

US EPA ARCHIVE DOCUMENT

**United States Environmental Protection Agency
Pacific Southwest Region (Region 9)**



**Clean Water Act Compliance Evaluation Inspection
Almonte Wastewater Collection System
(Satellite Collection System to Sewerage Agency of Southern Marin
WWTP NPDES No. CA 0038067)**

Date of Inspection: August 7, 2007

Inspection team: Rick Sakow, EPA
Max Kuker, PG Environmental

Facility representatives: Bonner Buehler

Report prepared by: Max Kuker, PG Environmental

Date prepared: February 11, 2008

Background

On 8/7/2007, USEPA Region 9 and its contractor inspected the Almonte Sanitary District's (the "District") sanitary sewer system located in Mill Valley, California. Spills and sanitary sewer overflows (SSOs) from the sewer system are prohibited by the Clean Water Act. Additionally, spills and SSOs from the District's system are prohibited by Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, WQO No. 2006-0003. The District is an enrollee under the Statewide General Waste Discharge Requirements. Additionally, the Agency is required to comply with the San Francisco Bay Regional Water Quality Control Board's July 2005 Section 13267 of the California Water Code letter that establishes earlier deadlines for submittal of Sewer System Management Plan (SSMP) components than the SSMP deadlines present in WQO No. 2006-003. As such, the Agency must comply with both the Section 13267 letter and WQO No. 2006-003 requirements.

The primary purpose of the inspection was to document the history of sewage spills, determine the adequacy of the District's spill response and prevention programs, evaluate sewer maintenance activities, and assess the accuracy and reliability of its spill reporting procedures. The District's representative during the inspection was Mr. Bonner Buehler. Mr. Max Kuker from PG Environmental, LLC led the inspection accompanied by Mr. Rick Sakow from USEPA Region 9. The weather at the time of inspection was sunny.

The District owns and operates approximately 5.5 miles of gravity sewer pipe. The District does not own or operate any pump stations or force mains. Sanitary sewage generated within the District gravity flows to the Sewage Agency of Southern Marin (SASM) wastewater treatment plant. According to Mr. Buehler, the District has approximately 780 sewer connections in its collection system. The District also has three restaurants discharging to the collection system. Discharges from the SASM wastewater treatment plant into Raccoon Strait (Central San Francisco Bay) are regulated under NPDES Permit No. CA0037711.

The District currently estimates their average dry weather flow at 110,000 to 130,000 gallons per day (gpd) and their average peak wet weather flow at approximately one million gallons per day (mgd), indicating a peaking factor of approximately 7.5 to 9. The District is billed by the SASM wastewater treatment plant based on the number of connections rather than flow which provides no incentive to reduce I&I. Mr. Buehler stated that SASM completed a significant Inflow and Infiltration (I&I) study, but did not specify if the Almonte system was included in the report. Upon further investigation SASM personnel stated that the I&I study was conducted by Black and Veatch for all member agencies in 1983/1984, but that a project was underway to summarize current I&I reduction measures through the member agencies and to identify and evaluate potential I&I projects throughout the WWTP's collection system as a whole. According to Mr. Buehler, the District has not undertaken any activities to prevent I&I in the collection system because capacity has not been a major cause of spills and overflows for the District.

The District currently and historically has had an un-written agreement with Roto-Rooter for system maintenance and spill response. This agreement is for 'on-call' sewer maintenance, blockage, and spill response. The extent of sewer maintenance completed by Roto-Rooter was unclear due to a lack of documentation provided to the inspectors. According to Mr. Buehler, if an individual calls his office to report an overflow or blockage, the individual is directed to call Roto-Rooter, which investigates and corrects the problem. Roto-Rooter provides documentation to Mr. Buehler regarding the volume of the spill, the cause of the spill, and the corrective actions taken to mitigate the spill, along with an invoice for its services. The invoices are tracked via a spreadsheet briefly describing the invoice, the service provided, and the amount charged. The District does not have any staff or equipment for spill response.

Under section 301(a) of the Clean Water Act (CWA), it is unlawful for any person to discharge any pollutant from a point source into "waters of the United States" except in compliance with a NPDES permit. The Almonte Sanitary District does not have an NPDES permit that authorizes the discharge of sewage spills. Therefore, any sewage spill from the District's collection system that flows to "waters of the United States" constitutes a violation of the Clean Water Act.

Attached to this inspection report are the following documents:

- Attachment 1 – Almonte Sanitary District's Sanitary Sewer Management Program (SSMP) – August 2006;
- Attachment 2 – Almonte Sanitary District's Annual Budget for Fiscal Year's 2003/2004 through 2007/2008;
- Attachment 3 – Sanitary Sewer Overflow Report – June 30, 2007; and
- Attachment 4 – Roto-Rooter Plumbing – Contract Listing.

Findings

1. **Occurrence of spills.** Discharges to waters of the United States without a permit are prohibited under Section 301(a) of the Clean Water Act. Additionally, as per Part C.1 Prohibitions of the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, WQO No. 2006-0003, any spill that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited. The District reported two sewage spills in calendar year 2005, three sewage spills in calendar year 2006 and one spill through May 1, 2007 from its collection system. These spills were reported to the San Francisco Bay Regional Water Quality Control Board. According to the reports, all of the reported spills were blockages as a result of root intrusion. Based on 5.5 miles of gravity sewers in the Almonte Valley Sanitary District, the spill rate was 36 spills/100 miles/yr in 2005 and was 54.5 spills/100 miles/yr in 2006. A listing of the reported spills is provided in Table 1 below.

Since May 2007, the District has been required to report all sewage spills to the State Water Resources Control Board via the California Integrated Water Quality System (CIWQS) website. The spills reported to the CIWQS system were not included in this report.

