are taken to verify the report and ensure the safety of the public:

1. During business hours, the Administrative Office receives a call from a citizen, Law Enforcement, the Fire Department or Pebble Beach Company Security Staff and obtains the location of concern and a description of the problem. The name and phone number of the caller is requested and documented if not anonymous for follow-up information.

2. After hours, the on-call Maintenance Staff is contacted and directed to the described location. The Spill Emergency Response Plan (SERP) contained in Element 6 is initiated.

3. Maintenance Staff proceeds to the location to verify the report.

4. If a spill is verified, Maintenance Staff member notifies the Maintenance Manager and requests support, if required.

5. The Maintenance Staff will notify the Engineering Staff both during and after business hours.

6. California Office of Emergency Services (CalOES) and Monterey County Environmental Health must be contacted within two (2) hours of a Category 1 spill, when the spill is over 1,000 gallons or the spill reaches a drainage channel or surface water. The Regional Water Quality Control Board (RWQCB) may also be notified if warranted.

SSMP Element 6 – Spill Emergency Response Plan contains a chain of communication for reporting spills for use in the field by the Maintenance Staff or Engineering Staff.

Spill notification is outlined in SSMP Element 6 – Spill Emergency Response Plan. The contact information and notification requirements associated with notifying Cal OES and other applicable agencies, such as Monterey County Environmental Health Services, are included in that SSMP Element.

Upon completion of containment and clean-up, the Maintenance Staff and Engineering Staff will initiate the Draft spill Report in CIWQS.

A staff directory and procedures for contacting the PBCSD Maintenance Department are located in Element 6: Spill Emergency Response Plan and in Appendix 02-2.

Element 3: Legal Authority

The Pebble Beach Community Services District (District) maintains the legal authority for the sanitary sewer system in the District ordinances and specifications listed below. These ordinances and specifications are included in Appendix 03-1 and 05-1 for this Element:

District Ordinances: (See Appendix 03.1)

- Ordinance No 1 – Adoption of Sanitary District
- Ordinance No 17 – Uniform Plumbing Code
- Ordinance No 18 – Establishing Sewer Connection Fees
- Ordinance No 19A – Pretreatment Requirements

Standard Specifications: (See Appendix 05-1)

- Chapter 3: Design Criteria and Requirements for Preparation of Contract Documents – Part 3.4 Gravity Sewer Service Design Criteria
- Chapter 5: Installation and Construction – Part 5.5.6, 5.6.7 and 5.14 Sewer Service Connections
- Chapter 6: Tests and Inspections – Part 6.11 Sewer Service Inspection
- Chapter 7: Standard Drawings – CIP 1, CIP. 2, CIP 4, CIP 11 and CIP 12.

Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D-4 states:

> The plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:
>
> (a). Prevent illicit discharges into its sanitary sewer system (examples may include storm water, chemical dumping, unauthorized debris and cut roots, fats, oils and grease, etc.);
>
> (b). Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
>
> (c). Require that sewers and connections be properly designed and constructed;
>
> (d). Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
>
> (e). Enforce any violation of its sewer ordinances.

SSMP Sanitary Sewer System Legal Authority [WDR D-4 (a) – (e)]

Table 3-1 below provides the mechanisms by which the District maintains the legal authorities required by WDR D-4 for public and private sewer systems.

Table 3-1: District Legal Authority References

WDR Requirement	District Ordinance/Specifications Section
D-4 (a) Prevent illicit discharges into its sanitary sewer system (examples may include storm water, chemical dumping, unauthorized debris and cut roots, etc.).	PBCSD Ordinance: • Ordinance No 17 Chapter 11 Building Sewers, Section 1102 (b) • Ordinance No 19 Section 2: 2.1.1 General Discharge Prohibitions (a-ad, b, g, l, p) • Ordinance No 19 Section 2: 2.1.2 Disposal of Vehicle Transported Liquid Waste • Ordinance No 19 Section 2: 2.1.4 Prohibition of Dilution and Excessive POTW Hydraulic Loading • Ordinance No 19 Section 4: 4.2 Wastewater Discharge Permits • Ordinance No 19 Section 4: 4.7 Grease Interceptors and Gravity Separating Devices
D-4 (b) Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;	Pebble Beach Company owns and operates all storm drains in Pebble Beach. In the event of a spill, PBCSD Maintenance and Engineering Staff coordinate with Pebble Beach Company Staff to ensure access to storm sewer systems during spill events and prevent any cross connections of sanitary sewer infrastructure to storm sewer infrastructure.
D-4 (c) Require that sewers and connections be properly designed and constructed;	PBCSD Ordinance: • Ordinance No 17: Uniform Plumbing – Chapter 11 “Building Sewers” PBCSD Standard Specifications: • Chapter 3: Design Criteria and Requirements for Preparation of Contract Documents – Part 3.4 Gravity Sewer Service Design Criteria • Chapter 5: Installation and Construction – Part 5.5.6, 5.6.7 and 5.14 Sewer Service Connections • Chapter 6: Tests and Inspections – Part 6.11 Sewer Service Inspection • Chapter 7: Standard Drawings – CIP 1, CIP. 2, CIP 4, CIP 11 and CIP 12.

WDR Requirement	District Ordinance/Specifications Section
D-4 (d) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;	PBCSD does not own and therefore does not require access to maintain or repair any portion of a Lateral or Building Sewer.
D-4 (e) Enforce any violation of its sewer ordinances.	PBCSD Ordinance: • Ordinance No 19 Section 6: Enforcement • Ordinance No 19 Section 7: Penalty Costs

Element 4: Operation and Maintenance Program

The Pebble Beach Community Services District's (PBCSD) operation and maintenance of its collection system ensure that the system is kept in good working condition. The PBCSD service area consists of approximately 84 miles of wastewater collection, interceptor and force main lines. PBCSD owns eight (8) lift stations with corresponding force mains. The system includes sizes ranging from 6-inch diameter to 27-inch diameter lines and is comprised primarily of VCP, with sections of terra cotta, PVC pipe and HDPE pipe. All operations and maintenance activities are conducted by PBCSD Staff. This SSMP Element 4 outlines the work that is conducted to accomplish the optimal operation and maintenance of the PBCSD's collection system.

A general overview of the District Sewer System is provided in Figure 4-1: Collection System Overview Map. Updates to this map can be found in Appendix 04.1.

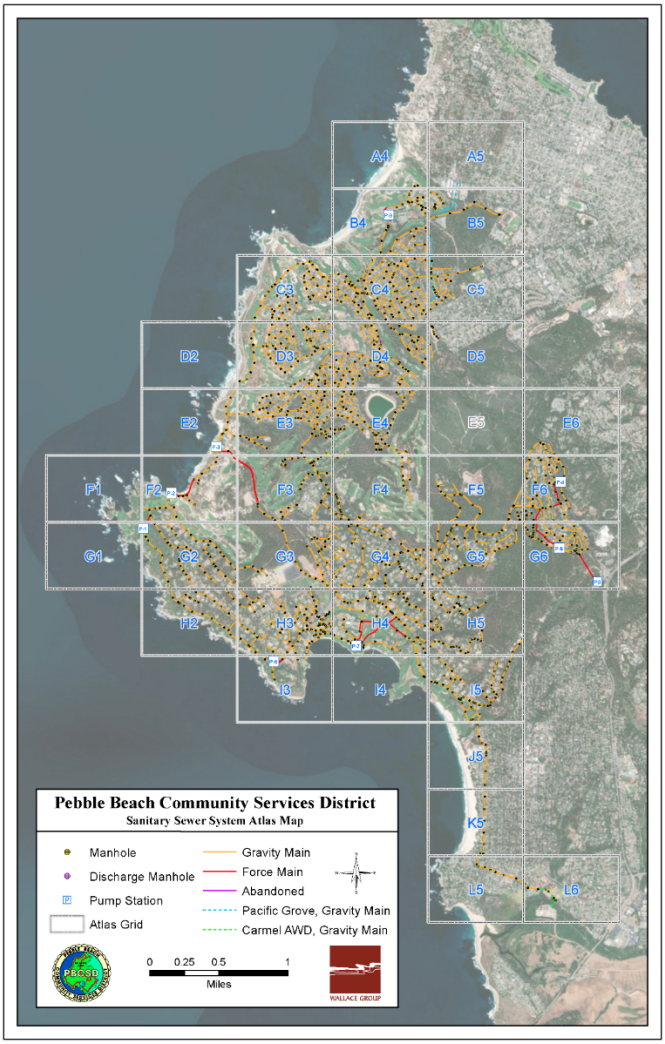


Figure 4-1: Collection System Overview Map

PBCSD owns and maintains 8 wastewater pump stations shown in Figure 4-2. Refer to the Appendix 04-3 for a description of each pump station.

