

**City of Hemet  
Public Works Department**

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# **SEWER SYSTEM MANAGEMENT PLAN**

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## **AUDIT REPORT**

**December 2015**

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## **I. Executive Summary**

The City of Hemet Wastewater Division conducted an internal audit of the Sewer System Management Plan (SSMP) in the December 2015. The purpose of the audit was to evaluate the effectiveness of the SSMP and to determine the City's compliance with SSMP requirements.

The audit was conducted by a team consisting of the Water/Wastewater Superintendent and the Environmental Services Manager.

The task of the audit team was to determine compliance with the 11 Elements of the SSMP, to evaluate whether the measures outlined in the SSMP were implemented, to identify any deficiencies in the SSMP, to note any corrective actions taken and/or that need to be taken, and to emphasize areas in which the division was successful in effectively achieving goals. The team used an audit checklist based on the General Waste Discharge Requirements and specific to the City's sewer system to conduct the audit.

**II. SSMP Program Completed Audit Checklist**

ELEMENT	REQUIREMENT	COMPLIANT	IMPLEMENTED	COMMENTS
<b>1. Goals</b>	#1 Provide and maintain wastewater system that efficiently meets the needs of all segments of the service area	Y	Y	Wastewater system continues to meet the needs of all segments of the service.
	#2 Operate the system in compliance with all regulatory requirements to protect the quality of water resources and the quality of the environment	Y	Y	The Wastewater Division strives to operate in compliance with all regulatory requirements.
	#3 Implement a proactive system for completing maintenance and repair of the system in order to provide reliable service now and into the future	Y	Y	With the adoption of a 5-year CIP program, prioritized repairs will begin taking place to improve the reliability of the system.
	#4 Implement Sewer Master Plan capital improvement plan to assure adequate sewer capacity in the future	Y	Y	In process.
	#5 Operate system with rates and reserves which will allow for development and implementation of a capital improvement / infrastructure replacement plan	Y	Y	After a thorough analysis of the operational and capital needs of the City of Hemet sewer enterprise, a sewer rate increase was adopted in September 2015 and became effective on October 1, 2015. This rate increase will fund needed repairs.
	#6 Continue the wastewater division employee development program to improve qualifications and performance, and to assure all operations are performed in a safe manner to avoid personal injury and property damage	Y	Y	Training of employees remains a priority within the Wastewater Division.

**SSMP Completed Audit Checklist & Action Items**

ELEMENT	REQUIREMENT	COMPLIANT	IMPLEMENTED	COMMENTS
<b>2. Organization</b>	Designate LRO	Y	Y	Water/Wastewater Superintendent has been designated as the LRO. <b>ACTION:</b> Designate Water/Wastewater Supervisor as backup LRO.
	Names and phone numbers for key management personnel	Y	Y	Required information is included in SSMP. <b>ACTION:</b> Update names and/or positions for key management personnel; move to <i>Sanitary Sewer Overflow Response Plan</i> .
	Names and phone numbers for key administrative personnel	Y	Y	Required information is included in SSMP. <b>ACTION:</b> Update names and/or positions for key administrative personnel; move to <i>Sanitary Sewer Overflow Response Plan</i> .
	Names and phone numbers for key maintenance personnel	Y	Y	Required information is included in SSMP. <b>ACTION:</b> Update names and/or positions for key maintenance personnel; move to <i>Sanitary Sewer Overflow Response Plan</i> .
	Chain of communication for reporting SSOs	Y	Y	Required information is included in SSMP. <b>ACTION:</b> Update to comply with Order WQ 2013-0058-EXEC-Monitoring and Reporting Program; move to <i>Sanitary Sewer Overflow Response Plan</i> .
<b>3. Legal Authority</b>	Prevent illicit discharges to sanitary sewer system	Y	Y	Addressed by Hemet Municipal Code. <b>ACTION:</b> Include Code references in Legal Authority Checklist; add links to access documents on City website
	Require sewers and connections be properly designed and constructed	Y	Y	Addressed by Hemet Municipal Code. <b>ACTION:</b> Include Code references in Legal Authority Checklist; add links to access documents on City website