Table 1. Reported Spills from January 1, 2005 through April 30, 2007 from the District's Collection System

Incident Date	SSO Estimated Volume (gal)	SSO Estimated Volume Recovered	SSO Destination	Cause of SSO	
May 1, 2007	10	0	STREET/CURB & GUTTER	BLOCKAGE	ROOTS
November 4, 2006	300	0	STREET/CURB & GUTTER	BLOCKAGE	ROOTS
April 19, 2006	150	0	YARD/LAND	BLOCKAGE	ROOTS
February 13, 2006	200	0	YARD/LAND	BLOCKAGE	ROOTS
December 31, 2005	600	0	BUILDING/STRUCTURE	BLOCKAGE	ROOTS
February 5, 2005	300	0	STREET/CURB & GUTTER	BLOCKAGE	ROOTS

- 2. Failure to maintain adequate records for reported and unreported spills.** As per Part B.5 of Monitoring and Reporting Program (MRP) No. 2006-0003-DWQ, the District is required to maintain records of all SSOs. A review of District files indicated that the field "Sanitary Sewer Overflow Report" used by Roto-Rooter for reporting of spills was not consistently completed with all of the required information. For example, the June 30, 2007 report (see attachment 3) has not been completed in its entirety with all of the required information as listed on the form. The report does not include the Caller's Name, Spill Start Time, Name of City Staff or Contractor Dispatched, Source of Spill, Cause of Spill, Final Spill Destination, or Date and Name of individual responsible for completing the Field Report. In addition, the "Time Call Received" was recorded on the field log to be 5:15 (no AM or PM), providing insufficient documentation as to if the response was immediate or whether 12 hours elapsed prior to stopping the spill.
- 3. Failure to contain and mitigate the impacts of an SSO.** As per Part D.3 of the State Water Resources Control Board Order No. 2006-0003-DWQ, in the event of a spill, the enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO. The District does not have the staff, equipment, or training to respond to and contain spills and mitigate the impacts. This is demonstrated in Table 1 and by the fact that the District is not able to recover sewage after it exits the collection system. The District relies on a verbal agreement with Roto-Router to respond to spills and correct problems which may have caused the spill. The average distance between Mill Valley and Roto-Router in Novato is approximately 18 miles; therefore, it is unlikely that a response time would be less than 25 minutes. Other factors could lengthen the time considerably, e.g., traffic on US 101. The response time for Roto-Router varies, but according to Mr. Buehler, typically ranges between 0.5 and 1 hour. The quicker response times are

typically due to spills occurring during normal Roto-Router working hours because the responders may be conducting maintenance or other activities in an area closer to the District. There is no written or verbal agreement between the District and Roto-Router regarding the maximum response time for SSOs. In addition, the District is limited to tasking Roto-Router with small jobs (under \$15,000 for any one project) without procuring the work through a contract with a bid and proposal process. This limitation could possibly prevent Roto-Router from properly responding, in the event of a catastrophic spill.

4. **Efforts to reduce I&I and wet weather peaking ratios.** While acknowledging that the inspection focus and time spent on-site was limited, it appeared that the District has no, or limited, incentive to investigate or minimize I&I flows because capacity has not been a major cause of spills and overflows for the District. In addition, the District is billed by SASM per connection rather than for the actual flow to the WWTP. As mentioned previously, the District has an apparent peaking factor of approximately 7.5:1 to 9:1. This significant difference in dry weather and wet weather flows has a significant impact on the SASM WWTP. The District is encouraged to initiate a more aggressive approach to I&I reduction and to actively participate in SASM sponsored studies and activities. Focused and sustained efforts to reduce I&I and ultimately reduce wet weather peaking ratios will benefit both the District and SASM by reducing unnecessary and costly wastewater treatment plant upgrades, and the potential for blending and/or bypasses at the wastewater treatment plant.

Summary

The information gathered during the inspection indicates a lack of adequate documentation of maintenance and spill records, reporting, and tracking. The lack of this documentation appears to stem from a failure to implement a mechanism to clearly track the operation and maintenance of the sewer system, spills and associated activities, and planning for future maintenance activities. These mechanisms are essential for enabling the District to evaluate its activities to decrease the number or eliminate spills completely from its sewer system. Tracking spills and maintenance is important to identify areas where increased maintenance may be necessary. For example, Mr. Buehler stated that the entire system (approximately 5.5 miles) is cleaned annually, but the documentation provided to the inspection team did not clearly substantiate the statement. Mr. Buehler also stated that Roto-Router is responsible for tracking their maintenance activities, but again the documentation provided did not appear to be a sufficient tracking system to adequately document activities. The evaluation of the tracking of spills and maintenance is important to identify areas where increased maintenance may be necessary.

The District should augment their current spill data acquisition and tracking to collect all required information for all SSOs and vital information such as what was the source and mechanism of initial identification of a spill (e.g., resident via government pages listing for Sanitary District) and response time. The District collected relevant information on a

field tracking form that was completed by field teams; however, better tracking and evaluation of the information could allow for future performance tracking and reporting.

The District has no equipment or staff available to contain or mitigate SSOs, and relies on Roto-Rooter to correct problems as they arise. According to Mr. Buehler, Roto-Rooter should be cleaning and repairing “hot-spot” areas within the system as part of routine maintenance as time allows; however, as stated previously, the inspection team could not verify that these activities were completed by the documentation provided by the District. According to Mr. Buehler, routine maintenance would include both cleaning and if necessary TV inspection of the “hot-spot” areas. Mr. Buehler did not maintain a list of hot-spot areas for the District’s system, but provided a Roto-Rooter document “Roto-Rooter Plumbing, Contract Listing” of those locations. The inspection team was not able to determine if the frequency of cleaning and TV inspection listed on this document was actually completed. In addition, since no written contractual agreement has been prepared between the District and Roto-Rooter defining on-going maintenance requirements for the collection system, routine maintenance may be overlooked or not completed.