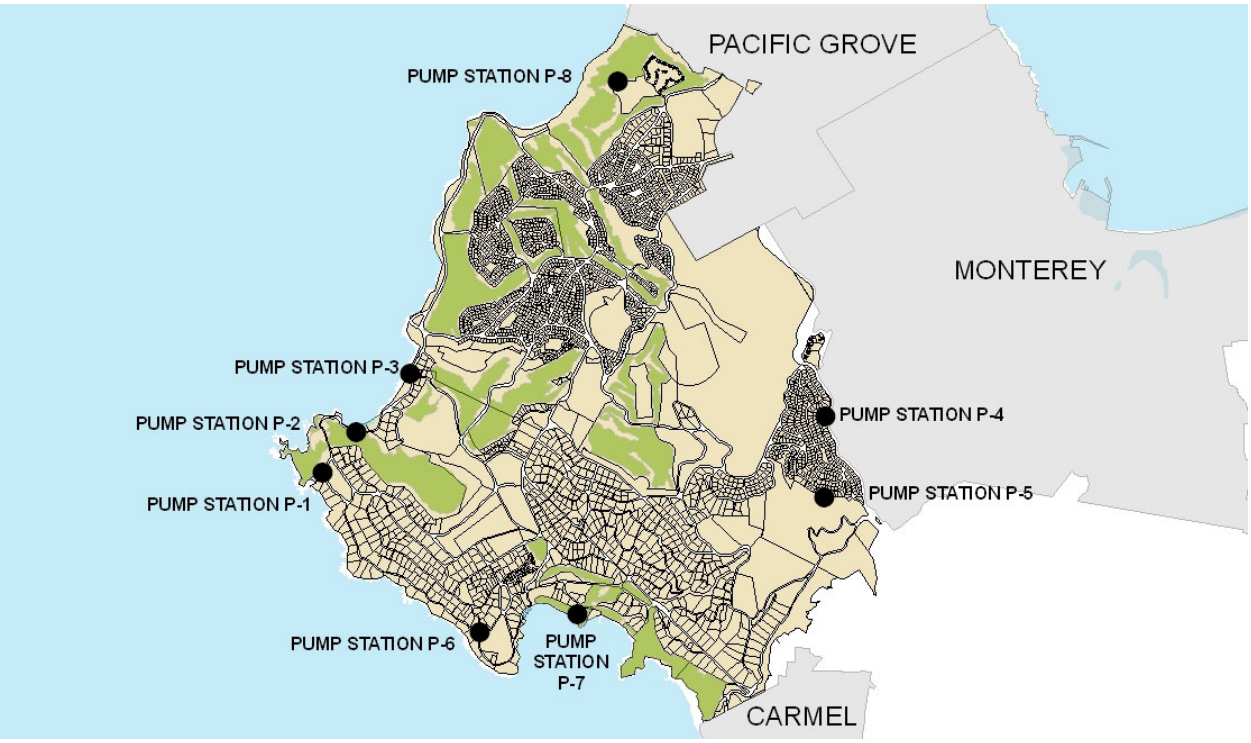


Figure 4-2: Pebble Beach Pump Station Vicinity Map

Regulatory Requirements
WDR Order No. 2022-0103-DWQSection D-4 states:

> The SSMP must include those elements listed below, which are appropriate and applicable to the Enrollee's system:
>
> (a) Maintain an up-to-date map of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities within the sewer system service area boundaries;
>
> (b) A scheduling system and a data collection system for preventative operation and maintenance activities conducted by staff and contractors.
>
> The scheduling system must include:
>
> i. Inspection and maintenance activities;
>
> ii. Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
>
> Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes. The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

(c) In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. Training must cover:

a. The requirements of this General Order;

b. PBCSD's Spill Emergency Response Plan procedures and practice drills;

c. Skilled estimation of spill volume for field operators; and

d. Electronic CIWQS reporting procedures for staff submitting data

Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.1: Collection System Map [WDR D-4]

4.1.1 Sewer Collection and Conveyance

PBCSD maintains a GIS database, which is a tool to store and geographically show data on the wastewater collection system. This system can be accessed from any PBCSD workstation or mobile device.

PBCSD also maintains maps, which are based on GIS data and record drawings, and are prepared into Zone Atlas Maps. Zone Atlas Maps are distributed to field crew and engineering staff.

Corrections for Infosys and Zone Atlas Maps are noted and submitted to Engineering Staff. Engineering Staff maintains a "Master" Zone Atlas Map and will show corrections here. Engineering Staff will also ensure the data is updated in Infosys. Updated hard-copy maps are re-distributed as appropriate and will display a date-stamp.

4.1.2 Storm Water Conveyance Map

PBCSD does not own or manage storm water conveyance facilities within the service area. The Pebble Beach Company owns and operates these facilities and has not developed or maintained maps for storm water conveyance.

To ensure PBCSD staff can adequately respond to spills and to provide them with necessary information to; contain, recover, and sample spills that reach a storm drain, the District has worked with Pebble Beach Company staff to identify key storm water inlets and outlets that may be impacted during a spill. This information will be incorporated into the District's GIS for future use by District staff. Once created, copies of key storm water conveyance records/maps will be provided in Appendix 04-1 of this element.

4.2 Preventive Operation and Maintenance Activities [WDR D.4.2]

All routine preventative O&M and repair work is managed by the Maintenance Supervisor. The Maintenance Staff is normally comprised of 5 full-time workers and is responsible for performing routine preventative O&M and repair work. A list of the District's standard preventative maintenance activities can be found in Appendix 04-2.

PBCSD is a District responsible for systems other than wastewater collection; so, its routine preventative O&M plan extends beyond the wastewater collection system. The O&M procedures outlined in this section are a summary of PBCSD wastewater-related O&M Program. A summary of Routine Preventative Operations & Maintenance includes, but is not limited to, the following:

4.2.1. CCTV Inspection

The District utilizes CCTV equipment to conduct video inspection of sewer lines that are suspected of being problematic on an as needed basis. CCTV inspection is utilized as a tool to help identify problematic sewer lines that may require additional cleaning and/or rehabilitation and replacement.

In recent years, two PBCSD staff members have gained National Association of Sewer Service Companies (NASSCO) certification, enhancing the accuracy and thoroughness of CCTV inspections while streamlining the process.

4.2.2 Line Cleaning

The PBCSD's sewer cleaning goal is to clean the entire gravity collection system annually and to clean problematic sewer lines known as High Maintenance Areas on a monthly interval depending on observed conditions in the field. Sewer line condition assessments are based on historic CCTV and Line Cleaning Maps, sewer cleaning logs, and Staff's visual observations in the field. The District maintains adequate staffing to accomplish annual cleaning objectives. PBCSD staff record conditions observed during line cleaning activities on a District "Daily Line Cleaning Sheet" and in a GIS map which tracks cleaning progress. Relevant information from these sheets is incorporated into the District's Infosys work history system. An example of District Line Cleaning Logs is located in Appendix 04-2.

Annual sewer cleaning work history/progress is tracked on the PBCSD's Sewer Line Cleaning Map in GIS. Staff can enter completed line cleaning work and other notes into this program.

4.2.3 Manhole Inspection

District Manholes are inspected in conjunction with annual sewer line cleaning activities. The District utilizes a Sanitary Sewer Manhole Inspection Form to document the condition of each manhole. This information is logged and stored in the District's computerized maintenance management system (CMMS). Applicable information from these inspections is utilized to develop District rehabilitation and replacement projects.

4.2.4 High Maintenance Areas

PBCSD identifies High Maintenance Areas (HMAs) through CCTV and Line Cleaning observations. These HMAs are added to the District's "First of the Month" sewer line cleaning list as they are identified. The majority of these HMAs are caused by root intrusion. The District has an aggressive rehabilitation and replacement plan in which these HMAs are addressed through routine "point repair" or scheduled for rehabilitation or replacement as part of the District's Long-Term Capital Outlay Program (LTCOP).

4.2.5 Pump Station Operation and Maintenance

As previously referenced in the introduction to this SSMP Element, there are eight (8) pump stations located in the PBCSD's service area. These stations are provided with a minimum of duplex pumping systems for redundancy and reliability. These redundant systems allow for continued operation of a lift station in the event of pump failure. Standby generators are provided at all pump stations for continued operations in the event of a power failure. Stations are monitored remotely through a Supervisory Control and Data Acquisition (SCADA) system.

Lift stations are inspected by PBCSD staff on a 3 day per week basis. Inspections consist of logging pump run times and performing a general inspection of major critical components of the station, such as pump operation, station controls, alarms, check valves, and emergency power supplies. A list of routine O&M Procedures for these lift stations can be found in Appendix 04-2. Regular Lift Station inspection data is logged in a daily inspection sheet. Applicable information logged on these inspection logs are maintained in the District's Infosys work history system. Specific data regarding each lift station can be found in Element 6 of this SSMP.

4.2.6 Customer Requests/Complaints

The District utilizes its CMMS to document customer requests and complaints. Staff investigates and completes associated sewer related tasks as appropriate.

4.2.7 Rehabilitation and Replacement Plan

PBCSD has a Long-Term Capital Outlay Program (LTCOP) to upgrade and rehabilitate the existing infrastructure within the PBCSD wastewater collection system. The LTCOP provides an estimate of PBCSD's capital improvements requirements for the next 15 years.

Included in the LTCOP budget is an average annual allocation of 1.5 million dollars for sewer line replacement projects. PBCSD staff reviews the history of spills, CCTV, and maintenance records to identify approximately one mile of sewer main lines in the wastewater collection system to be replaced each year.