**SSMP Completed Audit Checklist & Action Items**

ELEMENT	REQUIREMENT	COMPLIANT	IMPLEMENTED	COMMENTS
	Ensure access for inspection, maintenance, and repairs (includes public portion of lateral)	Y	Y	Addressed by Hemet Municipal Code. <b>ACTION:</b> Include Code references in Legal Authority Checklist; add links to access documents on City website
	Limit discharge of FOG and debris that may cause blockages	Y	Y	Addressed by Hemet Municipal Code. <b>ACTION:</b> Include Code references in Legal Authority Checklist; add links to access documents on City website
	Require the installation of grease removal devices	Y	Y	Addressed by Hemet Municipal Code. <b>ACTION:</b> Include Code references in Legal Authority Checklist; add links to access documents on City website
	Ability to inspect FOG producing facilities	Y	Y	Provided through Inter-Agency Sewage Agreement with Eastern Municipal Water District <b>ACTION:</b> Include agreement references in Legal Authority Checklist; add links to access documents on City website
	Enforce violations of the City's sewer ordinances	Y	Y	Addressed by Hemet Municipal Code. <b>ACTION:</b> Include Code references in Legal Authority Checklist; add links to access documents on City website
<b>4. Operations &amp; Maintenance Program</b>	Maintain up-to-date maps of the sanitary sewer system	Y	Y	Up-to-date GIS Collection system maps are maintained and available upon request.
	Describe routine preventative maintenance program	Y	Y	Routine preventative maintenance program described in this Element. <b>ACTION:</b> Remove reference to pump station, which has been removed.

**SSMP Completed Audit Checklist & Action Items**

ELEMENT	REQUIREMENT	COMPLIANT	IMPLEMENTED	COMMENTS
	Document completed preventive maintenance using system such as work orders	Y	Y	The Cartegraph database system is used to generate work orders, document work completed, and to provide various reports.
	Rehabilitation and replacement plan that identifies and prioritizes sanitary sewer system defects	Y	Y	City has developed a more formal system for rating system deficiencies. <b>ACTION:</b> Add description of the rating system in this section.
	Provide regular technical training for City sewer system staff	Y	Y	Sewer collection system operators attend seminars, classes and trade shows and participate in bi-weekly safety meetings. <b>ACTION:</b> Add SSMP-specific annual training for staff.
	Require contractors to provide training for their workers who work in the City's sewer system facilities	Y	Y	This requirement should be included in all Public Works Contracts. <b>ACTION:</b> Add appropriate language to all construction contracts.
	Maintain equipment inventory	Y	Y	Equipment inventory is maintained.
	Maintain critical spare part inventory	Y	Y	An inventory of critical spare parts is maintained.
<b>5. Design &amp; Performance Provisions</b>	Design and construction standards for new sewer system facilities	Y	Y	Standard Specifications and Standard Drawings for both new facilities and repair/rehab of existing facilities were updated in March 2011. <b>ACTION:</b> Revise section to briefly describe documents and include references to specific pages/sections that address the requirement(s); Add links for accessing documents on City website.

**SSMP Completed Audit Checklist & Action Items**

ELEMENT	REQUIREMENT	COMPLIANT	IMPLEMENTED	COMMENTS
	Design and construction standards for repair and rehabilitation of existing sewer system facilities	Y	Y	Standard Specifications and Standard Drawings for both new facilities and repair/rehab of existing facilities were updated in March 2011.  <b>ACTION:</b> Revise section to briefly describe documents and include references to specific pages/sections that address the requirement(s); Add links for accessing documents on City website.
	Procedures for the inspection and acceptance of new sewer system facilities	Y	Y	Standard Specifications and Standard Drawings for both new facilities and repair/rehab of existing facilities include testing methods and standards to assure system facilities are constructed properly.  <b>ACTION:</b> Revise section to briefly describe documents and include references to specific pages/sections that address the requirement(s); Add links for accessing documents on City website.
	Procedures for the inspection and acceptance of repaired and rehabilitated sewer system facilities	Y	Y	Standard Specifications and Standard Drawings for both new facilities and repair/rehab of existing facilities include testing methods and standards to assure system facilities are constructed properly.  <b>ACTION:</b> Revise section to briefly describe documents and include references to specific pages/sections that address the requirement(s); Add links for accessing documents on City website.
<b>6. Overflow Emergency Response Plan</b>	Procedures for the notification of primary responders	Y	Y	Procedures in place.  <b>ACTION:</b> Update to comply with Order WQ 2013-0058-EXEC-Monitoring and Reporting Program.

**SSMP Completed Audit Checklist & Action Items**

ELEMENT	REQUIREMENT	COMPLIANT	IMPLEMENTED	COMMENTS
	Procedures for the notification of regulatory agencies.	Y	Y	Procedures in place. <b>ACTION:</b> Update to comply with Order WQ 2013-0058-EXEC-Monitoring and Reporting Program.
	Program to ensure appropriate response to all SSOs	Y	Y	Response procedure documented in Sanitary System Overflow Response Plan. <b>ACTION:</b> Update to comply with Order WQ 2013-0058-EXEC-Monitoring and Reporting Program.
	Proper reporting of all SSOs	Y	Y	SSO reporting procedure documented in Sanitary System Overflow Response Plan. <b>ACTION:</b> Update to comply with Order WQ 2013-0058-EXEC-Monitoring and Reporting Program.
	Procedure to ensure city staff are aware of and follow the Sewer Overflow Response Plan	Y	Y	Procedures are in place to assure that staff follows plan; documented in Sanitary System Overflow Response Plan. <b>ACTION:</b> Update to comply with Order WQ 2013-0058-EXEC-Monitoring and Reporting Program.
	Procedure to ensure city staff are trained in the Sewer Overflow Response Plan procedures	Y	Y	Staff training is documented in Sanitary System Overflow Response Plan. <b>ACTION:</b> Add specific training on implementation of the Sanitary Sewer Overflow Response Plan
	Procedure to ensure contractor personnel are aware of and follow Sewer Overflow Response Plan	Y	Y	This requirement should be included in all Public Works Contracts. <b>ACTION:</b> Add appropriate language to all construction contracts.

**SSMP Completed Audit Checklist & Action Items**

ELEMENT	REQUIREMENT	COMPLIANT	IMPLEMENTED	COMMENTS
	Procedure to ensure contractor personnel are trained in the Sewer Overflow Response Plan procedures	Y	Y	This requirement should be included in all Public Works Contracts. <b>ACTION:</b> Add appropriate language to all construction contracts & provide training at pre-construction meeting.
	Procedures to address emergency operations such as traffic and crowd control	Y	Y	The SSMP provides names and contact information for assistance with emergency traffic control. <b>ACTION:</b> Expand information available on emergency traffic control and crowd control.
	Program to prevent the discharge of sewage to surface waters	Y	Y	Spill Response Procedures in the Sewer System Overflow Response Plan focus on containing the overflow as soon as possible to prevent sewage from reaching surface waters.
	Program to minimize or correct the impacts of SSOs that occur	Y	Y	Spill Response Procedures in the Sewer System Overflow Response Plan include restoring any area affected by the sewage spill.
<b>7. FOG Control Program</b>	EMWD FOG Procedures used to control the amount of FOG discharged to the sewer system	Y	Y	Wastewater treatment services and source control inspections are provided by EMWD through an Inter-Agency Sewage Agreement.
<b>8. System Evaluation &amp; Capacity Assurance Plan</b>	Identification of elements of the sewer system that experience or contribute to SSOs caused by hydraulic deficiencies	Y	Y	There were no SSOs caused by hydraulic deficiencies from 2011–2015.
	Establish design criteria that provides adequate capacity	Y	Y	Existing design criteria provides adequate capacity.

**SSMP Completed Audit Checklist & Action Items**

ELEMENT	REQUIREMENT	COMPLIANT	IMPLEMENTED	COMMENTS
	Capital Improvement Plan to address deteriorating sewer system pipe.	Y	Y	The City of Hemet 5-Year CIP 2015/2016 to 2019/2020) provides funding for updating the current Sewer System Master Plan in 2015-2016, and for replacing or relining deteriorating sewer segments in equal increments over the next five fiscal years.
<b>9. Monitoring, Measurement, &amp; Program Modifications</b>	Maintain relevant information to establish, evaluate, and prioritize SSMP activities	Y	Y	The City of Hemet SSMP uses performance indicators to provide information to allow for evaluation and prioritization of SSMP activities.  <b>ACTION:</b> Review current performance measures and revise list to allow for data necessary to evaluate and prioritize SSMP activities.
	Monitor implementation of SSMP	Y	Y	The SSMP performance indicators are also used to monitor the implementation of the SSMP elements.
	Measure, where appropriate, performance of the elements of the SSMP	Y	Y	The SSMP performance indicators are also used to measure the effectiveness of the elements of the SSMP.
	Assess success of the preventive maintenance program	Y	Y	Selected SSMP performance indicators are used to track progress related to the success of the preventive maintenance program.
	Update SSMP program elements based on monitoring or performance	Y	Y	The SSMP program elements are updated to achieve compliance with General Discharge Requirements and/or based on the need to improve performance.

**SSMP Completed Audit Checklist & Action Items**

ELEMENT	REQUIREMENT	COMPLIANT	IMPLEMENTED	COMMENTS
	Identify and illustrate SSO trends	Y	Y	This section provides charts/graphs to illustrate trends/progress based on information collected.  <b>ACTION:</b> Update section using data collected from 2011-2015.
<b>10. SSMP Program Audits</b>	Conduct program audit every two years	N	Y	Formal program audits were not conducted every two years as required. However, completion of this audit document will be a complete review all years since the approval of the SSMP by the Hemet City Council in March 2011.  <b>ACTION:</b> Future program audits will be conducted according to requirements of the General Waste Discharge Order.
	Record the results of the audit in a report	Y	Y	Results of this audit will be documented in an audit report.
	Record the changes made and/or corrective actions taken	Y	Y	Changes made to the SSMP will be recorded in a "Change Log" and included as an appendix to the SSMP.
<b>11. Communications Program</b>	Communicate with the public regarding the performance of the SSMP	Y	Y	The 5 year re-certification process allows an opportunity for public input on the implementation of the SSMP during City Council review. In addition, the SSMP and associated documents are posted on the City of Hemet website for public access.

**Report Certified by:** Ron Proze / City of Hemet Water/Wastewater Superintendent

  
 Signature

3-24-16  
 Date