From the information gathered during the inspection it appears the routine and event driven maintenance of the District’s sanitary sewer collection system has been and will continue to be contracted to Roto-Rooter. The use of the contractor is indicative of a reactive program rather than proactive program and response times tend to be slower. Additionally, the details provided in work orders to the contractor, records of work performed by the contractor and spill response and reporting were judged to be minimal. SSO frequency was increasing when measured on a SSO per 100 miles/year basis, but it was unclear if this was indicative of more overflows or an improved reporting process. The data shows that additional efforts remain necessary to reduce the occurrence of SSOs. The majority of the spills were the result of blockages from root intrusion which are directly related to and attributable to operation and maintenance issues.

According to the District’s SSMP, adopted by the Almonte Board of Directors August 28, 2006, the District is in the process of developing an electronic preventative maintenance and cleaning tracking program. The District did not provide any evidence that this activity had been initiated. The District is encouraged to prioritize the development of this tracking system to be completed as soon as possible.

ATTACHMENT 1

**Almonte Sanitary District's Sanitary Sewer Management Program (SSMP) –
August 2006**

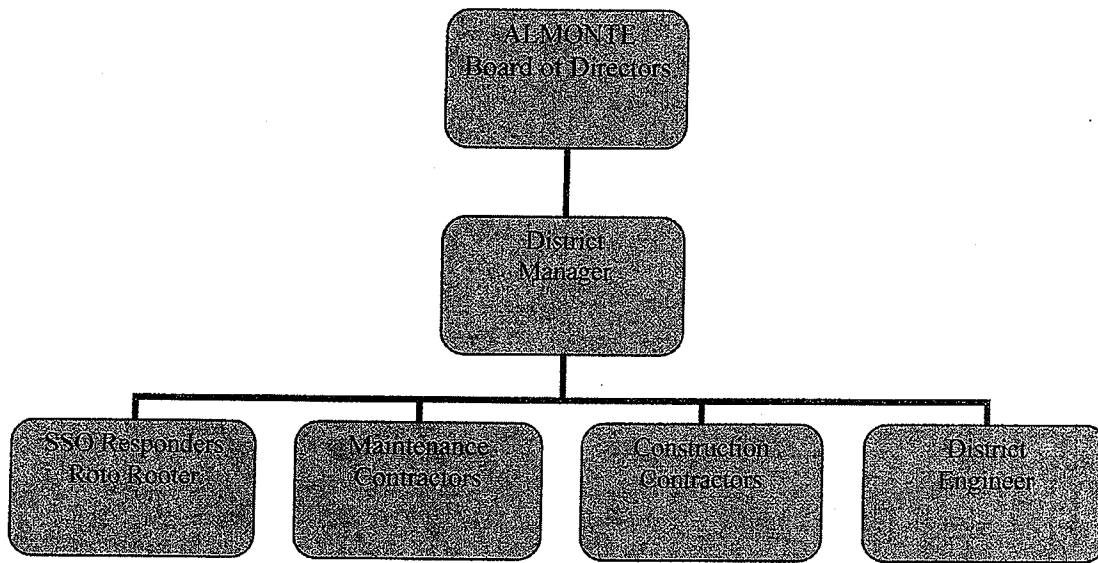
MK 8/7/07

Almonte Sanitary District
Sewer System Management Plan
Adopted by the ALMONTE Board of Directors on August 28, 2006

1. Goals

The goal of this SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help to reduce and prevent SSOs as well as mitigate any SSOs that do occur.

2. Organization



ALMONTE Board of Directors: Adopts SSMP plan and policy. Approves budget to implement SSMP.

District Manager: Overall responsibility for preparing and implementing the SSMP. Directs SSO response personnel. Monitors SSMP budget and performance. Directs contractor activities in making capital improvements. Directs contractor activities in cleaning and television inspection of the sewer system. Manages sewer overflow response. Prepares and submits reports. Writes annual work plan for maintaining, inspecting and improving the sewer system. Regulatory Agency liaison.

SSO Responders (Roto Rooter, District Manager, other contractors): Performs SSO response activities.

Maintenance Contractors (Roto Rooter). Performs SSO response activities. Conduct sewer cleaning and televising activities.

Construction Contractors: Construct sewer system improvements.

Names and telephone numbers for all responsible ALMONTE personnel are shown on exhibit 'A'.

In accordance with the attached "Sewage spill response policy and procedure" (Exhibit 'B'), all SSO's are immediately reported to the District Manager. It is the District Manager's responsibility to report all SSOs to the Marin County Department of Health Services, the Regional Water Quality Control Board, the State Water Resources Control Board, the State Office of Emergency Services, and the California Department of Fish and Game (if applicable).

3. Overflow emergency response plan

ALMONTE's "Sewage spill response policy and procedure" is attached as Exhibit 'B'.

4. Fats, oils, and grease (FOG) control program

ALMONTE has evaluated its wastewater collection system and determined that the current program for managing fats, oils and grease is sufficient.

ALMONTE Ordinance No. 19 in conjunction with the Sewerage Agency of Southern Marin (SASM) Ordinance No. 83-1 provides authority to limit the quantity of grease that may be introduced into the drainage or sewerage system in quantities that can effect line stoppage or hinder sewage treatment or private sewage disposal. A grease trap is not required for individual dwelling units or for any private living quarters.

ALMONTE has required the installation and maintenance of a grease trap at the one restaurant that connects directly to the District's sewer system. This sewer line has been placed on the District's preventative maintenance program to ensure timely cleaning to prevent overflows due to grease accumulation.