The District recently completed the replacement/upgrade of Pump Stations P1 and P2. Pump Stations P3, P4, and P5 are slated for rehabilitation next. The LTCOP includes a schedule which includes rehabilitation projects for the instrumentation, SCADA software, and pumps on 5-year, 10-year and 10-year schedules, respectively.

The LTCOP is reviewed and updated on an annual basis by PBCSD Maintenance Manager, Engineering Staff, General Manager and PBCSD's consulting engineer.

It is the responsibility of the Engineering Staff to manage the projects, from inception to completion, outlined in the LTCOP.

A copy of the PBCSD Long-Term Capital Outlay Program can be found in Appendix 08-3.

4.3 Training [WDR D.4.3]

Training programs include formal classroom training and on-the-job training. Training is facilitated by both PBCSD Staff and outside training workshops. On-the-job cross training is pursued to ensure Staff has a proficient working knowledge of the sanitary sewer system and that critical tasks can be performed without interruption. Task proficiency is a requirement for all

job positions and promotions. O&M related training is conducted on an ongoing and as needed basis. Training records are maintained by the Maintenance Manager. All PBCSD Maintenance staff have certifications from the California Water Environment Association (CWEA), and two staff members are certified by the National Association of Sewer Service Companies (NASSCO). These certifications require ongoing education for regular renewal. Copies of these certifications can be found in Appendix 04-3.

Operations and Maintenance Staff are initially trained in the proper operation and maintenance of all new major mobile equipment and facilities by the respective contractor or manufacturer. Written operation and maintenance manuals are used as resource material for equipment start-up training and new staff training.

Safety training is an integral aspect of PBCSD's program. Every Staff member receives formal safety training which includes confined space entry, flagging/traffic control, first aid, fall protection, lockout/tag out, electrical, bloodborne pathogens, and CPR. Training records can be found in Appendix 04-3.

4.3.1 Staffing

The PBCSD currently staffs its wastewater department with one (1) Assistant Engineer, (1) Principal Engineer, one (1) Maintenance Manager, and five (5) Maintenance Technicians. This current staffing level is adequate to accomplish the tasks and goals set by the District for the operation and maintenance of the system.

4.4 Equipment and Replacement Parts Inventory [WDR D.4.4]

Equipment and replacement parts inventories are provided as explained below.

4.4.1 Critical Parts and Equipment

The District maintains an extensive inventory of critical parts and equipment which are utilized for both routine and emergency operations. A critical parts and equipment list can be found in Appendix 04-4. In the event of an emergency, local retailers and neighboring jurisdictions are available to supply additional equipment and parts on short notice. Parts and equipment that are not readily kept in stock are purchased through a Contractor/Vendor/Supplier List located in Appendix 04-5.

4.4.2 Replacing Equipment and Vehicles

Capital equipment and vehicles are scheduled for routine replacement in the Long-Term Capital Outlay Program (LTCOP), which provides an estimate of PBCSD's capital equipment requirements for the next 15 years.

The LTCOP is reviewed and updated on an annual basis by PBCSD Maintenance Supervisor, Engineering Staff, and General Manager.

It is the responsibility of the Maintenance Supervisor and Engineering Staff to manage the purchase of equipment and vehicles outlined in the LTCOP.

Element 5: Design and Performance Provisions

The standards and specifications for new construction and repair of the existing sanitary sewer system described in this SSMP Element are utilized to ensure a high quality, well designed, and functioning sanitary sewer system.

Design Standards and Testing and Inspection procedures are located in District Standard Specifications Appendix 05-1.

Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D.5 states that the SSMP must identify:

(a) Updated design criteria and construction standards and specifications for the construction, installation, repair and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 of Attachment D [2022-0103-DWQ]. The procedures must include component-specific evaluation of the design criteria.

(b) Procedures and standards for inspection and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

Design and Construction Standards and Specifications [WDR 5.1]

The District uses Construction Standards and Specifications for the installation of new and existing sanitary sewer systems. The following Chapters of the District Standards and Specifications apply to District sewer collection and conveyance systems:

- Chapter 3: Design Criteria and Requirements for Preparation of Contract Documents
- Chapter 4: Materials
- Chapter 5: Installation and Construction
- Chapter 7: Standard Drawings CIP 1-2 and CIP 4-18.

Design standards, specifications, and testing requirements for new and replacement sewer pump stations and other Capital Projects are developed on a case-by-case basis to meet the requirements of each site and incorporated into each project plan set by a registered Professional Engineer.

Procedures and Standards for Inspection and Testing [WDR 5.2]

Procedures and standards for the acceptance testing and inspection of new and repaired sewer main and appurtenances are found in:

- Standard Specifications, Chapter 6: *Tests and Inspection*.

Element 6: Spill Emergency Response Plan

Sanitary Sewer Spills can occur due to unforeseen accidents, unusual equipment failures, or other events not controllable by PBCSD. A spill response plan is maintained by the Engineering Staff for all PBCSD personnel to use as guidance in responding to spills. The spill response plan defines procedures to:

- Protect public health and the environment,
- Comply with Local, State, and Federal regulatory agency requirements,
- Provide appropriate customer service,
- Protect PBCSD personnel, the wastewater collection system, and private and public properties

The Spill Emergency Response Plan (SERP) is summarized in this SSMP Element. The District is planning for the development of a comprehensive program to address issues such as spill response, detection, mitigation, clean up, investigation, documentation, and reporting. Once completed, these procedures will be integrated into the District's SERP.

Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D-6 states:

> Each Enrollee shall develop and implement a spill emergency response plan that identifies measures to protect public health and the environment. At a minimum, the plan must include the following:
>
> 1) Notify primary responders, appropriate local officials and appropriate regulatory agencies of a spill in a timely manner;
>
> 2) Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
>
> 3) Comply with the notification, monitoring and reporting requirements of Order 2022-0103-DWQ, State law and regulations and applicable Regional Water Board Orders;
>
> 4) Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
>
> 5) Address emergency system operations, traffic control and other necessary response activities;
>
> 6) Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
>
> 7) Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
>
> 8) Remove sewage from the drainage conveyance system;

9) Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;

10) Implement technologies, practices, equipment and interagency coordination to expedite spill containment and recovery;

11) Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during and after a spill event;

12) Conduct post-spill assessments of spill response activities;

13) Document and report spill events as required in Order 2022-0103-DWQ;

14) Annually, review and assess effectiveness of the SERP and update the Plan as needed

6.1 Spill Response Process

When an observer witnesses a potential spill, they contact Pebble Beach Community Services District or another agency in the forest who will relay the information to PBCSD at (831) 373-1274. If the District Maintenance Department is contacted during ***normal business hours***, which are ***7:00 AM – 3:30 PM*** Monday through Friday, excluding legal holidays, administrative staff at the District Office will notify the Maintenance Manager at (831) 760-0224 or the next available Maintenance Staff to investigate the situation utilizing the information found in Figure 6-1. If District Staff needs assistance responding to the spill, the first responder calls additional Maintenance staff utilizing the information found in Figure 6-1.

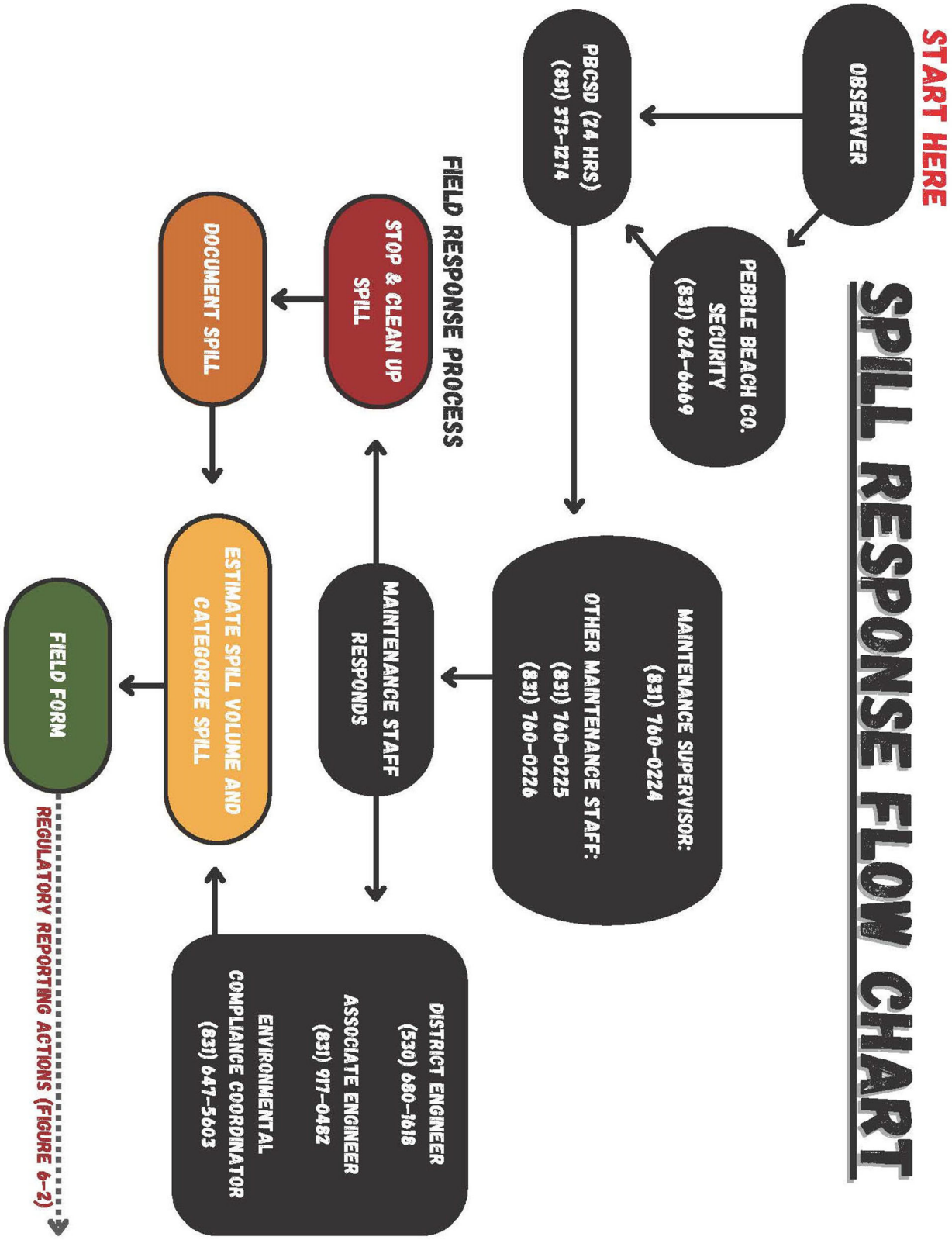
If the District Maintenance Department is contacted ***after normal business hours***, on a holiday, or during the weekend, the District voicemail system contacts On-Call maintenance staff who responds accordingly.