5. Legal authority:

Legal Authority for the management of ALMONTE's collection systems is provided by the District's Ordinance No. 19 and No. 31 (Adopted September 28, 1970 and July 22, 1985) respectively in conjunction with the Sewerage Agency of Southern Marin (SASM) Ordinance No. 83-1 which pertains to the collection systems of SASM's member agencies, including ALMONTE.

a. Authority to control inflow and infiltration

ALMONTE SEWER ORDINANCE NO. 31 provides authority for the District to regulate the proper construction and use of private and public sewer within the District. The ordinance prohibits the connection of surface drains for storm or ground water to District sewers. Also, no surface or storm water, seepage or unpolluted water from any source shall be permitted to enter into a sanitary sewer by any means.

SASM Ordinance No. 83-1 was adopted by the SASM Board of Directors on April 21, 1983. Section 2.01 (k) of this ordinance states that "No individual, company, or government agency shall discharge sewage to a sewer owned and operated by an Agency tributary to a treatment works operated by SASM which causes SASM's interceptor sewers and sewage collection systems to be overloaded". This provision grants SASM legal authority to control excessive infiltration and inflow into the SASM sewer system. Ordinance 83-1 also prohibits the discharge of any stormwater, groundwater and/or unpolluted water into the SASM sewer system.

b. Authority to prohibit the discharge of fats, oils and grease and other debris that might cause blockages

ALMONTE Ordinance No. 19 limits the introduction of fats, oils and grease as well as debris that might cause blockages.

Section 2.01 (b) of SASM Ordinance No. 83-1 states that "No individual, company, or government agency shall discharge sewage to a sewer owned and operated by an Agency tributary to a treatment works operated by SASM which causes an obstruction to the treatment works (which by definition includes the sanitary sewer collection system)." In addition, Section 2.08.2 of Ordinance No. 83-1 states that "No person shall discharge any wastewater containing more than 300 mg/l of oil or grease of animal or vegetable origin or containing more than 100 mg/l of oil or grease of mineral or petroleum origin.

c. Authority to require proper design and construction of new and rehabilitated sewers and connections

ALMONTE Ordinance No. 31 requires compliance with District regulations and the requirement to obtain a permit to construct sewers within the District.

d. Authority to require proper installation, testing, and inspection of new and rehabilitated sewers

Almonte Ordinance No. 31 requires inspection and approval by the District engineer of all sewers and that workmanship and materials shall be in accordance with the applicable sections of the Uniform Plumbing Code and the District's standards for sewer construction.

e. Authority to enforce

Ordinance No. 19 and No. 31 provides for enforcement for any violation of the Ordinance.

f. Authority to access ALMONTE sewers for maintenance, inspection, and repairs

All ALMONTE sewers are in public right-of-ways or in ALMONTE easements that allow ALMONTE access for maintenance, inspection, and repair.

6. Measures and activities (operations and maintenance control program)

a. Collection system map

ALMONTE maintains an up-to-date map and database inventory of its wastewater collection system. The map shows all gravity line segments and maintenance holes. The District does not own pumping facilities or pressure pipes.

b. Resources and budget

ALMONTE allocates adequate resources for the operation, maintenance, and repair of its collection system.

ALMONTE's operating and capital revenues are derived from a user-supported rate-paying structure.

c. Prioritized preventive maintenance

ALMONTE has an aggressive preventative maintenance program. The District is currently cleaning its off-road easements annually and street sewers every other year by rodding and/or hydro-flushing. The District has also established a program to provide increased preventive maintenance to troublesome sewer sections, with annual, semiannual or quarterly maintenance. The District is currently working on computerization of the preventive maintenance and cleaning programs.

d. Scheduled inspections and condition assessment

ALMONTE is discussing establishing a televising and condition assessment program for its sewers. Because of the frequency of the cleaning program, problems identified in the course of normal maintenance are dealt with on an as-needed basis through spot repairs or larger replacement projects.

e. Contingency equipment and replacement inventories

ALMONTE currently conducts all sewer system maintenance, cleaning, inspection, repair and replacement using contract services provided by Roto Rooter. ALMONTE therefore does not maintain an inventory of contingency equipment or replacement parts.

f. Training

ALMONTE has a limited staff consisting of one part-time manager, who has extensive experience in wastewater treatment and collection system operation. Staff is responsible for inspection of collection system repairs in conjunction with the District Engineer. ALMONTE currently conducts all sewer system maintenance, cleaning, repair and replacement using contract services. ALMONTE staff is responsible for ensuring that contractors comply with Cal OSHA requirements. ALMONTE staff receives training in most safety matters on an annual basis in accordance with a schedule provided by our workers' compensation provider, Special District Risk Management Authority (SDRMA).

ALMONTE staff is also responsible for emergency response to Sewer System Overflows. In accordance with ALMONTE's "Sewage spill response policy and procedure", SSO response training is required and conducted annually.

g. Outreach to plumbers and building contractors

ALMONTE is prepared to participate in a region-wide outreach program.

7. Design and construction standards

On an as-needed basis, ALMONTE uses the services of registered engineers when installation, rehabilitation, and/or repairs of the ALMONTE collection system are required. The following plans apply to sanitary sewer collection systems and not to pump stations.

a. Standards for installation, rehabilitation and repair

ALMONTE utilizes standards for installation, rehabilitation and repair of District sewers as provided for in the District's based on the design and construction standards provided by the District engineer.

b. Standards for inspection and testing of new and rehabilitated facilities

ALMONTE utilizes procedures as outlined in the District's design and construction standards.

8. Capacity management

a. Capacity assessment

ALMONTE has established a process to assess the current and future capacity requirements for the collection system facilities. The ALMONTE collection system is designed to handle extreme wet weather flows due to rainwater infiltration into the sewer system. Dry weather capacity is therefore much more than adequate under all circumstances. Wet weather capacity limitations have been identified through simple observation of collection system conditions when extreme, prolonged wet weather conditions prevail.