After normal operating hours, two members of the Maintenance Staff are on-call as primary and secondary on-call wastewater emergency responders and can be reached by the following methods:

Page the on-call responders

a. From any phone line, call (831) 373-1274, and dial Extension 260. Leave a detailed voice message describing the wastewater emergency.

If all the contact methods described above have been exhausted, and as a last-resort effort, contact PBCSD Staff per the Emergency Chain of Command using their personal contact information located on the Pebble Beach Community Services District Staff List found in the Spill Response Flow Chart, Figure 6-1:


START HERE
SPILL RESPONSE FLOW CHART
OBSERVER
PEBBLE BEACH CO. SECURITY (831) 624-6669
PBCSD (24 HRS) (831) 373-1274
MAINTENANCE SUPERVISOR: (831) 760-0224
OTHER MAINTENANCE STAFF: (831) 760-0225
(831) 760-0226
FIELD RESPONSE PROCESS
MAINTENANCE STAFF RESPONDS
STOP & CLEAN UP SPILL
DOCUMENT SPILL
ESTIMATE SPILL VOLUME AND CATEGORIZE SPILL
FIELD FORM
DISTRICT ENGINEER (530) 680-1618
ASSOCIATE ENGINEER (831) 917-0482
ENVIRONMENTAL COMPLIANCE COORDINATOR (831) 647-5603
REGULATORY REPORTING ACTIONS (FIGURE 6-2)

6.2 Spill Response Program (WDR Attachment D-6)

The District currently has components of a Spill Response Program, comprised of Spill Notification, Reporting, Volume Estimation, Mitigation and Cleanup, Water Quality Monitoring, Records, and Training. The District developed a Spill Response Program consisting of the following Emergency Operation Procedures:

- SS-EOP-01: Spill Emergency Response Plan *(See Appendix 6-1)*
- SS-EOP-02: Spill Notification *(See Section 6.3)*
- SS-EOP-03: Spill Reporting *(See Section 6.3)*
- SS-EOP-04: Spill Volume Estimation *(See Appendix 6-4)*
- SS-EOP-05: Spill Mitigation and Cleanup *(See Appendix 6-4)*
- SS-EOP-06: Spill Water Quality Monitoring Program *(See Appendix 6-4)*
- SS-EOP-07: Spill Response Documentation and Records *(See Appendix 6-4)*
- SS-EOP-08: Spill Training Requirements *(See Section 6.4)*

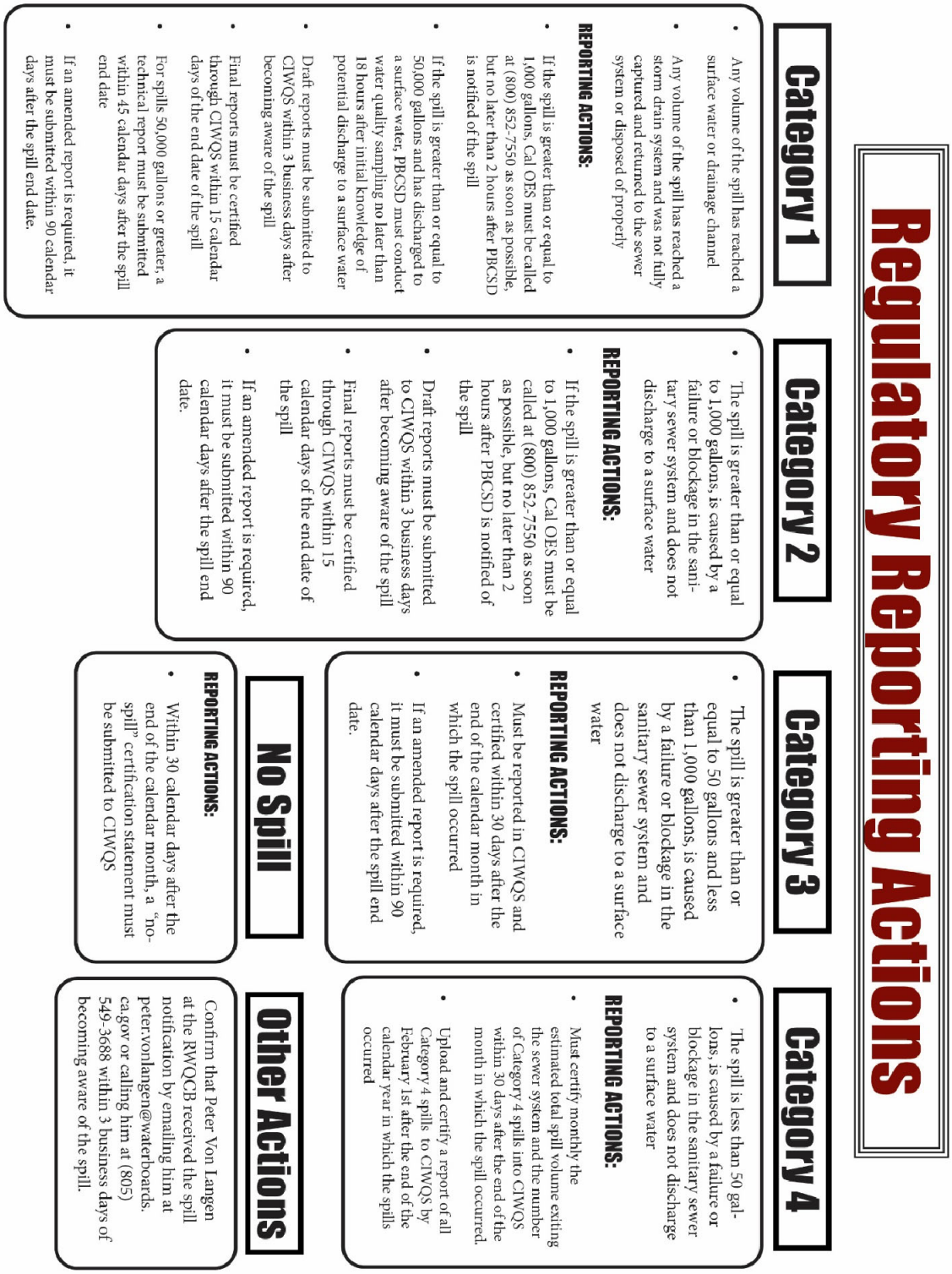
When completed, these procedures will be included in this section in Appendix 06-1.

6.3 Spill Notification and Reporting Procedures (WDR Attachment D-6)

This section of the SERP ensures proper notification and reporting of Spills, which occur in the Pebble Beach Community Services District's sanitary sewer system, to protect public and environmental health.

An overview of the notification and reporting process is illustrated on the following page in Figure 6-2. This overview is not inclusive of all the notification and reporting requirements and procedures. The following section of this SSMP Element corresponding to each Spill category for notifications and reporting must be referenced and followed.

Figure 6-2: Regulatory Reporting Actions



6.3.1 Spill Regulatory Notification Procedure

Spill notification procedures vary based on whether the Spill is classified as a Category 1, Category 2, Category 3, or Category 4.