Growth is not an issue in the ALMONTE service area. The District has very few remaining building sites left, much less than 1% of current capacity.

b. System evaluation and capacity assurance plan

A capital improvement plan has been prepared and implemented as discussed in section 8.a. above to provide hydraulic capacity of all sewer system elements under peak flow conditions.

9. Monitoring, measurement, and program modifications

Any SSO that occurs at any time will trigger an investigation by the District Manager. The cause of the SSO will be determined and the SSMP will be modified by the District Manager to minimize the likelihood that an SSO does not reoccur in the same location for the same reason.

All SSO's will be reported to the ALMONTE Board of Directors; to the San Francisco Regional Water Quality Control Board in accordance with reporting standards adopted by the Regional Board in November, 2004; and to the State Board in accordance with forthcoming participation in an online reporting program. The annual report format is designed to identify and illustrate trends including frequency, location and volume.

10. SSMP audits

The District Manager is responsible for monitoring the effective and complete implementation of the SSMP. The District Manager will prepare and file a written point by point compliance review of the SSMP at least once per year. Any deficiencies in implementation will be corrected. This audit will focus on evaluating the effectiveness of the SSMP and compliance with State and regional SSMP requirements.

11. Communication program

The completed SSMP and modifications thereto are and will be presented in public session to the ALMONTE Board of Directors for discussion, modification, and adoption. In addition, all SSOs are and will be reported to the ALMONTE Board of Directors in public session.

Almonte Sanitary District SSMP Exhibit 'B'

Page 1 of 3

Date: August 23, 2006 (Rev. 8/5/07)

From: Bonner Beuhler, District Manager

Subject: **Sewage spill response policy and procedure**

The following procedures are to be followed when an overflow occurs from any of the Almonte Sanitary District sewer collection system:

Step by step priority for response

Good judgment is necessary in the implementation of these guidelines. The underlying criteria are to:

PROTECT THE PUBLIC

PROTECT THE ENVIRONMENT

CONDUCT ALL ACTIVITIES SAFELY

1. Notify Roto Rooter (415-388-2740) and District Manager Bonner Beuhler (home: [REDACTED]; cell: [REDACTED]; pager [REDACTED])
2. Stop the spill or overflow. Make sure Roto Rooter personnel are responding. For pump station problems, trouble shoot problem, attempt to stop the spill or overflow.
3. Contain any spilled sewage if possible and return to the sewer system if possible.
4. Post warning signs and barricade the spill area if possible and appropriate.
5. Collect samples if required.
6. Make notifications.
7. Document and report all activities.

Responsibilities

Immediate spill response investigation and action.

District Manager

Assembly and direction of crew to assist Roto Rooter.

District Manager

Reporting and notifications.

District Manager

Post-spill analysis and follow-up.

District Manager

Specific required procedures per Regional Board direction dated November 15, 2004

1. **Estimation of spill volume.** The total volume of each spill shall be estimated. The estimate can be made based on visual observations.
2. **Visual monitoring.** The receiving water shall be monitored near the location where the overflow entered surface water for abnormal conditions, such as effects to aquatic life, abnormal color, etc. Photos may be used for documentation.
3. **Water quality monitoring.** Samples of the receiving water must be taken when the overflow volume exceeds 1,000 gallons or when the overflow may imminently and substantially endanger human health or cause fish kills. Samples shall be taken at the point of overflow as well as upstream and downstream of the spill. Analyses shall include ammonia, dissolved oxygen and fecal coliform.

Notification and reporting

All Overflows are to be reported to the State Water Quality Control Board using the internet based reporting system at <https://ciwqs.waterboards.ca.gov/ciwqs/index.jsp>. Almonte's user name is bbeuhler and the password is Password1.

Overflows in excess of 1,000 gallons and overflows that imminently and substantially endanger human health are also to be reported within 24 hours to the State Office of Emergency Services at 800-852-7550 and to the Marin County Department of Health Services at 415-499-6907.

Overflows that cause a fish kill are to be reported within 24 hours to the State Department of Fish and Game at 707-944-5500, the State Office of Emergency Services at 800-852-7550, and to the Marin County Department of Health Services at 415-499-6907.

All SSO's, regardless of volume, are to be documented in Almonte files and reported to the State Board in an annual report by March 15th of each year.

Assistance

Almonte Maintenance Contractor for SSO: Roto Rooter – 415-388-2740

Pipeline contractors

Roto Rooter.....	388-2740
Maggiore & Ghilotti	459-8640
after hours	
Ghilotti Bothers	454-7011
Forde Construction	924-3072
after hours	
Team Ghilotti.....	720-5936

2,000 gallon tank trucks

Mountain Sewer Service.....	383-6000
Roto Rooter.....	388-2740
Roy's sewer service	456-2320

4,000 gallon tank trucks

Erickson (Richmond).....	510-235-1393
IT Corporation (San Jose).....	408-894-1200

Equipment Rental

Hertz Rents (Corte Madera)	924-4444
Davis Rents (San Rafael).....	454-1225

Welders

Zappetini & Son.....	454-2511
Sun Ironworks.....	453-7562

Plating or shoring

Plank Inc.	707-763-7070
Baker Tanks.....	510-439-8251

Training

This policy and procedure will be reviewed with all Almonte staff annually.

What to do when the public reports a sewage overflow

Most overflows that occur in Southern Marin are not actually Almonte responsibility. When the public calls to report an overflow, staff's responsibility is to get the right information to the responsible agency per the attached procedure as quickly as possible. Roto Rooter is the emergency SSO responder for all of the following SASM agencies.