1. **Category 1 Spills**

    a. **Any** discharges of sewage that result in a **discharge** to a **drainage channel** or a **surface water** or to the **storm drain system** and is not fully captured and returned to the sewer system or disposed of properly.

    b. The District shall, as soon as possible, but no later than two (**2**) hours after becoming aware of the discharge (**> or equal to 1000 gallons or spilled to location that may discharge to surface water**), notify the California Governor's Office of Emergency Services (**Cal OES**) at **1-800-852-7550**. District Staff should also contact **Monterey County Health** at **(831) 646-3921** during business hours or **(831) 646-3914** after hours or **911** any time to inform them in the event of a Category 1 Spill. The Regional Water Quality Control Board (**RWQCB**) may also be contacted at **(805) 549-3147**.

2. **Category 2 Spills**

    a. For a spill **1,000 gallons or greater** in volume that does **not discharge** to a **drainage channel or surface water**.

    b. Within twenty-four (**24**) hours of becoming aware of a Category 2 Spill, the District may notify **Monterey County Environmental Health Services** at at **(831) 646-3921** during business hours or **(831) 646-3914** after hours or **911** any time. The Regional Water Quality Control Board (**RWQCB**) may also be contacted at **(805) 549-3147**.

3. **Category 3 Spills**

    a. If a spill occurs due to a problem in the District's sanitary sewer collection system and **does not reach a drainage channel, surface water**, the **storm drain system**, or **is fully captured from the storm drain system** and returned to the sewer system or disposed of properly and **is less than 1000 gallons** in volume.

4. **Category 4 Spills**

    a. If a spill occurs due to a problem in the District's sanitary sewer collection system and **does not reach a drainage channel, surface water**, the **storm drain system**, or **is fully captured from the storm drain system** and returned to the sewer system or disposed of properly and **is less than 50 gallons** in volume.

To satisfy notification requirements for each applicable spill, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may be viewed in Appendix 06-3.

6.3.2 Spill Reporting Procedure

Spill reporting procedures vary based on whether the spill is classified as a Category 1, Category 2, Category 3 or Category 4.

Category 1 Spills

1. The **Draft Category 1 Spill Report** must be submitted in CIWQS within **three (3) business days** of PBCSD becoming aware of the Spill.

2. **Certified Category 1 Spill Report**

    a. A final Category 1 Spill report shall be certified through CIWQS within **15 calendar days** of the end date of the Spill.

3. If Spill is 50,000 gallons or greater and spilled into surface waters, a **Spill Technical Report** will also have to be submitted to CIWQS within **45 calendar days** of the Spill end date. (See Appendix 06-3 for Spill Technical Report details).

4. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

5. Upon certifying the Spill Report, document the Spill Identification Number and save a pdf and hard copy of the Spill Report. Updated Spill Reports can be found in Appendix 06-4.

6. If an amended report is required, it must be submitted within 90 calendar days after the spill end date.

Category 2 Spills

1. The **Draft Category 2 Spill Report** must be submitted in CIWQS within **three (3) business days** of PBCSD becoming aware of the Spill.

2. **Certified Category 2 Spill Report**

    a. A final Category 2 Spill report shall be certified through CIWQS within **15 calendar days** of the end date of the Spill.

3. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

4. Upon certifying the Spill Report, document the Spill Identification Number and save a pdf and hard copy of the Spill Report.

5. If an amended report is required, it must be submitted within 90 calendar days after the spill end date.

Category 3 Spills

1. All Category 3 Spills shall be reported to CIWQS and certified within 30 calendar days after the end of the calendar month in which the Spill occurs (e.g., all Category 3 Spills occurring in the month of February shall be entered into the database and certified by March 30th).

2. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

3. Upon certifying the Spill Report, document the Spill Identification Number and save a pdf and hard copy of the Spill Report.

4. If an amended report is required, it must be submitted within 90 calendar days after the spill end date.

Category 4 Spills

1. If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into CIWQS within 30 days after the end of the calendar month in which the spills occurred.

2. A report which details all Category 4 Spills must be uploaded and certified to CIWQS by February 1st after the end of the calendar year in which the spills occurred.

3. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

4. Upon certifying the Spill Report, document the Spill Identification Number and save a pdf and hard copy of the Spill Report.

No Spill Certification

1. If there are no spills during a calendar month, PBCSD must certify that there were no spills in CIWQS.

2. The “No Spill” Certification is must be completed within thirty (30) calendar days after the end of the calendar month in which there were no Spills.

3. If there are no spills during a calendar month but the PBCSD reported a PLSD, the PBCSD shall still certify a “No Spill” Certification statement for that month.

4. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

Annual Report

1. The “Annual Report” must be updated in CIWQS by April 1 of each year (January 1 through December 31).

6.4 SERP Training (WDR Attachment D-6)

The District has an Emergency Response training program which includes annual training of district staff on the WDRs, this SSMP element and its appendices.

6.5 SERP Annual Review (WDR Attachment D-6)

District staff will review and assess effectiveness of the Spill Emergency Response Plan on an annual basis and will update the plan as needed.

Element 7 - Sewer Pipe Blockage Control Program

The Pebble Beach Community Services District has nine (9) food service establishments (FSEs) within its jurisdiction. A list of these FSEs can be found in Appendix 07-1. The District implemented a Fats, Oils, and Grease (FOG) Control Program in 1991.

The metrics that the District uses to monitor the effectiveness of the Sewer Pipe Blockage Control Program are presented in Element 9 – Monitoring, Measurement, and Program Modifications.

The primary goal of the Pebble Beach Community Services District's Sewer Pipe Blockage Control Program is to decrease the amount of fats, oils, greases and other pipe-blocking substances entering the sanitary sewer system to minimize the risk of spills.

Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D-7 states:

> The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's Sewer service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags, and debris. If the Enrollee determines that a program is not needed, the Enrollee should provide justification in its Plan for why a program is not needed.
>
> The procedures must include, at minimum:
>
> 1) An implementation plan and schedule for a public education outreach program that promotes proper disposal of pipe-blocking substances;
>
> 2) A plan and schedule for the disposal of pipe-blocking substances 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 substances generated within a sanitary sewer system service area;
>
> 3) The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
>
> 4) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
>
> 5) Authority to inspect grease producing facilities, enforcement authorities, and whether the Agency has sufficient staff to inspect and enforce the FOG ordinance;
>
> 6) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
>
> 7) Implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (6) above.

Sewer Pipe Blockage Control Program Public Education and Outreach (WDR Attachment D-7)

The District is part of the Southern Monterey Bay Dischargers Group (SMBDG), which is comprised of the following members:

1. City of Salinas
2. Seaside County Sanitation District
3. Marina Coast Water District
4. City of Monterey
5. Castroville Community Services District
6. California American Water
7. Carmel Area Wastewater District
8. County of Monterey
9. Pebble Beach Community Services District

Each member within the SMBDG began contracting with Monterey One Water in 2000 to implement a FOG public education outreach program. The public education campaign has historically consisted of eight months of outreach, which has included and continues to include television, local newspaper, and on-line advertisements, a Facebook page, and a dedicated website: **www.ClogBusters.org**.

The WDR Grease Public Outreach Plan is updated each fiscal year.

Additionally, The District does outreach within its quarterly newsletter, *District News*. Educational articles are published regularly to keep Pebble Beach residents informed about pipe-blocking substances and what they can do to help avoid blockages.

FOG Disposal Facilities (WDR Attachment D-7)

The District does not own or operate a FOG disposal facility; however, FOG is received for disposal at the Monterey One Water (M1W) wastewater treatment plant.

FOG generated by the FSEs is required to be appropriately disposed of periodically at a frequency that meets the District Ordinance No. 19, Sections 4.7 and 4.10. This section of the code specifically requires that no collected grease be introduced into any public or private drainage piping. This entire District Ordinance No. 19, entitled “Establishing Procedures and Controls for Pretreatment of Wastewater Prior to its Entry into the District Wastewater System,” is available in Appendix 07-2.

One seasonal source of FOG is turkey fryer grease during the Thanksgiving and Christmas holidays. M1W distributes flyers and communicates on the Clog Busters website and Facebook the locations that will receive the turkey fryer grease for proper handling and disposal. An image of the ClogBusters webpage is included in Appendix 07-3.

A list of pumping and/or waste hauling contractors in Monterey County that haul FOG to facilities’ such as Carmel Area Wastewater District (CAWD) or M1W for disposal is available here: **https://tinyurl.com/4cm5dmb5**.

Discharge Prohibition Legal Authority and Spill Prevention Measures (WDR Attachment D-7)

The legal authority to prohibit discharges to the collection system and identify measures to prevent FOG-caused spills is addressed in District Ordinances.

The District developed and adopted Ordinance No. 19: Establishing Procedures and Controls for Pretreatment of Wastewater Prior to its Entry into the District Wastewater System, in 1991. The purpose of Ordinance No. 19 is to establish requirements for direct and indirect discharges into the District's wastewater system.

Table 7-1 summarizes where the District has established the legal authorities to prohibit FOG discharges and where measures are identified to prevent spills and blockages caused by FOG.