Alto SD:	388-3696		
City of Mill Valley:	388-4033		
Homestead Valley SD:	388-4796		
Tamalpais Valley CSD:	388-6393	SASM:	388-2402

ATTACHMENT 2

**Almonte Sanitary District's Annual Budget for Fiscal Year's 2003/2004 through
2007/2008**

mk 8/7/09

**ALMONTE SANITARY DISTRICT
ANNUAL BUDGET
JULY 1, 2007 TO JUNE 30, 2008 Draft**

	Final Budget 2007 - 2008	Projected Budget 2006 - 2007	Final Budget 2006 - 2007	Final Budget 2005 - 2006	Final Budget 2004 - 2005	Final Budget 2003 - 2004
TOTAL REVENUE						
1 Sewer Assessment	195,500	191,043	198,000	198,000	198,000	198,000
2 Property Taxes	56,000	60,803	56,000	28,350	47,250	42,000
2A ERAF	16,000	15,596	9,000	9,000	9,000	8,961
2B Aid from other Governments		424				
3 County Collection	(1,936)	(2,202)	(1,936)	(1,936)	(1,936)	(1,749)
4 Interest	40,470	920	40,470	17,000	17,000	20,000
5 TCSD ss charge	2,107	3,500	2,107	2,107	2,107	2,100
6 MVRS fee	4,400	4,568	4,400	4,400	4,400	4,000
7 In lieu of tax federal		13				
7a SASM Refund						
8 Connection Fees	4,000	8,000	4,000	1,600	1,600	4,000
9 SUB-TOTAL CREDITS	316,541	282,665	312,041	258,521	277,421	277,312
10 CapImpFund to OpFund						
Op Fund-Cap Imp Fund	22,574	4,508	(21,176)	(3,076)	(24,210)	(14,859)
11 TOTAL CREDITS	339,115	287,173	290,865	255,445	253,211	262,453
TOTAL EXPENSES						
Salaries	25,772.96					
12 Manager	23,493	21,357	21,357	21,357	19,256	19,256
13 Employee Taxes	2,280	2,073	2,073	2,073	2,116	2,116
14 Employer Taxes	1,920	1,792	1,792	1,792	1,616	1,616
15 Board	5,040	4,780	5,040	5,040	5,040	5,040
16 Special Meetings	2,400	960	2,400	2,400	2,400	2,400
Professional Services						
17 Bookkeeping	2,400	1,800	1,800	1,800	1,800	1,800
18 Engineering	5,000	198	5,000	5,000	5,000	15,000
19 Audit	6,500	6,000	5,500	5,000	5,000	4,500
20 Other	2,000	1,362	2,000	2,000	2,000	2,000
Administrative						
21 Telephone	500	750	500	250	250	250
22 Office Expenses	350	884	350	350	350	350
23 Insurance Premium	3,500	1,954	3,500	3,500	3,500	3,500
Maintenance & Oper						
24 SASM	119,632	120,453	120,453	111,783	111,783	112,025
25 Sewer Emergency	12,000	6,835	12,000	12,000	12,000	12,000
Sewer Maintenance						
26 *Cleaning	36,000	32,514	36,000	30,000	30,000	30,000
27 *Repair	75,000	67,118	30,000	30,000	30,000	30,000
28 *Overflow Control	1,500		1,500	1,500	1,500	1,500
29 *TV Easement	5,000	1,170	5,000	5,000	5,000	5,000
30 *TV Easement Repair						
31 *USA	2,500	4,121	2,500	2,500	2,500	2,000
32 Waste Mgmt., Education	5,000	241	5,000	5,000	5,000	5,000
33 Pump Stn. Maint.						0
34 Pump Stn. Replacement						
35 Ins. Settlement	25,000	10,000	25,000	5,000	5,000	5,000
Other						
36 Contingency	2,000	562	2,000	2,000	2,000	2,000
37 Election	100	250	100	100	100	100
38 SUB-TOTAL DEBITS	339,115	287,173	290,865	255,445	253,211	262,453
39 OpFund to CapImpFund	23,676	(4,508)	23,676	3,076	24,210	14,859
FUND No. 484 Balance						
40 Total Debits	312,041	287,173	312,041	258,521	277,421	277,312
FUND No. 484	954,600		954,600	954,600	954,600	844,859

ATTACHMENT 3

Sanitary Sewer Overflow Report – June 30, 2007

SANITARY SEWER OVERFLOW REPORT

FOR OFFICE/DISPATCH USE

DATE CALL RECEIVED: 6.30 2007 TIME: 5:15 AM/PM (Circle One)

RECEIVED BY: David E. Bowour

CALLER'S NAME: _____

CALLER'S PHONE NO: 723 7852

SPILL LOCATION: 276 Markingson Ave

CROSS ST: X Gibson

SPILL START TIME: _____ AM/PM (Circle One)

DESCRIPTION OF COMPLAINT: _____

TIME CREW/CONTRACTOR DISPATCHED: _____ AM/PM (Circle One)

NAMES OF CITY STAFF OR CONTRACTOR DISPATCHED: _____

FIELD REPORT (FOR RESPONSE CREW USE)

DATE ARRIVED AT SITE: 6/30/07 TIME: 5:15 AM/PM (CIRCLE ONE)

CREW NAME (S): David

TIME OVERFLOW STOPPED: 6:50 AM/PM (CIRCLE ONE)

SOURCE OF SPILL: MANHOLE NO: _____ PIPE CLEAN OUT
 PUMP STATION OTHER: _____

ESTIMATED OVERFLOW: 1/8 GALS PER MINUTE
SIZE OF PIPE AT BLOCKAGE: _____ INCHES LENGTH OF PIPE: _____ FT.

PIPE MATERIAL: PLASTIC CONCRETE STEEL CLAY OTHER: _____

CAUSE OF SPILL: PAPER GREASE ROOTS WET WEATHER
 GRIT/GRAVEL OTHER: _____

FINAL SPILL DESTINATION: STORM DRAIN CAPTURED IN STORM DRAIN

DIRT CHANNEL BUILDING STRUCTURE YARD/LAND

STREET/CURB GUTTER OTHER: _____

FIELD REPORT COMPLETED BY: _____ DATE: _____
(PRINT NAME)

(COMPLETE REMAINDER OF FORM IF THE ENTIRE SPILL WAS NOT COLLECTED)

LHA 722.01

ATTACHMENT 4

“Roto-Rooter Plumbing – Contract Listing”

age 1
2/15/05

ROTO ROOTER PLUMBING
Contract Listing

12/15/05 to 12/15/05

MONTE SANITARY DISTRICT Due: 02/03/06 Last 02/03/04 Terms: YEARLY Sold / / # 98
 39 GREENE ST MILL Sch: 02/03/06 B-67-04 , M16052 C/O 6" MAIN W/2"-4" & 6" BLADES RH144F D/S THRU
 ILL VALLEY CA 949() Type: D B LstChg: 1737.00 D/T 144E & L LITTLE MH 144D D/S TO MH148B, MH148B
 Ph1: 415 TotDue: 0.00 D/S THRU D/T 148 TO MH111, FROM RH156 D/S THRU
 Ph2: 4153882402 RegChg: 0.00 T C/O 155 TO MH110 START W/2" & 4" B LADES FIRST

MONTE SANITARY DISTRICT Due: 08/16/04 Last 08/24/04 Terms: EVERY 6 MONTHS Sold 12/18/98 # 100
 LARK LN MILL Sch: 03/02/03 H-791-04 , M22212 MAINLINER MAINT. MH #84 TO MH #82
 ILL VALLEY CA 949() Type: M N LstChg: 310.00
 Ph1: 415 TotDue: 0.00
 Ph2: 4153882402 RegChg: 0.00

MONTE SANITARY DISTRICT Due: 03/08/06 Last 03/17/04 Terms: YEARLY MARCH Sold / / # 102
 8 GREENE ST MILL Sch: 03/08/06 C-559-04 , M17725 C/O FROM MH IN FRNT OF 219 GREENE ST D/S TO MH ON
 ILL VALLEY CA 949(94941) Type: D B LstChg: 965.00 EASEMENT C /O FROM D/T IN B/Y OF 278 GREENE ST
 Ph1: 415 TotDue: 0.00 D/S THRU MH ON EASEMENT TO D/T JUST ABOVE
 Ph2: 4153882402 RegChg: 0.00 MORNING SUN AVE USED 4 & 6" BLADES BAD JONT AT MH
 2MAN 5HRS EA

MONTE SANITARY DISTRICT Due: 08/24/04 Last 08/24/04 Terms: EVERY 6 MONTHS Sold 12/17/98 # 104
 MORNING SUN MILL Sch: 03/02/06 H-787-04 , M22213 MORNING SUN AVE MH114 TO RH98A SHEET 2 ROD LINES
 ILL VALLEY CA 949(94941) Type: M N N LstChg: 852.50 ON CALIFORNIA & PRINCETON NO MAINTENANCE HOLE
 Ph1: 4153882402 TotDue: 0.00 NUMB BR5 SHEET 2 MAINLINER 5.5HRS
 Ph2: 4153882402 RegChg: 0.00

MONTE SANITARY DISTRICT Due: 01/21/06 Last 01/18/05 Terms: CLEANING PROGRAM Sold / / # 138
 HIGHLAND LN MILL Sch: 01/21/06 A-594-05 , M26859 2MAN ANNUAL CLEANING PROGRAM 6" CM FROM RH D/S
 ILL VALLEY CA 949(94941) Type: D B LstChg: 1576.00 THRU DT AT 110 & 107 TO MH AT 137 LARK LN RH 255
 Ph1: 4153836748 TotDue: 0.00 PERRY ST D/S THRU T C/O AT 251 & RH AT 250 TO MH
 Ph2: 4153882402 RegChg: 0.00 AT 246 ON JULIA AVE RH AT 230 MH AT 209 D/S THRU
 DTR AT 206 & 200 JULIA TO MH AT INTERSECTION

MONTE SANITARY DISTRICT Due: 03/17/06 Last 04/26/05 Terms: YEARLY MARCH Sold / / # 141
 MORNING SUN AVE MILL Sch: 03/17/06 D-740-05 , M29941 ROD FROM MH36 U/S TO MH171 ON LORING AVE
 ILL VALLEY CA 949() Type: M B LstChg: 320.00 MAINLINER 2HRS
 Ph1: 415 TotDue: 0.00
 Ph2: 4153882402 RegChg: 0.00

MONTE SANITARY DISTRICT Due: 01/19/06 Last 01/19/05 Terms: YEARLY JANUARY Sold / / # 142
 KAE RD MILL Sch: 01/19/06 A-598-05 , M26860 RH ON MCRAE RD D/S THRU Y C/O & T C/O TO MH OFF
 ILL VALLEY CA 949() Type: D B LstChg: 1970.00 SIDE OF MCRAE E FROM MH D/S THRU 2 D/Ts TO MH IN
 Ph1: 4153882402 TotDue: 0.00 B/Y OF HOUSE ON MCRAE RD FROM MH IN B/Y D/S THRU
 Ph2: 4153882402 RegChg: 0.00 T C/O & D/T TO MH ON RISING RD, ON LARK LN C/O
 FROM RH101C D/S THRU T C/O 101B TO LITTLE RH101A