Table 7-1: Pebble Beach Community Services District FOG Legal Authority

WDR Requirement	PBCSD Ordinance and Standard Provisions Chapter Addressing WDR Requirements
Prohibit FOG discharges to collection system	Section 2.1.1 – General Discharge Prohibitions
Require the installation of grease control devices such as a trap or interceptor	Section 4.7.1 – Restaurants
Design standards for grease removal devices	Ordinance No. 19 Section 4.7 – Grease Interceptors and Gravity Separation Devices Section 4.10 – Proper Operation and Maintenance Standard Provisions Chapter 7 - Standard Drawings: CIP 18: Grease Interceptor Chapter 4 - Gravity Sewer Mains and Sewer Interceptors: Section 4.14 FOG Interceptors
Require the maintenance of grease control devices, the implementation of Best Management Practices, and records and reporting.	Section 4.7.5 - Maintenance of Grease Interceptors and Gravity Separation Devices Section 4.10 - Proper Operation and Maintenance Section 4.12 – Duty to Provide Information
Authority to inspect grease producing facilities	Section 4.2.4 – Permit Conditions Section 4.7.5- Maintenance of Grease Interceptors and Gravity Separation Devices Section 5 – Monitoring, Reporting, Notification, and Inspection Requirements

WDR Requirement	PBCSD Ordinance and Standard Provisions Chapter Addressing WDR Requirements
Authority to enforce grease program requirements.	Section 6 – Enforcement Section 7 – Penalty: Costs
Identify measures to prevent spills and Blockages caused by FOG	Section 2.1.1 – General Discharge Prohibitions

Grease Removal Devices Design, Installation, and Maintenance Requirements (WDR Attachment D-7)

The table below summarizes where the District has established the legal authorities to meet the above FOG Program requirements.

Table 7-2: Grease Removal Device Design, Installation, and Maintenance Requirements (WDR Attachment D-7)

WDR Requirement	District Ordinance Section and Standard Provisions Chapter Addressing WDR Requirement
Require the installation of grease control devices such as a trap or interceptor	Ordinance No. 19 Section 4.7 – Grease Interceptors and Gravity Separation Devices Section 4.10 – Proper Operation and Maintenance Standard Provisions Chapter 7 - Standard Drawings: CIP 18: Grease Interceptor Chapter 4 - Gravity Sewer Mains and Sewer Interceptors: Section 4.14 FOG Interceptors
Design standards for grease removal devices	Ordinance No. 19 Section 4.7 – Grease Interceptors and Gravity Separation Devices Standard Provisions Chapter 7 - Standard Drawings: CIP 18: Grease Interceptor Chapter 4 - Gravity Sewer Mains and Sewer Interceptors: Section 4.14 FOG Interceptors
Require the maintenance of grease control devices, the implementation of Best Management Practices, and records and reporting.	Section 4.7.5 - Maintenance of Grease Interceptors and Gravity Separation Devices

WDR Requirement	District Ordinance Section and Standard Provisions Chapter Addressing WDR Requirement
	Section 4.10 - Proper Operation and Maintenance Section 4.12 – Duty to Provide Information

FOG Control Program Inspection, Enforcement, and Staffing (WDR Attachment D-7)

The Pebble Beach Community Services District's FOG Control Program Inspection and Enforcement legal authorities are referenced in Table 7-1 above and Inspection and Enforcement are described in Section 7.6.1 below. FOG Control Program staffing is described in Section 7.6.2.

7.1.1 FOG Control Program Inspection and Enforcement

PBCSD Maintenance Staff conduct monthly inspections of all FSEs in the District service area. A formal record of these inspections is maintained in a District Grease Trap Report. A copy of the District Inspection Form is included in Appendix 07-5. District staff measures the levels of FOG in each FOG Control Device, reviews records, and reviews FSE Best Management Practices (BMPs). Staff follows up as necessary with FSEs that are out of compliance with the provisions of Ordinance No. 19. The District conducts enforcement activities as outlined by District Ordinance No. 15. A list of FSEs in the District service area is included in Appendix 07-1.

7.1.2 FOG Control Program Staffing

Table 7-3 names the District and MRWPCA Staff involved in the District's FOG Control Program and outlines their FOG Program roles and responsibilities.

Table 7-3: Pebble Beach CSD FOG Program Staffing

Name and Title	FOG Program Responsibilities	Contact Information
Chris Simmons Principal Engineer *Pebble Beach Community Services District*	The Principal Engineer directs the management of this SSMP Element under the supervision of the General Manager and provides monthly reports to the Board of Directors.	(831) 647-5609 Office csimmons@pbcsd.org
Nic Faro Maintenance Manager *Pebble Beach Community Services District*	The Field Operations Supervisor is responsible for the overall management of the FOG Control Program. This position conducts inspections or directs Maintenance Staff in the physical inspection of FSEs.	(831) 647-5620 Office nfaro@pbcsd.org

Grease Problem Area Identification and Sewer Cleaning (WDR Attachment D-7)

The District's also controls FOG through the identification of High Maintenance Areas (HMAs) or sewer lines that are likely prone to grease accumulation and targeted cleaning of these areas. The District identifies potential FOG problem areas by tracking locations and causes of dry weather blockages and spills. The District list of HMAs can be found in Appendix 07-6. It should be noted that the majority of HMAs in the District system are caused by root intrusion, FOG related HMAs are limited.

Source Control Measure Development and Implementation (WDR Attachment D-7)

As of this SSMP update, the District has determined that additional source control measures for development and implementation is not needed.

Element 8: System Evaluation and Capacity Assurance Plan

Regulatory Requirements
WDR Order No. 2022-0103-DWQ Attachment D-7 states:

> The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions;
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment

PBCSD evaluates its sanitary sewer system assets utilizing visual assessments and video surveillance, classifying areas as High Maintenance Areas (HMAs) as applicable. The majority of these HMAs are due to root intrusion; they are included in PBCSD rehabilitation and replacement plan in which they are addressed through routine “point repairs” or scheduled for rehabilitation as part of the District’s Long Term Capital Outlay Program (LTCOP).

8.2 Capacity Assessment and Design Criteria [WDR Attachment D-8]

In December 1986, a study was prepared for PBCSD: Pump Station Rehabilitation Planning Study. This study included wastewater flow projections and facilities capacity evaluation. Any deficiencies outlined in the Planning Study have been eradicated in subsequent capital improvement projects. A copy of the above-mentioned study is included in Appendix 08-1.

Growth within PBCSD jurisdiction has historically been carefully controlled to maintain the unique quality of the area; and, as predicted in the Planning Study, Pebble Beach did not experience significant growth since 1986. Pebble Beach is nearing build-out, and the anticipated growth is minimal and has already been accounted for within the 1986 projections. Based on the current growth pattern for the area, the wastewater flow projections from 1986 continue to hold true for current design.

Through implementation of various capital improvement projects over the years, the wastewater collection system has sufficient capacity for existing flows and for projected future flows.

The District has no record of any Spills caused by hydraulic deficiencies in dry or wet weather since 1993. District Average Daily Flows (ADF) records show that flows have decreased significantly between 1998 and 2025. The average ADF between 1998 and 2000 was ~724,000 gpd, flow measurements between 2015 and 2025 show an average ADF of ~436,000 gpd. Flow measurements reflect a downward trend in ADF since 1998, decreasing to approximately 407,000 gpd in 2025. Historic flow data can be found in Appendix 8-2. This can be attributed primarily to water conservation efforts and the District’s efforts to rehabilitate and replace sections of the collection system prone to inflow and infiltration over the past 25 years.

If dry or wet weather capacity-related Spills are encountered in the future, PBCSD Engineering staff will assess the need for future rehabilitation projects, flow monitoring, or sewer master planning studies.

8.3 Prioritization of Corrective Action [WDR Attachment D-9]

PBCSD uses findings of condition and capacity assessments to prioritize corrective actions with consideration of the consequences of potential spills.

8.4 Capital Improvement Plan

As mentioned above, PBCSD has a Long-Term Capital Outlay Program (LTCOP) to upgrade and rehabilitate the existing infrastructure within the PBCSD wastewater collection system. The LTCOP provides a projection of PBCSD's capital improvements requirements for the next 15 years.

Included in the LTCOP is an average annual allocation of $1,500,000 for sewer line replacement projects. The sewer lines identified for replacement are based on history of Spills and maintenance records. Existing capacity is sufficient; however, it is PBCSD design criteria that all sewer lines identified for replacement shall be a minimum of 8" diameter. For example, most sewer lines within PBCSD are 6-inch diameter. When a 6-inch diameter pipe is replaced, it shall be replaced with an 8-inch diameter HDPE pipe, usually via methods of pipe bursting. PBCSD's replacement criteria were developed to reduce Spills in the system by creating more than sufficient capacity and reducing the number of joints that allow root intrusion. Approximately 12 miles (~15%) of the collection system has been replaced since 1981.

Furthermore, rehabilitation of each pump station is scheduled in the LTCOP. Each pump station will be evaluated on a case-by-case basis for rehabilitation. During the preliminary design phase of each pump station rehabilitation project, a preliminary design evaluation will be conducted, to include flow projections, storage calculations, efficiency evaluation, redundancy evaluation, force main evaluation, power evaluation, design criteria, available alternatives, etc. PBCSD Staff will participate in the preliminary design evaluation and will provide the recommendations as basis for design. Based on future flow projections, there are no plans to add any new pump stations to the system. Six of the eight existing pump stations have been rehabilitated within the last ten (10) years.

The LTCOP is reviewed and updated on an annual basis by PBCSD's Maintenance Manager, Engineering staff, General Manager, and PBCSD's Administrative staff.

It is the responsibility of the Principal Engineer to manage the projects, from inception to completion, outlined in the LTCOP.

An updated copy of the **PBCSD Long Term Capital Outlay Plan** can be found in Appendix 04-4.

Element 9: Monitoring, Measurement & Program Modifications

The District monitors the implementation of the SSMP elements in order to measure the effectiveness of the District's SSMP program in reducing Spills. The manner in which each SSMP element is monitored and evaluated and the schedule with which the District completes this monitoring and evaluation is described in this SSMP Element.

Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D-9

The Enrollee shall:

(a) Maintain relevant information, including audit findings, that can be used to establish and prioritize appropriate SSMP activities;

(b) Monitor the implementation and measure the effectiveness of each element of the SSMP;

(c) Assess the success of preventative operation and maintenance activities;

(d) Update plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations;

(e) Identify and illustrate Spill trends, including: frequency, location, and volume.

Establishing and Prioritizing SSMP Activities

Table 9-1 outlines the relevant information maintained by the District to establish and prioritize appropriate SSMP activities:

Table 9-1: SSMP Implementation Management

SSMP Element	SSMP Information
1. Goal and Introduction	This SSMP Element contains the District's goals for the operation, maintenance, and management of the sanitary sewer collection system, which provide focus to help reduce Spills and mitigate Spills that do occur. Additionally, there is an asset and organization overview.
2. Organization	A table containing names, job titles, roles, responsibilities, and contact information is contained in this SSMP Element, which allows the public, staff, and regulators to directly contact the person most knowledgeable for each aspect of the SSMP Program. An organization chart shows lines of authority.

SSMP Element	SSMP Information
3. Legal Authority	Appendices to this SSMP Element contain the complete District Ordinances governing the sewer collection and conveyance system.
4. Operation and Maintenance Program	Appendices to this SSMP Element document the sanitary sewer system operation and maintenance activities, which are utilized to develop the District's Rehabilitation and Replacement Plan. Appendices include O&M forms, equipment and replacement part inventories, and the CIP and associated funding mechanisms.
5. Design and Performance Provisions	Appendices to this SSMP Element include District Design Standards and Specifications.
6. Spill Emergency Response Plan	Appendices to this SSMP Element include emergency operations procedures, staff contact information, mandatory spill reporting information, and response and mitigation programs.
7. Sewer Pipe Blockage Control Program	Appendices to this SSMP Element include examples of advertisements and educational articles about pipe-blocking substances.
8. System Evaluation, Capacity Assurance and Capital Improvements	This SSMP Element contains the 1986 Pump Station Rehabilitation Planning Study which conducted hydraulic analyses and evaluation of the District's pump stations. There are no existing capacity related concerns that require capital improvements. The District will review annual spill data for any wet or dry weather capacity related issues. The Long-Term Capital Outlay Plan is also located in Element 8.
9. Monitoring, Measurement, and Program Modifications	This SSMP Element will be updated annually with the number of spills that occur and their causes in a calendar year. This is the most important trend to document and the reason for the SSMP. (See Table 9-2 of this section)
10. Internal Audits	SSMP Audit Reports will be appended to this SSMP Element when they are generated; the next audit period ends May 2, 2028 and the next audit report is due to CIWQS on November 2, 2028.
11. Communication Program	Appendices to this SSMP Element contain examples of public outreach articles, flyers and pertinent Pebble Beach CSD website

SSMP Element	SSMP Information
	addresses, as well as meeting agendas, pertinent Board reports and minutes from meetings with stakeholders.

SSMP Implementation Monitoring
The General Manager and Engineering staff are responsible for:

9.1.1 Element 1 – Goals and Introduction

The General Manager is responsible for monitoring the implementation of this SSMP Element. The District's sanitary sewer system goals will be evaluated and progress toward meeting these goals will be measured on an annual basis by the District Engineer, who will submit a staff report to the District Board on an annual basis to communicate the District's progress toward achieving these goals and implementing the SSMP.

9.1.2 Element 2 – Organization

The Principal Engineer is responsible for monitoring the implementation of this SSMP Element. The organization charts will be reviewed and revised annually. The Spill response and notification process will be reviewed and revised annually with District staff to increase its effectiveness.

9.1.3 Element 3 – Legal Authority

The Principal Engineer will receive annual feedback from the Maintenance Manager on the effectiveness of the District legal authorities in preventing Spills. Information gathered will be documented annually for consideration in updates to the District Ordinances.

As of this revision to the SSMP, Revision 2.1, the District maintains the Legal Authorities stated by the WDRs with the exception of the right to operate and maintain sewer laterals. The District does not currently own any laterals except to District-owned properties and, therefore, does not require the legal authorities to operate and maintain laterals to private properties.

9.1.4 Element 4 – Operation and Maintenance Program

The District's Maintenance Manager is responsible for monitoring the implementation of this SSMP Element, which is to be reviewed and revised annually.

Operation and Maintenance activities are tracked in the District's GIS work history system. The results of routine maintenance will be tracked and assessed annually.

SSMP Element 4 – Operation and Maintenance Program includes funding and identification of historical and current fiscal year capital projects. Progress towards funding and completion of the short- and long-term capital projects beyond Fiscal Year 2026-27 and beyond will be tracked in this Element.

The District has developed a training program that incorporates future and existing operation, maintenance, and safety procedures. Annual training on all procedures and SSMP Element 4 – Operation and Maintenance Program will be conducted with District Staff and any contractors implementing portions of SSMP Element 4 – Operation and Maintenance Program. Training will be documented and tracked by the District.

9.1.5 Element 5 – Design and Performance Provisions

The Engineering Staff is responsible for monitoring the implementation of this SSMP Element. The Pebble Beach Community Services District develops design and construction standards and specifications specific to the projects the District undertakes, such as the individual standards and specifications created and utilized for the District's CIP.

For routine repair work the District uses PBCSD Standard Plans and Provisions included as Appendix 05-1 and 05-2.

9.1.6 Element 6 – Spill Emergency Response Plan

The Engineering staff and Maintenance Manager is responsible for monitoring the implementation of this SSMP Element. The District's SERP, which includes the development of emergency response procedures, once developed these procedures will be reviewed and revised on an annual basis by the Engineering staff and Maintenance Supervisor.

If a spill occurs, the Engineering and Maintenance staff will evaluate the effectiveness of the SERP to determine whether any modifications need to be made to the procedures and protocol contained in the SERP and make the revisions needed to improve the effectiveness of the District's spill response and notification processes.

9.1.7 Element 7 – Sewer Pipe Blockage Control Program

The Maintenance staff are responsible for monitoring the implementation of this SSMP Element and its effectiveness at reducing spills on an annual basis.

Sewer Pipe Blockage Control Program changes necessitated by an increase in spills caused by pipe-blocking substances or an increase in number of FSEs in violation will be developed by the Maintenance staff with the Engineering staff and decided upon by the Principal Engineer and General Manager.

9.1.8 Element 8 – System Evaluation and Capacity Assurance Plan

The Engineering Staff is responsible for the implementation of this SSMP Element, which is to be reviewed and revised annually with the status of CIP projects identified in the Long-Term Capital Outlay Program. If dry or wet weather capacity-related spills are encountered in the future, the Principal Engineer will assess the need for future flow monitoring or sewer master planning studies.

9.1.9 Element 9 – Monitoring, Measurement, and Program Modifications

The Engineering staff are responsible for the implementation of this SSMP Element, which is to be reviewed and revised annually as necessary. The review and revisions are to be documented on the revision record, which is the first page of each element. The metrics contained in this SSMP Element are important tools in the determination of what tasks and projects contained in each element are a priority from fiscal year to fiscal year.

9.1.10 Element 10 – SSMP Program Audits

The Engineering staff are responsible for assuring the next SSMP Audit is conducted and completed and the audit report is submitted to CIWQS by **November 2, 2028** and continuously on a three-year interval following these dates.

SSMP Audits should be conducted with cooperation of all the management, administrative, and maintenance, positions responsible for implementing specific measures in the SSMP program. When conducting the SSMP Audit, District staff must evaluate the effectiveness of each element of the District's SSMP. A comprehensive, effective review of the District's SSMP must be documented in an SSMP Audit Report.

Upon the completion of the next SSMP Audit (period May 3, 2025 – May 2, 2028) and audit report due November 2, 2028, the District must evaluate the effectiveness of the SSMP Audit and the manner in which it was performed in this SSMP Element.

9.1.11 Element 11 – Communication Program

District engineering staff is responsible for the implementation of this SSMP Element, which is to be reviewed and revised annually as necessary. Revisions must include examples of public outreach articles, flyers and pertinent PBCSD website addresses, as well as meeting agendas and minutes from meetings with stakeholders.

The Pebble Beach Community Services District in communication with Carmel Area Wastewater District (CAWD) on a regular basis. Wastewater flow information is communicated daily between District operators; in addition to communicating, planning, scheduling and coordinating related maintenance activates in both Districts. General Managers and staff from both Districts attend PBCSD and CAWD Board meetings communicating with both Board Members and the public on daily operations and maintenance activities as well as scheduled capital improvements.

Preventative Maintenance Program Assessment
The District's Preventative Maintenance Program includes CCTV inspection, cleaning, visual manhole inspection, Lift Station maintenance, Sewer Pipe Blockage Control, and HMA identification and maintenance. The District will review these operation and maintenance practices annually and compare them with annual spill records. A summary of corrective actions for operations and maintenance will be developed annually to reduce the causes of spills occurring in the associated calendar year.

SSMP Updates
The intention of the District is to use the SSMP for training, planning and regular maintenance of the collection system. As the document is utilized, any deficiencies or discrepancies will be corrected. Program elements will be updated based on performance evaluations, organizational, operational, and maintenance changes, new regulatory requirements, and repairs, replacements, and upgrades made to the collection system.

At a minimum, the District will review and revise the SSMP annually. The Engineering staff are responsible for revising and maintaining the SSMP. A revision record will be maintained to track changes.

Spill Trends
The trends in the Pebble Beach Community Services District's spills for 2019 through 2025 are illustrated in Table 9-2. The cause categories identified in Table 9-2 are the causes available for use in the spills Report in California Integrated Water Quality System (CIWQS). District Staff is responsible for determining which cause category is appropriate for each spill when the spill is reported in CIWQS.

District staff have identified root intrusion as the primary cause of spills in Pebble Beach and have expanded CCTV inspections, jetting, and other preventative measures in response. Two staff members recently obtained NASSCO certifications, enabling more than a doubling of CCTV inspections in 2025 compared to prior years. While root foaming has proven minimally effective, jetting and other preventative methods have demonstrated greater success.

Table 9-2: PBCSD Spill Indicator per Year

Year		2019	2020	2021	2022	2023	2024	2025	Total	Total Prior Audit Period	Total Current Audit Period
No. of Spills		3	1	2	8	5	3	3	**25**	7	18
Locations with Multiple Spills		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Volume (gal)	Volume	1163	1214	250	894	112	118	563	**3751**	2651	1711
	Volume Recovered	284	0	0	288	17	46	260	**895**	284	611
	Volume Reached Surface Water	402	0	0	0	0	0	0	**402**	402	0
Causes	Debris - Construction	0	0	0	0	0	0	0	**0**	0	0
	Debris – General	0	0	0	0	0	0	0	**0**	0	0
	Debris – Rags	0	0	1	0	0	0	0	**1**	1	0
	Flow Exceeded Capacity	0	0	0	0	0	0	0	**0**	0	0
	FOG	0	0	0	0	1	1	0	**2**	0	2
	Operator Error	0	0	0	0	0	0	0	**0**	0	0
	Other	0	1	0	0	0	0	0	**1**	1	0
	Pipe Structural Problem/ Failure	3	0	0	0	0	0	0	**3**	3	0
	Pump Station Failure	0	0	0	0	0	0	0	**0**	0	0
	Rainfall Exceeded Design	0	0	0	0	0	0	0	**0**	0	0
	Root Intrusion	0	0	1	8	4	2	3	**18**	2	7
	Vandalism	0	0	0	0	0	0	0	**0**	0	0

*Flow caused by swimming pool draining to system.
** Flow caused by fire hydrant discharge to sewer system.
***Flow caused by a tree fallen and destroying sewer bridge structure across creek.
****Flow caused by contractor drilling a 24” foundation pier through 8” clay sewer main

Appendix 09-1 contains the CIWQS report of the spill history from May 2019 to May 2025 and the Collection System Operation Report for the same time frame.

PBCSD expects to identify and work towards strategies to reduce the number of spills experienced on an annual basis.

Element 10: Sewer System Management Plan Internal Audits

SSMP Audits are required to identify and correct deficiencies in the most current revision of the District's SSMP and provide a schedule to correct identified deficiencies. This SSMP Element outlines the audit process and identifies District Staff responsible for conducting or participating in SSMP Audits and generating the required SSMP Audit Report.

Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D-10 requires:

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order

SSMP Internal Audits

The Engineering Staff is responsible for assuring the next SSMP Audit is conducted and complete after the current audit period from May 3, 2025 to May 2, 2028 and submitting an audit report to CIWQS by **November 2, 2028** and continuously on a three-year interval following this date. Audits should be conducted with cooperation of the Maintenance Staff and other applicable District Staff. When conducting the SSMP Audit, District Staff must evaluate the effectiveness of each SSMP Element. A comprehensive, effective review of the District's SSMP must be documented in an SSMP Audit Report.

Summary of Procedure:

1. Gather the previous SSMP, including appendices.

2. Write Audit Report referencing all documents reviewed and used as evidence of compliance with the WDR. Create an implementation plan for revisions to the SSMP based on changes in operational strategies or deficiencies found in the SSMP.

3. Evaluate the effectiveness of the District's SSMP and compliance with each WDR requirement using the ranking methodology outlined in Table 10-1.

Table 10-1: SSMP Audit Ranking Criteria

Ranking	Ranking Basis
Complies (C)	All requirements specified in the element are met.
Substantially Complies (SC)	The majority of requirements in the element are met.
Partially Complies (PC)	Half of the requirements in the element are met.
Marginal Compliance (MC)	Less than half of the requirements in the element are met.
Out of Compliance (NC)	None of the requirements in the element are met.

The next SSMP audit report must be submitted to the CIWQS Sanitary Sewer System Database, as described in WDR section 5.4:

The Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database within 6 months after the end of the required 3-year audit period.

Subsequent SSMP Audits and Management must be conducted continuously on a three-year interval.

To assist in the audit process, the District views the SSMP as a working document, aiming for annual reviews and revisions to specific SSMP Elements and associated supporting documents. These reviews and revisions will help ensure current operational practices and procedures are reflected in the SSMP and documentation of these activities is readily available during an audit by the Regional Water Quality Control Board, State Water Resources Control Board, or United States Environmental Protection Agency.

SSMP Audit Reports must be kept on file with the SSMP and available to regulators and the public upon request.

Element 11: Communication Program

Communicating the objectives of the SSMP and the importance of sanitary sewer system management practices to the public is essential. An informed public can assist and support the District by reducing customer caused blockages, which will potentially decrease spills.

Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D-10 states:

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
    - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water;
    - The development, implementation and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for
    - System operation, maintenance and capital improvement-related activities.

Communication Program

The purpose of the District sanitary sewer system communication program is to educate stakeholders, which include residential and commercial users of the collection system, about the SSMP. Appendix 11-1 contains examples from 2022 of the outreach conducted. Public awareness of different components of the SSMP is accomplished through different mediums and they may reach different audiences. The following are activities that the District practices to increase awareness and education about the importance of having a properly constructed, maintained, and operated collection system.

Table 11-1: District Communication Program Overview

Activity	Frequency	Stakeholders
District Website: www.pbcsd.org	Year-round	All
District Board Meetings	Monthly	All
Sewer Pipe Blockage Control Program Outreach	Monthly	FSEs
District Office	Year-round	All
Open House	Annual	All
Satellite/Tributary	Annually	CAWD

11.1.1 District Website

Information posted on the Pebble Beach CSD website, pbcsd.org, about the District, includes links, District meeting minutes and agendas, flyers, education material, public service announcements, and the past and current District CIP. A link to the Updated SSMP will be posted and maintained on the District website.

11.1.2 District Board Meetings

District Board Meetings are held each month in the District Board Room. Spill Reports, SSMP updates, significant revisions, and audits are presented to the public during monthly Board meetings to receive input on the document from the public and District Board of Directors.

11.1.3 Sewer Pipe Blockage Control Program

The District works in partnership with the Southern Monterey Bay Dischargers Group to provide FOG Education and Outreach to the public. Staff communicates regularly with FSE owners and management regarding FOG Program requirements. Residential outreach is also included in District Newsletters and other flyers/handouts educating the public on proper FOG disposal practices.

11.1.4 District Office

The District Office has copies of educational material, public service announcements, and staff that assist and educate the public. Office hours are Monday- Friday from 8:30am to 5pm.

11.2.5 Annual Open House

The District holds an annual Open House event for residents. The Engineering Department and Maintenance Department prepare information booths for residents presenting the annual activities related to the PBCSD wastewater collections system. PBCSD staff are available to answer questions from residents at the Open House event.

11.2.6 District Newsletter

A District newsletter is distributed twice a year. The newsletter includes information on current capital improvement projects, information on how to report a sewer spill, how to receive a free sewer relief valve inspection from PBCSD Maintenance Department, an article introducing a PBCSD team member, and any other relevant information.

Satellite Communication Program

The Pebble Beach Community Service District (PBCSD) is a satellite agency to Carmel Area Wastewater District (CAWD) that is in communication with CAWD on a regular basis. Wastewater flow information is communicated daily between District operators; in addition to communicating, planning, scheduling and coordinating related maintenance activates in both Districts. General Managers and staff from both Districts attend PBCSD and CAWD Board meetings communicating with both Board Members and the general public on daily operations and maintenance activities as well as scheduled capital improvements.