MONTE SANITARY DISTRICT Due: 02/10/06 Last 02/10/04 Terms: YEARLY EASEMENTS Sold / / # 231
 HOMESTEAD BLVD MILL Sch: 02/10/06 B-270-04 , M16065 6" CM RH37D D/S THRU T C/O 37 TO MH31A C/O FROM
 ILL VALLEY CA 949(94920) Type: D B LstChg: 1254.50 RH IN FRNT O F 131 STANDFORD D/S APPROX 150' S/O
 Ph1: 4153881035 TotDue: 0.00 RH DOWN TO HARVARD 2MAN 6.5HRS
 Ph2: 4153882402 RegChg: 0.00

MONTE SANITARY DISTRICT Due: Last Terms: 6 MONTH Sold / / # 271
 STADIUM WAY MILL Sch: 01/21/05 Type: D B LstChg: 0.00
 ILL VALLEY CA 949() Ph1: 415 TotDue: 0.00
 Ph2: 4153882402 RegChg: 0.00

Adair

ROTO ROOTER PLUMBING
Contract Listing

12/15/05 to 12/15/05

LMONTE SANITARY DISTRICT Due: 02/06/06 Last 02/23/04 terms:YEARLY Sold 02/10/03 # 355
 PRIMROSE PATH MILL Sch: 02/06/06 R-655-04 , M16631 ROD 6" CM LINE D/S FROM MH 2HRS
 HILL VALLEY CA 949(94941) Type:M B LstChg: 310.00
 Ph1: 415 TotDuc: 0.00
 Ph2: 4153882402 RegChg: 0.00

LMONTE SANITARY DISTRICT Due: 02/06/06 Last 01/30/04 terms:YEARLY Sold / / # 382
 40 CLEVELAND AVE MILL Sch: 02/06/06 A-969-04 , R501273 ON CLEVELAND AVE CLEANED FROM DT 122 TO DT121 TO
 HILL VALLEY CA 949() Type:D B LstChg: 1351.00 DT 120 TO D T 119 ON GREENE ST RH 139B D/S TO MH
 Ph1: 415 TotDuc: 0.00 125A THRU 2 MORE DROP T 'S 5.25 HRS
 Ph2: 4153882402 RegChg: 0.00

LMONTE SANITARY DISTRICT Due: 02/20/06 Last 02/23/04 terms:YEARLY MAINT. Sold / / # 406
 MAXWELL LN MILL Sch: 02/20/06 B-558-04 , M16442 MH 29 TO MH 31A ROD 6" SEWER LINE MORNING SUN MH
 HILL VALLEY CA 949() Type:M B LstChg: 822.50 TO MH 33 RO D 6" SEWER LINE MAINLINER 7.5HRS
 Ph1: 415 TotDuc: 0.00
 Ph2: 4153882402 RegChg: 0.00

LMONTE SANITARY DISTRICT Due: 01/31/06 Last 01/31/05 terms:YEARLY Sold / / # 413
 55 CLEVELAND AVE MILL Sch: 01/31/06 A-995-05 , M27459 2MAN CLEANING PRGRM 10HRS EA-B/Y OF 255 CLEVELAND
 HILL VALLEY CA 949() Type: LstChg: 1280.50 C/O 6" M/L U/S APPTO 130' INTO YARD OF 261 & D/S
 Ph1: 4153882402 TotDuc: 0.00 INTO YRD OF 238 PERRY FRM LITTLE MH IN YRD U/S TO
 Ph2: 4153882402 RegChg: 0.00 RH & D/S TO MH ON ST IN FRNT OF 238 FRM HM OF 259
 GREENE ST D/S TO MH ON EASEMENT FRM

LMONTE SANITARY DISTRICT Due: 02/01/06 Last 02/01/05 terms:YEARLY MAINT Sold / / # 417
 09 JULIA AVE MILL Sch: 02/02/05 B-35-05 , M27460 RH IN BY OF 209 JULIA D/S TO D/T IN YARD OF 213
 HILL VALLEY CA 949(94941) Type:D B LstChg: 1970.00 D/S TO T/L IN YARD OF 215 JULIA D/S TO D/T IN
 Ph1: 4153885709 TotDuc: 0.00 YARD OF 219 TO BAD JOINT AT D/T IN YARD OF BERYL
 Ph2: 4153882402 RegChg: 0.00 D/S TO LAST D/T TO MH ON ROSEMONT LOTS OF ROOTS
 & BAD JOINT A BY OF 222 BERYL ST ROOTS

LMONTE SANITARY DISTRICT Due: 02/13/06 Last 02/12/04 terms:YEARLY EASEMENTS Sold / / # 447
 31 STANFORD AVE MILL Sch: 02/13/06 B-347-04 , M16070 2MAN SM MACHTNE C/O 6" FROM RH IN B/Y OF 131 D/S
 HILL VALLEY CA 949(94941) Type:D B LstChg: 1351.00 TO RH ON HA RWARD-C/I RH102 TO DT102A TO MH101-ON
 Ph1: 415 TotDuc: 0.00 CAROLYN LN C/O 6" FROM D/T AT DRVWY U/S TO CRNR
 Ph2: 4153882402 RegChg: 0.00 OF PROPERTY ALSO C/O D/S TO 2ND D/ T THEN IN MH30
 D/S 160' 151 LARK LANE

LMONTE SANITARY DISTRICT Due: 07/13/05 Last 07/13/05 terms:3X YEARLY Sold / / # 455
 00 SHORELINE HWY MILL Sch: 07/13/06 C-325-05 , M31612 HYDRO CLEAN TWO SECTIONS OF 8" SEWER MAINS ON
 HILL VALLEY CA 949(94941) Type:V B LstChg: 705.00 SHORELINE HWY NO MAN HOLE #S VACTOR CLEAN 3.5HRS
 Ph1: 415 TotDuc: 0.00
 Ph2: 4153882402 RegChg: 0.00

Bonnet
Fax:

