

AGENDA

Regular City Council Meeting
and Successor Agency to the Former
Redevelopment Agency
Tuesday, December 1, 2020, 6:00 p.m.
Via Zoom Webinar
www.cityofwasco.org

IMPORTANT NOTICE REGARDING DECEMBER 1, 2020 COUNCIL MEETING

This meeting is being conducted utilizing teleconferencing, and electronic means consistent with Executive Order N-29-20, Issued by Governor Gavin Newsom on March 17, 2020, and, to the extent applicable, Government Code Section 54953(b) in-person participation by the public will not be permitted. No physical location from which the public may observe the meeting will be available. Remote public participation is allowed in the following ways via Zoom Webinar; please see the instruction below:

Listen to the meeting live via zoom

Member of the public may participate in the meeting by joining the Zoom Webinar via PC, Mac, iPad, iPhone, or Android device using the URL:

<https://us02web.zoom.us/j/87889304624>

Listen to the meeting live via telephone

The public may participate via phone only (without a computer/ smart device) by dialing the below numbers:

Dial Number: 1-669-900-9128

Meeting ID: 878 8930 4624

ALL PARTICIPANTS WILL BE MUTED AUTOMATICALLY UPON ENTERING THE MEETING. THE CITY CLERK WILL UNMUTE THOSE WHO WISH TO SPEAK AT APPROPRIATE TIME. PLEASE KEEP YOURSELF ON MUTE WHEN NOT SPEAKING. SPEAKERS ARE LIMITED TO TWO (2) MINUTES.

Verbal Participation using Zoom

Please use the "Raise Hand" button to request to speak. Raised hands will only be acknowledged during the Public Hearing and Public Comment sections of the agenda and when the Meeting's presiding officer requests public comments.

Verbal Participation over the phone

Please dial *9 to "raise your hand" to request to speak. Raised hands will only be acknowledged during the Public Hearing and Public Comment sections of

the agenda and when the Meeting's presiding officer requests public comments. Please be advised you will be called on by the phone number you are calling from

Submitting written comments:

You can also submit your comments via email to cityclerk@cityofwasco.org; such email comments must be identified by adding the Agenda Item Number in the email's subject line. Every effort will be made to read your comment into the record; however, they are limited to two (2) minutes. If a comment is received after the agenda item is heard but before the meeting is adjourned, the comment will still be included as a part of the record of the meeting but will not be read into the record.

American Disability Act Accommodations:

Meetings are accessible to people with disabilities. Requests in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting and its materials. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting or who have a disability and wish to request an alternative format for the meeting materials should contact the City Clerk at cityclerk@cityofwasco.org or call 661-758-7203. Every attempt will be made to swiftly address each request. (28 CFR 35.102–35.104 ADA Title II)

Submitting written comments:

You can also submit your comments via email to cityclerk@cityofwasco.org; such email comments must be identified by adding the Agenda Item Number in the email's subject line. Every effort will be made to read your comment into the record; however, they are limited to two (2) minutes. If a comment is received after the agenda item is heard but before the meeting is adjourned, the comment will still be included as a part of the record of the meeting but will not be read into the record.

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REGULAR MEETING – 6:00 p.m.

- 1) **CALL TO ORDER:** Mayor Cortez
- 2) **FLAG SALUTE:** Mayor Cortez
- 3) **INVOCATION:** By Free Will Baptist Church
- 4) **ROLL CALL:** Mayor Cortez, Mayor Pro Tem Espitia, Council Members: Garcia, Pallares, Reyna
- 5) **PRESENTATIONS:**
 - a. Free Will Baptist Church Regarding Homeless

- 6) **PUBLIC COMMENTS: (PLEASE REFER TO THE INSTRUCTION PAGE FOR MORE INFORMATION)**

This portion of the meeting is reserved for persons desiring to address the Council and including the Council acting as the Governing Board for the Successor Agency on any matter not on this agenda and over which the Council and Successor Agency has jurisdiction. Speakers are limited to two (2) minutes. Please state your name for the record before making your presentation.

The City Council is very interested in your comments; however, no action may be taken at this meeting due to Brown Act requirements. Should your comments require further consideration by the City Council or the Successor Agency, the item will be agendaized for a report and discussed at a future City Council meeting.

- 7) **SUCCESSOR AGENCY BUSINESS: None**
- 8) **WASCO PUBLIC FINANCE AUTHORITY BUSINESS: None**

CITY COUNCIL BUSINESS:

- 9) **CONSENT CALENDAR:**

The Consent Calendar consists of items that, in staff's opinion, are routine and non-controversial. These items are approved in one motion unless a Council Member or member of the public requests removal of a particular item.

 - a. Approval of Minutes for November 17, 2020, Regular Meeting
 - b. Receive and file department payments totaling \$730, 745.28
 - c. Receive and File the Investment Report for the month ended October 31, 2020
 - d. Adoption of a Resolution Accepting the 2020 Sewer System Management Plan in Accordance with the Requirements of the State and Regional Water Quality Control Board and State Water Board.
 - e. Adopt a Resolution Accepting the 2020 Stormwater Management Plan in accordance with the requirements of Phase II Small MS4 General Permit Water Quality Order No. 2013-0001-DWQ.

- f. Adopt a Resolution Authorizing the City Manager to execute Task Order #10 for Dee Jaspar & Associates to complete the design and engineering for the Test Well, Municipal Well, Water Storage Tank, and Site Development of Well #16, Replacement Well for Well #8, in an amount not to exceed \$430,374.
- g. Adopt a Resolution Authorizing the City Manager to Negotiate and Enter into an Agreement for Professional Services with Clean Stride for Janitorial Services.
- h. Adopt a Resolution Authorizing a Transfer of \$9 million of funds currently held in Wells Fargo Bank and Mission Bank Money Market Accounts to the State of California Local Agency Investment Fund (LAIF).
- i. Adopt a Resolution Approving the Amended 2020 Calendar Year Identifying the City Observed Holidays, Dates for Regular Meetings of the City Council, and Regular Meetings of the Planning Commission for January through December 2020.

10) PUBLIC HEARINGS: NONE

11) DEFERRED BUSINESS: NONE

12) NEW BUSINESS:

- a. Discussion and Possible Minute Action regarding Appointments of Boards, Commissions, and Committees (Ortiz Hernandez)

13) REPORTS FROM COMMISSION AND COMMITTEES:

- a. Kern Economic Development Corporation (Cortez)
- b. Kern Council of Government (Reyna)

14) REPORTS FROM SHERIFF:

15) REPORTS FROM CITY MANAGER:

16) REPORTS FROM CITY COUNCIL:

17) CLOSED SESSION:

- a. Closed Session Minutes for November 17, 2020
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (2 potential cases)

c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 489-020-14, 37

City negotiators: City Manager, Public Works Director, Central Valley Commercial Brokers

Property owner: Wasco Estates LLC

18) CLOSED SESSION ACTION:

19) ADJOURNMENT:

This is to certify that this agenda was posted at Wasco City Hall on November 27, 2020.

The agenda is also available on the City website at www.cityofwasco.org



Monica C. Flores, Deputy City Clerk

All agenda item supporting documentation is available for public review in the city website www.cityofwasco.org and the office of the City Clerk of the City of Wasco, 746 8th Street, Wasco, CA 93280 during regular business hours, 7:30 a.m. – 5:00 p.m. Monday through Thursday and 8–5 p.m. Friday (closed alternate Friday's), following the posting of the agenda. Any supporting documentation related to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to the meeting will also be available for review at the same location and available at the meeting. **Please remember to turn off all cell phones, pagers, or electronic devices during Council meetings.**

The City of Wasco does not discriminate on the basis of disability in the access to, provision of, or employment in its programs and activities pursuant to 29 United States Code Section 12132 and California Civil Code Section 54. Information regarding the rights provided under the Americans with Disabilities Act (ADA) may be obtained from the City Clerk's Office.

If you need special assistance to participate in this meeting, please contact the City Clerk's Office at (661) 758-7215 to make reasonable arrangements to ensure accessibility to this meeting. Telephone (661) 758-7215 Requests for assistance should be made at least two (2) days in advance whenever possible.

MINUTES
WASCO CITY COUNCIL
and Successor Agency to the
Former Redevelopment Agency
Meeting of November 17, 2020
Regular Meeting – 6:00 p.m.
Via Zoom Webinar

REGULAR MEETING – 6:00 p.m.

1) CALL TO ORDER:

This meeting was called to order by Mayor Cortez at 6:01 pm and announced the meeting was being held Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020. All members are joining this meeting remotely via Zoom Webinar.

2) FLAG SALUTE: Mayor Cortez

3) INVOCATION: Moment of Silence

4) ROLL CALL:

Present: Mayor Cortez, Mayor Pro Tem Espitia, Council Members: Garcia, Pallares, Reyna

5) PRESENTATIONS: NONE

6) PUBLIC COMMENTS:

Vincent Martinez commended the Kern County Sheriff's Department.

7) SUCCESSOR AGENCY BUSINESS: NONE

8) WASCO PUBLIC FINANCE AUTHORITY BUSINESS: NONE

CITY COUNCIL BUSINESS:

9) CONSENT CALENDAR:

The Consent Calendar consists of items that, in staff's opinion, are routine and non-controversial. These items are approved in one motion unless a Council Member or member of the public requests removal of a particular item.

a. Approval of Minutes for November 3, 2020, Regular Meeting

b. Receive and file department payments totaling \$402,755.82

c. Approve a Resolution authorizing a transfer of \$2,137,316 of funds currently invested in the Fidelity Treasury Mmkt Capital Reserves money market account invested through UnionBanc Investment Services to the State of California Local Agency Investment Fund (LAIF).

Reso#2020-3551

d. Accept all Bids and Adopt a Resolution Authorizing the City Manager to enter into an Agreement with Self Help Enterprises, Inc. for CDBG and other State and Federal Programs Consulting Services.

Reso#2020-3552

Agmt#2020-061

- e. Accept all bids and Adopt a Resolution for the Award of the Ag Well Drilling Project Authorizing the City Manager to Negotiate and Enter into an Agreement with Zim Industries, Inc. dba Bakersfield Well & Pump Company in the amount of \$346,095.00 and Authorizing City Manager to Execute Contract Change Orders in an Aggregate Amount not to Exceed \$50,000 to Drill a New Irrigation Well on the Municipal Land Leased for Farming.

Reso#2020-3553

Amnt#2020-063

- f. Accept all bids and Adopt a Resolution Authorizing the City Manager to Approve Task Order #3 for Innovative Engineering Systems, Inc to Perform Programming Services to Develop Programmable Logic Controller (PLC) and Operator Interface Terminal (OIT) Programs to Integrate an Existing CompactLogix PLC with Allen-Bradley OIT into the Ignition Supervisory Control and Data Acquisition (SCADA) system for Well #14 in an Amount Not to Exceed \$24,488.

Reso#2020-3554

Agmt#2020-052(3)

- g. Adopt a Resolution Authorizing the City Manager to Sign and Execute an Agreement with Turnkey Construction and Solar Inc. in the amount of \$22,255.00 to install vehicle charging stations in the parking lot near HWY 43 & 8th Street and to allow the City Manager to make Necessary Budget Amendments to Move Forward with the Project.

Reso#2020-3555

Agmt#2020-062

- h. Adopt a Resolution Authorizing the City Manager or City Manager's designee to enter into an agreement with the National Association of State Procurement Officials and CALNET Cellular Voice and Data Services contract.

Reso#2020-3556

Agmt#2020-064

Motion was made by Council Member Garcia, **seconded** by Mayor Pro Tem Espitia to approve the Consent Calendar, by the following roll call vote:

AYES:	CORTEZ, ESPITIA, GARCIA, PALLARES, REYNA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

10) PUBLIC HEARINGS: NONE

11) DEFERRED BUSINESS:

- a. Informational item Investment Report for the month ended September 30, 2020.
No Action Needed.

12) NEW BUSINESS:

- a. Adopt a Resolution authorizing the City Manager to negotiate a Professional Services Agreement with William C. Statler for financial management services.

Motion was made by Council Member Reyna, **seconded** by Council Member Garcia to approve item 12a, by the following roll call vote:

AYES:	CORTEZ, ESPITIA, GARCIA, PALLARES, REYNA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

13) REPORTS FROM COMMISSION AND COMMITTEES:

- a. Kern Economic Development Corporation (Cortez)
No reports.
- b. Kern Council of Government (Reyna)
No reports.

14) REPORTS FROM SHERIFF:

Seargent Martinez updated the City Council on activity reports.

15) REPORTS FROM CITY MANAGER:

Informed Council in the following items:

- Kern County has been moved back to Purple Tier status.
- Free Covid-19 testing site on November 22, 2020, at the Fiesta Supermarket.
- Distribution of face masks at various events within the City.
- Update on status of the Kern County Fire funding.

16) REPORTS FROM CITY COUNCIL:

Council Member Espitia:

- Commented regarding enforcing vendors selling food illegally.

Council Member Reyna:

- Offered a question for Sgt Martinez regarding the illegally parked car enforcement.

Council Member Pallares:

- He thanked Mayor Pro Tem Espitia for his many years serving the City Council.

Council Member Garcia:

- Announced the Latino Covid Taskforce hosting upcoming Covid-19 testing and distribution of face masks event.
- Updated the Council on the Downtown Christmas Parade and Toys for Tiger Drive.

City Manager Ortiz:

- Informed the Council, there will be advertising and recruiting for reappointment of two Planning Commission Board vacancies and for one expiring term for the Kern County Vector and Control Board.

Mayor Cortez:

- Informed Mayor Pro Tem Espitia will likely sit on the City Council for another meeting due to the certified election results not being in until December.

Mayor Cortez adjourned into closed session at 6:47 pm.

Mayor Cortez adjourned out closed session at 7:24 pm.

17) CLOSED SESSION:

City Attorney Schroeter reported on closed session action.

- Approval of Closed Session Minutes for November 3, 2020.
- THREAT TO PUBLIC SERVICES OR FACILITIES
Consultation with: City Manager and City Attorney per Government Code Section 54957(a).
- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (3) of subdivision (d) and paragraph (3) of subdivision (e) of Section 549569.9 Claim from Michael King, Jr.

18) CLOSED SESSION ACTION:

- Approval of Closed Session Minutes for November 3, 2020.

Motion was made by Council Member Pallares, **seconded** by Council Member Reyna to approve item 18a by the following roll call vote:

AYES:	CORTEZ, ESPITIA, GARCIA, PALLARES, REYNA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- THREAT TO PUBLIC SERVICES OR FACILITIES
Consultation with: City Manager and City Attorney per Government Code Section 54957(a).

No Reportable Action

- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (3) of subdivision (d) and paragraph (3) of subdivision (e) of Section 549569.9 Claim from Michael King, Jr.

Motion was made by Mayor Pro Tem Espitia, **seconded** by Council Member Reyna to reject the claim by the following roll call vote:

AYES:	CORTEZ, ESPITIA, GARCIA, PALLARES, REYNA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

19) ADJOURNMENT:

Mayor Cortez adjourned the meeting at 7:26 pm.

Maria O. Martinez, City Clerk

Teofilo Cortez, Jr., Mayor



Bill Pay List
Council Meeting: 12/01/02020

Warrant No	Amount
A100420	\$47,098.50
A110220	\$5,723.81
G071720	\$18,998.93
G081220	\$863.01
G091220	\$67,479.50
G100720	\$426,524.52
G110320	\$164,057.01
Total	\$730,745.28

Verified by Finance Director

Verified by City Manager

[Handwritten signatures: Paul P. ... and Daniel R. Hernandez]

	A	B	C	D	E	F	G	H	I	J	K	L
	Vendor	Org	Object	Project	DIR#	Invoice	PO	Date	Doc	Check	Description	Amount
1	BLUE SHIELD OF CALIFORNIA-3591 TOTAL					202890029618	1016	10/14/2020	68405	4987	INS. PREMIUM FOR NOV. 20	47,098.50
3	TOTAL FOR WARRANT A100420											47,098.50
4	ADMINISTRATIVE SOLUTIONS-FRESNO-2208 TOTAL					11/10/20	1014	11/10/2020	68406	4988	MEDICAL CHECK RUN 11/10/20	5,723.81
6	TOTAL FOR WARRANT A110220											5,723.81
7	INNOVATIVE ENGINEERING SYSTEMS, INC-4907 TOTAL					32800-3	1024	07/22/2020	68408	20110	4 RADIO FOR SCADA FOR NEW WELLS & BACKUP	8,041.68
8	MP ENVIRONMENTAL SERVICES, INC-5033 TOTAL					19379547R	1026	07/10/2020	68409	20111	CLEANING OF DIGESTERS 5/19-7/19 RETENTION PMT	10,957.25
10	TOTAL FOR WARRANT G071720											18,998.93
11	UNDERGROUND SERVICE ALERT-167 TOTAL					132390DIG20	940	08/14/2020	68321	20112	CA STATE FEE REGULATORY COSTS	863.01
13	TOTAL FOR WARRANT G081220											863.01
14	FLOWATER INC-5241 TOTAL			20217		CO-27786	1017	09/21/2020	68402	20113	DRINK FLOWATER-ANNEX & PW DEPTDRINK FLOWATER FOR ANNEX BUILDING - COVID-19	14,872.50
15	SIEMENS INDUSTRY, INC.-4624 TOTAL					5446191286	1022	09/30/2020	68410	20114	MAINTENANCE OF SOLAR PANNELS AT GREENWASTE 2 INVOICES	52,607.00
17	TOTAL FOR WARRANT G091220											67,479.50
18	ANG REGION 1, LLC-5116 TOTAL					4734	995	10/31/2020	68388	20115	CNG OCTOBER 2020 FUEL	296.36
19	BC LABORATORIES, INC.-63 TOTAL					B395880	939	10/27/2020	68322	20116	WTR SMPL TEST 10-13-20 & 10-15-20 2 INVOICES	198.00
20	BHT ENGINEERING, INC-5134 TOTAL					20-0365	997	10/31/2020	68389	20117	SCHOOL DISTRICT: CERT OF COMPLIANCE & PARCEL MERGER 20-01 2 INVOICES	1,117.50
21	BROUGH CONSTRUCTION, INC.-4406 TOTAL				317977	200016	1021	10/31/2020	68412	20118	PMT #6: WELL #14 SITE DEVELOPMENT	390,110.00
22	CALIFORNIA BUILDING STANDARDS COMMISSION-2575 TOTAL					JUL-SEPT 20	1028	10/28/2020	68407	20119	GREEN FEES JUL-SEPT 20	269.10
23	CODE PUBLISHING COMPANY-2775 TOTAL					67984	1035	10/10/2020	68432	20120	MUNICIPAL CODE-ANNUAL WEB HOSTING FEES NOV 20/21	475.00
24	DEE JASPAR AND ASSOCIATES, INC-378 TOTAL					20-10041	1009	10/31/2020	68413	20121	SRF GRANT APPL TASK ORDER #5 & WELL #12,15 PROJECT REPLACE AND TCP TREATMENT 4 INVOICES	2,051.36
25	DEPARTMENT OF CONSERVATION-273 TOTAL					JUL-SEPT 20	982	10/27/2020	68338	20122	SMI FEES JUL,AUG,SEPT 20	375.87
26												

	A	B	C	D	E	F	G	H	I	J	K	L
	Vendor	Org	Object	Project	DIR#	Invoice	PO	Date	Doc	Check	Description	Amount
27	INFO SEND, INC.-4244 TOTAL					180819	978	10/30/2020	68339	20123	DELINQUENT,NOTICE,PRINT,MAIL PREP SRVCS 10/01,10/02	3,520.68
28	MEYER CIVIL ENGINEERING, INC-5110 TOTAL					9053	994	10/31/2020	68391	20124	7TH ST SEWER RELOC & WELL 13 DEVELOP	1,584.00
29	OFFICE DEPOT, INC-33 TOTAL					133199434001	855	10/30/2020	68324	20125	OFFICE SUPPLIES FOR PW 2 INVOICES	218.61
30	SANDOVAL INDUSTRIES LLC-1180 TOTAL					00095551	102 0	10/28/2020	68417	20126	STARGOLD GAS FOR MIG WELDER	59.54
31	SCHROETER, THOMAS F.-2732 TOTAL					OCT 20	101 5	10/31/2020	68403	20127	LEGAL SRVCS OCT 20	12,358.50
32	SJVAPCD-4025 TOTAL					312626	916	10/30/2020	68326	20128	ANNUAL BURN PERMIT RENEWAL FOR 2021	240.00
33	SWAGIT PRODUCTIONS, INC-5178 TOTAL					16439	100 7	10/31/2020	68392	20129	VIDEO STREAMING SRVCS-OCT 20	1,435.00
34	THE LAW OFFICES OF YOUNG WOOLDRIGE-4965 TOTAL					71084	979	10/31/2020	68340	20131	LEGAL SRVCS OCT 20	440.00
35	TYLER TECHNOLOGIES, INC-1064 TOTAL					045-319593	101 3	10/29/2020	68404	20130	MUNIS UPGRADE TRAINING 11/1/20-10/31/20	11,775.00
36	TOTAL FOR WARRANT G100720											426,524.52
37	ACCOUNTEMPS-268 TOTAL					56615770	100 0	11/09/2020	68342	20132	TEMP M.SOLORIO WE 11/06/20 & 11/13/20	1,468.80
38	ADMINISTRATIVE SOLUTIONS-FRESNO-2208 TOTAL					A1005200	100 2	11/10/2020	68344	20133	ADMIN FEES & HRA ADMIN NOV 20	1,350.00
39	AFLAC-108 TOTAL					244274	103 4	11/11/2020	68433	20134	INS. PREMIUM NOV 20	825.24
40	AMAZON CAPITAL SERVICES, INC-4968 TOTAL					16QD-R99N- T93H	980	11/01/2020	68341	20135	WIRELESS KEYBOARD WITH MOUSE,AWARDS PLAQUE,USA CD DVD WRITER BLUE-RAY,LIGHT BULBS FOR CITY HALL	470.91
41	AMERICAN REFUSE INC-183 TOTAL					83371	941	11/01/2020	68327	20136	RECYCLE FOR NOV 20 801 8TH ST PUBLIC WORKS & 764 E ST FINANCE 2 INVOICES	163.62
42	BC LABORATORIES, INC.-63 TOTAL					B396638	937	11/04/2020	68329	20137	WATER SAMPLE TESTING MULTIPLE SRVCS 7 INVOICES	1,860.00
43	BRIDGEPORT TRUCK MANUFACTURING, INC-4493 TOTAL					40830-00	993	11/04/2020	68396	20138	DISPOSAL #24: 2 ARM RELAYS	138.67
44	BRIGHT HOUSE NETWORK, LLC-68 TOTAL					077261401111 020	998	11/10/2020	68347	20139	INTERNET SRVCS 11/09/20-12/08/20	131.96
45	CALLTOWER, INC-5098 TOTAL					200609934	981	11/10/2020	68348	20140	PHONE SRVCS FOR NOV 20	64.16
46	CINTAS CORPORATION NO. 3-4480 TOTAL					4067257749	103 2	11/13/2020	68429	20141	UNIFORMS SRVCS 11/13/20	327.20

	A	B	C	D	E	F	G	H	I	J	K	L
	Vendor	Org	Object	Project	DIR#	Invoice	PO	Date	Doc	Check	Description	Amount
48	CITY OF WASCO-UB PAYMENTS-1875 TOTAL					560354	952	11/01/2020	68349	20142-3	UB 09/15/20-10/15/20 810 8TH ST & 11/01/20-11/30/20 26 INVOICES	3,551.86
49	CLAWSON AUTOMOTIVE EQUIPMENT & SERVICE, INC-5183 TOTAL					23791	248	11/02/2020	68420	20144	2 POST VEHICLE LIFT FOR LOW CEILING	8,534.61
50	COUNTRY TIRE & WHEEL-4953 TOTAL					5022588	688	11/04/2020	68421	20145	SHOP #37: 4 NEW TIRES	461.96
51	CROMER MATERIAL HANDLING-CMH-5208 TOTAL					40010178	658	11/04/2020	68332	20146	CITY OF WASCO PURCHASE FORKLIFT FOR PW	29,759.21
52	GENERAL OFFICE MACHINE COMPANY-1195 TOTAL					16339	949	11/03/2020	68375	20147	COPIER METER READING 10/01-11/01/20	365.94
53	IRENE SANCHEZ M.D.-3683 TOTAL					EM001766	1036	11/09/2020	68434	20148	PHYSICAL DOT 09/04/20	60.00
54	JEFFRIES BROS., INC-140 TOTAL					78558	987	11/03/2020	68397	20149	DISPOSAL #13 CYLINDER OIL	380.62
55	JORGENSEN & CO.-137 TOTAL					5911267	920	11/10/2020	68427	20150	LATEX GLOVES FOR FACILITY MAINTANCE & LAB WORK	319.18
56	KERN COUNTY WASTE MANAGEMENT DEPT.-19 TOTAL					WSP OCT 20	1018	11/08/2020	68440	20151	OCT. 2020 PRISON LANDFILL FEE	3,107.25
57	KERN MACHINERY-4011 TOTAL					101-815929	943	11/10/2020	68398	20152	STREETS #107: BLADE PULLYS, SPRING AND CLUTCH	706.25
58	LEON ENVIRONMENTAL SERVICES-3619 TOTAL					11687	479	11/09/2020	68399	20153	750 H ST ASBESTOS & LEAD TEST SURVEY	2,700.00
59	OFFICE DEPOT, INC-33 TOTAL					133072082001	857	11/02/2020	68333	20154	OFFICE SUPPLIES FOR PW 2 INVOICES	267.89
60	P & J ELECTRIC, INC.-66 TOTAL					6922	1019	11/05/2020	68422	20155	CENTRIFUGE TO DEWATER SLUDGE	8,953.45
61	PEREZ, ISAREL-4810 TOTAL					0000000108	983	11/06/2020	68382	20156	REIMB FSA PLAN 11/06/20	273.00
62	PG & E COMPANY-85 TOTAL					02579048568 11/10/20	999	11/10/2020	68377	20157	UB MULTIPLE LOCATIONS FOR NOV 20 4 INVOICES	4,982.98
63	POWER MACHINERY CENTER-5171 TOTAL					U11883	136	11/10/2020	68426	20158	TWO 2020 CLUB CARS	37,464.62
64	QUADIENT FINANCE USA,INC-1844 TOTAL					N8567337	951	11/02/2020	68376	20159	POSTAGE LEASE 12/20-03/21	370.44
65	SANDERS, GREG-4820 TOTAL					PHASE 4 TRACT 7311	1033	11/13/2020	68431	20160	REFUND PHASE 4 TRACT 7311 SECURITY RELEASE LABOR	48,973.40
66	SOUTHERN CALIFORNIA GAS COMPANY-1438 TOTAL					10/01/02-11/01/20	950	11/06/2020	68384	20162	CNG FUEL BILL 10/01/20-11/01/20	1,583.90
67	THE GAS COMPANY-246 TOTAL					08331820137 OCT 20	947	11/10/2020	68385	20163	COURTHOUSE-757 F ST FOR OCT 20 & CITY YARD 845 F ST FOR OCT 20 2 INVOICES]	56.92
68	THE SHAFTER PRESS/ WASCO TRIBUNE-4787 TOTAL					1897	1003	11/12/2020	68383	20161	ADS:RE:ADOPTION #2020-713	78.00
69	VERA, NANCY-4988 TOTAL					REIMB 10/31/20	1006	11/05/2020	68387	20164	REFUND SUPPLIES FOR TRUNK OR TREAT EVENT 10/31/20	108.22
70	VULCAN MATERIALS COMPANY-2312 TOTAL					72766356	909	11/09/2020	68423	20165	48 TON PATCH MATERIAL	4,137.44
71	ZEE MEDICAL SERVICE CO. #34-238 TOTAL					34-218722	989	11/13/2020	68400	20166	CH & PW FIRST AID SUPPLIES 2 INVOICES	59.31
72	TOTAL FOR WARRANT G110320											164,057.01
73	GRAND TOTAL											730,745.28



STAFF REPORT

CITY OF WASCO

TO: Honorable Mayor and Council Members

FROM: Daniel Ortiz-Hernandez, City Manager
Isarel Perez-Hernandez, Finance Director

DATE: December 01, 2020

SUBJECT: Receive and File the Investment Report for the month ended October 31, 2020

Recommendation:

Staff recommends the City Council receive and file the Investment Report for the quarter ended October 31, 2020

Background:

This report is prepared and presented to the City Manager and City Council pursuant to the requirements of the City's Investment Policy and the California Government Code. The City's investment policy requires the Treasurer or Chief Fiscal Officer to render monthly investment reports to the City Manager and the City Council. It requires certain information about the City's investments to be presented in the report and that the report contains statements that:

- 1) The City is in compliance with its investment policy; and
- 2) The City is able to meet its expenditure requirements for the following six (6) months or provide an explanation why sufficient funds will or may not be available.

The City's investment strategy continues to prioritize its investment opportunities on the following; in order of importance:

- 1) Safety;
- 2) Liquidity; and
- 3) Yield

This strategy is consistent with the Government Code and stresses keeping the citizens' funds safe and available for operations, rather than attempting to maximize returns by making riskier investments.

The Finance Department has prepared the Investment Report for the month ended September 30, 2020. This report meets the latest requirements of the City's Investment Policy as presented to the City Council on June 16, 2020, as well as Government Code Section 53646.

Discussion:

The City's total cash and investments' market value at October 31, 2020, is \$43,087,231 compared to \$42,255,072 on September 30, 2020. This is an \$832,159 increase from the previous month (\$843,047 increase on the cost basis).

The increased cash on hand from September to October was primarily due to deposits of the regular sales tax, measure X sales tax, Highway User Tax, and CARES Funding. The slight decrease in investments is primarily due to an unrealized loss from Certificates of Deposits.

As of October 31, 2020, the City has \$17.5 million (40.60%) of its Cash and Investment Portfolio held in the State of California Local Agency Investment Fund ("LAIF"), which earned 0.84 % during the quarter (ended September 30, 2020). This earnings rate exceeded the short-term benchmark. Other cash pools held a combined \$6.1 million (14.32 %) of the City's Cash and Investment Portfolio. The City also had \$5.2 million (12.20 % of its Portfolio) held by UnionBanc Investment Services ("UBIS") and invested, pursuant to City instructions, in Certificates of Deposit and Governmental Securities with a Money Market account being used to maximize returns on otherwise idle cash.

The metrics used in the attached report are based on Securities issued by the United States Government. The short-term benchmark of 0.09 % is the average earned by a 3-month Treasury Bill during the month ended October 31, 2020, and the long and medium-term benchmark of 0.17 % is the average earnings of 2-year and 3-year treasury notes during that time frame. Lastly, the one-year U.S Treasury benchmark for the month ended October 31, 2020, was 0.13%.

All the information presented in this report is consistent with the disclosures included in the City's Audited Financial Statements previously presented to the City Council.

Fiscal Impact:

There is no fiscal impact to this action

Attachments:

1. Investment Report for the month ended October 31, 2020.



Investment Report
Saturday, October 31, 2020

	Average Earnings Rate this Month	Metrics (3)	Cost	Market Value(1)	Days	% of Portfolio	WAM (2)
Investments							
Local Agency Investment Fund (LAIF)	Available Quarterly	0.09%	17,407,359	17,492,878	7	40.60 %	0.01
Other Cash Pools:							
CSJVRMA Investment Pool	1.79%	0.09%	1,245,889	1,288,717	7	2.99 %	0.00
Cal Trust Short Term Money Market Fund	0.69%	0.09%	1,586,368	1,599,534	1	3.71 %	0.10
Cal Trust Medium Term Money Market Fund	0.97%	0.17%	3,211,913	3,282,034	3	7.62 %	0.00
Investments held in trust by UnionBanc Investment Services, Inc (see Details on next page)							
Certificates of Deposit	1.47%	0.17%	3,000,000	3,112,853	6,508	7.23 %	0.10
Money Market Funds	0.01%	0.09%	2,141,864	2,141,864	1	4.97 %	0.00
Total Investments current month (October 31, 2020)			28,593,393	28,917,880			0.10
Total Investments previous month (September 30, 2020)			28,583,315	28,918,690			
Total Investments - Increase(Decrease)			10,078	(810)			
Cash							
Cash on Hand (October 31, 2020)			14,169,352	14,169,352	1	32.89 %	0.00
Cash on Hand (September 30, 2020)			13,336,383	13,336,383	1	30.95 %	0.00
Total Deposits and Cash on Hand - Increase(Decrease)			832,969	832,969			
Total Cash and Investments (October 31, 2020)			42,762,744	43,087,231			0.03
Total Cash and Investments previous month (September 30, 2020)			41,919,698	42,255,072			

- (i) The City's Portfolio of Investments comply with the City's Investment Policy.
- (ii) According to Government Code Section 53646(b)(3) this report shall include a statement denoting the City's ability to meet its expenditure requirement for the next six months. The City has sufficient available funds on hand to meet its estimated expenditures for the next six months but is also relying on cash inflows to supplement its available funds.

(1) Sources: State of CA PMIA, National Financial Services, LLC and published Sources
(2) Weighted Average Maturity
(3) Metrics from public sources

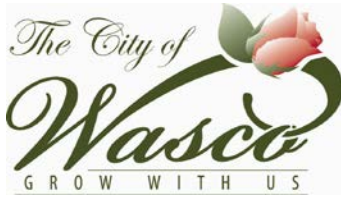
- Long and Medium Term Portfolio: Average US Treasury Note 2 and 3 year rate
- Short Term Portfolio: 13 Week Treasury Bill Rate
- One-year U.S Treasury Benchmark .13%

(*) May include true-up adjustments from previous periods.

Certificates of Deposit and Government Securities Held in trust by Unionbanc Investment Services
October 31, 2020

Investment	CUSIP	Rate	Maturity	Cost	Market Value ⁽¹⁾	Days	% of Portfolio	WAM ⁽²⁾
CERTIFICATES OF DEPOSIT								
PRIVATEBANK &TC CHICAGO ILL	74267GVM6	1.500 %	8/30/2021	250,000	252,913	303	0.59 %	0.00
WELLS FARGO BANK NATL ASSN	949763AM8	1.600 %	8/31/2021	250,000	253,195	304	0.59 %	0.00
ALLY BANK MIDVALE UTAH	02007GEY5	3.000 %	9/13/2021	250,000	256,385	317	0.59 %	0.01
SALLIE MAE BK SLT LAKE CITY UT	795450W35	3.000 %	9/13/2021	250,000	256,385	317	0.59 %	0.01
CROSSFIRST BK LEAWOOD KS	2276ABQ7	1.850 %	9/22/2021	250,000	253,990	326	0.59 %	0.01
STEARNS BK NA ST CLOUD MN	857894UM9	1.950 %	9/29/2021	250,000	254,305	333	0.59 %	0.01
FIRST PREMIER BK SIOUX FALLS	33610RRG0	1.950 %	10/5/2021	250,000	254,398	339	0.59 %	0.01
INSBANK NASHVILLE TENN	45776NCU8	3.050 %	9/21/2022	250,000	263,853	690	0.59 %	0.01
AMERICAN EXPRESS CENTRN	02587D2Q0	2.500 %	10/5/2022	250,000	261,048	704	0.59 %	0.01
AMERICAN EXP FED SVGS BK	02587CHK9	2.500 %	12/12/2022	250,000	261,685	772	0.59 %	0.01
COMENTITY CAP BK UTAH	20033AF43	3.300 %	9/14/2023	250,000	272,283	1,048	0.59 %	0.02
CITIBANK NATIONAL ASSOCIATION	17312QT33	3.300 %	9/21/2023	250,000	272,415	1,055	0.59 %	0.02
TOTAL CERTIFICATES OF DEPOSIT				3,000,000	3,112,853	6,508	7.23 %	0.10
MONEY MARKET FUNDS								
FIDELITY TREASURY MMT CAPITAL RESERVES	FSRXX	0.010 %	11/1/2020	2,141,864	2,141,864	1	4.97 %	0.00
Total Held by Unionbanc Investment Services				5,141,864	5,254,717	6,509	12.20 %	0.10

(1) Sources: National Bank Financial Services, LLC
(2) Weighted Average Maturity



STAFF REPORT

CITY OF WASCO

TO: Honorable Mayor and Council Members

FROM: Daniel Ortiz-Hernandez, City Manager
Biridiana Bishop, Public Works Director

DATE: December 1, 2020

SUBJECT: Adoption of a Resolution Accepting the 2020 Sewer System Management Plan in Accordance with the Requirements of the State and Regional Water Quality Control Board and State Water Board.

Recommendation:

Staff recommends adoption of Resolution accepting the 2020 Sewer System Management Plan that has been updated in accordance with California Water Code Sections 13913 et seq.; 13271 et seq.; and 13267 (f) and State Water Resources Control Board General Order 2006-0003-DWQ and Executive Order WQ-2013-0058.

Discussion:

Per State Water Resources Control Board, Water Quality Order No. 2006-0003-DWQ, the City's Sewer System Management Plan (SSMP) must be updated every five years. The City Council approved the City's current SSMP on December 15, 2015. The SSMP is due to be revised to keep current with State Water Resources Control Board, Water Quality order No. 2006-0003-DWQ, and executive order WQ-2013-0058, which established statewide general Wastewater Discharge Requirements for all publicly owned or operated sanitary systems within the state of California. The Wastewater Discharge Requirements require that all state and federal agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than 1 mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the state of California are required to comply with the terms of the order. Such entities are hereinafter referred to as "Enrollees."

The SSMP is a written document that details how an entity's sewer system is operated, maintained, repaired, and funded. The state water resources control board requires the SSMP to be approved by an entity's governing board. This is a requirement to ensure the governing board is aware of the SSMP and its potential impacts.

- Organization
- Legal authority
- Operations and maintenance
- Overflow reporting and emergency response plans

- Fats, Oils, and Grease (FOG) monitoring
- System evaluation and capacity assurance
- Program modifications and audits

The SSMP outlines the importance of a well-maintained system to help reduce/prevent any sanitary sewer overflows (SSO) to protect the City of Wasco's resident's health and property damage. The FOG program is also key to preventing SSOs. The FOG program consists of an inspection of all food service establishments' grease trap interceptors to ensure they are properly maintained and not discharging excess waste into the City's collection system.

The goal of the SSMP is to:

- Reduce or mediate sanitary sewer overflows
- Ensure adequate capacity for peak flows
- Prevent public health hazards and unnecessary damage to public and private property
- Perform all operations in a safe manner to avoid personal injury
- Monitor and maintain the collection system by use of (CCTV) equipment, vacuum trucks, and trailer mounted jetter on a regular basis
- Maintain proper documentation and records
- Properly manage all parts of the wastewater collection system.

Public outreach and education through the city website <http://www.cityofwasco.org/> and state water boards at <http://www.waterboards.ca.gov/> are available for residents to view all requirements the City is being mandated to develop and implement. The updated SSMP is attached to the staff report for reference.

The sewer system management plan is audited every two years and revised/updated every five years by the City's Wastewater Superintendent.

Fiscal Impact:

None.

Attachments:

1. Resolution
2. Sewer System Management Plan

RESOLUTION NO. 2020 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO ACCEPTING THE 2020 SEWER SYSTEM MANAGEMENT PLAN IN ACCORDANCE WITH THE REQUIREMENTS OF THE STATE AND REGIONAL WATER QUALITY CONTROL BOARD AND STATE WATER BOARD.

WHEREAS, the City operates a sanitary sewer system and is required by State Water Resources Control Board to develop and implement a management plan; and,

WHEREAS, the plan details how the City's sewer system is operated and maintained; and

WHEREAS, the Sewer System Management Plan helps reduce and prevent sanitary sewer overflows; and

WHEREAS, staff has reviewed the Sanitary Sewer System Management Plan in accordance with water code sections(s) 13193 et seq.; 13271 et seq.; 13267(f); and

WHEREAS, the City Council supports and endorses the formalization of policies and procedures established in the Sewer System Management Plan.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Wasco as follows:

SECTION 1: Approves the 2020 Sewer System Management Plan in accordance with the requirements of State and Regional Water Quality control Boards.

-o0o-

I HEREBY CERTIFY that the foregoing Resolution No. 2020 - _____ was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on December 1, 2020, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: _____

TEOFILO CORTEZ JR.,
MAYOR of the City of Wasco

MARIA O. MARTINEZ
CITY CLERK and Ex Officio Clerk of
the Council of the City of Wasco

CITY OF WASCO
PUBLIC WORKS DEPARTMENT
SEWER SYSTEM MANAGEMENT PLAN



December 2020

Sewer System Management Plan

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Appendix A - SWRCB Executive Order WQ-2013-005817

SEWER SYSTEM MANAGEMENT PLAN

Section 1. GOALS FOR SANITARY MAINTENANCE PROGRAM

The City of Wasco's goal for its wastewater collection system is as follows:

To reduce and mitigate sanitary sewer overflows; ensure adequate capacity for peak flows; prevent public health hazards and unnecessary damage to public and private property; perform all operations in a safe manner to avoid personal injury; monitor and maintain the collection system by use of Closed Circuit Television (CCTV) equipment, Vacuum trucks and trailer mounted jetters on a regular basis; maintain proper documentation and records; and properly manage all parts of the wastewater collection system.

This Sewer System Management Plan has been drafted in accordance with California Water Code Section(s) 13913 et seq.; 13271 et seq.; and 13267 (f), and by State Water Resources Control Board General Order 2006-0003-DWQ and Executive Order WQ-2013-0058.

Section 2. ORGANIZATION

Legally Responsible Official: Chief Plant Operator of the wastewater treatment facility

Sewer Maintenance Staff: Collections Maintenance Workers

When a report of a sanitary sewer overflow or potential sanitary sewer overflow is received, a sewer maintenance crew is dispatched to the location. These staff members are trained and experienced in identifying and verifying sanitary sewer overflows. If the report is verified as a sanitary sewer overflow, the Chief Plant Operator (CPO) of the wastewater treatment facility is contacted and informed of the overflow. Depending on the extent and level of the overflow, the CPO would contact their supervisor, the Director of Public Works. Depending on the extent and level of the overflow, the Director of Public Works would contact the City Manager, Kern County Fire Department and Kern County environmental Health.

Section 3. LEGAL AUTHORITY

The City of Wasco has legal authority to operate a wastewater collection system, with a sewer ordinance that describes how the public can and cannot use the sewer system (Wasco Municipal Code 13.12).

The City of Wasco has legally binding requirements, that new sewer systems are properly designed and constructed to handle the present and any future growth for the area. The plans are carefully reviewed by a registered civil engineer before any construction can begin. Plans are checked to make sure there is adequate access for cleaning and repair equipment to get to all manholes, cleanouts and lift stations. If the manholes are on private property, the property owner must grant the City easement rights, which must be documented and recorded with the proper agency. The City of Wasco does have an ordinance (Wasco Municipal Code 13.12.220), which provides the legal authority to prohibit discharge of excess Fats, Oils and Grease (FOG) that would cause adverse effects on the sewer system. The City has a written ordinance(s) (Wasco Municipal Code 13.12.450, 13.12.500, 13.12.1510, 13.12.520), which allows City staff to enforce compliance with the ordinance when there are violations of illegal dumping into our system. Illegal dumping and FOG compliance are monitored by our Collections Maintenance Crew and enforced by the City's Code Enforcement Division.

Section 4. OPERATION AND MANAGEMENT PLAN

The City of Wasco keeps up to date sewer maps on hand at various locations, including in the sewer cleaning vehicle. Map books are updated on a regular basis as new and replacement sewer lines are installed. If a discrepancy is found by either a Sanitary Sewer Overflow hydro-jetting crew or the periodic maintenance cleaning and video inspection crew, it is given to the Chief Plant Operator of the wastewater treatment facility, who is responsible for making sure that the map books get corrected and updated.

The City maintains a Vacuum truck and trailer mounted jetter assigned to respond to Sanitary Sewer Overflows (SSOs). When an SSO is cleared or “Hot Spot” maintenance is completed the collections crew completes a daily log on the lines cleaned that day, noting any problems found. Daily maintenance is performed on the collection system and CCTV of the sewer system is performed on an annual basis.

Section 5. DESIGN AND PERFORMANCE PROVISIONS

The design and construction standards and specifications, as well as the inspection for the installation of new sanitary systems, pump stations and other appurtenances are enforced under the Wasco Municipal Code Section 13.12.100; and for the rehabilitation and repair of existing sanitary sewer systems are fully detailed in the City of Wasco's Subdivision Ordinance 2011 and the *City of Wasco Construction Standards*.

Section 6. REPORTING OF SEWER OVERFLOWS

The City of Wasco's goals for its wastewater collection system are as follows:

To reduce and mitigate sanitary sewer overflows; ensure adequate capacity for peak flows; prevent public health hazards and unnecessary damage to public and private property; perform all operations in a safe manner to avoid personal injury; monitor and maintain the collection system by use of Closed Circuit Television (CCTV) equipment Vacuum trucks and Trailer mounted jetter on a regular basis; maintain proper documentation and records; and properly manage all parts of the wastewater collection system.

1. During normal working hours, which are from 7:30 a.m. to 5:00 p.m., calls go to the Public Works Department office at (661) 758-7171. The Chief Plant Operator (CPO) of the wastewater treatment facility is immediately contacted with the incident information. After hours, the public will call the same number but it is forwarded to a dispatcher who immediately calls the emergency/standby number and provides the incident information to the on-call wastewater operator or collections worker. All SSO incidents are immediately reported to the CPO.
2. Once the CPO is notified of a sewer overflow, a sewer cleaning crew responds to the location and evaluates the needs applying the provisions found in SWRCB Executive Order WQ-2013-0058, Appendix "A" to this document. Additional crew members will be called if needed to quickly and efficiently handle the situation.
3. Any sewage spill in excess of the 1,000 gallon "reportable quantity" (California Code of Regulations, Title 23) and/or a spill that reaches a channel, storm drain, or surface water will be reported to the agencies listed below. A discharge of less than 1,000 gallons must also be reported if the discharge is (or will be):
 - To waters of the State (waters of the State include all waters within the boundaries of the State, whether public

or private, whether in natural or artificial channel and whether surface or subsurface),

- To the ground within five feet of groundwater or within 500 feet of a surface water, water well, or domestic water supply source,
- Causing a pollution or threatened pollution,
- Causing a nuisance,
- A potential threat to public health.

Agencies to be notified:

1. Governor's Office of Emergency Services (OES) (800) 852-7550
2. Regional Water Quality Control Board (RWQCB) (559) 445-5500
3. Kern County Environmental Health (EHS) (661) 862-8775

The OES and Kern County EHS must be notified within two hours of sewer spills that reach surface water or drainage facilities that reach surface water. The City of Wasco is required to certify with the RWQCB, no later than 24 hours, that the OES and EHS were notified when required.

4. Once the problem is resolved, the crew leader will fill out a sewer overflow form with all the vital information and turn it into their supervisor. The CPO then reviews the problem, makes sure everything is filled out correctly, contacts all agencies as required, and then enters the information into the State Water Resources Control Board Sanitary Sewer Overflow database (SSO).
5. Hydro Cleaning equipment are to be fueled and water tanks topped off at the end of the work shift, so that they are ready to respond quickly to an emergency call that comes in after normal working hours. The CPO is required to make random checks of this equipment to ensure this is being done.

6. The CPO is required to train his employees on how to estimate the amount of spillage and the proper procedure on filling out the sewer overflow form on a quarterly basis.
7. The CPO is required to instruct and train his crews on the proper way to clean up a sewer overflow, and to make sure that all overflows are cleaned and disinfected as instructed.

Section 7. FATS, OILS AND GREASE PLAN (FOG)

The goal of the City of Wasco is to inspect all restaurants every year by the Wastewaters Collections Maintenance Crew. The Plan includes inspection and enforcement of all categorical dischargers. The City's Wastewater Treatment Plant is not set up as a receiving station for FOG disposal.

Wasco Municipal Code (WMC) Section 13.12.220 provides the legal authority to prohibit discharge of excess FOG that would cause adverse effects on the sewerage system. The City Building Department enforces and inspects that all requirements of the uniform plumbing code and City standards are followed for new City sewer connections. City Collections maintenance workers conduct grease trap and interceptor inspections per WMC 13.12.100. Collections Maintenance crews report any locations or areas of heavy FOG during routine or specific cleaning operations. These locations are reported to the Chief Plant Operator (CPO) of the wastewater treatment facility who may decide that a CCTV inspection is warranted. The CPO will contact the City's Code Enforcement Department for possible investigation of the dischargers. These locations or areas are placed on a "Hot Spot" list that is cleaned on a regular basis until the problem is corrected.

Section 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The City of Wasco Public Works Division provides the sewer collection system evaluation and capacity services. The City's collection system contains approximately 57.72 miles (304,785.41 feet) of sewer main, six inches in diameter and greater. The system also contains 3 lift stations. Overflows in the City of Wasco are the result of FOG and other causes of clogging or plugging of lines. There are no known pipeline capacity problems that result in sewer overflows. All lift stations are equipped with redundant pumping equipment and level telemetry.

There are no known structural problems with the sewers. Pipelines that are discovered with structural deficiencies during Closed Circuit Television (CCTV) are recommended for repair, rehabilitation, or replacement. These types of projects are programmed in the City's 5-year Capital Improvement Program as they are discovered.

Section 9. MONITORING AND PROGRAM MODIFICATIONS

Performance Measures

The indicators that the City will use to measure the performance of its Wastewater Collection System and the effectiveness of its Sewer System Management Plan (SSMP) are:

- SSO Rate (SSOs/100 miles/year);
- Number of SSOs for each cause (roots, grease, debris, pipe failure, capacity, lift station failures, etc.);
- Average SSO volume (gallons);
- Percentage of SSOs greater than 100 gallons;
- Percentage of SSOs reported as Category 1;
- Percentage of total spilled sewage discharged to surface water.

Historical and Baseline Performance

The City maintains information relevant to the performance of the collection system in its records. This historical performance data is for the performance measures described. The City has been reporting SSOs using California Integrated Water Quality System (CIWQS) since 2007. CIWQS data will be used as the City's historical performance data.

Performance Monitoring and Program Changes

The City will evaluate the performance of its Wastewater Collection System annually using the performance measures identified above. The City will update the data and analysis in this section at the time of the evaluation. The City may use other performance measures in its evaluation. The City will prioritize its actions and initiate changes to this SSMP and the related programs based on the results of the evaluation.

SSMP Updates

The City will update its SSMP at least every five years. The City will determine the need to update its SSMP more frequently based on the results of

the annual audit and the performance of its Sanitary Sewer System. In the event that the City decides that an update is warranted, the process to complete the update will be identified at that time. The City will complete the update within one year following identification of the need for the update.

City staff will seek approval from the City Council for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or minor procedural changes is delegated to the Public Works Director. The City will certify that it has completed the annual audit using CIWQS.

Section 10. PROGRAM AUDITS

This section outlines the auditing method that the City will follow to evaluate the effectiveness of the SSMP to identify updates that may be needed for a more effective program.

The City will audit its implementation and compliance with the provisions of this SSMP on an annual basis. The audit will be conducted by staff from the Public Works Department. The audit team may include members from other areas of the City, as needed. The scope of the audit will cover each of the major sections of the SSMP.

The results of the audit, including the identification of any deficiencies and the steps taken or planned to correct them, will be included in the SSMP Audit Report. The SSMP Audit Report will focus on the effectiveness of the SSMP program, compliance with the WDR requirements, and identification of any deficiencies in the SSMP. The SSMP Audit Report will identify revisions that may be needed for a more effective program. Information collected as part of Section 9 - Monitoring and Program Modifications will be used in preparing the audit.

Section 11. COMMUNICATION PROGRAM

Communication with the Public

The Public Works Department website contains Wastewater Collection and Industrial Waste program information with contact numbers:

<http://www.cityofwasco.org/>

As described in this Plan, the City reports SSOs electronically to the California Integrated Water Quality System (CIWQS). The electronic SSO data, as well as information regarding regulatory actions is available at:

<http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

The website will be updated by the Communication specialist to include a link for customers to the state Water Resources Control Board (SWRCB) Sanitary Sewer Overflow Program (CIWQS) website. The link to the SWRCB website will enable citizens to review for themselves all the SWRCB WDR and SSMP requirements that the City is being mandated to develop and implement.

Appendix A. SWRCB Executive Order WQ-2013-0058

Sanitary Sewer Overflow Monitoring and Reporting Procedures

STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.
5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

¹ Available for download at:

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

² Cal OES Hazardous Materials Spill Reports available Online at:

[http://w3.calema.ca.gov/operational/ma/haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/ma/haz.nsf/$defaultview) and <http://w3.calema.ca.gov/operational/ma/haz.nsf>

and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.

8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS³ Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program⁴ objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on September 9, 2013.

8/6/13

Date



Thomas Howard
Executive Director

³ California Integrated Water Quality System (CIWQS) publicly available at
<http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

⁴ Statewide Sanitary Sewer Overflow Reduction Program information is available at:
http://www.waterboards.ca.gov/water_issues/programs/ssor/

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM FOR STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none"> Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. Collection System Questionnaire: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> SSO event records. Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.
3. **SSO Categories**
 - i. **Category 1 – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:**
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
 - ii. **Category 2 – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.**
 - iii. **Category 3 – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.**
4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**
 - i. **Category 1 and Category 2 SSOs – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:**
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

The enrollee shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- i. **Causes and Circumstances of the SSO:**
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.
 - e. Copies of original field crew records used to document the SSO.
 - f. Historical maintenance records for the failure location.
- ii. **Enrollee’s Response to SSO:**
 - a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
 - b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

- a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

- a. **Draft Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. **SSMP Availability**

The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

- a. Submit an electronic copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

result in SSOs. Each complaint record shall, at a minimum, include the following information:

- a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
- ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
 4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION


1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

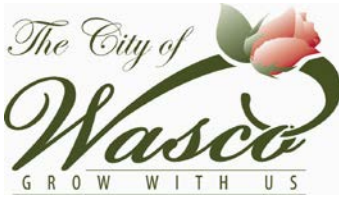
5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Resources Control Board.

7/30/13
Date


Jeanine Townsend
Clerk to the Board



STAFF REPORT

CITY OF WASCO

TO: Honorable Mayor and Council Members

FROM: Daniel Ortiz-Hernandez, City Manager
Biridiana Bishop, Public Works Director

DATE: December 1, 2020

SUBJECT: Adopt a Resolution Accepting the 2020 Stormwater Management Plan in Accordance with the Requirements of Phase II Small MS4 General Permit Water Quality Order No. 2013-0001-DWQ

Recommendation:

Staff recommends that the City Council adopt the resolution approving the 2020 Stormwater Management Plan in accordance with the requirements of Phase II Small MS4 General Permit Water Quality Order No. 2013-0001-DWQ.

Discussion:

The California State Water Board adopted guidelines requiring a National Pollutant Discharge Elimination System (NPDES) general permit for waste discharge for storm water discharges from small municipal separate storm sewer systems (MS4s) in 2013.

The City of Wasco must comply with Federal and State regulations related to environmental protection, such as the Clean Water Act (CWA) and associated implementing regulations. The purpose of the CWA is to protect and restore the physical, chemical, and biological integrity of our nation's waterways by controlling and limiting discharges of pollutants to these waterways. In California, the State Water Resources Control Board has determined that urban runoff is a leading cause of pollution throughout the State. It contributes pollutants of concern to waterways. In addition, the impervious nature (i.e., pavement and hardscape) of most urban communities has resulted in storm water discharges that have greater volumes, velocity, and pollutant loads than pre-development runoff.

The State Water Resources Control Board (SWRCB) identified the City of Wasco as a small municipal separate storm sewer system (MS4) requiring permit coverage under the Phase II Small MS4 General Permit Water Quality Order No. 2013-0001-DWQ. This General Permit requires developing a Storm Water Management Program designed to reduce the discharge of pollutants to the maximum extent practicable and protect water quality. The General Permit also requires the development and implementation of Best Management Practices (BMPs) to address six Minimum Control Measures (MCMs), which include (1) Public Education and Outreach on Storm Water Impacts; (2)

Public Involvement/Participation; (3) Illicit Discharge Detection and Elimination; (4) Construction Site Storm Water Runoff Control; (5) Post-Construction Storm Water Management in New Development and Redevelopment; and (6) Pollution Prevention/Good Housekeeping for Municipal Operations. BHT Engineering and Public Works Department staff coordinated the development of the Stormwater Management Plan. Attached is the final Stormwater Management Plan that meets all requirements of the City's Phase II Small MS4 General Permit Water Quality Order No. 2013-0001-DWQ.

In order to implement the Stormwater Management Plan, staff, in coordination with BHT Engineering, Inc., has developed a storm water quality management and discharge control ordinance. The ordinance providing the City local authority to act against illegal dischargers and establishes responsibilities for the implementation of best management practices was adopted by City Council on November 3, 2020, and will take effect on December 4, 2020.

The true costs of implementing the stormwater management plan are currently unknown as this will be the first year the City implements the plan. BHT Engineering and staff have developed a budget based on best estimates of what the implementation of the SWMP will costs. Below is a breakdown of the Stormwater Management Plan implementation budget:

FISCAL YEAR	21/22	22/23	23/24	24/25	25/26
Public Education and Outreach	\$12,000	\$11,000	\$10,000	\$12,000	\$12,000
Public Involvement and Participation	\$7,000	\$7,000	\$6,000	\$7,000	\$6,000
Illicit Discharge Detection and Elimination	\$9,000	\$6,700	\$7,000	\$7,250	\$7,525
Construction Site Runoff Controls	\$8,000	\$6,200	\$6,500	\$6,700	\$7,900
Post Construction Runoff Controls	\$4,500	\$3,875	\$4,000	\$4,125	\$4,250
Pollution Prevention and Good Housekeeping	\$16,000	\$12,900	\$13,400	\$14,000	\$14,500
Municipal Operation and Maintenance Program	\$80,000	\$70,000	\$65,000	\$60,000	\$60,000
Estimated Cost per Year	\$136,500	\$117,675	\$111,900	\$111,075	\$112,175

Many of the requirements of the SWMP are already in place. Below is more information describing what was accounted for in each line item:

Budget Item	Description	Notes
Public Education and Outreach	Includes outreach and education materials such as door hangers, flyers, website content development, and public presentations.	The City already develops marketing materials for community events and its website. Staff would try to incorporate into existing flyers distributed at community events to minimize paper
Public Involvement and Participation	Includes two public hearings and costs associated with outreach and motivation such as storm drain stenciling, educational pamphlets, pet waste equipment/signage, and community events participation.	The City already participates in community events. Staff will coordinate with BHT on identifying the most cost-effective method of labeling storm drain inlets and pet waste signage.
Illicit Discharge Detection and Elimination	Includes costs associated with inspection of outfalls, household hazardous waste programs, water conservation marketing materials, and staff training.	The City already inspects outfalls on an annual basis, has partnerships with the County to advertise household hazardous waste events, has established water conservation marketing materials. The newest item will be investing in staff training.
Construction Site Runoff Controls	Includes staff training and costs associated with developing a tracking system for violations.	The City already uses GIS. The newest investment will be in staff training.
Post Construction Runoff Controls	Includes staff training and costs associated with establishing a database for tracking private and public structural controls.	The City already uses GIS. The newest investment will be in staff training.
Pollution Prevention and Good Housekeeping	Includes employee education program development, street	The City already invests in staffing and fuel costs associated with sweeping

	sweeping, and stormwater system maintenance costs.	and stormwater system maintenance.
Municipal Operation and Maintenance Program	Includes staffing, fuel, and maintenance costs associated with good housekeeping.	The City already invests in staffing and fuel costs associated with sweeping and stormwater system maintenance.

Acceptance of the Stormwater Management Plan is a requirement for the City to remain compliant with the Phase II Small MS4 General Permit Water Quality Order No. 2013-0001-DWQ. A draft of the plan was submitted to the State Water Resource Control Board on October 4, 2020, for preliminary review and to comply with the annual permit requirements. Once the final plan is formally accepted, it will be submitted to the California State Water Board website and will be placed on the City's website for the public to review. The Stormwater Management Plan requires an update every five years unless new annexation of land occurs or if a State audit recommends updates to the plan.

Fiscal Impact:

The true cost of implementing the program are currently unknown. The City Engineer estimates approximately \$136,500 will go towards the stormwater management program. However, as with all new state mandates, there will undoubtedly be unforeseen staff and resources requirements that the City does not currently have the capacity for. A majority of the budgeted amount is not new costs associated with implementing the stormwater management program. The largest new costs associated with implementation are associated with staff training and public outreach and education. City Management anticipates that the combination of various state mandates that affect recycle, water, wastewater, sanitation, and stormwater will require the addition of at least one additional position to support the analytical and outreach requirements necessary for compliance. This is not reflected in the chart shown above.

Attachments:

1. Resolution
2. Stormwater Management Plan

RESOLUTION NO. 2020 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO ACCEPTING THE 2020 STORMWATER MANAGEMENT PLAN IN ACCORDANCE WITH THE REQUIREMENTS OF PHASE II SMALL MS4 GENERAL PERMIT WATER QUALITY ORDER NO. 2013-0001-DWQ

WHEREAS, the City was identified by the State Water Resources Control Board as a small municipal separate storm sewer system; and,

WHEREAS, the Phase II Small MS4 General Permit Water Quality Order No. 2013-0001-DWQ requires that the City develop a Stormwater Management Plan; and

WHEREAS, the Stormwater Management Plan was developed in accordance with State Water Resource Control Board requirements herein Exhibit "A"; and

WHEREAS, the Stormwater Management Plan includes best management practices to minimize illicit discharge and construction site stormwater runoff; and

WHEREAS, the City Council supports and endorses the formalization of policies and procedures established in the Stormwater Management Plan.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Wasco as follows:

SECTION 1: Approves the 2020 Stormwater Management Plan in accordance with the requirements of the State Water Resource Control Board.

-o0o-

I HEREBY CERTIFY that the foregoing Resolution No. 2020 - _____ was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on December 1, 2020, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: _____

TEOFILO CORTEZ JR.,
MAYOR of the City of Wasco

MARIA O. MARTINEZ
CITY CLERK and Ex Officio Clerk of
the Council of the City of Wasco



STORMWATER MANAGEMENT PROGRAM

City of Wasco

October 2020



BHT Engineering, Inc.
218 S H Street, Suite 201
Bakersfield, California 93304
(661) 558-4641

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CITY OF WASCO, CALIFORNIA
STORM WATER MANAGEMENT PROGRAM

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CHAPTER 1 - STORM WATER MANAGEMENT PROGRAM OVERVIEW

1.1 Introduction

The City of Wasco is located in the northern section of the County of Kern at the southern end of the San Joaquin Valley, about 25 miles northwest of Bakersfield. Precipitation averages 6 inches annually. Typically, the rainy season runs from November through April. The City of Wasco currently has only one source of water available to it, groundwater. The groundwater body from which the City extracts water is an underground aquifer labeled by the California Department of Water Resources Bulletin 118-Update 2003 as the Kern County Subbasin (5-22.14) of the San Joaquin Valley Basin, Tulare Lake Hydrologic Region.

Wasco's service area boundary is the city limit which encompasses an area of about 6,131 acres, of which about 63% is undeveloped open space and agriculture. Vacant lands surround the existing built-up area providing opportunities to foster contiguous expansion of the City. The City of Wasco currently serves approximately 28,884 residents as of January 1, 2020. This population includes the Wasco State prison population of approximately 4,838. The average annual growth rate for projecting population through 2035 is 2%, as shown in the City of Wasco General Plan 2040.

The City must comply with Federal and State regulations related to environmental protection, such as the Clean Water Act (CWA) and associated implementing regulations. The purpose of the CWA is to protect and restore the physical, chemical, and biological integrity of our nation's waterways by controlling and limiting discharges of pollutants to these waterways.

In California, the State Water Resources Control Board has determined that urban runoff is a leading cause of pollution throughout the State and that it contributes pollutants of concern to waterways. In addition, the impervious nature (i.e. pavement and hardscape) of most urban communities has resulted in storm water discharges that have greater volumes, velocity, and pollutant loads than pre-development runoff.

The State Water Resources Control Board (SWRCB) identified the City of Wasco as a Small Municipal Separate Storm Sewer System (MS4) requiring permit coverage under the Phase II Small MS4 General Permit, Water Quality Order No. 2013-0001-DWQ (Order).

A requirement of this general permit is development of a Storm Water Management Program designed to reduce the discharge of pollutants to the maximum extent practicable (MEP) and to protect water quality. This document is being submitted as part of the City's Notice of Intent (NOI) to comply with the terms of the General Permit for storm water discharges from small municipal separate storm sewer systems (MS4s). NPDES General Permit CAS000004 WDRs for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (General Permit) to comply with Clean Water Act section 402(p)(6).

1.2 Storm Water Management Program (SWMP) Minimum Control Measures

The General Permit requires the development and implementation of Best Management Practices (BMPs) to address six Minimum Control Measures (MCMs), which include:

- (1) Public Education and Outreach on Storm Water Impacts
- (2) Public Involvement/Participation
- (3) Illicit Discharge Detection and Elimination
- (4) Construction Site Storm Water Runoff Control
- (5) Post-Construction Storm Water Management in New Development and Redevelopment
- (6) Pollution Prevention/Good Housekeeping for Municipal Operations.

These program components would be implemented through NPDES permits.

The phase II rules will address all construction site activities involving clearing, grading, and excavating land equal to or greater than 1 acre and less than 5 acres, unless requirements are otherwise waived by the NPDES permitting authority. The phase II rule also provides relief from the NPDES storm water permitting requirements for industrial and other sources that provide a written certification of “no exposure of industrial materials and activities to storm water.

Control measures are the actions associated with each Program Element that are necessary to meet permit provisions. Stormwater control measures refer to what is defined by EPA (1999) as "a technique, measure, or structural control that is used for a given set of conditions to manage the quantity and improve the quality of stormwater runoff in the most cost-effective manner." SCMs are designed to mitigate the changes to both the quantity and quality of stormwater runoff that are caused by urbanization.

1.3 Regulatory Background

In 1990, the U.S. Environmental Protection Agency (U.S. EPA) promulgated rules establishing Phase I of the National Pollutant Discharge Elimination System (NPDES) storm water program. The Phase I program for MS4s requires operators of “medium” and “large” MS4s, that is, those that generally serve populations of 100,000 or greater, to implement a storm water management program as a means to control polluted discharges from these MS4s.

A MS4 is a conveyance or system of conveyances that is: 1) owned by a state, city, town, village, or other public entity that discharges to Waters of the United States (WOTUS); 2) designed or used to collect or convey storm water (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) designed or used for collecting or

conveying stormwater; 3) not a combined sewer; and 4) not part of a Publicly Owned Treatment Works or sewage treatment plant.

On December 8, 1999, U.S. EPA promulgated Phase II storm water regulations under authority of the Clean Water Act section 402(p)(6). The Phase II Storm Water requires State Water Board to issue NPDES storm water permits to operators of Small MS4s. Small construction sites (1-5 acres).

On April 30, 2003, the State Water Board adopted Water Quality Order No. 2003-0005-DWQ, NPDES General Permit CAS000004 WDRs for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (General Permit) to comply with Clean Water Act section 402(p)(6).

Under 40 Code of Federal Regulations section 122.32(a)(1) all Small MS4s located within an “urbanized area” as determined by the latest Decennial Census by the Bureau of the Census (Urbanized Area) are automatically designated as Regulated Small MS4s.

The City of Wasco is a Small MS4 that serves a population under 100,000 and must obtain an NPDES municipal storm water permit for water discharges associated with the urbanized area.

Under guidance provided in 40 Code of Federal Regulations section 123.35(b)(1)(ii), for determining other significant water quality impacts, U.S. EPA recommends a balanced consideration of the following designation criteria on a watershed or other local basis: discharge to sensitive waters, high growth or growth potential, high population density, contiguity to an urbanized area, significant contributor of pollutants to waters of the U.S., and ineffective protection of water quality by other programs.

On October 22, 2015, see 80 FR 64064), NPDES permitting authorities and permittees must replace the paper-based system of reporting permit information and data with an electronic system. The rule also lists specific data elements that must be reported in the EPA’s national NPDES data system, the Integrated Compliance Information System (ICIS)–NPDES. See 40 CFR part 127, appendix A.

Permitting authorities and permittees are currently required to begin reporting electronically for permitted MS4s on December 21, 2020. (Note, however, that in a separate action, the EPA published a proposed rule on February 28, 2020 to change to this deadline from December 21, 2020 to December 21, 2023.

Following the issuance of the NPDES eRule, the EPA promulgated changes to certain Phase II stormwater permitting requirements related to small MS4s. This rulemaking, referred to as the MS4 General Permit Remand Rule (MS4 Remand Rule), was published on December 9, 2016 (see 81 FR 89320), and became effective as of January 9, 2017.

1.3a Permitted Area

Wasco's permitted area boundary is the City limits which encompasses an area of about 6,131 acres, of which about 63% is undeveloped open space and agriculture. The City of Wasco currently serves approximately 28,884 residents (California Department of Finance estimates as of January 2020) and growing. The City has more than 1,000 residents per square mile, thus is considered a high population density area.

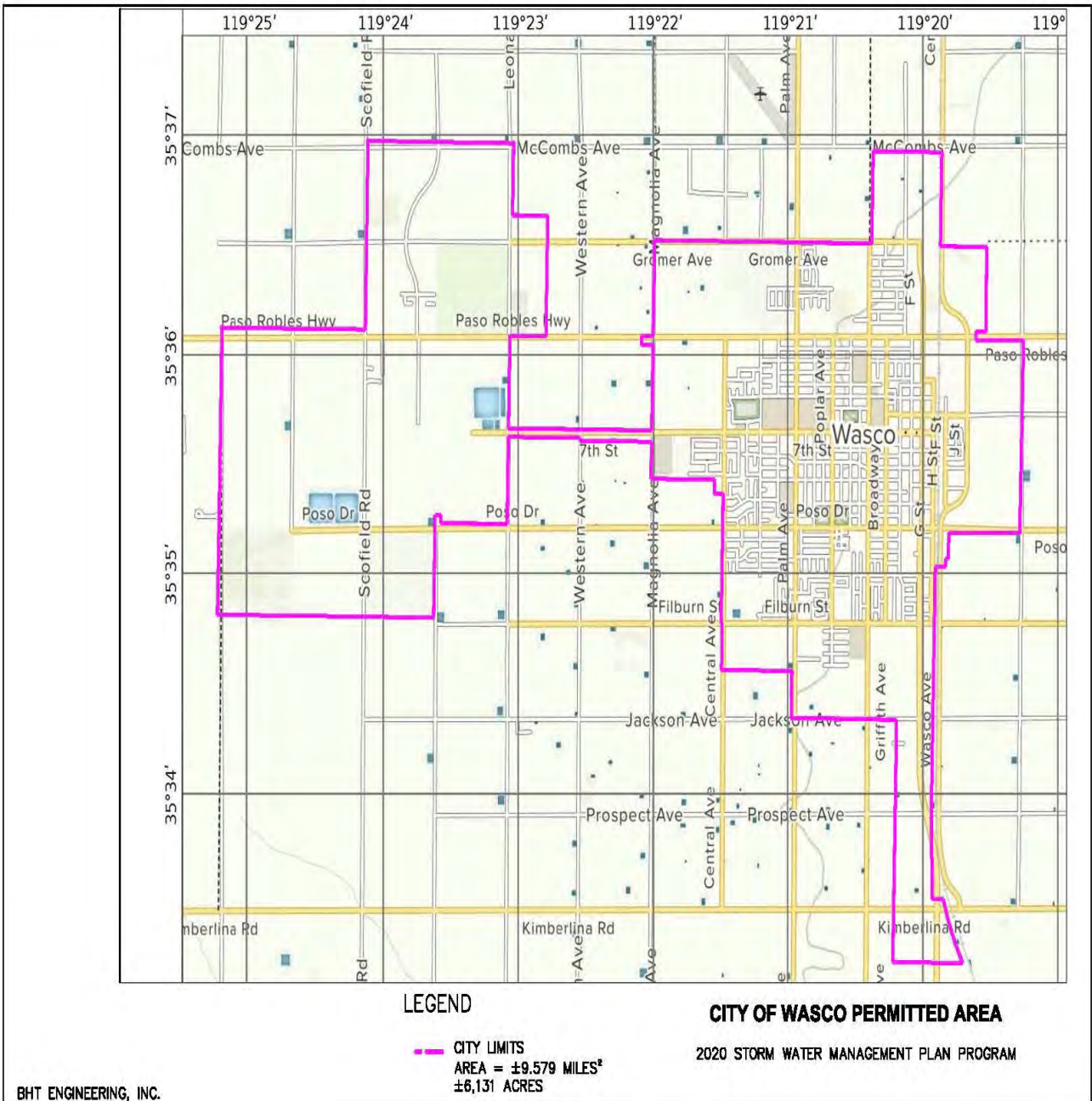


Figure 1.1 City of Wasco Permitted Area

The City's natural drainage runs to the west-northwest, the majority of the City of Wasco is flat, the east city limits elevation is 344 feet, the west city limits elevation is 279 feet, the elevation difference is 65 feet in 5.5 miles. Vacant lands surround the existing developed area providing opportunities to promote contiguous expansion of the City. Some of the contiguous vacant lands include accessible areas along SR 46 and SR 43.

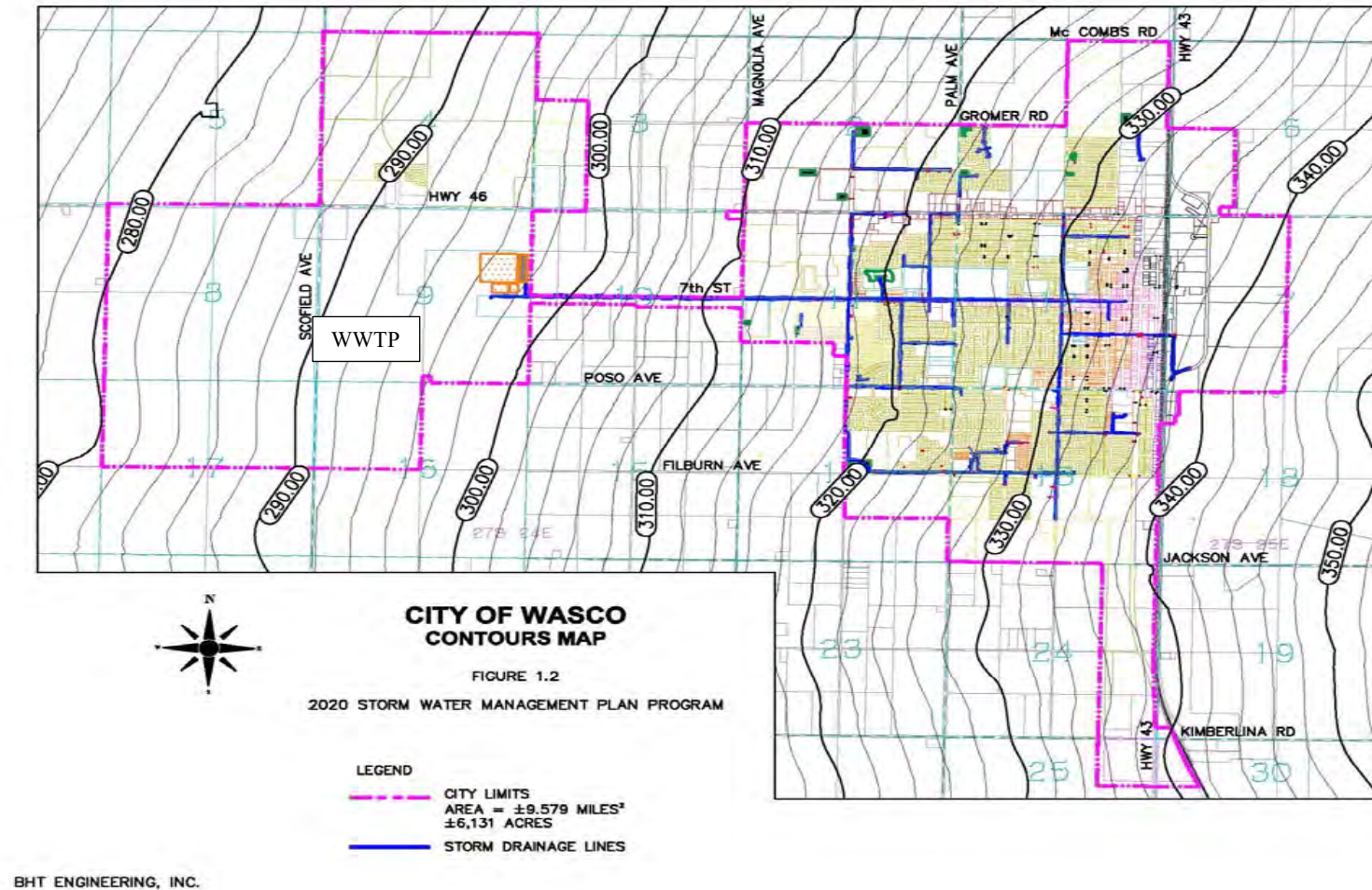


Figure 1.2 City of Wasco Contours Map

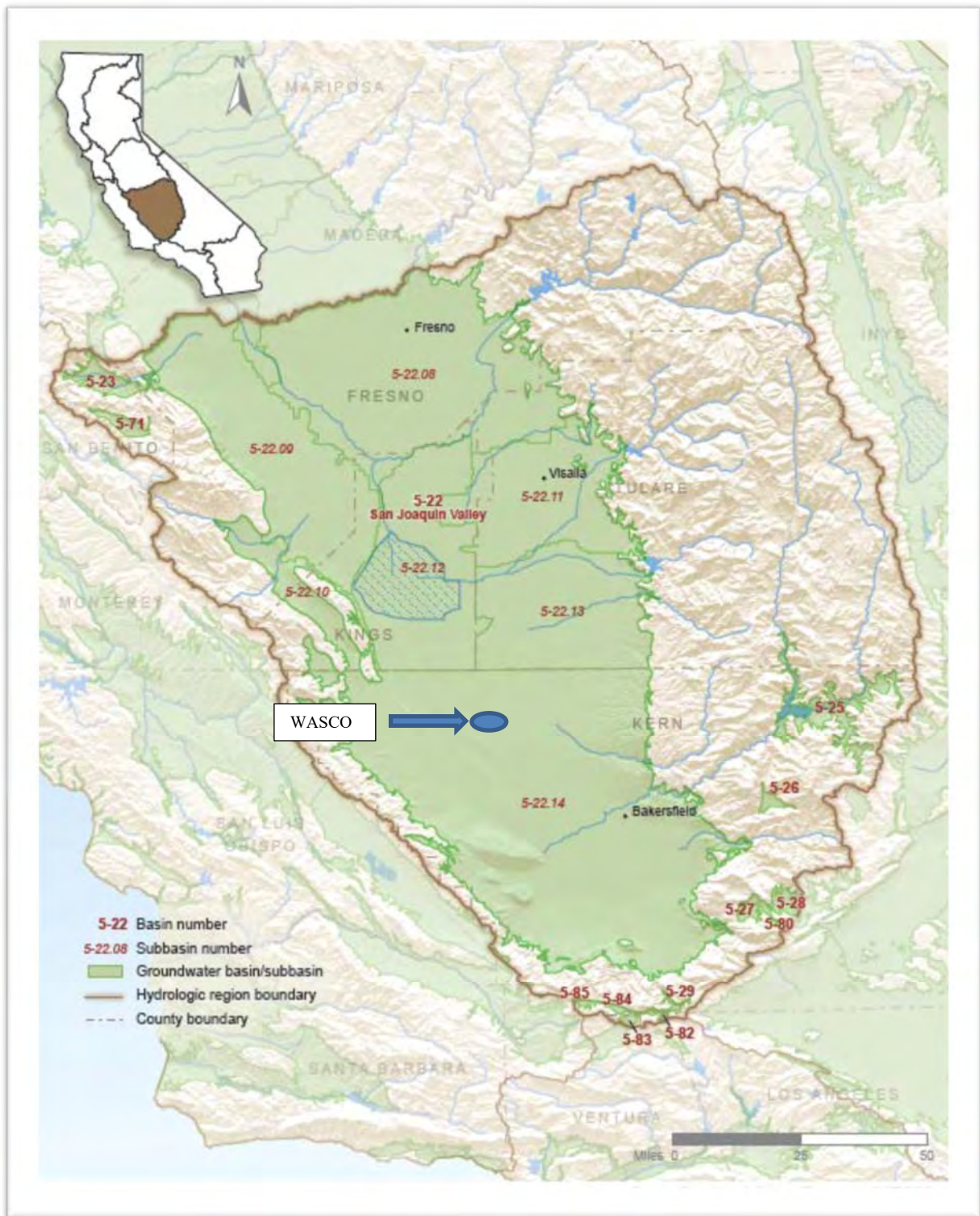


Figure 1.3 Alluvial Groundwater Basins and Subbasins with the Tulare Lake Hydrologic Region

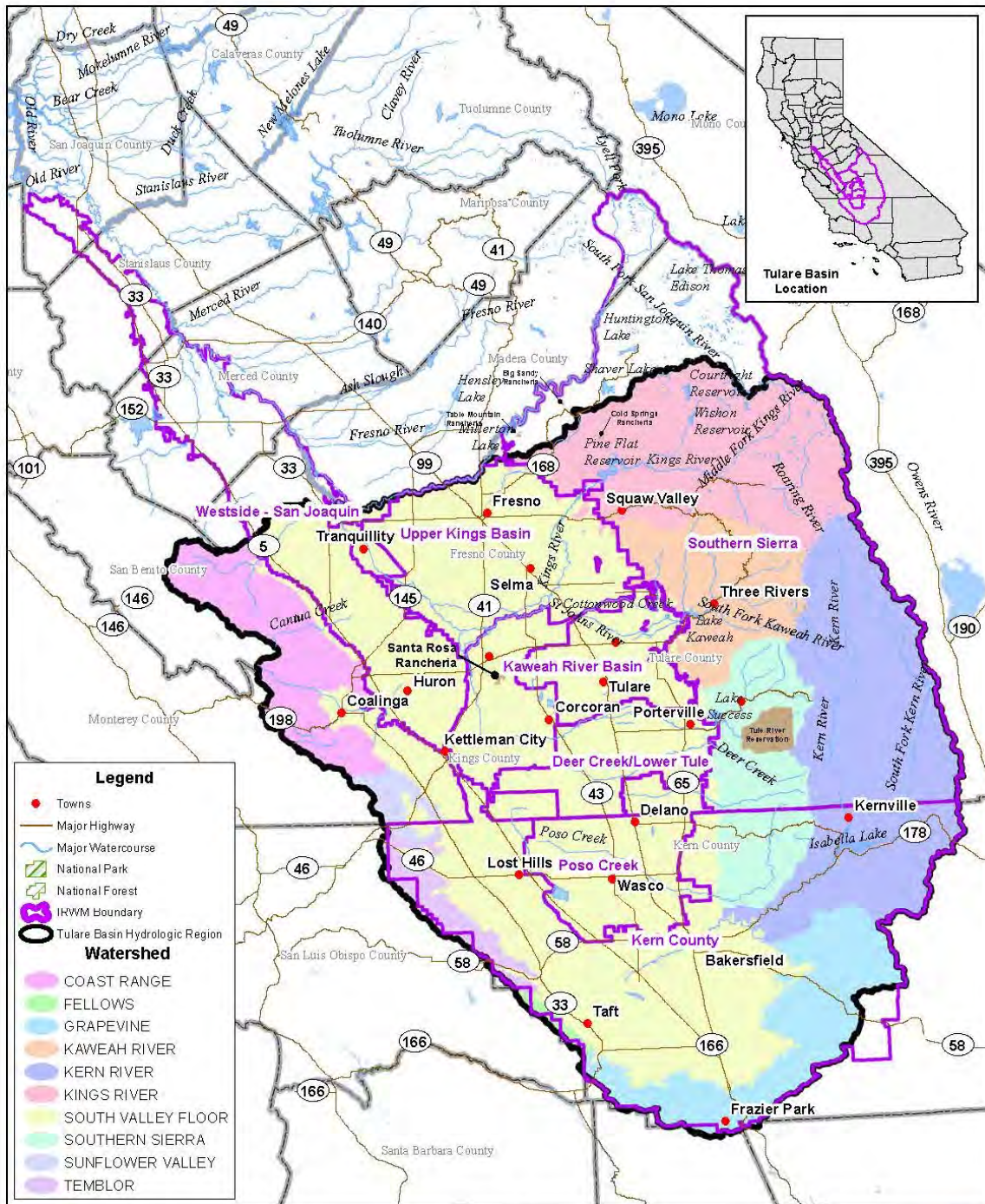


Figure 1.4 Tulare Basin Watershed. Wasco is in the Poso Creek Drainage Area

Source: California Groundwater Bulletin 118, Update 200

The Tulare Lake Watershed comprises the drainage area of the San Joaquin Valley south of the San Joaquin River. The Tulare Lake Watershed is essentially a closed basin since surface water drains north into the San Joaquin River only in years of extreme rainfall. The Watershed includes six groundwater basins: Kern County, Tulare Lake, Tule, Kaweah, Kings and Westside basins.

The Watershed is divided into six watershed management areas. Each area is defined as the designated groundwater basin including the surface waters that are tributary to each groundwater basin. Thus, the Kern County Basin Management Area includes the Kern River and the Poso Creek drainage areas, as well as the drainage areas of westside streams in Kern County. The Tulare Lake Basin Management Area consists of the historical lakebed. The Tule Basin Management Area includes the Tule River, Deer Creek, and White River drainage areas. The Kaweah Basin Management Area includes the Kaweah River and Yokohl Creek drainage areas. The Kings Basin Management Area includes the Kings River drainage area as well as the drainage area for the tributaries and distribution systems of the Kings River. The Westside Basin includes the drainage areas of westside streams in the Kings and Fresno counties.

1.4 General Permit Applicability to the City of Wasco

The State Water Board recognizes the necessity of a storm water program guidance document specific to each Permittee to provide planning and guidance for each program area and to identify responsible implementing parties. Permittees must develop and implement a storm water program guidance document and must submit the document during the application process. Does not include agricultural stormwater and irrigation return flows.

The objective of the Clean Water Act is “To restore and maintain the chemical, physical, and biological integrity of the Nation’s waters”.

The Clean Water Act section 402(p)(3)(B)(iii), effectively prohibit non-stormwater discharges into the storm sewers. This order requires controls to reduce the discharge of pollutants from the MS4 to the maximum extent practicable (MEP), including management practices, control techniques and system design and engineering methods, and such other provisions as the Administrator of the State determines appropriate for the control of such pollutants. For the purpose of this report pollutants are: dredge spoil, solid waste, incinerator waste, sewage, garbage, sewage sludge, heat, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, agricultural waste, and any other substance that pollutes especially water.

The MEP standard requires Permittees to apply Best Management Practices (BMPs) that are effective in reducing or eliminating the discharge of pollutants to the Waters of the United States. MEP emphasizes pollutant reduction and source control BMPs to prevent pollutants from entering storm water runoff. MEP may require treatment of the storm water runoff if it contains pollutants. The MEP standard is an ever-evolving, flexible, and advancing concept, which considers technical and economic feasibility. BMP

development is a dynamic process and may require changes over time as the Permittees gain experience and/or the state of the science and art progresses. To do this, the Permittees must conduct and document evaluation and assessment of each relevant element of its program, and their program as a whole, and revise activities, control measures/BMPs, and measurable goals, as necessary to meet MEP. MEP is the cumulative result of implementing, evaluating, and creating corresponding changes to a variety of technically appropriate and economically feasible BMPs, ensuring that the most appropriate BMPs are implemented in the most effective manner.

The City of Wasco will submit Annual Reports electronically using the State Water Board's Storm Water Multi-Application Reporting and Tracking System (SMARTS). The purpose of the Annual Report is to evaluate (1) the implementation of Permittees' storm water program; (2) the effectiveness of BMPs and Measurable Goals, (3) the Permittee's improvement opportunities to achieve MEP, and (4) any supplemental information required by a Regional Water Board in accordance with the Regional Water Board's specific requirements.

MS4s are designed to convey stormwater from streets, roofs, parking lots and other surfaces directly to surface water bodies. Because stormwater discharges usually do not receive any treatment, it is especially important that other pollutant sources do not discharge into the MS4. The Phase II Small MS4 General Permit authorizes stormwater discharges from small MS4s owned or operated by Municipalities, municipal maintenance yards and other ancillary operations and specific non-stormwater discharges.

Non-stormwater discharges include:

- Potable water line flushing
- Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters).
- Air conditioning condensate (excluding contact and non-contact cooling water and industrial refrigerant condensate).
- Irrigation water (including landscape and lawn watering runoff).
- Flows from springs, riparian habitats, wetlands, water reservoir discharges and diverted stream flows
- Residential car washing water and dechlorinated swimming pool discharges from single family residential homes.
- Sidewalk, driveway, and street wash water.
- Flows from firefighting activities including the washing of fire fighting vehicles.

- Flows from clean water rinsing of equipment and vehicles used in the application of salt and de-icing materials. Prior to rinsing, all equipment shall be cleaned using dry methods such as shoveling and sweeping. Recovered materials are to be returned to storage or properly discarded; and
- Rinsing of equipment above is limited to exterior, undercarriage and exposed parts and does not apply to engines or other enclosed machinery.

All discharges that do not fall under one of the categories described above are considered illicit discharges. Examples of illicit discharges include sanitary sewer connections to the MS4, or improper disposal of waste, such as discharges of non-contact cooling water. Illicit discharges to MS4s can result in the discharge of significant pollutant loads to surface water bodies.

Pollutants of concern are: Sediments, non-sediments solids, nutrients, pathogens, oxygen-demanding substances, petroleum hydrocarbons, heavy metals, floatables, polycyclic aromatic hydrocarbons (PAHs), trash (plastics), pesticides, and herbicides.

Therefore, the City of Wasco is required to develop, update, implement and enforce an ongoing Illicit Discharge Detection and Elimination Program. As part of this, the City of Wasco is required to develop, update, and maintain an outfall pipe map showing the location of the end of all MS4 outfall pipes owned or operated by the City of Wasco. In addition, the City of Wasco must develop, update, and implement a program to detect, investigate and control any illicit discharge to outfall pipes owned or operated by the City of Wasco in order to contribute to the preservation of water quality.

1.5 Legal Authority

The City shall have adequate legal authority to:

- (a) Effectively prohibit non-storm water discharges through the MS4.
- (b) Detect and eliminate illicit discharges and illegal connections to the MS4.
- (c) Respond to the discharge of spills and prohibit dumping or disposal of materials other than storm water to the MS4.
- (d) Require parties responsible for runoff in excess of incidental runoff to implement Discharge Prohibition.
- (e) Require operators of construction sites, new or redeveloped land; and industrial and commercial facilities to minimize the discharge of pollutants to the MS4 through the installation, implementation, or maintenance of BMPs consistent with the California Storm Water Quality Association (CASQA) Best Management Practice Handbooks, Department of Transportation (Caltrans) construction site best management practices BMP manual current edition, or equivalent.
- (f) Require information deemed necessary to assess compliance with this Order. The Permittee shall only require information in compliance with the Homeland Security Act or any other federal law that concerns security in the United States. The Permittee shall also have the authority to review designs and proposals for new development and redevelopment to determine whether adequate BMPs will be installed, implemented, and maintained during construction and after final stabilization (post-construction).
- (g) Enter private property for the purpose of inspecting, at reasonable times, any facilities, equipment, practices, or operations for active or potential storm water discharges, or non-compliance with local ordinances/standards or requirements in this Order, as consistent with any applicable state and federal laws.

- (h) Require that dischargers promptly cease and desist discharging and/or cleanup and abate a discharge, including the ability to:
 - 1) Effectively require the discharger to abate and clean up their discharge, spill, or pollutant release within 72 hours of notification; high risk spill should be cleaned up as soon as possible.
 - 2) Require abatement within 30 days of notification, for uncontrolled sources of pollutants that could pose an environmental threat.
 - 3) Perform the clean-up and abatement work and bill the responsible party, if necessary.
 - 4) Provide the option to order the cessation of activities until such problems are adequately addressed if a situation persists where pollutant-causing sources or activities are not abated.
 - 5) Require a new timeframe and notify the appropriate Regional Water Board when all parties agree that clean-up activities cannot be completed within the original timeframe and notify the appropriate Regional Water Board in writing within five business days of the determination that the timeframe requires revision.
- (i) When warranted, have the ability to:
 - 1) Levy citations or administrative fines against responsible parties either immediately at the site, or within a few days.
 - 2) Require recovery and remediation costs from responsible parties.
- (j) Impose more substantial civil or criminal sanctions (including referral to a city or district attorney) and escalate corrective response, consistent with its Enforcement Response Plan developed for persistent non-compliance, repeat or escalating violations, or incidents of major environmental harm.

The City is committed to enforcing the Storm Water Management Program (SWMP) and the Municipal Code, up to and including prosecution, administrative remedies, penalties, costs, or other legal actions. Sources of the City's legal authority to enforce this SWMP include the General Plan, the Municipal Code, the building and development plan review, grading permit process, Public Works Department Standards, and solid waste regulations. The City will adopt resolutions or ordinances as needed to implement and enforce the SWMP to reduce the discharge of pollutants and to protect water quality.

1.6 Certification

The City of Wasco as describe in 40 Code of Federal Regulations section 122.22(b) has and will maintain legal authority to implement and enforce each of the requirements contained in this order.

The following departments that conduct storm water-related activities and their roles and responsibilities under this order are:

City Manager

The City Manager is the principal executive officer of the City and the legally responsible person (LRP) having responsibility for the overall operations of the agency, responsible to implement the State and Federal requirements regarding water protection and enforce to the maximum extent practicable at

management level the Storm Water Management Report guidelines and recommendations, and ensure adequate allocation of funds to apply these actions.

Public Works Department

Responsible to provide and maintain public infrastructure to convey storm water and to follow federal requirements to effectively prohibit non-storm water discharges, to reduce the discharge of pollutants to the maximum extent practicable, illicit discharge detection and elimination, storm water education residential stewardship, earthwork minimization, erosion and sediment control, runoff volume reduction vegetated, runoff volume reduction subsurface, runoff treatment and to include such other provisions as the Administrator or the State determines appropriate for the control of such pollutants.

Planning Department

This department is responsible to the orderly watershed and land use planning, conservation of natural areas, impervious cover minimization of the city, support the water quality conservation of existing developed areas and to ensure future development complies with environmental and social equality and to establish the permit provisions and city ordinances.

Building Department

This department is responsible to process building permits, analyze construction sites for possible run-off and to aid public works for the enforcement of the best management practices applicable to project sites, and to maintain an update all logs and records of discharge permits, documents, violations and inspection schedules.

Municipal Code Ordinances

Stormwater related ordinances are review and implemented as follows:

City of Wasco Stormwater Ordinance

Chapter 15.40 Urban Storm Water Quality Management and Discharge Control

The City of Wasco will implement enforcement actions consistent with its Enforcement Response Plan developed pursuant to Order Section E.6.c.+

1.6a Enforcement Response Plan (ERP)

Introduction

The Enforcement Response Plan gives standard enforcement for illicit or potential illicit discharges into the storm drain system to ensure compliance with all state and local stormwater related pollution prevention laws. This ERP applies to private businesses, property owners or tenants, construction sites, and contracted mobile companies providing services to public and privately-owned businesses and land.

The City of Wasco Municipal Code for stormwater regulation. If stormwater regulatory laws are more stringent regarding enforcement action against illicit discharges or potential illicit discharges, the more stringent enforcement law will be abided by the City. Any discharge that would contribute to a violation of the City's NPDES permit or municipal code is prohibited. Liability for any such discharge shall be the responsibility of the person causing or responsible for the discharge, and such person shall defend, indemnify, and hold harmless the City in any administrative or judicial enforcement action relating to such discharge.

Where best management practice (BMP) guidelines or requirements have been adopted by the Federal Government, State of California, NPDES permits, or the City, every person undertaking activity or owning/operating a facility which may contribute to unlawful discharges, shall comply with such guidelines or requirements. Such guidelines include the California State General Industrial permit and the California State General Construction permit.

The Public Works Department is responsible for overseeing the stormwater inspections for the City. The City has legal authority to prohibit and control illicit discharges and to inspect and eliminate illicit discharges to the storm drain system including:

- Illegal connections to waters of the state
- Privately owned septic systems
- Spills
- Illegal dumping and disposal of materials other than stormwater
- Discharges of wash water from exterior surfaces and pavement, equipment, and facilities
- Discharges of runoff from material storage areas, including containing chemicals, fuels, vehicle related fluids, and other potentially polluting or hazardous materials
- Discharges of pool, spa, or fountain water (including backwash water) containing chlorine, biocides, or other chemicals
- Ongoing, large-volume landscape irrigation runoff to the storm drain system
- Discharges of sediment, pet waste, vegetation clippings, or other landscape or construction-related wastes
- Discharges of food-related wastes (e.g., grease, fish processing, and restaurant kitchen mat and trash bin wash water, etc.).

Response and Enforcement Procedures

This section provides guidelines on use of regulatory responses from verbal warnings, written notices, citations, clean-up, and cost recovery, to administrative or criminal penalties.

Levels of Enforcement

Level 1: Verbal Warning/Written Notice

First time observance of a potential non-stormwater discharge (ex. pollutant exposure, evidence of a historical pollutant discharge, or a stated business practice that has a potential to pollute the storm drain system) will result in issuance of a verbal warning or written notice with education in the form of verbal and material outreach. A verbal warning or written notice is a proactive enforcement action design to prevent a potential non-stormwater discharge from occurring and does not constitute a violation. The inspector will document in the site inspection report all verbal warnings or written notices and communicate the issue to the representative of the facility/site. The inspector and the facility/site representative will discuss the nature of the violation and required corrective action. The inspector will conduct a follow-up inspection to confirm correction of the potential discharge within 30 days for verbal warnings. Written notices will state the nature of the violation, required corrective action and deadlines for taking corrective action.

Level 2: Notice of Violation

Sites that fail to comply with Level I enforcement procedures will also receive a Notice of Violation (NOV) with corrective action and follow-up inspection. An active non-stormwater pollutant discharge that violates the local stormwater ordinance, and is identified during an inspection is considered a violation and will result in a Notice of Violation being issued. The inspector and site representative will discuss the violation and potential solutions to correct the violation. A written NOV will be issued, and a remediation schedule will be approved by the inspector who will follow-up to ensure that the discharge has been eliminated. The inspector may also recommend implementation of appropriate BMPs.

At this stage, the City may also issue Cease and Desist Orders and Stop Work Orders.

All violations will be corrected before the next rain event but no longer than ten business days after the violations are discovered. If more than ten (10) business days are required for compliance, a rationale shall be recorded. Immediate correction can be temporary if a permanent correction will involve significant resources and time.

Level 3: Formal Enforcement

A gross violation will trigger a formal enforcement action. Formal enforcement actions will result in penalties being assessed in the form of citations, agency cost-recovery, and/or formal negotiated settlement. Such actions will be coordinated by the City's Stormwater Representative.

Gross violations include a pattern of non-compliance after issuance of a NOV, repeat violations, failure to adequately address previous violations, and/or directly discharging hazardous materials into the storm drain system. The City's Stormwater Representative may determine that any serious violation warrants Level 3 enforcement if there is documentation to support this action.

Level 4: Legal Action or Referral to State and Federal Agencies

Inadequate measures taken by site representative to satisfy Level 3 enforcement violations will result in the Stormwater Representative referring the case to the City Attorney. If a stormwater violation posing an imminent threat to human health or the environment is identified during an inspection, the City may refer the violation to qualified emergency response personnel, the City Attorney, Kern County Environmental Health, Regional Water Quality Control Board, the California Department of Fish and Game, and/or the U.S. Environmental Protection Agency, as appropriate for the situation.

Penalties

The violation of the City Stormwater Program *Ordinance* or failure to comply with any of its mandatory requirements may constitute a misdemeanor or infraction. The violator may be charged and prosecuted for an infraction or a misdemeanor or be issued an Administrative Citation per Municipal Code Section 1.20

Recordkeeping

The City will maintain a record of all verbal warnings, written notices, notices of violation, follow-up actions and sites inspected for illicit discharges.

NPDES Permit Referrals

For construction projects or industrial sites subject to the State Construction General Permit or Industrial General Permit, the City will refer non-filers to the Regional Water Board within 30 days of making the determination or file a complaint on the State Water Board's website. The documentation to the Regional Water Board will include:

- a. Construction or industrial site location
- b. Name of owner or operator
- c. Estimated construction project size of type of industrial activity
- d. Records of communication with the owner regarding filing requirements

The City will refer ongoing violations to the Regional Water Board if the City has made progressive enforcement to achieve compliance. Prior to referral to the Regional Water Board, the City must have documented at least:

- a. Two follow-up inspections; and
- b. Two written letters or notices of violation

The referral to the Regional Water Board must include the following documentation:

- a. Construction or industrial facility location

- b. Name of owner or operator
- c. Estimated construction project size of type of industrial activity
- d. Records of communication with the owner regarding violations, including the two written notices or notices of violation
- e. Documentation of the enforcement tracking, violations, corrective action, deadlines, escalated responses, referral to difference departments or agencies
- f. Recidivism reduction employed such as incentives, deterrents, or increased inspection frequency at the site to prevent chronic violations.

Reporting

The City of Wasco shall use State Water Board SMARTS to submit a summary of the past year activities and certify compliance with all requirements of this program element. The summary shall also address the relationship between the program element activities and the City's Program Effectiveness Assessment and Improvement Plan that tracks annual and long-term effectiveness of the storm water program

CHAPTER 2 – PERMIT REQUIREMENTS

The application requirements for small MS4s are addressed in § 122.33. The State of California Department of Water Resources have issued general permits for small MS4s. City of Wasco will implement a program under § 122.34 (i.e., a program that follows EPA's six minimum control measures) as follows:

- (1) Public Education and Outreach on storm water impacts
- (2) Public Involvement and Participation
- (3) Illicit Discharge Detection and Elimination
- (4) Construction Site storm water runoff control
- (6) Pollution Prevention and Good Housekeeping for Municipal Operations.
- (7) Other Requirements

CHAPTER 3 – PUBLIC EDUCATION AND OUTREACH

Regulatory requirements:

- (a) Develop and implement a public education strategy that establishes education tasks based on water quality problems, target audiences, and anticipated task effectiveness. The strategy must include identification of who is responsible for implementing specific tasks and a schedule for task implementation. The strategy must demonstrate how specific high priority storm water quality issues in the community or local pollutants of concern are addressed.
- (b) Implement surveys at least twice during the permit term to gauge the level of awareness in target audiences and effectiveness of education tasks.

3.1 Outreach Strategy

- a) Develop a public education strategy that establishes education tasks based on water quality problems, target audiences, and anticipated task effectiveness. Identify who is responsible for implementing specific tasks and a schedule for task implementation. Show how specific high priority storm water issues in the community or local pollutants of concern are addressed.
- b) Conduct two surveys to gauge the level of awareness in target audiences and effectiveness of education tasks.
- c) Develop a specific storm water bilingual messages that focuses on the following:
- d) Local pollutants of concern
- e) Target audience
- f) Regional water quality issues

- g) Develop educational materials to target audiences and translate into Spanish language when appropriate such as printed materials, billboards, mass transit advertisements, signage at select locations, stenciling at storm drain inlets, radio, or television advertisements.
- h) Utilize public input in the development of the program
- i) Distribute the educational materials
- j) Convey messages to explain the benefits of water-efficient and storm water friendly landscaping
- k) Convey messages specific to reducing illicit discharges. The information must promote, publicize, and facilitate public reporting of illicit discharges or water quality impacts through a central contact, including phone numbers for complaints and spill reporting, and publicize to City staff and the public. The City must create, maintain, and publicize a staffed, nonemergency phone number with voicemail, which is checked daily.
- l) Develop and convey messages about proper application of pesticides, herbicides, and fertilizers.
- m) Provide schools with materials to educate children about storm water runoff and how they can help protect the local water quality. The City should use experiential learning materials but if not available, California's Education and Environment Initiative Curriculum (www.californiaeei.org) or equivalent can be used.
- n) Convey messages to reduce discharges from organized car washes, mobile cleaning and pressure washing operations, and landscape irrigation.
- o) Conduct storm water-friendly education for organized car wash participants and provide information pertaining to car wash discharge reduction. (Example www.beriverfriendly.net/riverfriendlycarwashing.com)
- p) Convey message to mobile cleaning and pressure washing businesses.

3.2 Illegal Dumping

In the City of Wasco is illegal the dumping of household and commercial waste to the storm drainage system. This waste has a variety of impacts on water quality. Hazardous chemicals generated from household, commercial, and industrial sources can contaminate ground and surface water supplies, affecting drinking water and public health. Increased runoff due to blockage of streams, culverts and drainage basins can result in flooding and channel erosion. Open burning associated with some illegal sites can cause fires that threaten property, create severe erosion and cause sediment loading in streams. Economically, property values decrease as a result of illegal dumping and affects the local tax base and the ability to maintain pollution prevention programs.

The illegal dumping of litter occurs primarily to avoid disposal fees, or the time and effort required for proper disposal at landfills or recycling facilities. This dumping happens at abandoned industrial, commercial, or residential buildings, vacant lots, and poorly lit areas such as rural roads and railway lines. Illegal dumping control as a management practice involves using public education to familiarize residents and businesses with the effects of illegal dumping on storm water quality. By

locating and correcting illegal dumping practices through education and enforcement measures, the risks to public safety and water quality associated with illegal disposal actions can be prevented.

3.2.1 As part of its public awareness campaign, the City will educate residents of the importance of proper trash disposal.

3.2.2 Signage will be placed in areas easily accessible by the public that are frequently used as illegal dumpsites.

3.2.3 Storm water quality information will be incorporated into presentations, community events, outreach efforts and promotional giveaways.

3.3 Commercial Activities/Business Outreach

Industries and businesses can be a very influential component of the watershed. Many commercial activities have the potential to contribute significantly to stormwater pollution; therefore, it is important to address commercial activities. In most cases, incentives need to be provided to encourage businesses to change their behavior. The City will establish a business outreach program that will help businesses reduce the amount of pollutants entering the drainage system. A prioritized list of businesses will be prepared, which may include auto body shops, restaurants, strip malls with fast food, and pool supply and maintenance companies. Business-specific materials will be prepared and distributed accordingly.

3.3.1 To further reduce grease discharge into the sanitary sewer system, informational material will be provided to restaurant operators to better explain the importance of proper grease trap maintenance.

3.3.2 Pamphlets, brochures, and flyers will be distributed to outline how to properly dispose of used motor oil and other automotive fluids.

3.3.3 To target home mechanics specifically, materials will be placed in automotive supply outlets or other easily accessible location.

TABLE 3.1 PROGRAM SUMMARY, PUBLIC EDUCATION AND OUTREACH

Task	BMP Description	Date to be Implemented	Goal	Action Items/Assessment	Responsible Department
3.1	Form partnerships with Caltrans and local agencies	December 2020	Adopt Caltrans stormwater educational information materials	Distribute Stormwater Pollution Prevention materials	Public Works
3.2	Implement and coordinate with Real Estate agencies, Developers and Chamber of Commerce to insert Household Hazardous Waste flyers into new home packets.	March 2021	Involve the Real Estate industry with public education of their new home buyers. (1) flyer for each new home sold.	Coordinate with developers of new Tracts and Parcels Maps.	Public Works /Building Department
3.3	Working with local retailers for counter displays for general stormwater flyers.	March 2021	Keep track of flyers distributed to hardware stores.	Reduction of automotive type pollutants in storm drains inspections.	Public Works
3.4	Distribute material on proper trash disposal	December 2020	500 door hangers per year	Reduce illegal trash dumping	Public Works
3.5	Illegal dumping areas signs placement	July 2021	Minimum 5 areas within City Limits	Reduce trash disposal in targeted areas	Public Works
3.6	Citizen Outreach: Presentations and community events	July 2021	2 presentation per year	Record public participation. Limited per COVID	Public Works
3.7	Prepare Restaurants Inventory	March 2021	Count all restaurants in Wasco	Reduce site inspections due to grease and illegal connections	Building Department
3.8	Business outreach: Prepare list of auto repair facility, gas stations and auto parts stores	August 2021	Update current business list to coordinate site inspections	Distribute flyers and posters	Planning Department
3.9	Training City Staff on Illicit Discharges and pollution prevention	Ongoing	Seek Certifications key employees in stormwater pollution control inspections and NPDES guidelines	Annual NPDES educational courses	Public Works

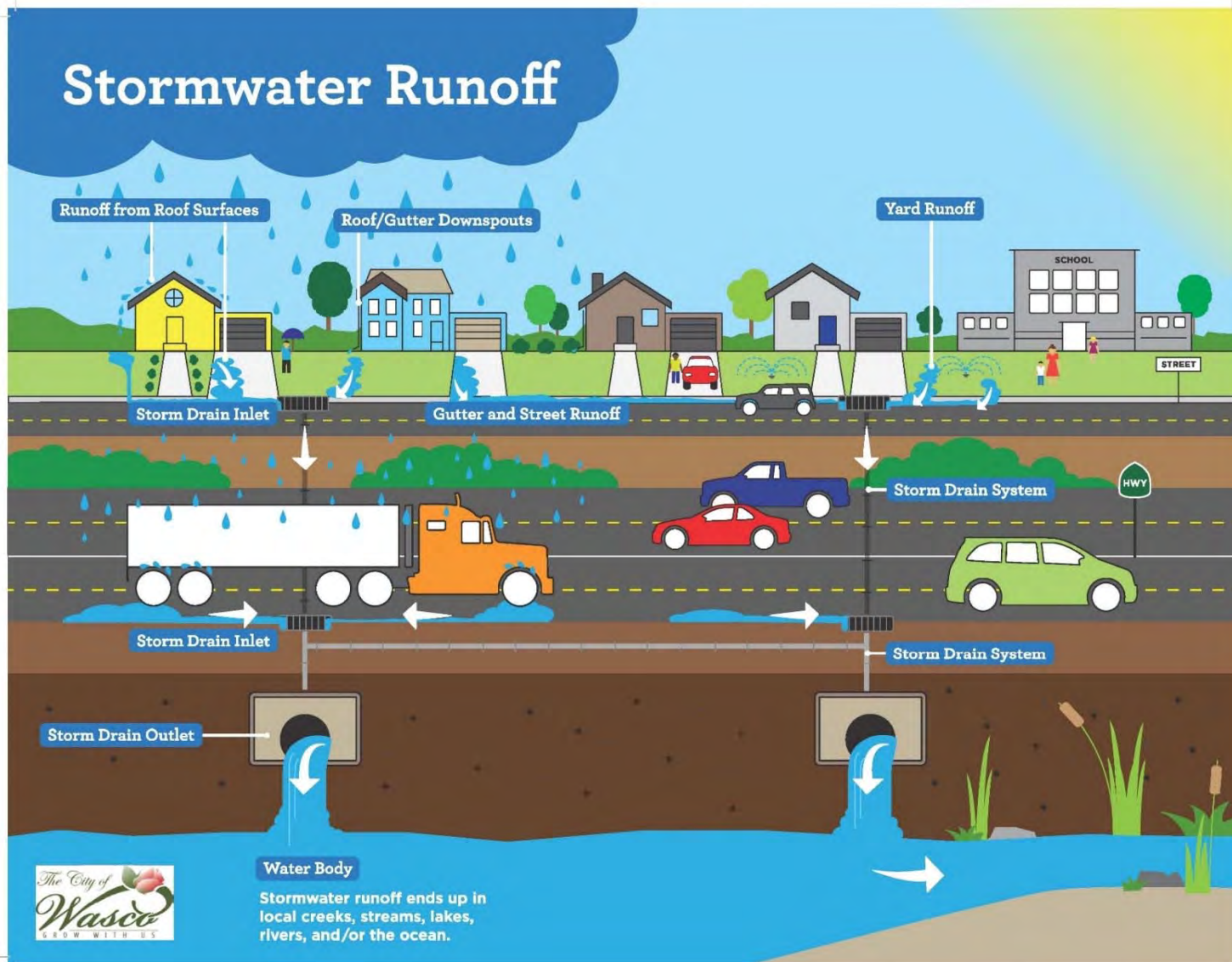


Figure 3.1 Stormwater Runoff Flyer

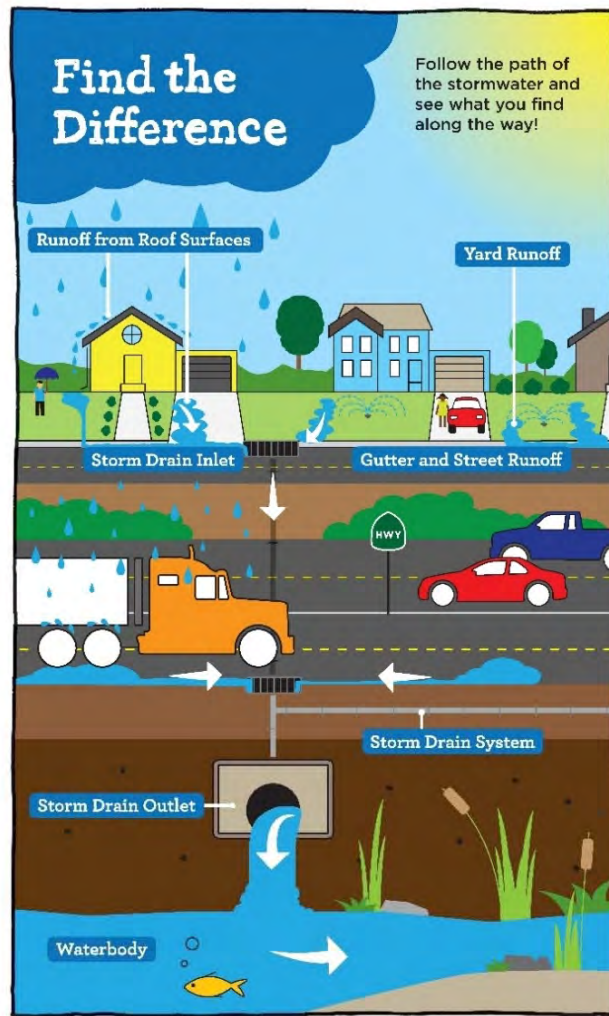


Figure 3.2 Stormwater Activity Flyer

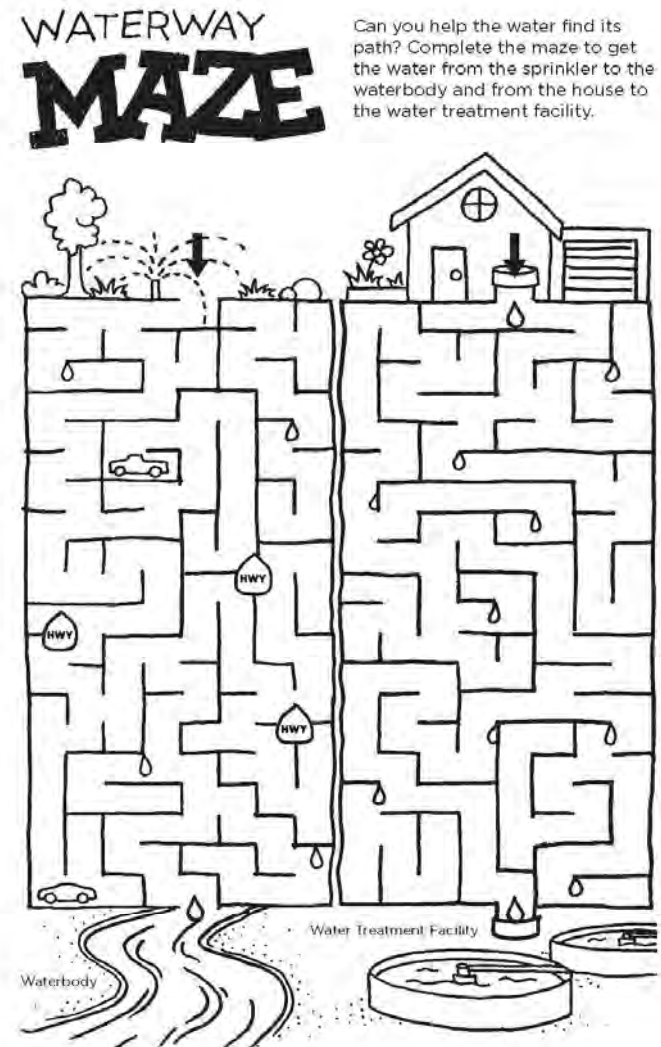


Figure 3.3 Waterway Maze for Local Schools



SIMPLE SOLUTIONS TO PREVENT STORMWATER POLLUTION

Doing Your Part is Easier Than You Think!



1. ORGANIC PESTICIDES

Look for less or non-toxic pesticide and fertilizer alternatives to make your yard beautiful. Non-organic chemicals can pollute stormwater. Be sure not to apply them if wind or rain is forecast.



2. ALTERNATIVE TRANSPORTATION

Walk, ride a bicycle, take public transit, or join a carpool. Fewer vehicles on California's roads reduces pollution that can flow into storm drains.



3. TARP AND TIE

Tarp and tie trash, vegetation and other loads to keep items secure, highways obstruction free, and avoid polluting.



4. TRASH

Properly dispose of trash and recyclables into the appropriate into the appropriate bin, when stopped, so it doesn't become litter. That way items won't accidentally fly out of a window or truck bed onto the road and into a waterbody.



5. CHECK CAR LEAKS

Even a small leak of oil, antifreeze, or other toxic auto fluid can find its way into a storm drain. Get your leaks fixed as soon as possible. In the event of a spill, soak up fluids with kitty litter and properly dispose of it at a household hazardous waste facility.



6. SCOOP PET POOP

Pick up and dispose of your pet waste properly. It helps keep bacteria from pet waste out of our waterways.

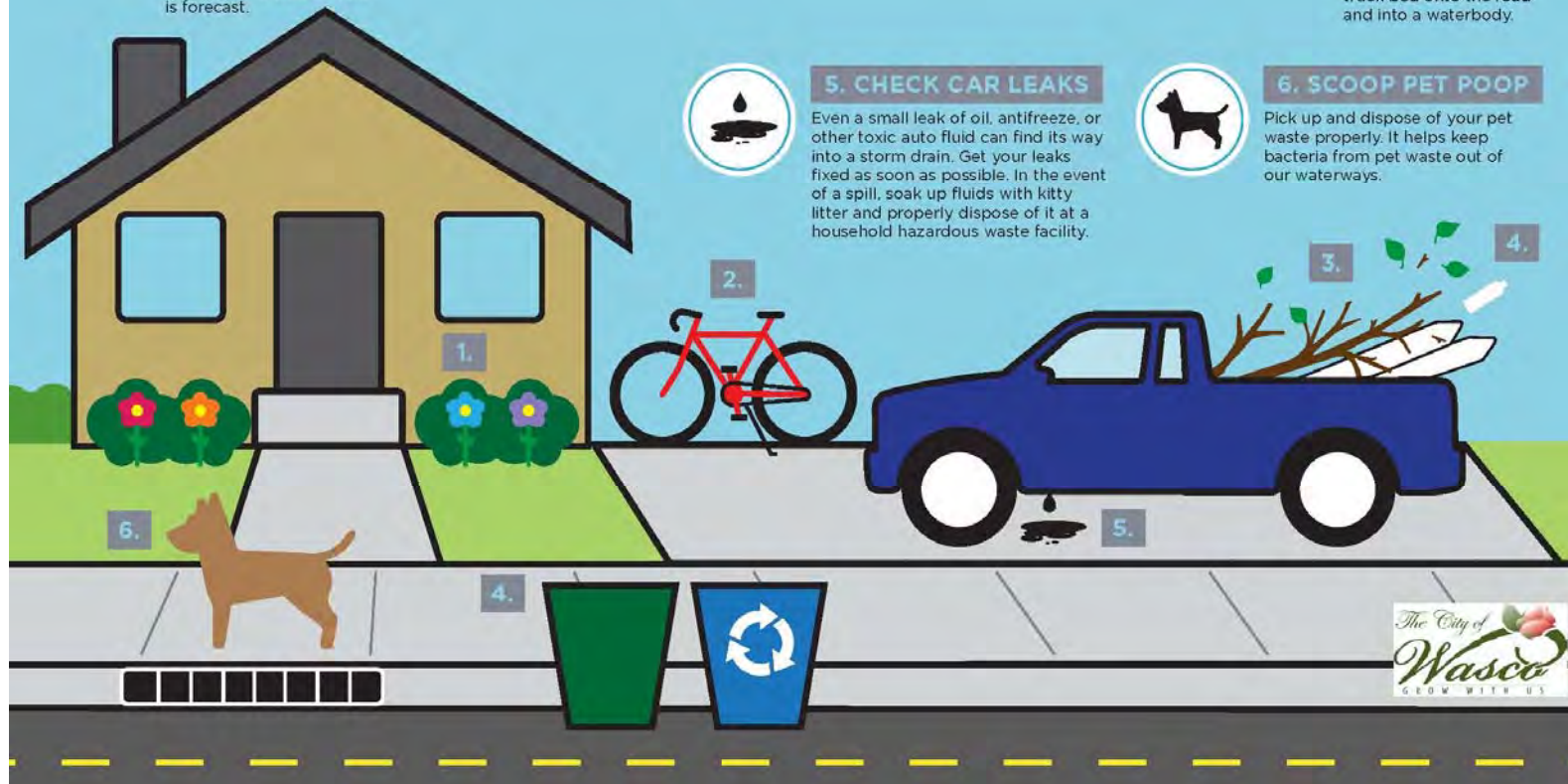


Figure 3.4 Prevent Stormwater Pollution



BACKGROUND

In response to California's severe on going drought, the Governor released Executive Order (EO) B-29-15 on April 1, 2015, which included actions that will promote water conservation and make California more drought-resilient. About half of the urban water in California is used for landscape irrigation. Substantial water savings can be gained by proper landscape design, installation and maintenance. Outdoor irrigations represent the largest component of urban water use (44%). Reducing unnecessary water use is a key component of supporting California long-term sustainability.

STAGE 3 : WATER CONSERVATION

Those with EVEN addresses (based on last digit) will water on Sunday, Wednesday, and Friday. Those with ODD addresses (based on last digit) will water on Saturday, Tuesday, and Thursday. Residents are allowed to water between the hours of 12:00 a.m. to 5:00 a.m. and 7:00 p.m. to 11:59 p.m.

Draining and refilling of pools with permit only.

Water Conservation Resources

- U.S. Environmental Protection Agency
www.epa.gov/watersense
- City of Wasco
www.ci.wasco.ca.us
- PG&E
www.pge.com
- Water Use It Wisely Campaign
<http://wateruseitwisely.com>



HERO offers low-interest financing options that are repaid through your property taxes, which may provide tax benefits, to assist with water efficient product acquisition. Below are some of the products offered by HERO:

- Drip irrigation
- Rainwater catchment system
- Gray water system
- Drought tolerant landscaping

Water Conservation Strategies

**Conserve
Water,
Conserve
Life.**

**Make every
drop count!**

Together we can
meet the State
determined
water conservation
goal for the City!



Figure 3.5 Conserve Water

Ways to Save

- Know how much water your landscape actually needs before you set your sprinklers
- WaterSense labeled irrigation controllers use local weather data to water only when needed
- Choose plants that need less water
- Group plants according to their water needs
- Maintain healthy soils
- Use mulch around shrubs and garden plants to help reduce evaporation, keep soil cool, inhibit weed growth, moderate soil temperature, and prevent erosion
- Adjust your lawn mower to the height of 1.5 to 2 inches. Taller grass shades roots and holds soil moisture better than short grass
- Leave lawn clippings on your grass, this cools the ground and holds in moisture
- Check your sprinkler system frequently and adjust sprinklers so that only the lawn is watered, not the pavement, house or street. (Save 12-15 gallons each time you water)
- Use a broom to clean driveways, sidewalks and patios. (Save 8-18 gallons/minutes)
- Wash cars with a bucket, sponge and hose with self-closing nozzle. (Save 8-18 gallons/minute)

Drought Tolerant Landscape Examples

Water Smart Landscaping :

- Low water-using turf
- Low water-using shrubs
- Low water-using groundcover
- Low water-using trees
- Mulched beds
- Permeable pavers

Good choices make good landscapes!



The City of Long Beach provides six free drought tolerant landscape designs created by a landscape designer:

<http://www.lblawntogarden.com/node/53>

Water Usage Statistics

- Overwatering is one of the most common mistakes people make.
- The average American uses 181 gallons of water per day.
- California uses more water than any other state.
- Residential outdoors accounts for 33% of total urban water use in California.

WUCOLS (Water Use Characteristics of Landscape Species) offers plant lists of "low" and "very low" water use plants that are best suited for this area. The plant list is available online at :

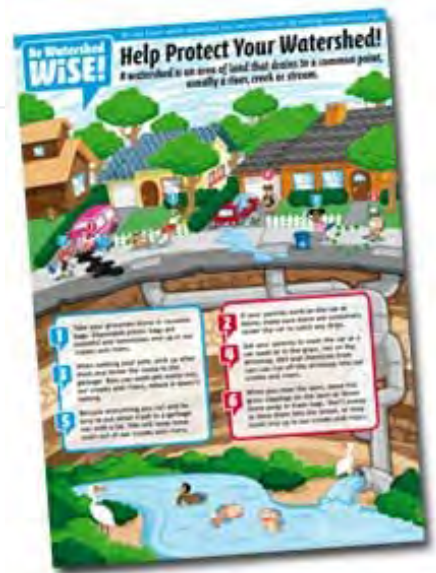
http://ucanr.edu/sites/WUCOLS/Plant_Search/

Figure 3.6 Ways to Save Water

Be Watershed Wise

Help Protect your Watershed

The City of Wasco is currently developing an environmental awareness initiative designed to provide general watershed education to the residents of the, and to inform citizens about ways they can help protect water quality. This awareness initiative will encourage residents to “Be Watershed Wise” through a series of messages addressing issues such as general watershed education, prevention of illegal dumping, encouraging recycling and reducing the use of plastic bags, picking up your pet waste, proper lawn care and vehicle maintenance techniques and others.



The “Be Watershed Wise” initiative takes a multi-faceted approach to public outreach. City of Wasco to provide helpful hints and tips (also known as Best Management Practices) for everyday use that are suggested as ways individuals can aid in improving watersheds. There is a “Be Watershed Wise” poster available for children to learn simple lessons designed to protect watersheds. The City of Wasco will provide information for the public that will encourage individuals to “Be Watershed Wise.”

Keeping our yards and streets clean keeps our creeks and rivers clean. BE WATERSHED WISE.

Take your groceries home in reusable bags. Disposable plastic bags are wasteful and sometimes end up in our creeks and rivers.

Don't...

Don't use disposable paper or plastic bags for grocery shopping.

Do...

Do take your own reusable shopping bags with you to the grocery store.



Why?

Though some disposable paper bags are recyclable, many trees are still cut down to meet the high demand for these bags. Disposable plastic bags are inexpensive to produce, but require non-renewable resources such as petroleum and natural gas. Plastic bags are a serious problem because they can be found just about everywhere: in ditches, along highways, stuck in tree branches and in landfills. They also tend to make their way into our creeks and rivers. Once there, they can negatively affect habitat and wildlife.

If you have disposable plastic or paper bags, first attempt to reuse them. If that is not possible, ensure that they are recycled. Many grocery stores will take disposable plastic bags to recycle. Most grocery stores also offer reusable shopping bags for purchase. SARA also gives away free reusable shopping bags. Storm Water Management Program

bags at the events in which we participate. If you make it a habit to use reusable bags at the grocery store, you can help reduce the impact paper and plastic bags have on our environment.

If your parents work on the car at home, make sure there are containers under the car to catch any drips.

Don't...

Hose down or dump any household solvent or automotive product into streets or creeks.

Do...

Dispose of these wastes by placing them in clean, leak-proof containers and taking them to your local hazardous waste collection site. Use water-based paints whenever possible. Wash water-based paint from brushes in the sink. For oil- or latex-based paint, wash paintbrushes in a container with thinner, then take the thinner to a hazardous waste facility. Most auto parts stores will accept used motor oil for recycling.

Why?

If not disposed of properly, automotive and household waste can contaminate creeks and groundwater.

When walking your pets, pick up after them and throw the waste in the garbage. Rain can wash pet waste into our storm drain system, where it doesn't belong.

Don't...

Leave animal or pet waste in your yard or on the ground where you walk your pet.

Do...

Make sure you clean up after your pet. Carry waste bags on walks. Ideally, biodegradable bags are the best choice.

Why?

Animal/pet feces that are not picked up can end up in storm drains and creeks. Feces can carry bacteria that cause disease.

Ask your parents to wash the car at a car wash or in the grass, not on the driveway. Dirt and chemicals from cars can run off the driveway into storm drain.

Don't...

Wash your vehicle in your driveway.

Do...

Storm Water Management Program



Wash your vehicle on a flat, grassy area or take it to a commercial car wash where special drains are installed to properly dispose of runoff.

Why?

The runoff from your driveway carries pollutants into storm drains and creeks.

Recycle everything you can and be sure to put other trash in a garbage can with a lid. This will keep loose trash out of our storm drains.

Don't...

Put any trash in creeks or outside a recycling or garbage bin where wind or rain can carry it to storm drains or creek channels.

Do...

Place items that can be recycled into a recycling bin, and then make sure all other items go into a garbage bin with a lid.

Why?

Trash that is not disposed of properly can end up in creeks, obstructing flow, and harming wildlife.



When you mow the lawn, leave the grass clippings on the lawn, or throw them away in trash bags. Don't sweep or blow them into the street, or they could end up in our storm drains.

Don't...

Dump or blow grass clippings and leaves into creeks, storm drains or streets, and don't put them in the garbage.

Do...

Add them to a compost pile, leave them on your yard so they can fertilize your lawn or use a curbside yard waste collection service if it is available.

Why?

Grass clippings and leaves provide nutrients to your lawn. Clippings that are carried or dumped into creeks can lead to less dissolved oxygen.





Figure 3.7 Trash Control

CHAPTER 4 – PUBLIC INVOLVEMENT AND PARTICIPATION

Regulatory requirements:

Implement a public involvement and participation program that complies with state, tribal, and local public notice requirements

Develop a public involvement and participation strategy and make sure the City is involved with the local integrated Regional Water Management Plan (IRWMP) group.

In addition to informing and motivating the public, and enlisting their volunteer participation in community work projects, the municipal storm water program should encourage public involvement in the development, implementation, and assessment of the storm water management program.

Public involvement is an integral part of the municipal storm water program, and should be designed to comply with applicable state and local public notice requirements. The public may become involved through attending public hearings, serving on storm water management panels water management program with other existing municipal and community activities, or participating in voluntary inspection or monitoring efforts. Public participation should involve all economic and ethnic groups.

Proposed Stormwater Public Hearings Schedule

Date	Purpose
Second Council Meeting in April of each year	Receive Public input and recommendations
Second Council Meeting in October of each year	Receive Public input and recommendations

4.1 Storm Drain Stenciling

Storm drain stenciling involves labeling storm drain inlets with placards or painted messages warning citizens not to dump pollutants into the drains. The stenciled messages are generally a simple phrase to remind citizens that the storm drains connect to local water bodies and that dump pollutes those waters. Commonly stenciled messages include: “No Dumping. Drains to Water Source,” “Drains to River,” and “You Dump It, You Drink It. No Waste Here.” Wasco’s storm drains are not stenciled.



Storm drains can be labeled with stencils to discourage dumping

4.1.1 Public Groups

The City will work with public groups to stencil a subset of storm drains that will reach the maximum number of citizens, and that will target drains leading to water bodies where illegal dumping is identified as a source of pollution.

The City will coordinate and evaluate the plan by which the stenciling will occur, i.e. City staff or volunteer groups in cooperation with staff.



4.1.2 New Developments,

For all new development, the developer will stencil drain inlets as part of the project, which would serve as an education tool for the developers and their staff. The stenciling will be made a requirement in the Permit Approval process.

4.3 Parks and Pet Waste

The City of Wasco has parks equipped with dog waste baggies for pick up pet waste. This type of environment encourages positive peer pressure and will provide a great venue allowing the City to target dog owners. Park areas are also good public outreach locations, housing signage thanking participations for using the facility and explaining its effect on Storm water. Also cycling, the posting of pamphlets on other storm water issue, household waste and over watering maximizes the effectiveness of these locations.



The City will provide pamphlets at the parks regarding pet waste and storm water quality. Visual inspections of the parks will continue as a means to evaluate the effectiveness of the program.



4.4 The Wasco Festival Booth and Dia del los Muertos

The booth at the annual festival will be coordinated with City staff. The purpose of the booth will be to educate the public regarding the local storm drain systems and the impacts of pollutants. The community's knowledge of storm water issues and the effectiveness of public education programs will be evaluated using a questionnaire. Provide annually, a participation booth at the festival with questionnaires used to evaluate and record the public's knowledge of storm water issues. Festival attendance is expected to grow each year.

4.5 Element Evaluation, Public Involvement and Participation

There are many methods of evaluating the effectiveness of the Public Involvement and Participation element. Participation in community events such as the storm drain stenciling program, household hazardous waste collection program, and the green waste drop off could all be used to measure the effectiveness of the program.

The table on the following page summarizes the BMPs the City of Wasco will use to conduct the Public Involvement and Participation element of the program. Also included are the goals, milestone dates and assessment methods for each BMP as well as the person (or position) responsible for implementation. Assessment information will be used to plan and schedule the resources necessary to conduct the Program and to gauge the program's effectiveness.

TABLE 4.1 Program Summary, Public Involvement and Participation			
Task	BMP Description	Date to be Implemented	Responsible Department
4.1	Marking Existing Storm drains	April 2021. Goal 50 SD per year.	Public Works
4.2	Marking new Storm drains as part of the conditions of approval	December 2020	Public Works
4.3	City Parks pet waste signage	July 2021. Install additional signs specific to stormwater pollution.	Public Works
4.4	Wasco Festival	October 2021	Public Works
4.5	Dia de los Muertos	November 2021	Public Works

CHAPTER 5 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Permit includes requirements to conduct dry weather screening of any flowing outfalls and compare to Action Level Concentrations.

E.9.c. Field Sampling to Detect Illicit Discharges

(i) Task Description – Within the second year of the effective date of the permit (e.g. while conducting the outfall inventory), the Permittee shall sample any outfalls that are flowing or ponding more than 72 hours after the last rain event. The Permittee shall also conduct dry weather sampling (more than 72 hours since the last rain event) of outfalls annually identified as priority areas in the outfalls map (Appendix B).

(b) Verify that indicator parameters, as specified in Table 5.1 Action Level Concentrations for Indicator Parameters are not exceeded. Alternatively, the Permittee may tailor Table 5.1 to align with parameters based on local knowledge of pollutants of concern. Modifications and associated justifications shall be identified within SMARTS prior to conducting field sampling as specified in Section E.9.c.(i).

Table 5.1 Action Level Concentrations for Indicator Parameters

	Action Level Concentration
Ammonia	$\geq 50\text{mg/L}$
Color	≥ 500 units
Conductivity	$\geq 2,000 \mu\text{S/cm}$
Hardness	$\leq 10 \text{ mg/L as CaCO}_3$ or $\geq 2,000 \text{ mg/L as CaCO}_3$
pH	≤ 5 or ≥ 9
Potassium	$\geq 20 \text{ mg/L}$
Turbidity	$\geq 1,000 \text{ NTU}$

E.9.c. Permit includes requirements to investigate illicit discharges within a certain timeframe

(ii) Implementation Level - At a minimum, the Permittee shall investigate(s) to identify and locate the source of any suspected illicit discharge within 72 hours of becoming aware of the suspected illicit discharge. For investigations that require more than 72 hours, the Permittee shall identify the actions being taken to identify and locate the source of the suspected illicit discharge.

(a) Non-storm water discharges suspected of being sanitary sewage and/or significantly contaminated shall be investigated within 24 hours

Because MS4s are specifically designed to carry stormwater, the outfall pipes generally should not be discharging during substantial dry periods. Flow that occurs 72 hours or more after a rain event is referred to as dry weather flow. Dry weather flow can originate from various non-stormwater sources, including those eligible non-stormwater discharges discussed above. However, dry weather flow can also be an indication of an illicit discharge. Therefore, the first step in inspecting an outfall pipe for an illicit discharge is to look for dry weather flow.

Some illicit discharges, such as those from a connected sanitary sewer, can cause continuous dry weather flow. Others, such as discharges of cooling water from industrial sites, can be intermittent. Therefore, it is important that the City regularly inspect the outfalls for dry weather flow. Other potential indicators of dry weather flow include staining of the outfall pipes, odors, or deterioration of the outfall structure. If these or other indicators of illicit discharges are found, follow up investigations are required to identify whether or not they are being caused by an illicit discharge. If the City finds dry weather flows, they should collect information that will allow them to identify the source of the flow. The City must collect when there is evidence of dry weather flows or illicit discharges. The information to be collected includes an estimate of the discharge flow rate, for which there are various methods of estimation, including timing.

The most commonly known potential sources in the City of Wasco are as follows:

1. Laundry Wash water: Wash water flows that result in the discharge of wash water to the stormwater systems. This situation may involve a residence or a commercial laundry operation, and corrective actions would result in an eliminated annual load. A default value for concentration may be used, along with measured or estimated values of flow volume for the illicit discharge. Example information used for crediting this type of illicit discharge includes assumption of the total amount of wash water used based on number of machines, capacity of machines, and the number of washes per year. Interviews with building managers, homeowners, or business owners may be needed to collect site-specific information. Either equation for frequent, localized events may work best for the available data.

2. Mobile Vehicle Washing: Washing of vehicles that results in the discharge of wash water to surface waters or stormwater systems. Corrective actions for this source would represent an eliminated annual load. Examples of the information used for crediting this type of illicit discharge include nutrient concentrations and volume of car wash water, the number of cars washed per day, and hours or days of year in operation by the business undergoing corrective action. The equation for frequent, localized events may work best for the available data.

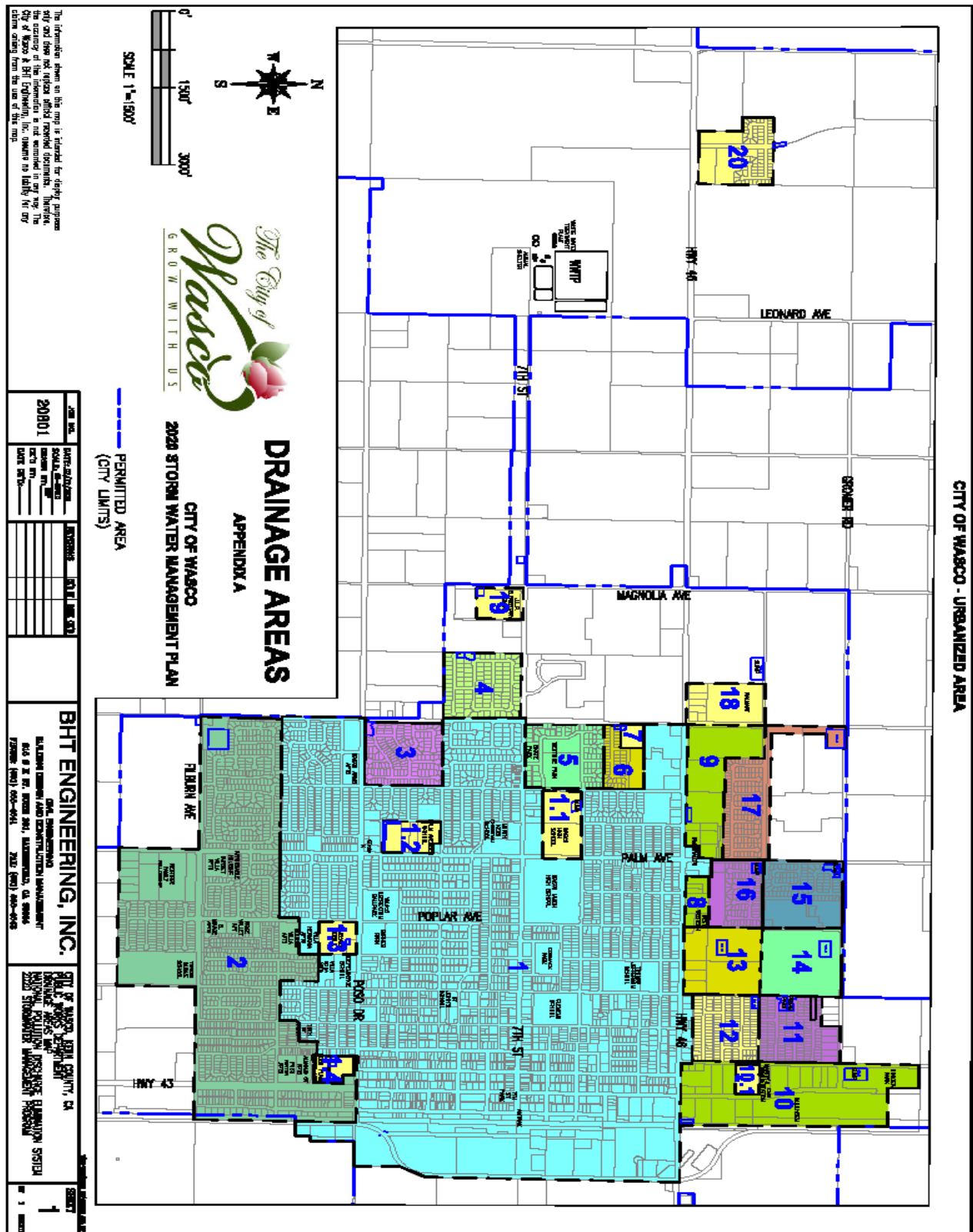
Other Illicit Discharges: There are additional types of illicit discharges that may not fall under one of the types listed above (e.g., mobile pet washing, dumpster leachate, petroleum leaks or dumping, paint, grease, cooking oil, food, concrete washout, outdoor wash areas).

3. Sanitary Direct Connection: A sanitary sewer pipe that is connected to the stormwater system, either through a cross-connection or from a straight pipe. This discharge category produces a near-continuous discharge of raw sewage into the storm sewer system or directly to a stream.

4. Sewer Pipe Exfiltration: Untreated sewage may leak through pipe joints and cracks and migrate into adjacent storm drainpipes or into shallow groundwater. While it is expected for sewer pipes to have some small losses of sewage as a result of small cracks, joints, etc. due to standard or accepted design practices, older or damaged pipes may have exfiltration at rates higher than expected due to age and deterioration.

5. Dry Weather Sanitary Sewer Overflows (SSOs): A sanitary sewer overflow that occurs during dry weather periods as a function of either a blockage (e.g., from fats, oil, and grease (FOG)) or failure of the sanitary sewer system.
6. Wet Weather SSOs: A sanitary sewer overflow due to the entry of stormwater or groundwater into the sanitary sewer system that overwhelms the system (i.e., overflows at manholes or other points in the system).

5.1 Drainage Areas- See Appendix A



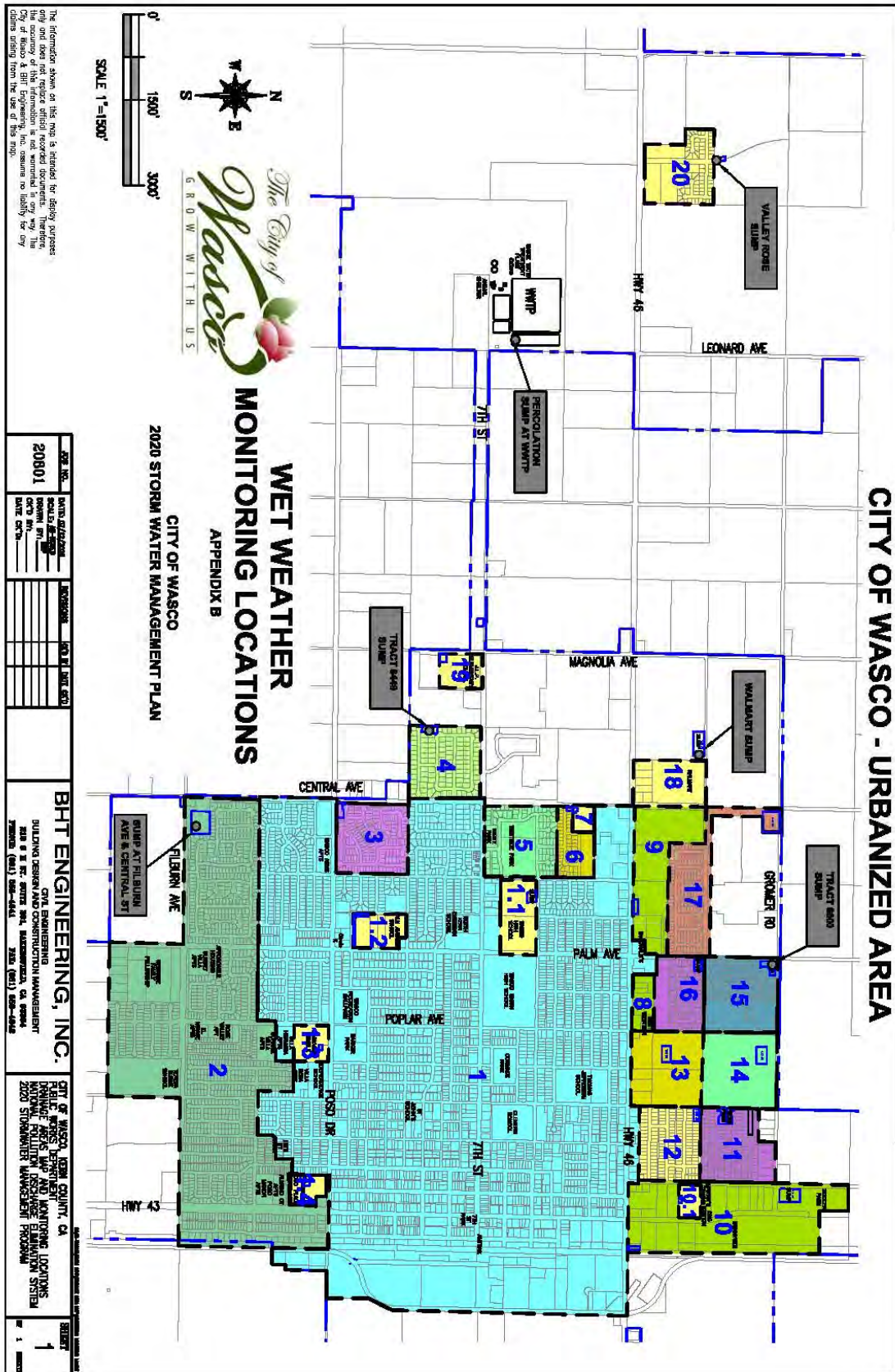
5.2 Drainage Areas Outfall Table

**TABLE 5.1 DRAINAGE AREAS
STORM WATER MANAGEMENT PLAN
CITY OF WASCO, CA**

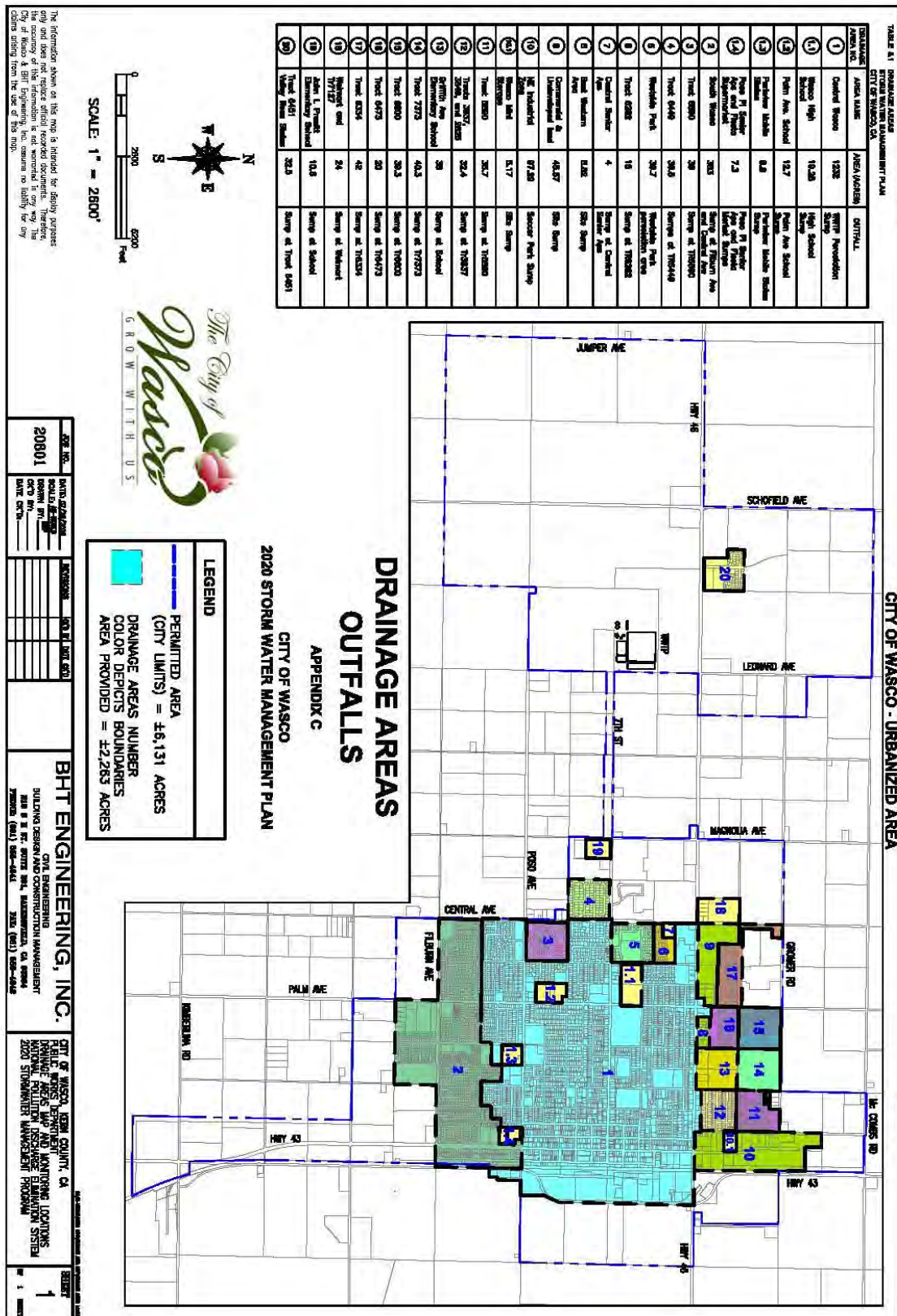
DRAINAGE AREA NO.	AREA NAME	AREA (ACRES)	OUTFALL
①	Central Wasco	1232	WWTP Percolation Sump
①.1	Wasco High School	19.28	High School Sump
①.2	Palm Ave. School	12.7	Palm Ave School Sump
①.3	Parkview Mobile States	8.8	Parkview Mobile States Sump
①.4	Poso Pl Senior Aps and Fiesta Supermarket	7.3	Poso Pl Senior Aps and Fiesta Market Sumps
②	South Wasco	383	Sump at Filburn Ave and Central Ave
③	Tract 6590	36	Sump at TR6590
④	Tract 6449	36.8	Sumps at TR6449
⑤	Westside Park	36.7	Westside Park percolation area
⑥	Tract 6282	15	Sump at TR6282
⑦	Central Senior Aps	4	Sump at Central Senior Aps
⑧	Best Western Area	8.82	Site Sump
⑨	Commercial & Undeveloped land	45.57	Site Sump
⑩	NE Industrial Zone	97.29	Soccer Park Sump
⑩.1	Wasco Mini Storage	5.17	Site Sump
⑪	Tract 5890	35.7	Sump at Tr5890
⑫	Tracts 3837, 3649, and 2825	32.4	Sump at Tr3837
⑬	Griffith Ave Elementary School	38	Sump at School
⑭	Tract 7373	40.3	Sump at Tr7373
⑮	Tract 6600	39.3	Sump at Tr6600
⑯	Tract 6473	20	Sump at Tr6473
⑰	Tract 6334	42	Sump at Tr6334
⑱	Walmart and Tr7127	24	Sump at Walmart
⑲	John L Prueitt Elementary School	10.6	Sump at School
⑳	Tract 6451 Valley Rose States	32.5	Sump at Tract 6451

SHEET 1 OF 1 SHEETS	CITY OF WASCO KERN COUNTY, CALIFORNIA PUBLIC WORKS DEPARTMENT NPDES STORM WATER MANAGEMENT PLAN	BHT ENGINEERING, INC. CIVIL ENGINEERING BUILDING DESIGN CONSTRUCTION MANAGEMENT 218 S. "H" STREET, SUITE 201, BAKERSFIELD, CA 93304 PHONE: (805) 656-4641	DATE: 07/23/2020	REVISIONS	CK'D BY	DATE	CK'D	JOB NO.
			SCALE: AS SHOWN					
			DRAWN BY: JBP					
			CK'D BY:					
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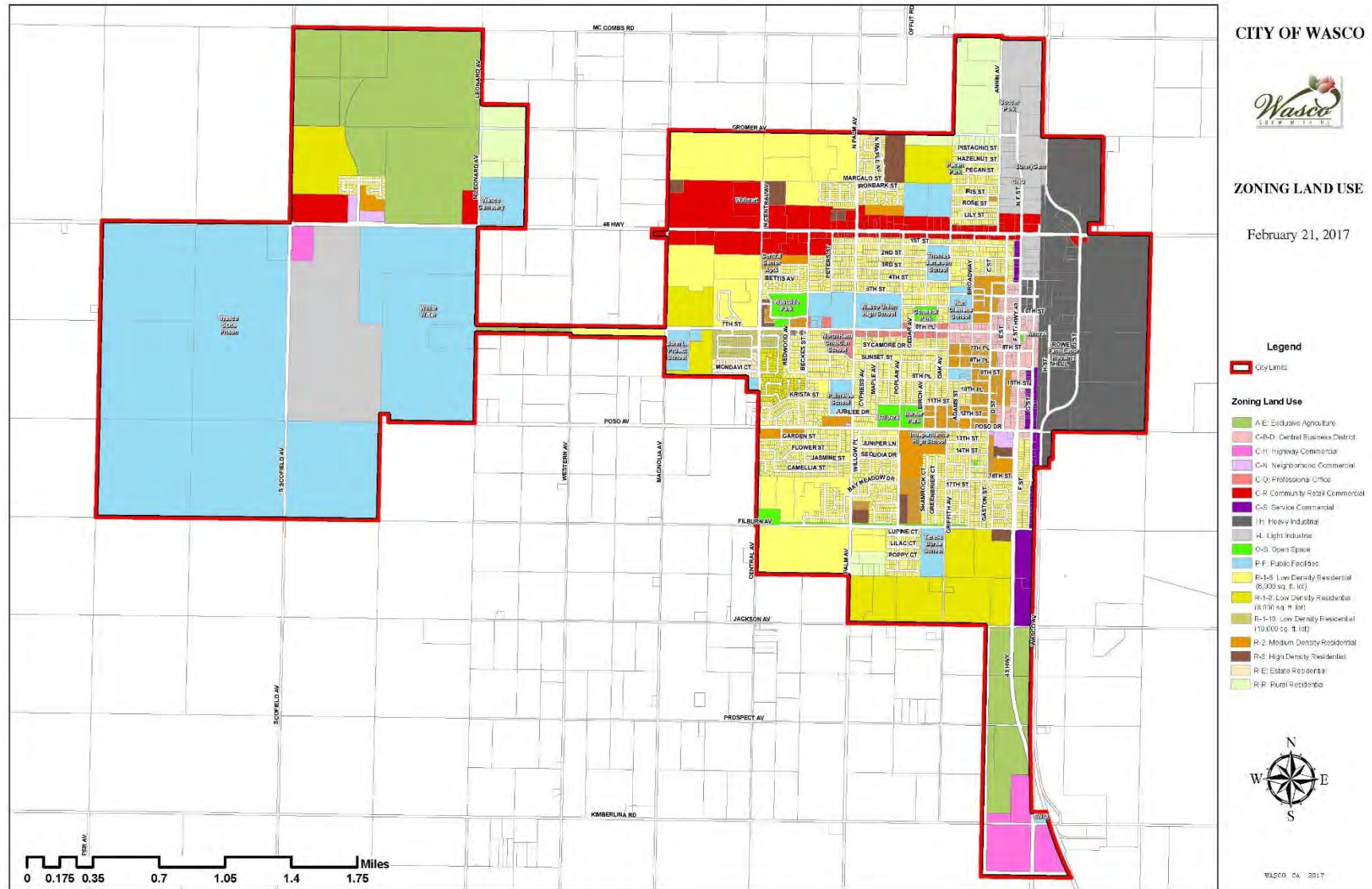
5.2 Monitoring Locations – See Appendix B



5.3 Outfalls Map – See Appendix C



5.3.1 Zoning Map – See Appendix D



5.4 Inventory of Industrial/Commercial Sources

The City of Wasco is required to develop, update, and implement a program to detect, investigate and control stormwater outfall pipes owned or operated the City of Wasco. In addition, the City of Wasco must develop, update, and implement an ongoing Illicit Discharge Detection and Elimination Program including illegal dumping, into its system, to the extent allowable under the law. Along with the program to detect and eliminate illicit discharges, the City of Wasco must adopt and enforce an ordinance that prohibits illicit discharges to the City of Wasco's MS4 system.

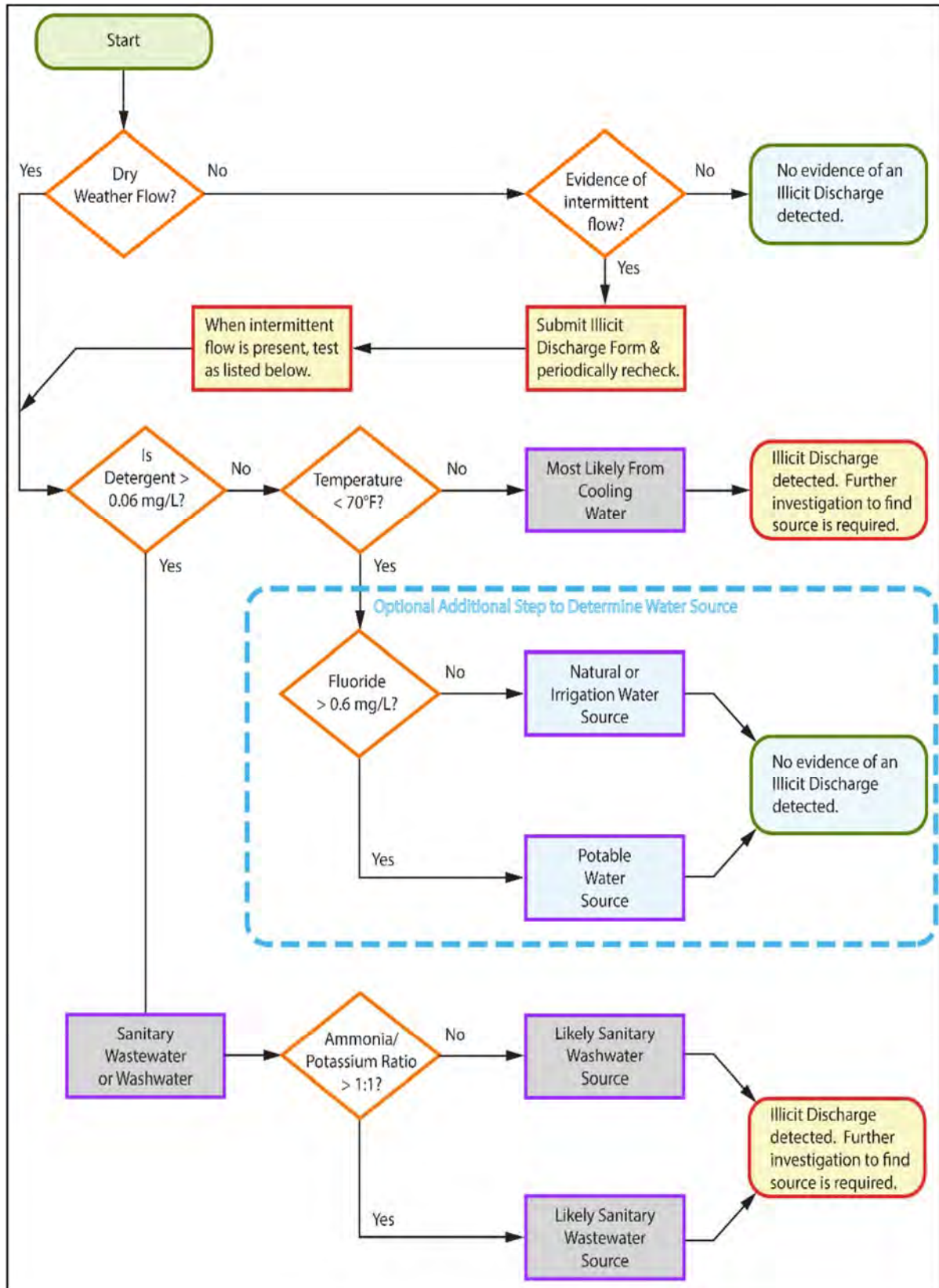
The City will maintain an inventory of all industrial/commercial facilities/sources with the City limits that could discharge pollutants in storm water to the MS4.

Table 5.1 Industrial and Commercial Sources

Business Name	Address	Permit No.
INDUSTRIAL PERMITS		
Asphalt Coating Engineering	851 H St	5F151013724
Certis USA	400 4 th St	5F151024692
COMMERCIAL BUSINESS		
Wasco Automotive & Smog	1633 Hwy 46	
H &H Automotive	2001 Hwy 46	
MV Automotive	311 F Street	
Kern Automotive	1241 Hwy 465	
Campas Auto Repair	801 Hwy 46	
Tom's Auto Body & Glass	434 F Street	
Wegman Brothers Bodyshop	1848 F Street	
Ramirez Muffler Shop	937 Poso Dr	
Lowe Bros	1524 G St	
M & R Body Shop	1320 J St	
Auto Zone	2301 Hwy 46	
Bethlehem Construction	425 J St	
Golden Empire Concrete	1316 Wasco Ave	
Jeffries Bros Exxon	750 Hwy 46	
Precision Hay Co.	826 Hwy 46	
Bloemhof Ag Enterprise	290 F St	
KBC Trading and Processing Co.	650 Hwy 46	
B & N Trucking	15200 Scofield Ave	
Savage Services Corporation	1040 H St	
Ag Welding	1236 G St	
City Corporation Yard	801 8 th St	
Pioneer Equipment	1400 J St	
SunnyGem LLC	500 N F St	
Broaster Chicken Shell	2098 Hwy 46	
Floyd's	1425 Hwy 46	
Wasco True Value Hardware	770 12 th St	

Business Name	Address	Permit No
Laundromat	600 E St	
Carters Machine Shop	635 G St	
Caltrans Wasco Maintenance Station	201 J St	
Wasco Mini Storage	451 N F St	
Dolacki	1588 G St	
Coiner Nursery	15075 Hwy 43	
Kern Mosquito	750 4 th St	
Wasco State Prison	450 5 th St	
Triple Hhh Recycling	305 Hwy 46	
Triple Hhh Recycling	651 Hwy 46	
American Refuse Tire Tec	1316 J St	
Wasco Public Scales	104 F St	
Big O Tires	2150 Hwy 46	
Larry Cross Tire Repair	910 Hwy 46	
Y & A Truck World	550 Hwy 46	
Wasco Tire Services	708 4 th St	
Paco Tires & Wheels	560 F St	
Pacific Tire	850 Poso Dr	
Martin's Towing Service	503 N F St	
San Joaquin Tractor Co	820 Hwy 46	
Sandoval Industries LLC	450 Hwy 46	

Illicit Discharge Identification Flow Chart



5.5 *Illicit Discharge Detection and Elimination Source Investigations*

Comply with E.9.d of the Order.

Investigation

Any storm sewer outfall pipe found during the initial inspection, or on any subsequent inspection, to have a non-stormwater discharge, or indications of an intermittent non-stormwater discharge, requires further investigation by the City of Wasco to identify and locate the specific source. Non-stormwater discharges suspected of being sanitary sewage and/or significantly contaminated must be prioritized and investigated first. Dry weather flows believed to be an immediate threat to human health, or the environment must be reported immediately to the Public Works Department. Investigations of non-stormwater discharges suspected of being cooling water, wash water or natural flows may be delayed until after all suspected sanitary sewage and/or significantly contaminated discharges have been investigated, eliminated and/or resolved.

The use of field testing further narrows the potential sources of the non-stormwater discharge. However, it is unlikely that either the physical observations or the field testing alone will pinpoint the exact source of the dry weather discharge. As a result, the City of Wasco will need to perform upstream investigations to identify potential illicit discharges. Common approaches to identifying potential sources of illicit discharges include drainage system surveys (field testing at upstream manholes, visual inspections, video/televised, smoke and dye testing) and industrial and commercial site assessments.

A drainage system survey may require the City of Wasco to inspect storm sewer lines that lead to the outfall pipe where evidence of an illicit discharge was found. Physical observations and additional field testing will help the City of Wasco locate the dry weather flow while tracing the source of the discharge. Depending on the size and complexity of the storm drain system, it may be possible to isolate smaller portions of the system for more intensive investigations including smoke tests, dye testing and televised inspections.

The City of Wasco may be able to work with industrial or commercial facilities to try to locate the source of the illicit discharge. The City of Wasco can perform inspections of industrial or commercial sites or request the owners or operators of the sites to perform inspections of likely sources of illicit discharges, such as floor drains, wash bays and cooling water systems. Public Works Department and Code Enforcement can also aid in performing inspections when the suspected source of an illicit discharge is a site covered under a NPDES permit. To help narrow the list of potential sources, the City of Wasco can distribute questionnaires or use another method to collect information. Facilities may not be aware that these connections are illicit discharges and may be able to find and eliminate the sources on their own. However, it is important to note that illicit discharges may also sometimes originate from residential properties or other interconnected MS4 systems.

Elimination

Non-stormwater discharges traced to their source and found to be the City of Wasco's own illicit discharges must be eliminated. The City of Wasco is required to verify that the illicit discharge was eliminated and ensure that measures taken to cease the discharge are permanent and are not done in such a manner that would allow easy reconnection to the MS4.

If the source of an illicit discharge cannot be located or is found to emanate from an entity other than the City of Wasco, then the City of Wasco must submit to the Department a written explanation detailing the results of the investigation. If the illicit discharge is found to be from another public entity, the City of Wasco must also notify that entity.

Below and on the following page is a guide for use in identifying illicit connections.

MS4 Outfall Pipe Mapping and Illicit Discharge Guide	
Characteristic	Indicators
Odor	<p><i>Sewage</i>: smell associated with stale/septic sanitary wastewater</p> <p><i>Sulfur ("rotten eggs")</i>: industries that discharge sulfide compounds or organics (meat packers, canneries, dairies, etc.)</p> <p><i>Oil and gas</i>: petroleum refineries or many facilities associated with vehicle maintenance or petroleum product storage</p> <p><i>Rancid sour</i>: food preparation facilities (restaurants, hotels, etc.)</p>
Color	<p><i>Important indicator of inappropriate industrial sources. Industrial dry weather discharges may be of any color, but dark colors, such as brown, gray, or black, are most common.</i></p> <p><i>Yellow</i>: chemical plants, textile, and tanning plants</p> <p><i>Brown</i>: meat packers, printing plants, metal works, stone, and concrete, fertilizers, and petroleum refining facilities</p> <p><i>Red</i>: meat packers</p> <p><i>Gray</i>: dairies, sewage</p>
Turbidity	<p><i>Often affected by the degree of gross contamination. Dry weather industrial flows with moderate turbidity can be cloudy, while highly turbid flows can be opaque. High turbidity is often a characteristic of undiluted dry weather industrial discharges.</i></p> <p><i>Cloudy</i>: sanitary wastewater, concrete or stone operations, fertilizer facilities, and automotive dealers.</p> <p><i>Opaque</i>: food processors, lumber mills, metal operations, pigment plants</p>
Floatable Matter	<p><i>A contaminated flow may contain floating solids or liquids causally related to industrial or sanitary wastewater pollution. Floatables of industrial origin may include animal fats, spoiled foods, solvents, sawdust, foams, packing materials, or fuel. Floatables in sanitary wastewater include fecal matter, toilet paper, sanitary napkins, and condoms.</i></p>
MS4 Outfall Pipe Mapping and Illicit Discharge Guide (cont'd.)	

Characteristic	Indicators
Deposits and Stains	<i>Deposits and stains on outfall structures may be evidence of intermittent non-stormwater discharges. Deposits and stains include coatings, residues, or fragments of materials. Grayish- black deposits that contain animal flesh or hair may be from leather tanneries. White crystalline powder is usually due to nitrogenous fertilizer wastes. Excessive sediment deposits may be attributed to construction site erosion. Sources of oily residues may include petroleum refineries, storage facilities, and/or vehicle service facilities.</i>
Vegetation	<i>Vegetation surrounding an outfall may show the effects of industrial pollutants. Decaying organic materials coming from food processors may cause increased vegetation growth. Other toxic materials from industrial discharges may decrease or kill vegetation. Non-stormwater discharges that contain excessive nutrients from concentrated animal feeding activities may also kill vegetation.</i>
Damage to Outfall Structures	<i>Cracking, deterioration, and scouring of concrete or peeling of paint at an outfall pipe may be caused by severely contaminated industrial discharges that are extremely acid or basic. Primary metal industries may discharge highly acidic batch dumps. Food processors with discharges that become “septic” produce hydrogen sulfide gas, which quickly deteriorates metal surfaces.</i>
Temperature	<i>Both sanitary wastewater and cooling water may substantially increase the outfall discharge temperature. Elevated temperature measurements in discharges that test negative for detergents are likely to be cooling water discharges. Sources of cooling water discharges would be industrial facilities in the drainage area.</i>

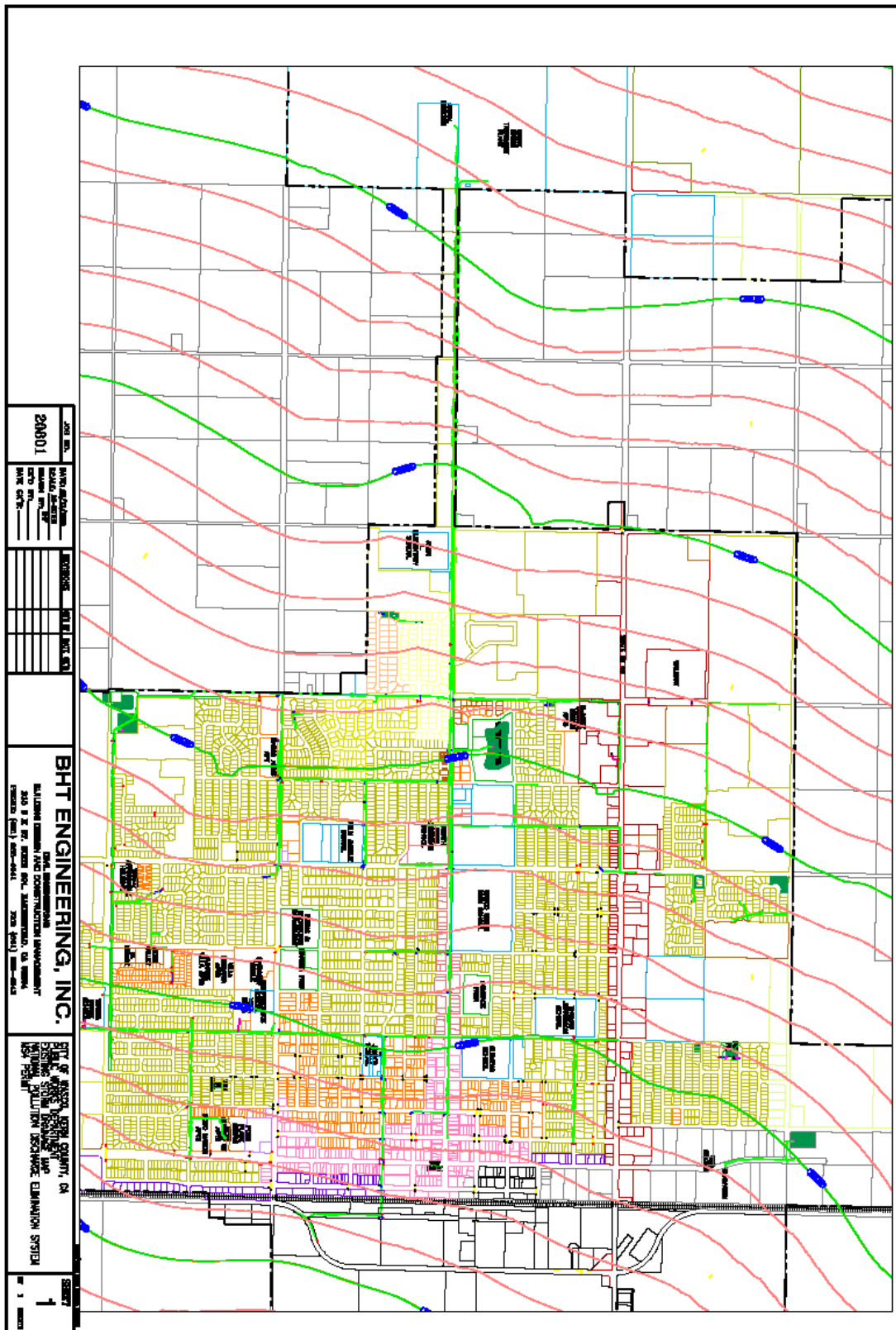
Recommendations

- The City to keep an accurate map of the entire storm sewer system will aid in the investigation and elimination of illicit discharges and allow for better stormwater facilities management and better planning of new development.
- Indicate on the map storm sewer system the primary uses and development in areas within the system (e.g., residential, industrial, commercial, farm/agriculture).
- The City of Wasco to use the most accurate methods feasible for locating the end of the outfall pipe, such as GPS technology.
- Support and sponsor walks by environmental groups, watershed associations and civic groups to assist in identifying suspect discharges; and/or
- Conduct routine dye testing of industries and commercial establishments that have a greater probability of illicit connections (automobile-related businesses, restaurants).

TABLE 5.2 PROGRAM SUMMARY, ILLICIT DISCHARGE DETECTION AND ELIMINATION

Task	BMP Description	Date to be Implemented	Goal	Action Items/Assessment	Responsible Department
5.1	Prepare Stormwater Ordinance	December 2020	City Council to Adopt Ordinance	A City Ordinance will give City the “legal” right to fully implement the SWMP. The City will have the authority to: “right of entry”, “Cease and Desist orders”, and “Criminal and Civil Penalties”.	Public Works
5.2	Update Stormwater Master Plan	Ongoing	Map 100% of Storm drain inlets and outfalls	Map all outfalls, inspect receiving sumps and ditches.	Public Works
5.3	Inspect all outfalls Dry season inspection	Annually, each fall	Establish standard inspection procedures & inspect discharges annually. Review of data gathered for enforcement and/or improvements.	Keep record of illegal discharges eliminated each year as a result of dry season inspections. Update database and record enforcement actions and maintenance activities.	Public Works
5.4	Household Hazardous Waste drop-off program.	Ongoing with Kern County	Serve 50 residents per week	Record quantities and types of hazardous waste to disposal areas.	Public Works
5.5	Water Conservation Ordinance	Ongoing	Enforce all aspects and keep records of violations. Educate public	Reduce number of violations per year of residential run-off to storm drainage system.	Public Works
5.6	Training of City employees	Ongoing	Adopt a program per City employee input and inspections	Target two meetings per year to reduce illicit discharges.	Public Works
5.7	Illicit Discharge Assessment & Evaluations Tracking System	Ongoing/Review each quarter	Detect patterns and potential areas. Recommend improvements and awareness	Review public inspection, municipal reports, and Building Department input	Building Department/Public Works

5.6 Storm Drainage System Map – See Appendix E



CHAPTER 6 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Part E.10

Permit requires training/certification for all construction staff

(a) Permittee Staff Training

(i) Task Description – Within the second year of the effective date of the permit, the Permittee shall ensure that all staff implementing the construction site storm water runoff control program are adequately trained.

(ii) Implementation Level – The Permittee may conduct in-house training or contract with consultants. Training shall be provided to the following staff positions of the MS4:

(a) Plan Reviewers and Permitting Staff - The Permittee shall ensure plan reviewers and permitting staff are qualified individuals, knowledgeable in the technical review of local erosion and sediment control plans, (including proper control measure selection, installation, implementation, and maintenance, as well as administrative requirements such as inspection reporting/tracking and the use of the Permittee's enforcement responses), and are certified pursuant to a State Water Board sponsored program as a Qualified Storm Water Pollution Prevention Plan (SWPPP) Developer (QSD), or a designated person on staff possesses the QSD credential.

(b) Erosion Sediment Control/Storm Water Inspectors - The Permittee shall ensure inspectors are qualified individuals, knowledgeable in inspection procedures, and are certified pursuant to a State Water Board sponsored program as either (1) a Qualified SWPPP Developer (QSD); (2) a Qualified SWPPP Practitioner (QSP); or (3) a designated person on staff possesses each credential (QSD to supervise plan review, QSP to supervise inspection operations)

Part E.10.c.(ii)

Permit requires at least three inspections at priority construction sites

(ii) Implementation Level – The inspection procedures shall be implemented to verify compliance with the Permittee's construction site storm water control ordinance. At a minimum, inspections must be conducted at priority construction sites (defined below) prior to land disturbance (during the rainy season), during active construction and following active construction. Construction site inspections shall include assessment of compliance with the Permittee's construction site storm water runoff control ordinance, and other applicable ordinances. A Permittee may propose, for Regional Water Board Executive Officer approval, an alternative approach for construction site oversight, provided the Permittee demonstrates the approach will be equally effective at reducing the discharge of pollutants from construction sites to the maximum extent practicable. Prior to allowing an operator to commence land disturbance during the rainy season, the Permittee must perform an inspection, to

ensure all necessary sediment controls are in place. During active construction, the Permittee shall conduct inspections, based on prioritization of construction sites. Active construction inspections shall include at a minimum: inspection of maintenance of BMPs, effectiveness of BMPs installed and verification that pollutants of concern are not discharged into receiving water bodies. Prioritization criteria shall be based on project threat to water quality. Project threat to water quality includes soil erosion potential, site slope, projects size and type, sensitivity of receiving water bodies, proximity to receiving water bodies, non-storm water discharges, projects more than one acre that are not subject to the CGP (sites that have obtained an Erosivity Waiver) and past record of non-compliance by the operator of the construction site. Inspection frequencies shall be conducted based on the prioritization criteria described above. At the conclusion of the project, the Permittee must inspect to ensure that all disturbed areas have been stabilized and that all temporary erosion and sediment control measures that are no longer needed have been removed as required by the local construction site storm water control ordinance.

6.1 Storm Water Ordinance

The City will develop a thorough storm water ordinance to meet the Phase II compliance requirements for construction runoff.

The ordinance will address erosion control, sediment and non-sediment construction wastes, and non-storm water discharges, along with authoritative enforcement information. The City will review the CASQA BMP handbooks and adopt BMP standards from this source or other equivalent. The approved construction standards will be provided to all developers, and approached in the Plan Review process. In projects adjacent to Caltrans roads, current Caltrans BMP's will be enforced.

The City will adopt a storm water ordinance with a tiered level of enforcement, which will be used as a mechanism to deter violations. This may include requirements to implement improved BMPs, bonding requirements, fines, work stoppages and/or permit denials.

6.2 Construction Outreach and Education for City Staff

These permit requirements apply to construction sites that are required to obtain permit coverage for storm water discharges from their site.

Over a short time, storm water discharges from construction site activity can contribute more pollutants, including sediment, to a receiving stream than had been deposited over several decades. Storm water runoff from construction sites can include pollutants other than sediment, such as phosphorus and nitrogen from fertilizer, pesticides, petroleum derivatives, construction chemicals, and solid wastes that may become mobilized when land surfaces are disturbed.

Generally, properly implemented construction site ordinances are effective in reducing these pollutants. The program would need to include, at a minimum:

- Requirements for construction site owners or operators to implement appropriate BMPs, such as silt fences, temporary detention ponds, and hay bales
- Provisions for preconstruction review of site management plans
- Procedures for receipt and consideration of information provided by the public
- Regular inspections during construction
- Penalties to ensure compliance

6.3 Construction Operator Training

The City of Wasco to distribute to construction operators appropriate outreach materials who will be disturbing land within the MS4 boundary. Include selection, installation, implementation, and maintenance of BMP's.

6.4 Construction Plan Review and Approval Procedures

To comply with E.10.b of the Order.

The purpose of the Construction Site Storm Water Runoff Control Program is to prevent soil and construction material from leaving the site and entering the storm water drainage system. Sediment is usually the main pollutant of concern. The resulting siltation, along with the contribution of other pollutants from construction sites, can cause harm to local waterways. Stormwater contaminated with sediment and other pollutants that enter a private or City maintained drainage basin may adversely affect the underlying groundwater which is considered a water of the State and is protected by state and federal statutes.

No grading shall be done until stormwater an Erosion and Sedimentation Control Plan have been approved by the City.

An Erosion and Sedimentation Control Plan is required prior to issuance of a Grading or Building Permit, and shall be submitted for review by the Building, Public Works, and City Engineer's Office. Attached in Appendix A are the Best Management Practices (BMP) Details from the County of Kern, plates BMP-A through BMP-J. These may be used to help reduce or eliminate sediments and other pollutants in stormwater discharges.

Projects that disturb one acre or more of soil or disturb less than one acre but are part of a larger common plan or development or sale are subject to the Construction General Permit in addition to this storm water runoff control ordinance. A SWPPP is required for areas ≥ 1 Acre.

Plan review staff should check site plans to ensure they address common, critical elements. These elements include:

1. Minimize Clearing and Grading

Construction site operators should take all measures possible to avoid clearing/grading stream buffers; forest conservation areas; wetlands, springs, and seeps; highly erodible soils; steep slopes; environmental features; and stormwater infiltration areas. In addition, site fingerprinting should be employed, and limits of disturbance (LOD) should be mapped, clearly delineated on site with flags and conveyed to personnel.

2. Protect Waterways

Construction site operators should identify waterbodies on site and adjacent to the site. If construction activities occur near a waterbody, clearing/grading activities should be minimal and silt fencing and/or earthen dikes should be installed.

3. Phase Construction to Limit Soil Exposure

Prior to construction initiation, activities should be broken into phases. Grading activities should be limited to the phase immediately under construction to decrease the time that soil is exposed, which, in turn, decreases the potential for erosion. Additional phases should begin only when the last phase is near completion and preferably exposed soil has been stabilized. Construction scheduling should facilitate installation of erosion and sediment control measures prior to construction start, detail time limits for soil stabilization after grading occurs, and schedule BMP maintenance.

4. Immediately Stabilize Exposed Soils

Exposed soils should be stabilized within two weeks of the onset of exposure. The long-term goal is to establish permanent vegetation after each phase of construction; however, mulch, hydroseeding, or other means of soil coverage may protect exposed soil while facilitating vegetation growth. The stormwater site plan should detail appropriate plant species to be seeded, as well as weather and climactic conditions necessary for germination and successful vegetation establishment.

5. Protect Steep Slopes and Cuts

Cutting and grading of steep slopes (>15 percent) should be avoided wherever possible. If a steep slope exists, all water flowing onto the slope should be redirected with diversions or a slope drain. Silt fence at top and toe of the slope must be anchored well, although this measure may not provide adequate protection by itself. On steep slopes, jute netting and erosion control blankets (geotextiles) should be used in conjunction with seeding or mulching, as seeding alone may not be effective.

6. Install Perimeter Controls to Filter Sediments

Silt fence should be professionally installed around the perimeter of the construction site. A fiber roll on the inside (site-facing) of the silt fence works to provide additional filtration. In areas of heavy flows or breach concern, a properly sized earthen dike with a stabilized outlet should be created. In addition, catch basin inlets receiving stormwater flows from the construction site must be protected with adequate inlet controls.

7. Employ Advanced Sediment Settling Controls

Sediment Basins should be created where space is available; however, discharge from basins must be non-turbid. The use of skimmers and multiple cell construction of basins assist in sediment drop-out.

8. Certify and Train Contractors on Stormwater Site Plan Implementation

Contractors and/or construction staff should be trained in erosion and sediment control practices and procedures to effectively install and manage erosion and sediment control features. Meetings and site inspections by municipal staff provide opportunities for discussion of effective BMPs with site staff. Inspectors should make a strong commitment to contractor education to develop a constructive and responsive relationship.

9. Control Waste at the Construction Site

The site plan should describe the type of construction site waste found at the site (such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste) and how that waste will be controlled to minimize adverse impacts to water quality. For example, concrete washout and trash storage areas should be clearly labeled on the plan and should be located away from waterbodies and catch basin inlets.

10. Inspect and Maintain BMPs

Each stormwater site plan should clearly describe the construction site operator's BMP inspection and maintenance, including who will inspect the site and how often. Ideally, an example inspection form should be included with the plan. Inspections should occur at a regular interval and should also occur immediately before and after rain events. The plan should also describe how BMPs will be maintained

6.5 Construction Site Inspection

Comply with E.10.c of the Order

A development project that disturbs less than one acre of soil and is not part of a larger common plan of development shall manage their stormwater drainage during construction. One or more of the following measures shall be implemented to prevent flooding of adjacent property, prevent erosion, and retain soil runoff on site:

1. Retention basins of sufficient size shall be utilized to retain stormwater on site.
2. Where stormwater is conveyed to a public drainage system, collection point, gutter or similar disposal method, storm water shall be filtered by use of BMP method approved by the City.
3. A combination of BMPs and good housekeeping should be considered for implementation as appropriate for each project include, but are not limited to, the following:

A. Erosion and sediment control BMPs:

1. Scheduling construction activity
2. Preservation of natural features, vegetation, and soil
3. Drainage swales or lined ditches to control stormwater flow
4. Mulching or hydroseeding to stabilize soils
5. Erosion control covers to protect slopes
6. Protection of storm drain inlets (gravel bags or catch basin inserts)
7. Perimeter sediment control (perimeter silt fence, fiber rolls)
8. Sediment trap or sediment basin to retain sediment on site
9. Stabilized construction exits
10. Wind erosion control
11. Dewatering operations (NS-2 of California Stormwater Quality Association)

B. Good housekeeping and source control BMPs to manage construction equipment, materials, and waste:

1. Material handling and waste management
 - a) Objects such as vehicle motor parts containing grease, oil or other hazardous substances, and unsealed receptacles containing hazardous materials, shall not be stored in areas susceptible to runoff.
2. Building materials stockpile management
 - a) The uncovered outdoor storage of unsealed containers of building materials containing hazardous substances is prohibited in areas susceptible to runoff.
3. Management of washout areas (concrete, paints, stucco, etc.)

4. Control of vehicle/equipment fueling to contractor's staging area
 - a) Any machine which is to be repaired or maintained in an uncovered outdoor area shall be placed on a pad of absorbent material to contain leaks, spills, or small discharges.
 - b) Machinery and equipment, including motor vehicles, which are leaking significant amounts of fluid or oil, must be repaired.
5. Vehicle and equipment cleaning performed off site
6. Spill prevention and control
7. Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage, or batteries, which is located in an area susceptible to runoff, shall be removed immediately and disposed of properly.
8. Intentional disposal of landscape debris to a storm drain is prohibited.
9. Use of any pesticide, herbicide or fungicide, the manufacture of which has been either voluntarily discontinued or prohibited by the Environmental Protection Agency, is prohibited.

The contractor should conduct site inspections before, during extended storm events, and after each storm event to identify areas that may contribute to erosion and sediment problems or any other pollutant discharges. Additional control measures may need to be implemented immediately.

The City shall conduct construction site inspections weekly through the duration of the project. Inspections will also be conducted within 24 hours of a rain event.

The City shall maintain an inventory of all construction projects subject to this chapter and continuously update as new projects are permitted and projects are completed. For projects subject to the Construction General Permit, the City may obtain the inventory from the California Environmental Protection Agency State Water Resources Control Board Stormwater Multiple Application and Report Tracking System (SMARTS) database and supplement as needed.

6.6 Element Evaluation & Controls, Construction Site Runoff Controls

The effectiveness of the Construction Site Runoff element will be based on several factors, including the establishment of an effective program to enforce erosion control, the overall contractor compliance level and by runoff reduction from construction sites. City staff conducting field inspections or other appropriate means will assess this. Assessment information will be used by staff to plan and schedule the resources required to conduct the program and to gauge the program's effectiveness.

The table on the following page summarizes the BMPs the City of Wasco will use to conduct the Construction Site Runoff Control element of the program. Also included are the goals, milestone dates and assessment methods for each BMP as well as the person (or position) responsible for implementation. Assessment information will be used to plan and schedule the resources necessary to conduct the program and to gauge the program's effectiveness.

6.6 Program Summary, Construction Site Runoff Controls

Task	BMP Description	Timeline	Goal	Assessment	Responsible
6.1.	Adopt a storm water ordinance and establish source control & pollution prevention standards and enforcement procedures	Nov.-20	Pass City Council Resolution	Ordinance approved	Public Works
6.2	Establish a tracking system for inspections and violations	March 21	Adopt Program and database	Number of violations per year	Public Works
6.2.1	Develop Inspection procedures & train staff	Dec-20	Plan in place Develop Inspections procedures Establish checklist for evaluation construction projects. NPDES annual training of key personnel	On-going	Public Works/City Engineer
6.3 and 6.4	The City will provide training for all building inspectors, construction inspectors and plan checkers covering BMP measures, the City SWMP and enforcement.	March-21	Standards adopted (Caltrans BMP's CASQA and Kern County)	Plan in place	Public Works/City Engineer
6.5	The City will establish/identify priority sites for inspections, Based on storm drain design, topography of area, past non-compliance, proximity to surface waters, etc., and communicate that to the staff.	April-21	-Establish & implement procedures and training guidelines (refresher seminars every other year)	Procedures in place and trained employees	Public Works/City Engineer

Stormwater and the Construction Industry

Protect Natural Features



- Minimize clearing.
- Minimize the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.

Construction Phasing



- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.

Vegetative Buffers



- Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.

Silt Fencing



- Inspect and maintain silt fences after each rainstorm.
- Make sure the bottom of the silt fence is buried in the ground.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Make sure stormwater is not flowing around the silt fence.

Maintain your BMPs!

www.epa.gov/npdes/menuofbmps

Site Stabilization



- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.

Construction Entrances



- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Properly size entrance BMPs for all anticipated vehicles.
- Make sure that the construction entrance does not become buried in soil.

Slopes



- Rough grade or terrace slopes.
- Break up long slopes with sediment barriers, or under drain, or divert stormwater away from slopes.

Dirt Stockpiles



- Cover or seed all dirt stockpiles.

Storm Drain Inlet Protection



- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.

CHAPTER 7 POST-CONSTRUCTION STORMWATER RUNOFF

Part E.12.e.(ii)(c)

Permit includes a numeric sizing criterion for retention and treatment practices.

The Permittees shall require facilities designed to evapotranspiration, infiltrate, harvest/use, and biotreat storm water to meet at least one of the following hydraulic sizing design criteria:

1) Volumetric Criteria:

- a) The maximized capture storm water volume for the tributary area, on the basis of historical rainfall records, determined using the formula and volume capture coefficients in Urban Runoff Quality Management, WEF Manual of Practice No. 23/ASCE Manual of Practice No. 87 (1998) pages 175-178 (that is, approximately the 85th percentile 24-hour storm runoff event); or
- b) The volume of annual runoff required to achieve 80 percent or more capture, determined in accordance with the methodology in Section 5 of the CASQA's Stormwater Best Management Practice Handbook, New Development and Redevelopment (2003), using local rainfall data.

2) Flow-based Criteria:

- a) The flow of runoff produced from a rain event equal to at least 0.2 inches per hour intensity; or
- b) The volume of annual runoff required to achieve 80 percent or more capture, determined in accordance with the methodology in Section 5 of the CASQA's Stormwater Best Management Practice Handbook, New Development and Redevelopment (2003), using local rainfall data.

Part E.12.f

Permit includes hydromodification management requirements for all regulated projects.

E.12.f. Hydromodification Management

(i) Task Description – Within the third year of the effective date of the permit, the Permittee shall develop and implement Hydromodification Management procedures. Hydromodification management projects are Regulated Projects that create and/or replace one acre or more of impervious surface. A project that does not increase impervious surface area over the pre-project condition is not a hydromodification management project.

(ii) Implementation Level - The Permittee shall implement the following Hydromodification Standard:

- (a) Post-project runoff shall not exceed estimated pre-project flow rate for the 2-year, 24- hour storm in the following geomorphic provinces (Figure 1):

- Coast Ranges • Klamath Mountains • Cascade Range • Modoc Plateau • Basin and Range
- Sierra Nevada • Great Valley

(b) Post-project runoff shall not exceed estimated pre-project flow rate for the 10-year, 24-hour storm in the following geomorphic provinces (Figure 1):

• Transverse Ranges • Peninsular Ranges • Mojave Desert • Colorado Desert

Post-construction storm water management in areas undergoing new development or redevelopment is necessary because runoff from these areas has been shown to significantly affect receiving water bodies. Planning and design for the minimization of pollutants in post-construction storm water discharges is the most cost-effective approach to storm water quality management. The City of Wasco does not have water bodies, the focus will be to protect underground water storage.

There are generally two forms of substantial impacts of post-construction runoff. The first is caused by an increase in the type and quantity of pollutants in storm water runoff. As runoff flows over areas altered by development, it picks up harmful sediment and chemicals such as oil and grease, pesticides, heavy metals, and nutrients. These pollutants often become suspended in runoff and are carried to receiving waters, such as lakes, ponds, and streams.

The second kind of post-construction runoff impact occurs by increasing the quantity of water delivered to the water body during storms. Increased impervious surfaces interrupt the natural cycle of gradual percolation of water through vegetation and soil. Instead, water is collected from surfaces such as asphalt and concrete and routed to drainage systems where large volumes of runoff quickly flow to the nearest receiving water. The effects of this process include stream bank scouring and downstream flooding, which can lead to property damage.

7.1 Site Plan Review

If water quality impacts are considered from the beginning stages of a project, new development, and potentially redevelopment, projects provide opportunities for water quality protection. The adoption of a planning process, coupled with the new storm water ordinance will identify the municipality's program goals, implementation strategies, and enforcement procedures is consistent with this measure's intent. Public and industry participation in the development of this planning process is highly desirable.

7.1.1 The City will adopt an ordinance including enforcement for post construction runoff and establishing a tiered level of enforcement for violations. This will include implementing required of BMPs, and possible fees, and/or fines.

7.1.2 The City will develop a planning process to incorporate new criteria, standards, and BMPs which will minimize, to the highest extent practical, the water quality impact for post-construction for new development and redevelopment.

7.1.3 Develop and implement a program incorporating the design standards contained in Attachment 4 requirements in the MS4 Permit and the new City ordinance into the site plan review and plan checks. (See Appendix “E” for Attachment 4)

7.1.4 Develop requirements for maintenance of privately-owned controls and establish a database for tracking private and public controls.

7.1.5 The existing site plan review and approval procedures will be incorporating the Attachment 4, CASQA BMP into requirements to ensure long-term water quality protection. These efforts will include “outreach and guidance to the development community” and to City staff “on construction and post-construction control requirements.” The above effects work together to reach the developer and the City in an effort to inform and enhance the overall development of sustaining storm water maintenance and control.

7.1 Education and Training

In order to effectively enforce and implement the BMP’s for development and postconstruction runoff requirements, the City will need to educate staff of the new program.

7.1.2 Train staff on the requirements and Caltrans and CASQA BMPs. (Postconstruction requirements and conditions of approval.)

7.1.3 Train staff in maintenance of BMPs, long-term operations, and tracking.

7.2 Element Evaluation, Post Construction Runoff Controls

The success of the Post Construction Runoff element will be based on the degree to which water quality considerations have been incorporated into the design process. City staff will assess this during the site plan review process, field inspections or other appropriate means.

7.3.1 Establish procedures for tracking maintenance activities. City’s database will tabulate entries and proper responses implemented. (i.e. responses and follow up actions, etc.) The table on the following page summarizes the BMPs the City of Wasco will use to conduct the Post Construction Runoff element of the program. Also included are the goals, milestone dates and assessment methods for each BMP as well as the person (or position) responsible for implementation. Assessment information will be used to plan and schedule the resources necessary to conduct the Program and to gauge the program’s effectiveness.

7.4 Program Summary, Post Construction Runoff Controls

Task #	BMP Description	Timeline	Goal	Assessment	Responsible
7.1.1	Draft and adopt ordinance, include enforcement for runoff & establish a system and procedures for enforcement of violations along with BMP's requirements.	Dec-20	Adopt Ordinance	Ordinance adopted	Public Works/City Engineer
7.1.2	Develop post-construction plan & technical criteria based on Caltrans and CASQA BMP's for selected control strategies	Dec-20	Plan in place	Plan in place	City Engineer
7.1.3	Develop and implement program requiring the design standards and incorporate the BMP's. and SWMP requirements into site plan review and plan checks.	Dec-20	- Field Inspectors -City Engineers	Identify the number of projects each year, grading permits number, critical areas, etc.	Public Works/City Engineer
7.1.4	Establish regulatory requirements for maintenance of privately-owned controls. Develop a database for tracking private and public structural controls. Use GIS, but other means may be used.	Dec-20	Plan in place with storm water layer in GIS System	Tracking of structural controls and inspections	Public Works
7.1.5	Provide outreach and guidance to the development community through site plan review process and include BMP's requirements in discussion and other requirements.	June -21	100% by June-21	Procedures established and number of attendees and records of sessions	Public Works
7.2.1	Train staff on post-construction requirements and conditions of approval.	Dec-20	Procedures established and 2 training sessions/year	Procedures established and number of attendees and records of sessions	Public Works
7.2.2	Train staff in maintenance of BMPs, long-term operation and tracking	Dec-21	2- Training sessions per year	Record number of attendees and keep log of sessions	Public Works

CHAPTER 8 GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Part E.11.e

The permit requires that permittees conduct inspections at permittee-owned and operated facilities at prescribed frequencies.

E.11.e. Inspections, Visual Monitoring and Remedial Action

- (i) Task Description – Within the fifth year of the effective date of the Permit, the Permittee shall conduct regular inspections of Permittee-owned and operated facilities.
- (ii) Implementation Level – Inspections shall be conducted as follows:
 - a) Quarterly visual hotspot inspections – Perform quarterly visual inspections, in accordance with the inspection procedures and inspection checklist developed for each Permittee-owned or operated hotspot, to ensure materials and equipment are clean and orderly; to minimize the potential for pollutant discharge; and to ensure effective selection, implementation, and maintenance of BMPs. The Permittee shall look for evidence of spills and immediately clean them up to prevent contact with precipitation or runoff. The quarterly inspections shall be tracked in a log for every facility, and records kept with the SWPPP (records may be kept electronically). The inspection report shall also include any identified deficiencies and the corrective actions taken to correct the deficiencies.
 - b) Annual Hotspot comprehensive inspections – At least once per year, the Permittee shall conduct a comprehensive inspection of each hotspot facility, including all storm water BMPs, in accordance with the facility-specific inspection procedures and inspection checklist. The Permittee shall pay specific attention, without limiting its attention, to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar potential pollutant-generating areas. The annual inspection results shall be documented, and records kept with the SWPPP. The inspection report shall also include any identified deficiencies and the corrective actions taken to correct deficiencies.
 - c) Quarterly Hotspot visual observation of storm water and non-storm water discharges – At least once per quarter visually observe discharge locations from hotspot facilities. Where discharges are observed identify any observed problems (e.g., color, foam, sheen, turbidity) associated with pollutant sources or BMPs shall be remedied as soon as practicable or before the next storm event, whichever is sooner. Visual observations shall be documented, and records kept with the SWPPP. This inspection shall be done in accordance with the developed standard operating procedures. The inspection report shall also include any identified deficiencies and the corrective actions taken to correct the deficiencies.
 - d) Non-Hotspot Inspection – At a minimum, inspect each inventoried municipal facility that is not a hotspot, once per permit term.

8.1 Good Housekeeping Staff Training

The final minimum control measure required for meeting the statutory MEP requirement involves the operations of the City of Wasco itself. These operations should include an effective operation and maintenance program, and adequate training for municipal employees and contractors, to prevent or reduce pollutant runoff from municipal operations. The plan should include at least the following elements:

1. Maintenance activities, maintenance schedules, and long-term inspection procedures for structural and other storm water controls to reduce floatables and other pollutants discharged from the separate storm sewers.
2. Controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, and waste transfer stations-including programs that promote recycling. Controls for discharges from maintenance and storage yards should include controls for discharges from salt and sand storage locations and snow disposal areas operated by the municipality.
3. Programs to promote the minimal use of pesticides. All city personnel and commercial entities engaged in the application of pesticides should be licensed according to the applicable pesticide application law.
4. Procedures for the proper disposal of waste removed from the separate storm sewer systems and areas listed above in (2), including dredge spoil, accumulated sediments, floatables, and other debris.
5. Ways to ensure that new flood management projects assess the impacts on water quality and examine existing projects for incorporation of additional water quality protection devices or practices. The network of open channels in the community should receive regularly scheduled, routine maintenance to prevent sediment buildup and overgrowth of vegetation.

The program should include local government employee training addressing these prevention measures in government operations (such as park, golf course, and open-space maintenance; fleet maintenance; planning, building oversight, and storm water system maintenance). These practices or programs address non-storm water problems but also have storm water pollution prevention benefits.

Street cleaning can reduce pollutants in runoff if it is performed regularly. Another benefit of street cleaning is that pipes and outlets in detention structures and ponds are less likely to become clogged. Typical street-sweeping requirements for a municipal storm water management plan might include:

- Sweeping of arterial streets 8 times per year, with emphasis on sweeping after deicing and sanding applications
- Sweeping of residential streets 4 times per year

Disposal of street-sweeping wastes may pose a problem because of possible high levels of lead, copper, zinc, and other wastes from automobile traffic. Testing of street sweepings may be appropriate to determine appropriate disposal or reuse alternatives. Some municipalities and industries have found that streetsweepings can be used as cover in sanitary landfills. In areas where salt is used, reduced application or alternative agents, consistent with the need for safety, will reduce pollution of

area water bodies. Sand is an alternative that is less harmful to vegetation and aquatic life. Storage facilities can be constructed or modified to prevent salt exposure to rainfall.

8.1 System Evaluation

Visual inspection is a Best Management Practice (BMP) in which members of a storm water pollution prevention team visually examine material storage and outdoor processing areas, the storm water discharges from such areas, and the environment in the vicinity of the discharges, to identify contaminated runoff and its possible sources. The EPA has recognized visual inspection as a baseline BMP for over 10 years.

In a visual inspection, storm water runoff may be examined for the presence of floating and suspended materials, oil and grease, discoloration, turbidity, odor, or foam, and storage areas may be inspected for leaks from containers, discolorations on the storage area floor, or other indications of a potential for pollutants to contaminate storm water runoff. Visual inspections may indicate the need to modify a facility to reduce the risk of contaminating runoff.

8.1.1 The City will establish a Storm Water Pollution Prevention Team with representatives from throughout the organization. This team will periodically (quarterly) inspect City facilities and monitor activities on a regular basis (annually as a minimum) to determine what water quality improvements can be made. Information will be input to storm water database for compiling, sorting and evaluating.

8.2 Employee Training

The City's pollution prevention program cannot be successful without the support and involvement of the front-line employees and a strong commitment from senior management personnel.

8.2.1 A training program will be established to educate employees about storm water management, potential sources of contaminants, and Best Management Practices (BMPs).

8.2.2 The Municipal sites will include SWMP review in staff meetings. Review suggestions, improvements, and implementations. Record for annual reporting.

The employee training program will be designed to:

- Instill personnel with an understanding of their role in pollution prevention and the practices and procedures for preventing discharges,
- Ensure strong commitment and periodic input from senior management,
- Communicate timely information to ensure adequate understanding and reinforcement of goals and objectives,

- Utilize the experiences from past spills to prevent future spills,
- Inform employees of BMP monitoring and spill reporting procedures, and
- Develop operating manuals and standard procedures.

8.3 Implement Storm Water Quality Programs

The City currently has a number of programs in place. However, the existing activities will be reevaluated during this permit term and activities will be documented better. In addition, visual inspections will be completed to verify effectiveness of certain efforts.

8.3.1 Continue to complete street sweeping activities. Log the number of miles swept per month.

8.3.2 The Pollution Prevention Plan for the City corporation yard will continue to be implemented.

8.3.3 Continue to monitor and implement maintenance activities on storm water control facilities. Document activities and complete visual inspections on a regular basis. (minimum annually prior to wet season)

8.4 Element Evaluation, Pollution Prevention and Good Housekeeping

The effectiveness of the Pollution Prevention and Good Housekeeping element is dependent on adequate training, resources, and staff to ensure that City operations and facilities are reducing storm water pollution and controlling non-storm water discharges. Assessments will include site visits, improved procedures for managing target pollutants, review of feedback from City staff, and public comments. Quantitative measurements of effectiveness include evaluation of sediment removed from sump maintenance and street sweeping, as well as estimated reductions in pollutant loadings.

8.4.1 Implement SWMP/BMPs into regular scheduled staff meetings. Open forum for issues, improvements, maintenance, and training. Table below summarizes the BMPs the City of Wasco will use to conduct the Pollution Prevention and Good Housekeeping element of the program. Also included are the goals, milestone dates and assessment methods for each BMP as well as the person (or position) responsible for implementation. Assessment information will be used to plan and schedule the resources necessary to conduct the program and to gauge the program's effectiveness.

Table 8.1 Good Housekeeping for Municipal Operations

Task #1	BMP Description	Timeline	Goal	Assessment	Department
8.1	Establish Storm Water Pollution Prevention Team and inspect City facilities corporation yard and all city-controlled facilities	March 2021	Minimum 50% of facilities pollution prevention control per year	Establish responsible teams	Public Works
8.2	Storm Water Team will survey city departments and & analyze and record activities to determine areas recommended for improvement	Jun 2021	50% of sites per year	Detect problems areas, recommend solutions, and implement MBP's	Public Works
8.3	Employee educational program. Develop and implement a program for municipal maintenance of structural storm water controls	Dec 2021	50% employees per year	Record employees reached and department position	Public Works
8.4	The Municipal sites will include SWMP review in staff meetings. Water Treatment Facility	Dec 2021	Implementations of minimum 50% of recommended BMP's	Record all employees' suggestions and input	Public Works
8.5	Continue street sweeping operations and develop database	Ongoing	Maintained streets clean and record problem areas	- Number of miles per month -Volume & type of debris collected	Public Works
8.6	Prepare and implement of corporation yard SWPPP	April 2021	Keep working and maintenance areas clean	Record number of BMPs and maintenance. Periodic review	Public Works/City Engineer
8.7	Continue storm system maintenance activities and update database to log activities and inspections	Ongoing	Reduction in maintenance indicates better daily control	Record number of BMPs and maintenance. Periodic review and update database	Public Works
8.8	Implement SWMP/BMPs into regularly scheduled staff meetings	April 2021	Reduction in input indicates better daily control and opens for additional training	Record issues and improvements	Public Works

Suggested samples form for sump maintenances records are shown below:

**CITY OF WASCO
PUBLIC WORKS DEPARTMENT
BASIN MAINTENANCE RECORD**

BASIN NO. _____ **SUPERVISOR** _____ **DATE** _____

PICTURES ☐ Before ☐ After

ENVIRONMENTAL ☐ Kit Fox Dens ☐ Burrowing Owls ☐ Other

MAINTENANCE PERFORMED

Comments

<input type="checkbox"/>	Outside Landscaping	_____
<input type="checkbox"/>	Fence/Gate Repaired	_____
<input type="checkbox"/>	Block wall Repaired	_____
<input type="checkbox"/>	Slates Replaced	_____
<input type="checkbox"/>	Signs Replaced	_____
<input type="checkbox"/>	Road Pad Cleaned/Repaired	_____
<input type="checkbox"/>	Erosion Repaired	_____
<input type="checkbox"/>	Woody Vegetation Removed	_____
<input type="checkbox"/>	Trash/Green waste Removed	_____
<input type="checkbox"/>	Water <input type="checkbox"/> Dry <input type="checkbox"/> 1-3 Feet <input type="checkbox"/> Over 3 Feet	
<input type="checkbox"/>	Pumped <input type="checkbox"/> Sewer <input type="checkbox"/> Canal <input type="checkbox"/> Other Location _____	
<input type="checkbox"/>	Number of Pumps used and size	_____

CITY EQUIPMENT UTILIZED

<input type="checkbox"/> Hand Crew	<input type="checkbox"/> Excavator
<input type="checkbox"/> Loader	<input type="checkbox"/> Trucks
<input type="checkbox"/> D6 Dozer	<input type="checkbox"/> Back Hoe
<input type="checkbox"/> D8 Dozer	<input type="checkbox"/> Other _____

CONTRACT EQUIPMENT UTILIZED

<input type="checkbox"/> Hand Crew	<input type="checkbox"/> Excavator
<input type="checkbox"/> Loader	<input type="checkbox"/> Trucks
<input type="checkbox"/> D6 Dozer	<input type="checkbox"/> Backhoe
<input type="checkbox"/> D8 Dozer	<input type="checkbox"/> Other _____

MATERIAL REMOVED

Amount Removed

<input type="checkbox"/> Soil	<u>Truck</u>	<u>Yards</u>
<input type="checkbox"/> Woody Vegetation Removed	_____	_____
<input type="checkbox"/> Weeds Removed	_____	_____
<input type="checkbox"/> Trash/Green waste Removed	_____	_____

SOIL TEST ☐ Yes ☐ No

PARKS NOTIFIED FOR SPRAYING ☐ Yes ☐ No

CITY OF WASCO
PUBLIC WORKS DEPARTMENT
BASIN MAINTENANCE RECORD

BASIN NO. _____ Inspected By: _____ DATE _____

PICTURES ☐ Before ☐ After

ENVIRONMENTAL ☐ Kit Fox Dens ☐ Burrowing Owls ☐ Other

EXTERIOR

Comments

- ☐ Outside Landscaping
- ☐ Fence Condition
- ☐ Block wall
- ☐ Gate
- ☐ Slates
- ☐ Signs

INTERIOR

- ☐ Ramp
- ☐ Road Pad
- ☐ Slopes
- ☐ Woody Vegetation
- ☐ Weeds
- ☐ Trash/Green waste

☐ Water ☐ Dry ☐ 1-3 Feet ☐ Over 3 Feet

BOTTOM SOIL ☐ Sediment /fines ☐ Organics/Debris

☐ Sandy ☐ Silt ☐ Clay Check all that apply

Table 8.2 Anticipated and Potential Pollutants Generated by Land Use Type									
Priority Project Categories	General Pollutant								
	Pathogens	Heavy Metals	Nutrients	Pesticides	Organic Compounds	Sediments	Trash& Debris	Oxygen Demanding Substances	Oil& Grease
Detached Residential Development	X		X	X		X	X	X	X
Attached Residential Development	P		X	X		X	X	P(1)	P(2)
Commercial/ Industrial Development > 100,000 square feet	P(3)		P(1)	P(5)	P(2)	P(1)	X	P(5)	X
Automotive Repair Shops		X			X(4)(5)		X		X
Restaurants	X						X	X	X
Parking Lots		X	P(1)	P(2)		P(1)	X	P(5)	X
Streets, Highways & Freeways		X	P(1)		X(4)	X	X	P(5)	X

X = anticipated

P = potential

(1) A potential pollutant if landscaping exists on-site

(2) A potential pollutant if the project includes uncovered parking areas

*Source: California Stormwater BMP Handbook
New Development and Redevelopment*

(3) A potential pollutant if land use involves food or animal products.

(4) Including petroleum hydrocarbons.

(5) Including solvents.

CHAPTER 9. OTHER REQUIREMENTS

Part E.6.a and b

Permit includes 1.5 page-long list of requirements that MS4 must have adequate legal authority for, as well as a requirement to certify that the MS4 has and will maintain full legal authority to implement the permit. For example:

E.6.a. Legal Authority

(i) Task Description – Within the second year of the effective date of the permit, the Permittee shall review and revise relevant ordinances or other regulatory mechanisms, or adopt any new ordinances or other regulatory mechanisms, to obtain adequate legal authority, to the extent allowable under state or local law, to control pollutant discharges into and from, as applicable, its MS4, and to meet the requirements of this Order.

(ii) Implementation Level – At a minimum, the Permittee shall have adequate legal authority to:

- (a) Effectively prohibit non-storm water discharges through the MS4. Exceptions to this prohibition are NPDES-permitted discharges of non-storm water and non-storm water discharges in B.3 that are considered non-significant contributors of pollutants. Where the non-storm water discharge is to a segment of an MS4 that discharges directly to an ASBS, exceptions to the non-storm water prohibition are specified in Attachment C.
- (b) Detect and eliminate illicit discharges and illegal connections to the MS4. Illicit connections include pipes, drains, open channels, or other conveyances that have the potential to allow an illicit discharge to enter the MS4. Illicit discharges include all non-storm water discharges not otherwise authorized in this Order, including discharges from organized car washes, mobile cleaning, and pressure wash operations,
- (c) Respond to the discharge of spills, and prohibit dumping or disposal of materials other than storm water into the MS4.
- (d) Require parties responsible for runoff in excess of incidental runoff to implement Discharge Prohibition B.4.a-e.
- (e) Require operators of construction sites, new or redeveloped land; and industrial and commercial facilities to minimize the discharge of pollutants to the MS4 through the installation, implementation, or maintenance of BMPs consistent with the California Storm Water Quality Association (CASQA) Best Management Practice Handbooks or equivalent.

Part E.6.c.(iii)(d)

Permit requires MS4s to report non-filers within 30 days.

(d) NPDES Permit Referrals—For those construction projects or industrial facilities subject to the State’s Construction General Permit (CGP) or Industrial General Permit (IGP), the Permittee shall:

1. Refer non-filers (i.e., those facilities that cannot demonstrate that they obtained permit coverage) to the appropriate Regional Water Board within 30 days of making that determination, or file complaint on the State Water Board’s website:
http://www.dtsc.ca.gov/database/CalEPA_Complaint/index.cfm. In making such referrals, at a minimum include the following documentation:
 - a) Construction project or industrial facility location.
 - b) Name of owner or operator.
 - c) Estimated construction project size or type of industrial activity (including the Standard Industrial or the North American Industry Classification, if known).
 - d) Records of communication with the owner or operator regarding filing requirements.

Part VII.A.4.b

Permit includes specific reporting requirements for each of the six minimum measures (construction example included below).

Required SWMP Reporting

- b. Program implementation reporting for continuing covered entities (MS4s covered for 3 or more years on the reporting date). At a minimum, the covered entity shall report on the items below:
 - i. number of SWPPPs reviewed.
 - ii. number and type of enforcement actions.
 - iii. percent of active construction sites inspected once.
 - iv. percent of active construction sites inspected more than once.
 - v. number of construction sites authorized for disturbances of one acre or more; and
 - vi. report on effectiveness of program, BMP, and measurable goal assessment.

9.1 SPILL RESPONSE PLAN

Comply with E.9.e of the Order.

An *illicit* discharge is any discharge to an MS4 that is not composed entirely of stormwater, with some exceptions. The exceptions include discharges from NPDES-permitted industrial sources and discharges from firefighting activities. The following list identifies some of the common sources of illicit discharges in the City:

- Sanitary wastewater
- Effluent from septic tanks
- Broken sewer laterals
- Spills from roadway accidents
- Parking lot runoff from leaks and washing
- Irrigation runoff and landscape maintenance.

Spill and complaint calls can be a useful source of information that may lead to the detection of an illicit discharge. Calls may come in direct from the public, from City staff and from other agencies. Complaints may be directed to the Building Inspector / Code Enforcement at (661) 758-7213. For a hazardous spill or discharge, Code Enforcement will contact 9-1-1 and Kern County Environmental Health for assistance in containing and abating the spill or discharge.

Once a call is received, the following procedures are implemented:

1. Code Enforcement staff records the location, type of discharge, date, and time of the complaint, contact information for the complainant on the Spill Log.
2. A field investigation is conducted to locate and confirm the discharge, identify the source of the water runoff, and determine if it is polluted.
3. If the discharge is polluted, the enforcement staff contacts the individual responsible, if possible, and requires immediate containment and abatement. Abatement requirements may include stopping the activity, turning off the water source, removing polluted materials, sandbagging an inlet, applying sand to absorb the discharge, or other actions as determined by Staff. If the individual is not known, further research is conducted, and contact is made by telephone or mail.
4. A Notice of Violation is issued to the discharger and/or parcel owner. The Notice of Violation describes the violation in plain language and lists the Best Management Practices (BMPs) that will abate the violation. The Notice of Violation includes a deadline to respond to the City regarding the violation, and an abate date. The Notice of Violation contains a warning that fines may be issued if the violation continues or occurs again.

5. City staff will follow-up within the timeline to confirm that the discharge is abated and BMPs implemented. BMPs may be required to assure ongoing compliance.
6. All discharge calls are tracked in a database to confirm abatement and follow-up.
7. Send response cards to complainants that provide the resolution to the complaint, Code Enforcement contact information, and a program evaluation survey.

SPILL RESPONSE AND REPORTING

40 CFR 112.7

Discharge Discovery and Reporting [112.7(a)(3)]

Several individuals and organizations must be contacted in the event of an oil discharge. The Public Works Director is responsible for ensuring that all required discharge notifications have been made. All discharges should be reported to the Public Works Director. See below list of agencies to be contacted under different circumstances. Discharges would typically be discovered during the inspections conducted at the facility. The Form included herein summarizes the information that must be provided when reporting a discharge, including contact lists and phone numbers.

Emergency spill contacts

CUPA – Environmental Health Department	(661) 862-8740 (on call)
National Response Center	(800) 428-8802 (work hrs)
Office of Emergency Services	(800) 852-7550
Environmental Health Dept. Emergency Response	(661) 549-9927
Emergencies	911

Verbal Notification Requirements (Local, State, and Federal (40 CFR part 110))

Any unauthorized discharge into air, land or water must be reported immediately to the City Police, Fire Department and CUPA as soon as the discharge is detected.

In the event of a discharge or a threatened discharge that threatens to result in an emergency condition, facility field personnel must verbally notify the Environmental Health Department Emergency Response at (661) 549-9927 ALL notifications should be made immediately to the Kern County Environmental Health Department Emergency Response number and to the Office of Emergency Services.

An emergency condition is any condition that could reasonably be expected to endanger the health and safety of the public; cause significant adverse impact to the land, water, or air environment; or

cause severe damage to property. This notification must be made regardless of the amount of the discharge.

In the event of a discharge that does not present an emergency situation, verbal notification must be made to the Office of Emergency Services 800-852-7550 during office hours *within twenty-four (24) hours* of the discovery of the discharge.

Written Notification Requirements (State and Federal (40 CFR part 112))

A written notification will be made to EPA for two discharges of 1 bbl (42 gallons) of oil to a waterway in any 12-month period. This written notification must be made within 60 days of the qualifying discharge, and a copy will be sent to Kern County Environmental Health Department, which is the agency in charge of oil pollution control activities. This reporting requirement is separate and in addition to reporting under 40 CFR part 110 discussed above.

A written notification to the Kern County Environmental Health Department is required for a discharge of 100 lbs or more beyond the confines of the facility (equivalent to 2 mcf of natural gas, or 13 gallons of oil) within five (5) days of the qualifying discharge.

Spill Mitigation Procedures [40 CFR part 112.7(a)(5)]

Spill controls and countermeasures are safety measures to ensure prompt response to spills and mitigation of the consequences. In the event of a spill, the general procedure includes spill containment, isolation, clean-up and disposal, notification of the City Yard Operator Specialist, and the Fire Department; and for large releases, a licensed disposal contractor is used. In addition, appropriate regulatory agencies will be notified, if required.

The City Yard Operator Specialist will implement oil spill controls and countermeasures including the assignment of personnel to stop additional spillage.

The City Yard Operator Specialist will direct response actions for spills that reach the ground or surface water. Spill control and clean-up would take priority over routine activities or operations.

- ***Oil Release Emergency Procedures***

The SPCC Coordinator will determine if a reportable spill has occurred and shall make necessary notifications. According to the California Health & Safety Code 25270.8, notification is required after a release of one barrel or 42 gallons or more of petroleum products.

The following steps are to be taken immediately in the event of an oil spill.

If You Are Not Trained

1. Evacuate and warn others as necessary of the release size and location.
2. If there are injuries or immediate off-site expertise is needed, call 911.

3. Contact City Yard Operator Specialist, and provide the following information:

- Location of spill
- Approximate quantity and identity of product
- Other hazards, emergency conditions

4. Meet the responders at a safe distance from the release and direct them to it.

If You Are Trained

1. Evacuate and warn others as necessary of the release size and location.

2. If there are injuries or immediate off-site expertise is needed, call 911.

3. Contact, City Yard operator Specialist and provide the following information:

- Location of spill
- Approximate quantity and identity of product
- Other hazards, emergency conditions

4. Take the following actions only if they can be completed safely.

- a. Shut down equipment
- b. Close valves to isolate a leak in a line
- c. Upright leaking drums or containers
- d. Plug a leak utilizing a peg, duct tape, etc.
- e. Block floor drains, storm drains, or storm water drainage channels
- f. Construct a dike to contain the material utilizing sorbents, booms, or soils
- g. Apply sorbent to contain petroleum product

5. Meet and orient the responders at a safe distance from the release and direct them to it.

• *Spillage in Diked Areas or Curbed Areas*

Spills in diked or curbed areas are considered controlled unless the diking or curbing is inadequate to contain an ongoing spill. City Yard staff should follow the process as identified here.

If the spill is controlled:

1. The individual discovering the spill must notify Management, who in turn will activate the response. The following information is reported:

- Location of spill
- Approximate quantity and identity of product
- Other hazards or emergency conditions

2. The City Yard Operator Specialist or authorized person should assess the size and nature of the spill and the hazards, and attempt to halt any further spillage by use of available control measures without subjecting responders to safety hazards.

4. The oil should be pumped out of any containment into drums under direction of the responsible operator Specialist.

5. Sorbent material should be used to remove residual oil. Oil and oil-containing wastes

Should then be transferred to a secured place for pick-up for treatment or disposal.

- *Spillage into The Surface Drainage Channel*

Generally, the normal flow of a spill from a petroleum storage vessel, secondary containment, or transport vehicle would be toward the nearest drainage channel. Oil booms, socks, and other available control measures, prepositioned near the equipment or transfer operation, would be deployed promptly in the immediate vicinity of the spill. The blocked or boomed product should then be quickly skimmed and pumped into drums and transported to a permitted treatment or disposal facility.

Specific steps are outlined below:

1. The individual discovering the spill should notify City Yard operator Specialist to activate site personnel through the rapid page notification system. This would notify Facilities Manager who in turn should contact any other necessary on-site responders.

The following information should be reported:

- Location of spill
- Approximate quantity and identity of product
- Other hazards or emergency conditions

2. The City Yard Operator Specialist should assess the size and nature of the spill and attempt to halt any further spillage by use of available control measures without subjecting responders to safety hazards.

3. City Yard culverts should be adjusted to contain oil on-site under direction of the City Yard operator Specialist. Sorbent materials should be spread in the area of the spill by qualified, trained city personnel or a subcontractor, to remove accumulations on the ground, if feasible.
4. The City Yard Operator Specialist should coordinate any booming and skimming from storm water channels or pathways. Recovered oil should be pumped into tank trucks by a subcontractor and transported for treatment/disposal. The City Yard Operator Specialist oversees the operation.
5. The event should be reported to the appropriate regulatory agency, analyzed, and recorded.

Oil-Spill Report Form

Date/time discovered _____ Notification Date _____

Name of Responder _____ Work Phone _____

First reported by _____ Responder's Phone _____

Reported Injuries _____

If so, was ambulance dispatched? _____ Yes _____ No

Fire Hazards _____

If so, was fire department? _____ Yes _____ No

Type of oil or fuel discharged _____

Quantity Spilled _____ Gallons

Exact Location of Spill _____

Source _____

Is it flowing? _____ Is it contained? _____

Weather Conditions _____

Ground Conditions _____

Note cause if known _____

Was of 5 gallons spilled? _____ Yes _____ No

Did any reach a ditch or storm drain _____ Yes _____ No

Did any reach a sanitary sewer _____ Yes _____ No

If yes to any of the above, notify City Yard staff to coordinate the preparation of an Event Analysis.

Ensure City Yard Operator Specialist is notified at (661) 758-7271

Signature: _____ Date: _____

10. STORM MANAGEMENT PLAN BUDGET

(specific to storm water quality management permit compliance)

FISCAL YEAR	21/22	22/23	23/24	24/25	25/26
Public Education and Outreach	\$12,000	\$11,000	\$10,000	\$12,000	\$12,000
Public Involvement and Participation	\$7,000	\$7,000	\$6,000	\$7,000	\$6,000
Illicit Discharge Detection and Elimination	\$9,000	\$6,700	\$7,000	\$7,250	\$7,525
Construction Site Runoff Controls	\$8,000	\$6,200	\$6,500	\$6,700	\$7,900
Post Construction Runoff Controls	\$4,500	\$3,875	\$4,000	\$4,125	\$4,250
Pollution Prevention and Good Housekeeping	\$16,000	\$12,900	\$13,400	\$14,000	\$14,500
Municipal Operation and Maintenance Program	\$80,000	\$70,000	\$65,000	\$60,000	\$60,000
Estimated Cost per Year	\$136,500	\$117,675	\$111,900	\$111,075	\$112,175

11. TRASH IMPLEMENTATION PROGRAM

The Trash Amendments apply to all Phase I and II permittees under the NPDES municipal separate storm sewer systems (MS4) permits. The State Water Resources Control Board Executive Director sent separate 13383 Orders to traditional and non-traditional Small MS4 (see below) permittees on June 1, 2017. Regional Water Quality Control Boards, as the Permitting Authority, issued to their Phase I permittees either Water Code 13383 or 13267 Orders that contain region specific requirements, which may differ from the State Water Resources Control Board orders.

The General Permits for Stormwater Discharges Associated with Industrial and Construction Activities will contain the prohibition of trash in storm water and non-storm water discharges when those permits are reissued. On June 1, 2017, the State Water Resources Control Board Executive Director issued a 13383 Orders to Caltrans. 13383 Orders were not issued to dischargers of storm water associated with industrial or construction activities.

Why were the Trash Amendments needed?

Rain events wash trash into the gutters and storm drains, ending up in our waterways and in some areas eventually to the Pacific Ocean. Common items of trash include cigarette butts, paper, fast food containers, plastic grocery bags, cans, bottles, construction site debris, industrial preproduction plastic pellets, and much more. Trash adversely affects the beneficial uses of our waterbodies that support aquatic life, wildlife, and the public.

What are the Trash Amendments?

In 2015, the State Water Resources Control Board (SWRCB) adopted state-wide Trash Provisions to two of their Water Quality Control Plans:

- Ocean Waters of California Plan
- Inland Surface Waters Plan

Together, they are collectively referred to as 'the Trash Amendments'. Through the adoption of these statewide Trash Amendments and regional National Pollutant Discharge Elimination System (NPDES) municipal separate storm sewer systems (MS4) permit requirements, SWRCB regulators have mandated that trash discharged from regulated stormwater systems be significantly reduced to protect local waterways. These provisions are directed to Phase I and Phase II MS4 permittees who retain regulatory authority over Priority Land Uses, which include the following developed land uses:

- High Density Residential
- Industrial
- Commercial
- Mixed Urban
- Public Transportation Stations and Stops

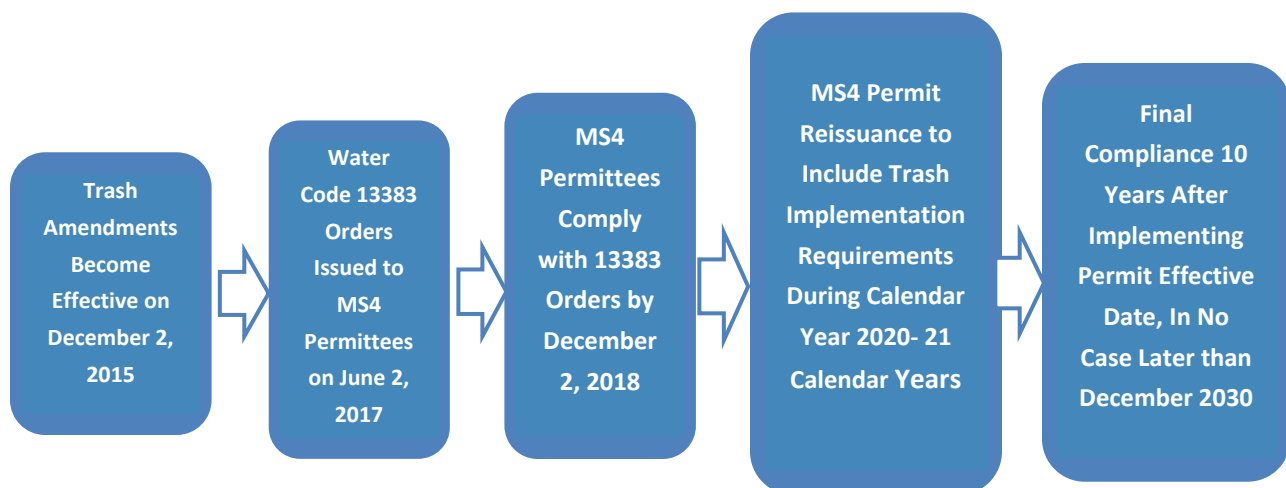
The State Water Resources Control Board sent 13383 Orders to traditional and non-traditional Small MS4 permittees in 2017 and the Regional Water Quality Control Boards issued their Phase I permittees either Water Code 13383 or 13267 Orders. In response, permittees are implementing significant new and enhanced management actions that are designed to reduce the generation or transport of trash in stormwater by selecting one of the following compliance tracks.

Track 1

- Install, operate, and maintain state-certified full-capture trash devices from Priority Land Uses.
- Demonstrate 10% annual installation rate for ten consecutive years starting from the effective date of the first implementing MS4 permit.

Track 2

- Install, operate, and maintain a combination of full-capture trash devices, multi-benefit projects, best management practices (BMPs), or enhancing institutional controls (e.g., street sweeping).
- Demonstrate full-capture equivalency through an implementation plan and annual monitoring and reporting.



In addition, the General Permits for Stormwater Discharges Associated with Industrial and Construction Activities will contain the prohibition of trash in storm water and non-storm water discharges when those permits are reissued.

Sources:

State Water Resources Control Board (SWRCB) Trash Implementation

Program https://www.waterboards.ca.gov/water_issues/programs/stormwater/trash_implementation.html

State Water Resources Control Board

EXECUTIVE DIRECTOR DESIGNEE CERTIFICATION OF TRASH FULL CAPTURE SYSTEMS (Updated June 2020)

The Executive Director Designee of the State Water Resources Control Board certified and added the following devices to the Certified Full Capture System List of Trash Treatment Control Devices on the specified date.

No.	Description of Trash Devices	Date of Certification
1	AquaShield™ – Aqua-Swirl®	08/04/2017
2	Inventive Resources Inc. – Water Decontaminator (WD)	03/15/2018
3	ADS FlexStorm Inlet Filters™ – Full Capture Inserts	03/15/2018
4	Bio Clean® – Inlet and Grate Inlet Filters	03/15/2018
5	Jensen® Stormwater Systems - Jensen Deflective Separator (JDS)	03/15/2018
6	Bio Clean® – Debris Separating Baffle Box (DSBB)	03/15/2018
7	CleanWay® – Curb Inlet Filtration System	03/15/2018
8	CleanWay® – Drop Inlet Device	03/15/2018
9	StormTrap® - SiteSaver®	03/15/2018
10	Hydro International® - Hydro DryScreen®	07/10/2018
11	Hydro International® – Hydro Up-Flo Filter®	07/10/2018
12	Revel Environmental Manufacturing Inc. – Triton™ CPS-FTC	07/10/2018
13	Revel Environmental Manufacturing Inc. – Triton™ PERF-FTC Insert Cartridge	07/10/2018
14	Hydro International® – Downstream Defender®	07/10/2018
15	BioClean® – Modular Wetland System®	07/10/2018
16	Filtrex® - StormExx® Clean.	08/10/2018

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 | www.waterboards.ca.gov

**EXECUTIVE DIRECTOR DESIGNEE CERTIFICATION
OF TRASH FULL CAPTURE SYSTEMS**
Updated June 2020

No.	Description of Trash Devices	Date of Certification
17	Suntree Technologies, Inc.® - Nutrient Separating Baffle Box® (NSBB™)	10/12/2018
18	G2 Construction, Inc. – G2 GITS™ Grated Inlet Trash Screen	06/26/2019
19	BioClean® Deflective Screening Device (DSD)	06/26/2019
20	BaySaver Technologies® Barracuda Separator	06/26/2019
21	Frog Creek Partners, LLC - Gutter Bin® Channel Filter System and the Mundus Bag Water Filter	06/26/2019
22	Frog Creek Partners, LLC - Gutter Bin® Eco Curb Inlet Filter (CIF) and the Mundus Bag Water Filter	02/18/2020
23	Frog Creek Partners, LLC - Gutter Bin® Eco Drop Inlet Filter (DIF & DIF-C) and the Mundus Bag Water Filter	02/18/2020
24	AbTech Industries, Inc. - Ultra Urban Filter (UUF)	06/30/2020
25	Brightwater™ - Curb Inlet Filter	06/30/2020

In accordance with the Trash Amendments¹, I do hereby certify that the Trash Treatment Control Devices/Systems in the Certified Full Capture Systems lists of Trash Treatment Control Devices meet the Full Capture System definition provided the device or system meets the conditions stated within these lists.



Karen Mogus, Deputy Director of Water Quality
Executive Director Designee

¹ Amendment to the Water Quality Control Plan for Ocean Waters of California to Control Trash (Ocean Plan) and Part 1 Trash Provisions of the Water Quality Control Plan for Inland Surface Waters, Enclosed Bays, And Estuaries Of California adopted by the State Water Board.

12. DEFINITION OF TERMS

Active Areas. An area where soil disturbing activities have occurred at least once within 14 days.

Areas of Construction. All areas subject to land surface disturbance activities related to the project including, but not limited to, project staging areas, immediate access areas and storage areas.

Active Treatment System (ATS). A treatment system that employs chemical coagulation, chemical flocculation, or electrocoagulation to aid in the reduction of turbidity caused by fine suspended sediment.

Air Deposition. Airborne particulates from construction activities.

Best Available Technology Economically Achievable (BAT). As defined by USEPA, BAT is a technology-based standard established by the CWA as the most appropriate means available on a national basis for controlling the direct discharge of toxic and nonconventional pollutants to navigable waters. The BAT effluent limitations guidelines, in general, represent the best existing performance of treatment technologies that are economically achievable within an industrial point source category or subcategory.

Best Conventional Pollutant Control Technology (BCT). As defined by USEPA, BCT is a technology-based standard for the discharge from existing industrial point sources of conventional pollutants including BOD, total suspended sediment (TSS), fecal coliform, pH, oil, and grease.

Best Management Practices (BMPs). BMPs are scheduling of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Construction Activity. Includes clearing, grading, or excavation and Contractor activities that result in soil disturbance.

Construction Site. The area involved in a construction project as a whole.

Construction Site BMPs. Temporary control practices (BMPs) that are required only temporarily to address a short-term stormwater contamination threat as a result of construction activities. For example, silt fences are located near the base of newly graded slopes that have substantial area of exposed soil. Then, during rainfall, the silt fences allow capture of sediment from erosion of the slopes.

Contractor. Party responsible for carrying out the contract per plans and specifications. The Standard Specifications and contract special provisions contain stormwater protection requirements the Contractor must address.

Contractor-Support Facilities. Contractor-support facilities include: Staging areas, storage yards for equipment and materials, mobile operations, batch plants for Portland Cement Concrete and Hot Mix Asphalt, crushing plants for rock and aggregate, other facilities installed for Contractor convenience such as haul roads.

Debris. Litter, rubble, discarded refuse, and remains of destroyed inorganic anthropogenic waste.

Direct Discharge. When surface runoff directly enters the surface water body without first flowing through a municipal separate storm sewer system (MS4).

Discharge. Any release, spill, leak, pump, flow, escape, dumping, or disposal of any liquid, semi-solid or solid substance.

Disturbed Soil Areas (DSAs). Areas of exposed, erodible soil, including stockpiles, that are within the construction limits and that result from construction activities.

Drainage Area. The area of land that drains water, sediment, pollutants, and dissolved materials to a common outlet.

Effluent. Any discharge of water by a discharger either to the receiving water or beyond the property boundary controlled by the discharger.

Environmental Protection Agency (EPA). Agency that issued the regulations to control pollutants in stormwater runoff discharges (The Clean Water Act and NPDES permit requirements).

Erosion. The process, by which soil particles are detached and transported by the actions of wind, water, or gravity.

Erosion Control BMPs. Vegetation, such as grasses and wildflowers, and other materials, such as straw, fiber, stabilizing emulsion, protective blankets, etc., placed to stabilize areas of disturbed soils, reduce loss of soil due to the action of water or wind, and prevent water pollution.

Exempt Construction Activities. Activities exempt from the CGP, including routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of the facility; and emergency construction activities required to protect public health and safety. Local permits may not exempt these activities.

Existing vegetation. Any vegetated area that has not already been cleared and grubbed.

Final Stabilization. All soil disturbing activities at each individual parcel within the site have been completed in a manner consistent with the requirements in this General Permit.

Forecasted Storm Event. A storm that produces or is forecasted to produce at least 0.10 inch of precipitation within a 24-hour period.

General Permit. The Construction General Permit for Storm Water Discharges Associated with Construction Activity (Order No. 2009-000-DWQ, NPDES Permit CAS000002) and amendments (Order No. 2010-0014-DWQ and Order No. 2012-0006-DWQ) issued by the SWRCB.

Good Housekeeping. A common practice related to the storage, use, or cleanup of materials, performed in a manner that minimizes the discharge of pollutants.

Good Housekeeping BMPs. BMPs designed to reduce or eliminate the addition of pollutants to construction site runoff through analysis of pollutant sources, implementation of proper handling/disposal practices, employee education, and other actions. Grading Phase (part of the Grading and Land Development Phase) includes reconfiguring the topography and slope including alluvium removals; canyon cleanouts; rock undercuts; keyway excavations; landform grading; and stockpiling of select material for capping operations.

Illegal Connection. Discarding or disposal within the City's right-of-way, properties, or facilities, either intentionally or unintentionally, of trash or other wastes in non-designated areas that may contribute to stormwater pollution.

Illegal Dumping. An engineered conveyance that is connected to an MS4 without authorization by local, state, or federal statutes, ordinances, codes, or regulations.

Illicit Discharge. Any discharge to an MS4 that is prohibited under local, state, or federal statutes, ordinances, codes, or regulations. It includes all non-stormwater discharges except conditionally exempt non-stormwater discharges.

Inactive Construction Area. Any area not considered to be an active construction area. Active construction areas become inactive construction areas whenever construction activities are expected to be discontinued for a period of 14 days or longer.

Indirect Discharge. When surface runoff enters the surface water body through an MS4 stormwater conveyance system or unlisted tributary before reaching the surface water.

Minimum Control Measures (MCM). A requirement of Phase II MS4 programs that implementation of the MEP standard requires the achievement of measurable goals to satisfy each of the six minimum control measures.

Municipal Separate Storm Sewer System (MS4). A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): (i) Owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created to or pursuant to state law) including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the Clean Water Act that discharges into waters of the United States. (ii) Designed or used for collecting or conveying stormwater; (iii) Which is not a combined sewer; and (iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2. 40 CFR 122.26(b)(8))

National Pollutant Discharge Elimination System (NPDES) Permit. A permit issued pursuant to the CWA that requires the discharge of pollutants to waters of the United States from stormwater be controlled.

Non-Storm Water Discharges. Non-Storm Water Discharges are discharges that do not originate from forecasted storm events. They can include, but are not limited to, discharges of process water, air conditioner condensate, non-contact cooling water, vehicle wash water, sanitary wastes, concrete washout water, paint wash water, irrigation water, or pipe testing water.

Non-Visible Pollutants. Pollutants associated with a specific site or activity that can have a negative impact on water quality, but cannot be seen through observation (ex: chlorine). Such pollutants being discharged are not authorized.

Notice of Intent (NOI) Notice that an entity intends to be authorized to discharge pollutants to waters of the United States under a general NPDES permit.

pH. Unit universally used to express the intensity of the acid or alkaline condition of a water sample. The pH of natural waters tends to range between 6 and 9, with neutral being 7. Extremes of pH can have deleterious effects on aquatic systems.

Point Source. Any discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fixture, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft from which pollutants are or may be discharged.

Pollution. The man-made or man-induced alteration of the chemical, physical, biological, and radiological integrity of water. An alteration of the quality of the water of the state by waste to a degree, which unreasonably affects either the waters for beneficial uses or facilities that serve these beneficial uses.

Post-Construction BMPs. Structural and non-structural controls which detain, retain, or filter the release of pollutants to receiving waters after final stabilization is attained.

Qualified SWPPP Developer (QSD). Individual who is authorized to develop and revise SWPPPs.

Qualified SWPPP Practitioner (QSP). Individual assigned responsibility for non-storm water and storm water visual observations, sampling and analysis, and responsibility to ensure full compliance with the permit and implementation of all elements of the SWPPP, including the preparation of the annual compliance evaluation and the elimination of all unauthorized discharges.

Receiving Waters. All surface water bodies within the permit area.

Regional Water Quality Control Board (RWQCB). California agencies that implement and enforce CWA Section 402(p) NPDES permit requirements, and are issuers and administrators of these permits as delegated by USEPA. There are nine regional boards working with the SWRCB.

Resident Engineer (RE). The City or Caltrans representative charged with administration of construction contracts. The RE decides questions regarding acceptability of material furnished and work performed. The RE has "contractual authority" to direct the Contractor and impose sanctions if the Contractor fails to take prompt and appropriate action to correct deficiencies. The following contractual sanctions can be imposed by the RE: (a) withholding payments (or portions of payments), (b) suspending work, (c) bringing in a separate Contractor to complete work items (the Contractor is billed for such costs), (d) assessing liquidated damages including passing along fines for permit violations, (e) initiating cancellation of the construction contract.

Routine Maintenance. Activities intended to maintain the original line and grade, hydraulic capacity, or original purpose of a facility.

Runoff Control BMPs. Measures used to divert run-on from off-site and runoff within the site.

Runoff Effect. The effect that a particular soil stabilization product has on the production of stormwater runoff. Runoff from an area protected by a particular product may be compared to the amount of runoff measured for bare soil.

Run-on. Discharges that originate off-site and flow onto the property of a separate project site.

Sediment. Solid particulate matter, both mineral and organic, that is in suspension, is being transported, or has been moved from its site of origin by air, water, gravity, or ice and has come to rest on the earth's surface either above or below sea level.

Sedimentation. Process of deposition of suspended matter carried by water, wastewater, or other liquids, by gravity. It is usually accomplished by reducing the velocity of the liquid below the point at which it can transport the suspended material.

Sediment Control BMPs. Practices that trap soil particles after they have been eroded by rain, flowing water, or wind. They include those practices that intercept and slow or detain the flow of storm water to allow sediment to settle and be trapped (e.g., silt fence, sediment basin, fiber rolls, etc.).

Sheet Flow. Flow of water that occurs overland in areas where there are no defined channels where the water spreads out over a large area at a uniform depth.

Soil Amendment. Any material that is added to the soil to change its chemical properties, engineering properties, or erosion resistance that could become mobilized by storm water.

Stormwater Multiple Application and Report Tracking System (SMARTS)

State Water Resources Control Board (SWRCB). California agency that implements and enforces CWA Section 402(p) NPDES permit requirements, is issuer and administrator of these permits as delegated by EPA. Works with the nine Regional Water Quality Control Boards.

Storm Drain System. Streets, gutters, inlets, conduits, natural or artificial drains, channels and watercourses, or other facilities that are owned, operated, maintained, and used for the purpose of collecting, storing, transporting, or disposing of stormwater.

Stormwater. Rainfall runoff, snow melt runoff, and surface runoff and drainage. It excludes infiltration and runoff from agricultural land.

Stormwater Management Plan (SWMP). A plan prepared by an MS4 designed to reduce the discharge of pollutants to the maximum extent practicable (MEP) using management practices, control technologies and systems, design, and engineering methods.

Stormwater Pollution Prevention Plan (SWPPP). A plan required by the CGP or the LTCGP that includes site map(s), an identification of construction/contractor activities that could cause pollutants in the stormwater, and a description of measures or practices to control these pollutants. It must be prepared and authorized before construction begins. A SWPPP prepared in accordance with the Special Provisions and the Handbooks will satisfy Water Pollution Control requirements.

Temporary Construction Site BMPs. Construction Site BMPs that are required only temporarily to address a short-term stormwater contamination threat. For example, silt fences are located near the base of newly graded slopes that have a substantial area of exposed soil. Then, during rainfall, the silt fences filter and collect sediment from runoff flowing off the slope.

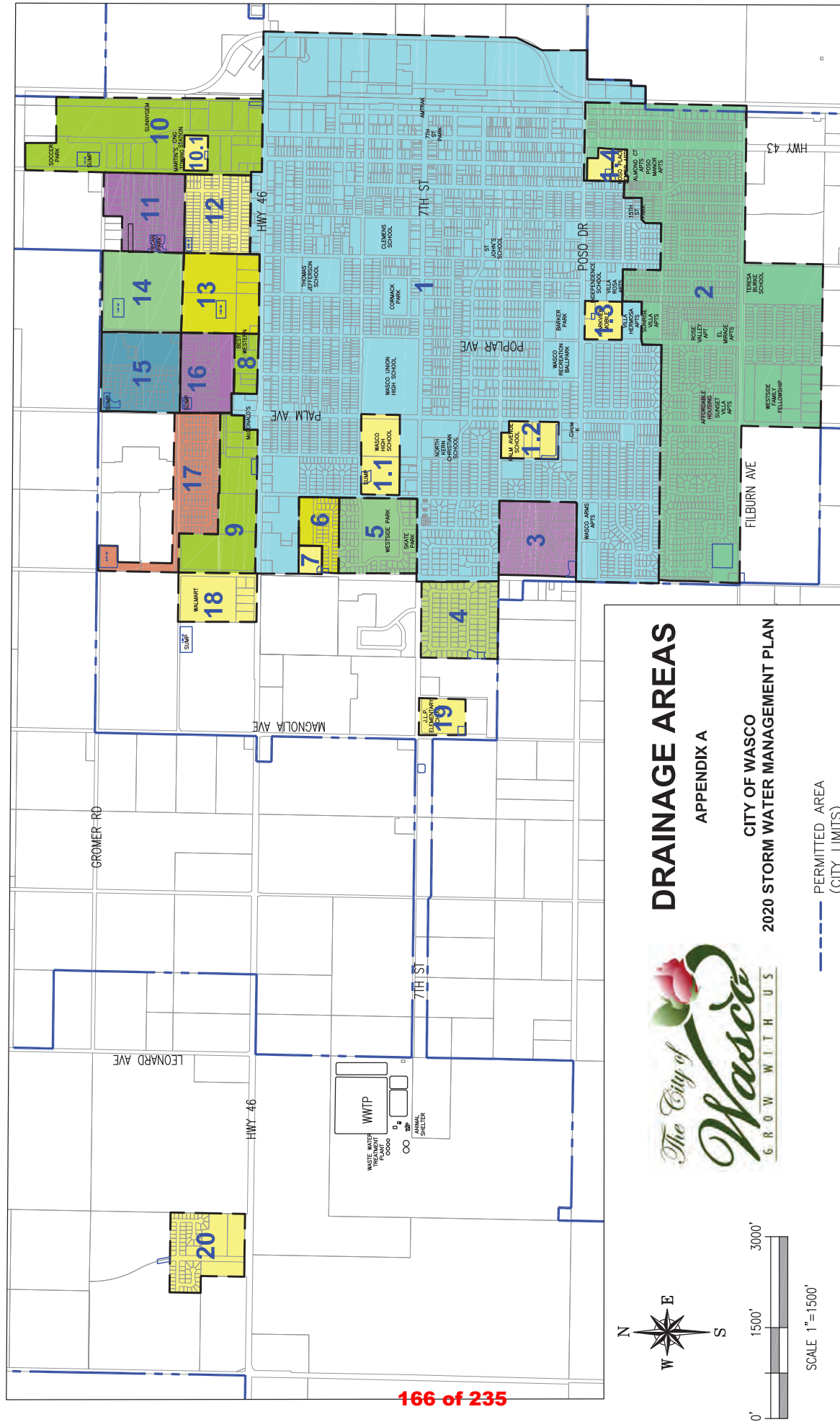
Total Maximum Daily Load (TMDL). A calculation of the maximum amount of a pollutant that a water body can receive and still safely meet water quality standards.

Water Pollution Control Manager (WPC Manager). The person responsible for the implementation of the SWPPP or WPCP, whichever is applicable for the project. The WPC Manager must be a QSP whenever the project requires a WPCP. The WPC Manager must be a QSD whenever the project requires a SWPPP.

Water Pollution Control Program (WPCP). A WPCP is a plan to identify water quality management practices to be implemented that must be prepared for all construction projects that do not require preparation of a SWPPP. For City of Wasco projects disturbing more than one acre, a SWPPP satisfies the requirement for a WPCP.

Waters of the United States. Generally, refers to surface waters, as defined by the federal Environmental Water quality objectives are defined in the California Water Code as limits or levels of water quality constituents or characteristics, which are established for the reasonable protection of beneficial uses of water or the prevention of nuisance within a specific area.

13. APPENDICES



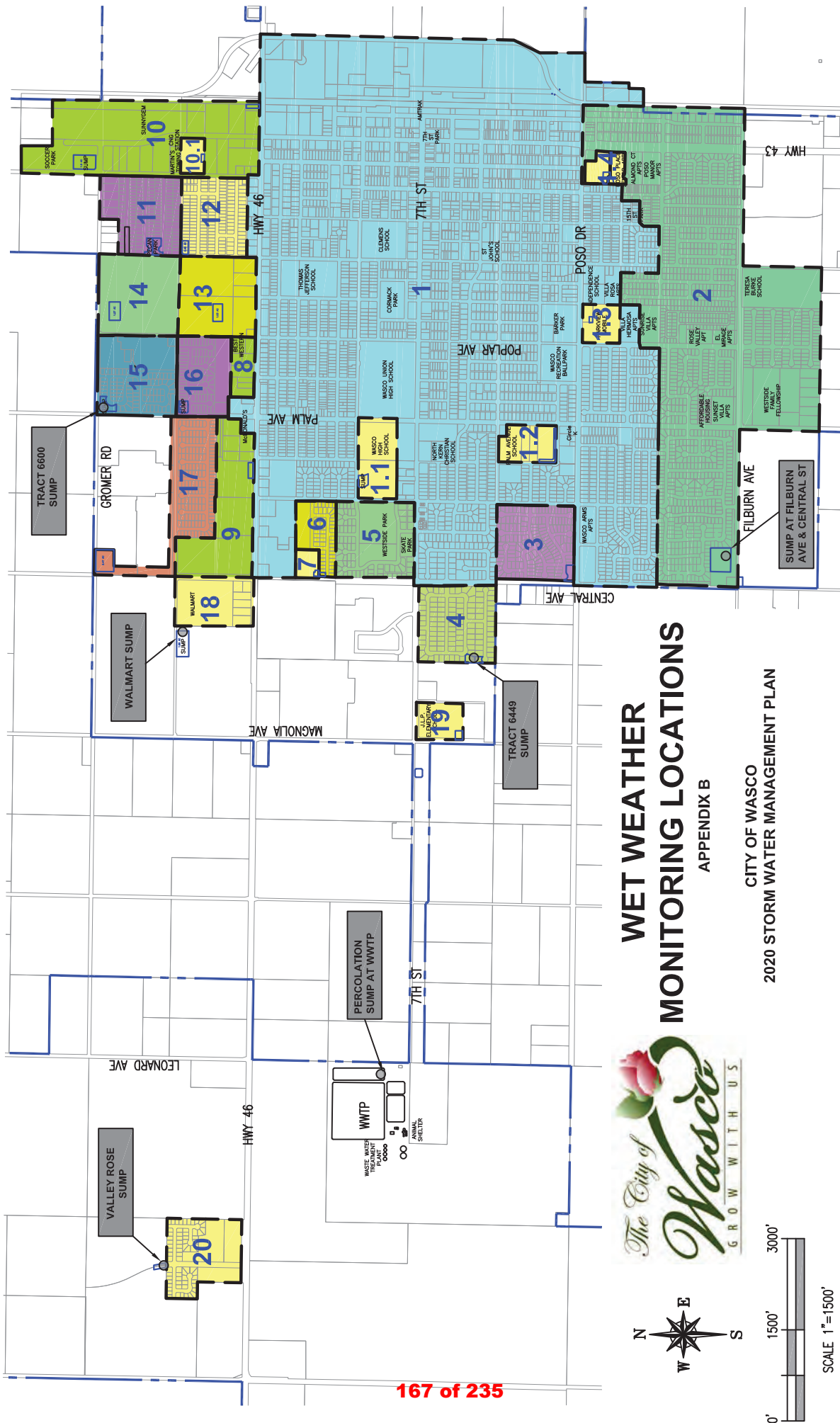
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JOB NO.	DATE	BY	DATE CK'D
20801	02/12/2020	AS-NOTED	
	DRAWN BY: RHP	CK'D BY:	
	DATE CK'D:		

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219 S H ST. SUITE 201, BAKERSFIELD, CA 93304
PHONE: (805) 558-4441 FAX: (805) 558-4642

CITY OF WASCO, KERN COUNTY, CA
PUBLIC WORKS DEPARTMENT
DRAINAGE AREA DISCHARGE ELIMINATION SYSTEM
2020 STORMWATER MANAGEMENT PROGRAM

CITY OF WASCO - URBANIZED AREA



WET WEATHER MONITORING LOCATIONS APPENDIX B

CITY OF WASCO
2020 STORM WATER MANAGEMENT PLAN



SCALE 1"=1500'

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JOB NO.	DATE: 07/21/2020	REVISIONS	CK'D BY	DATE CK'D
20801	SCALE: 1"=1500'			
	DRAWN BY: JHF			
	CK'D BY:			
	DATE CK'D:			

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CITY OF WASCO, KERN COUNTY, CA
PUBLIC WORKS DEPARTMENT
DRAINAGE AREAS MAP AND MONITORING LOCATIONS
NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM
2020 STORMWATER MANAGEMENT PROGRAM

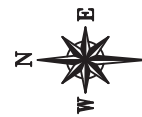
SHEET

1

OF 1 SHEETS

TABLE 5.1 DRAINAGE AREAS
STORM WATER MANAGEMENT PLAN
CITY OF WASCO, CA

DRAINAGE AREA NO.	AREA NAME	AREA (ACRES)	OUTFALL
1	Central Wasco	1232	WWTP Percolation Sump
1.1	Wasco High School	19.28	High School Sump
1.2	Palm Ave. School	12.7	Palm Ave. School Sump
1.3	Parkview Mobile States	8.8	Parkview Mobile States Sump
1.4	Poso Pl Senior Apts and Fiesta Supermarket	7.3	Poso Pl Senior Apts and Fiesta Supermarket Sumps
2	South Wasco	383	Sump at Filburn Ave and Central Ave
3	Tract 6590	36	Sump at Tr6590
4	Tract 6449	36.8	Sump at Tr6449
5	Westside Park	36.7	Westside Park percolation area
6	Tract 6282	15	Sump at Tr6282
7	Central Senior Apts	4	Sump at Central Senior Apts
8	East Western Area	8.82	Site Sump
9	Commercial & Undeveloped land	45.57	Site Sump
10	NE Industrial Zone	97.29	Soccer Park Sump
10.1	Wasco Mini Storage	5.17	Site Sump
11	Tract 5890	35.7	Sump at Tr5890
12	Tracts 3837, 3649, and 2825	32.4	Sump at Tr3837
13	Giffith Ave Elementary School	38	Sump at School
14	Tract 7373	40.3	Sump at Tr7373
15	Tract 6600	39.3	Sump at Tr6600
16	Tract 6473	20	Sump at Tr6473
17	Tract 6334	42	Sump at Tr6334
18	Walmart and Tr7127	24	Sump at Walmart
19	John L. Prieitt Elementary School	10.6	Sump at School
20	Tract 6451 Valley Rose States	32.5	Sump at Tract 6451



SCALE: 1" = 2600'

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JOB NO.
20801

REVISIONS	REV	BY	DATE	CK'D

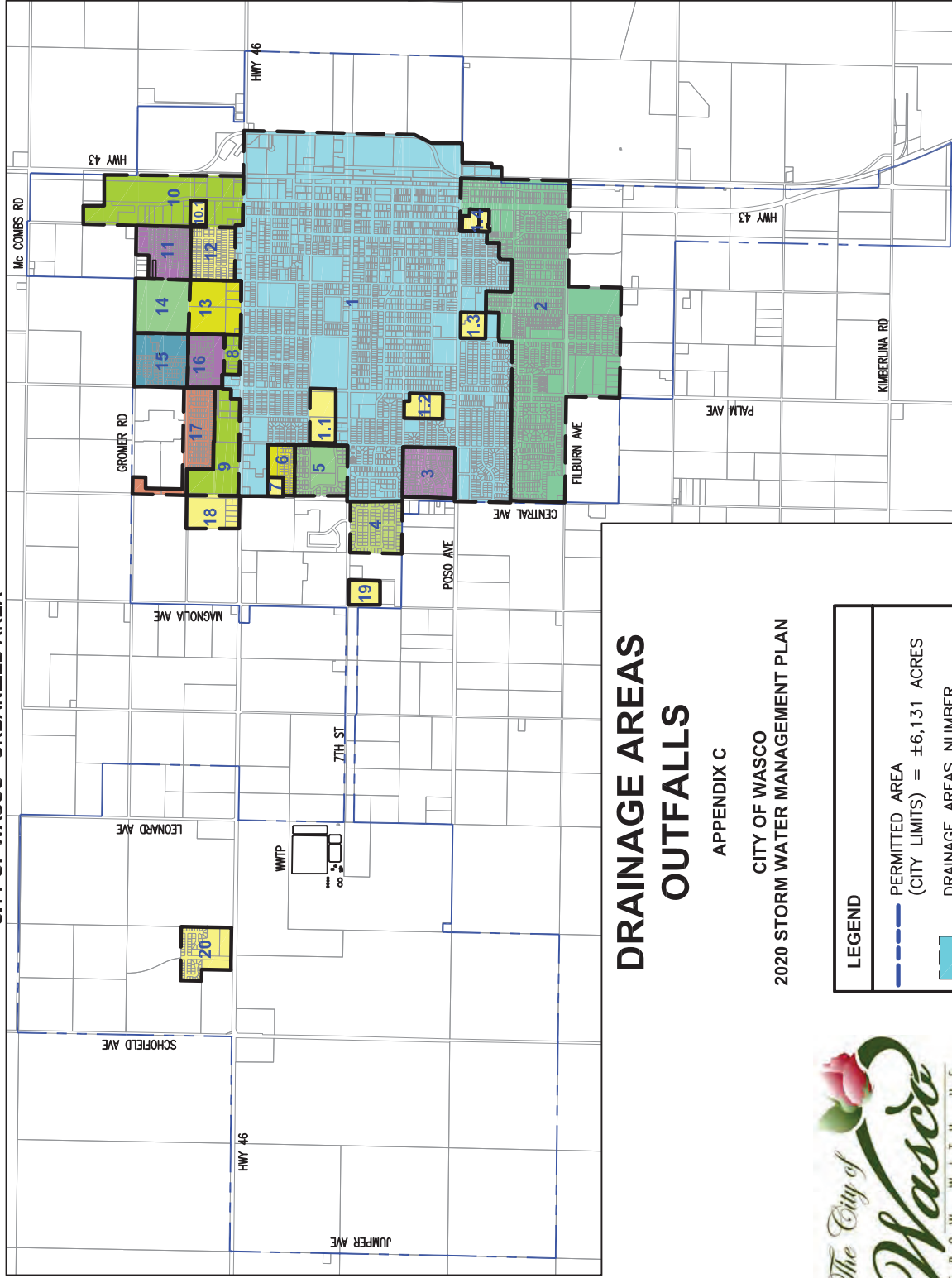
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PUBLIC WORKS DEPARTMENT
DRAINAGE AREAS MAP AND MONITORING LOCATIONS
NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM
2020 STORMWATER MANAGEMENT PROGRAM

SHEET
1
OF 1

CITY OF WASCO - URBANIZED AREA



DRAINAGE AREAS OUTFALLS

APPENDIX C

CITY OF WASCO
2020 STORM WATER MANAGEMENT PLAN

LEGEND

- PERMITTED AREA
(CITY LIMITS) = ±6,131 ACRES
- DRAINAGE AREAS NUMBER
COLOR DEPICTS BOUNDARIES
AREA PROVIDED = ±2,263 ACRES

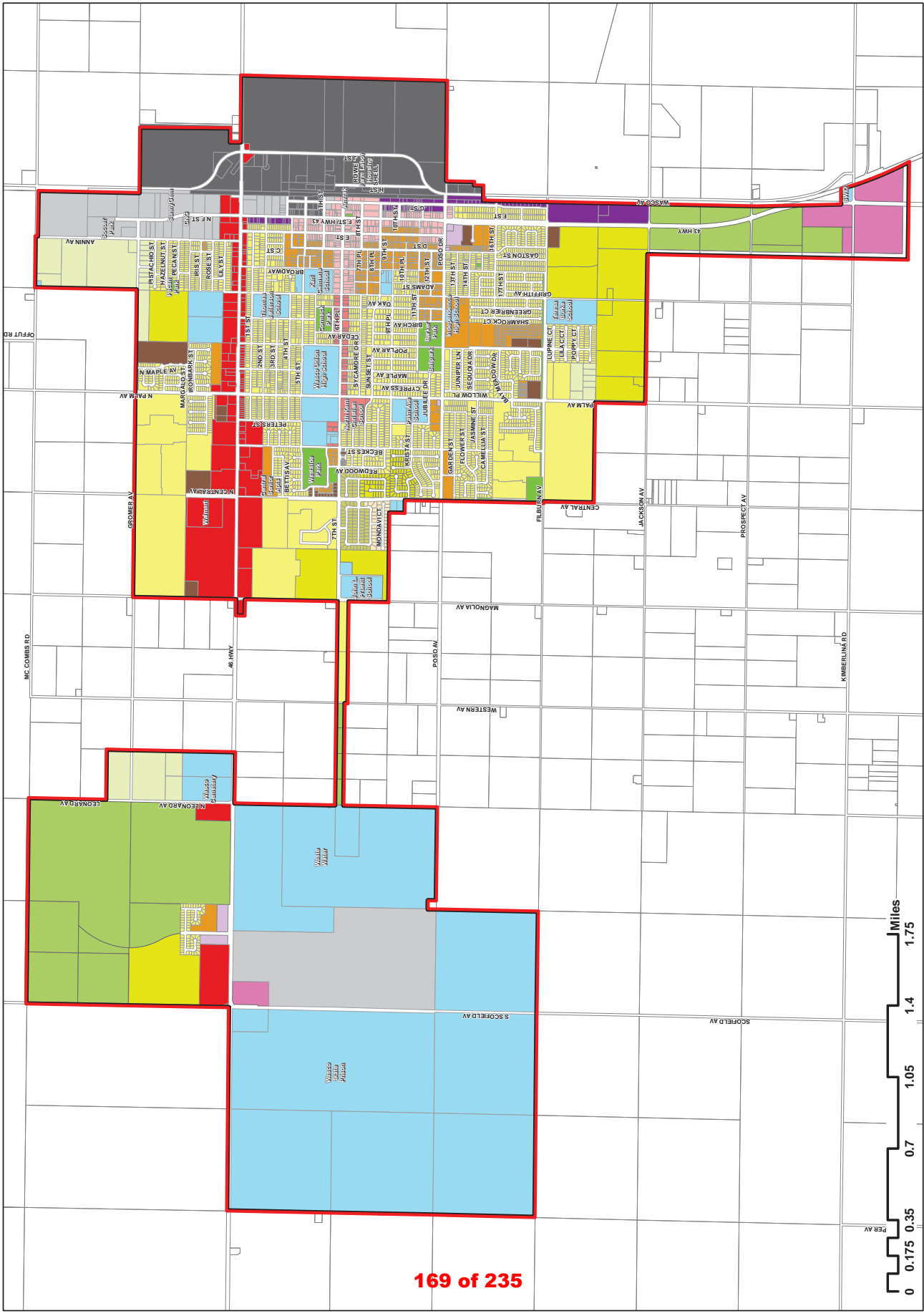


Legend



Zoning Land Use

- AE: Exclusive Agriculture
- C-B-D: Central Business District
- C-H: Highway Commercial
- C-N: Neighborhood Commercial
- C-O: Professional Office
- C-R: Community Retail Commercial
- C-S: Service Commercial
- HH: Heavy Industrial
- LI: Light Industrial
- OS: Open Space
- PF: Public Facilities
- R-1-6: Low Density Residential (6,000 sq. ft. lot)
- R-1-8: Low Density Residential (8,000 sq. ft. lot)
- R-1-10: Low Density Residential (10,000 sq. ft. lot)
- R-2: Medium Density Residential
- R-3: High Density Residential
- R-E: Estate Residential
- R-R: Rural Residential










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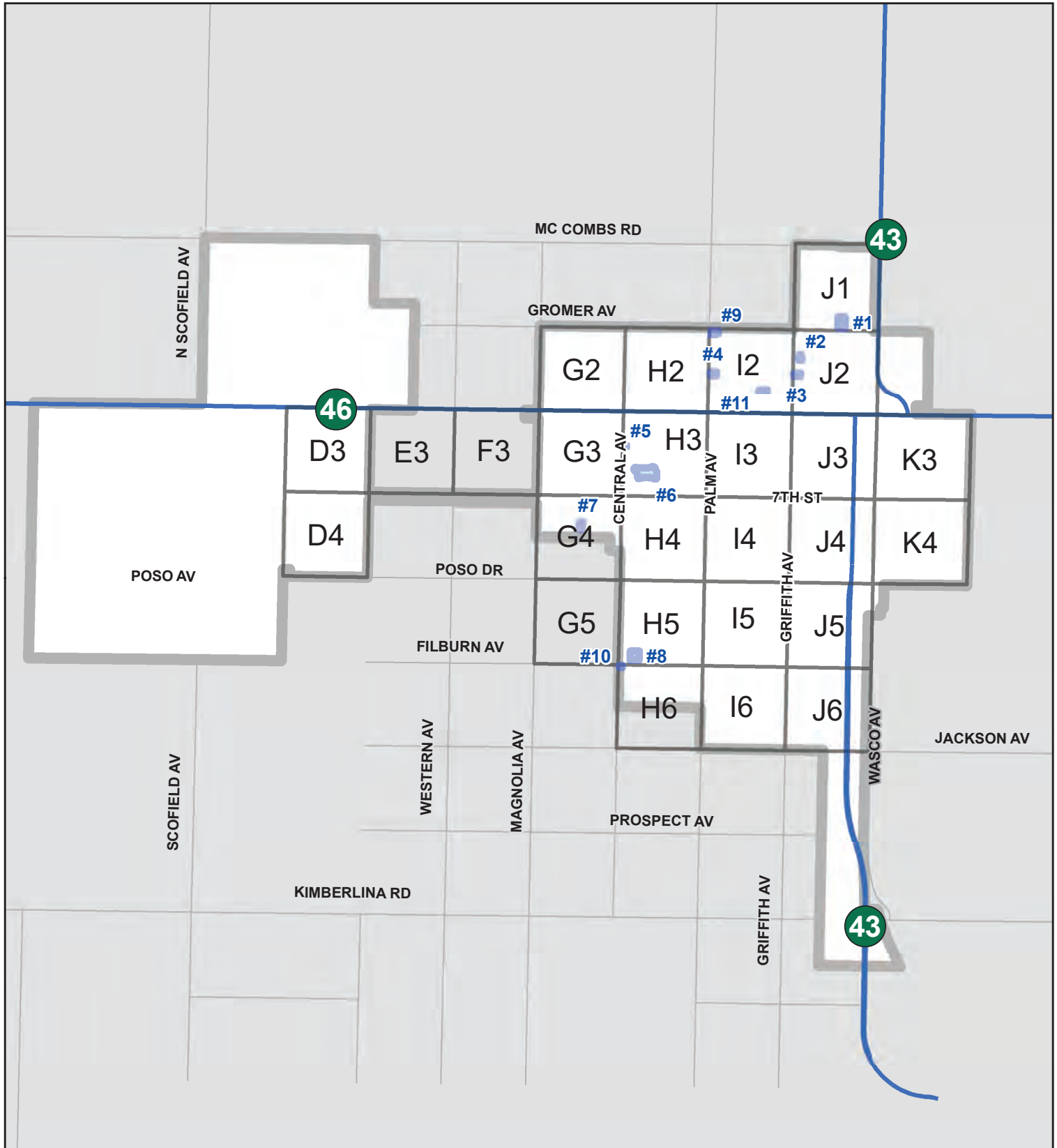
STORM DRAIN

JULY 2020

Legend

-  SD SUMPS
-  MAP TILE
-  CITY LIMITS
-  ROADS
-  HIGHWAYS

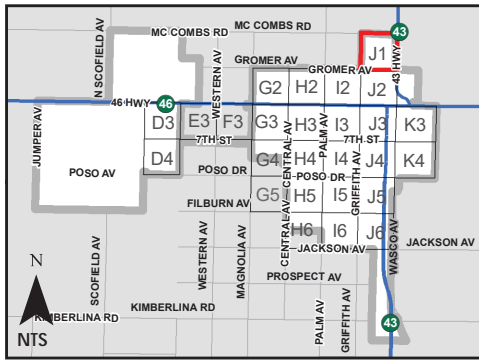
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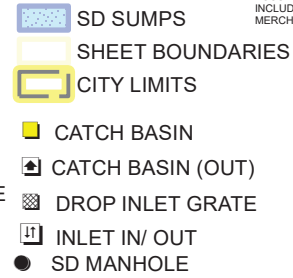
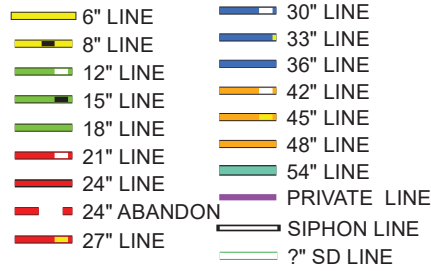


Map Tile:
J1



VICINITY MAP

LEGEND



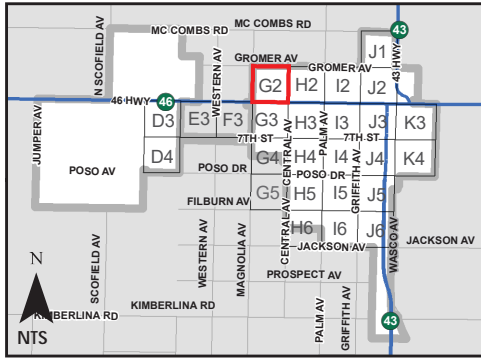
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VICINITY MAP

LEGEND

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| 6" LINE | 30" LINE |
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| 15" LINE | 42" LINE |
| 18" LINE | 45" LINE |
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| 24" LINE | 54" LINE |
| 24" ABANDON | PRIVATE LINE |
| 27" LINE | SIPHON LINE |
| | 2" SD LINE |

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| SD SUMPS |
| SHEET BOUNDARIES |
| CITY LIMITS |
| CATCH BASIN |
| CATCH BASIN (OUT) |
| DROP INLET GRATE |
| INLET IN/ OUT |
| SD MANHOLE |



Map Tile:
G2



173 66 235

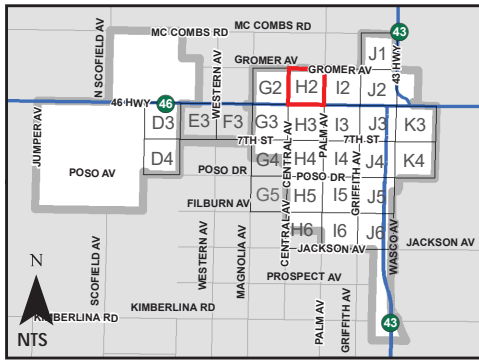
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VICINITY MAP

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- CITY LIMITS
- CATCH BASIN
- CATCH BASIN (OUT)
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Map Tile:
H2



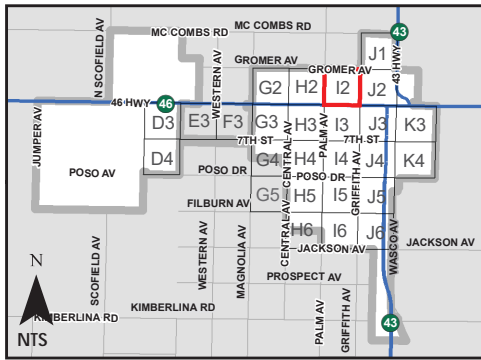
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| INLET IN/ OUT |
| SD MANHOLE |



Map Tile:
12



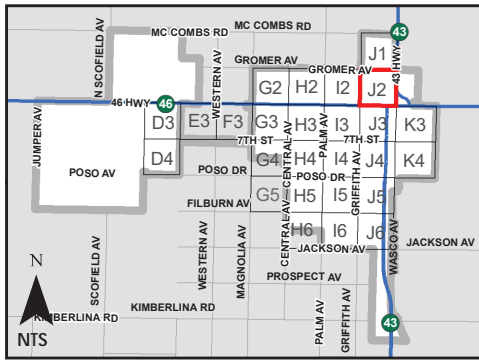
175 of 235

STORM DRAIN



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| CITY LIMITS |
| CATCH BASIN |
| CATCH BASIN (OUT) |
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| INLET IN/ OUT |
| SD MANHOLE |

Map Tile:
J2



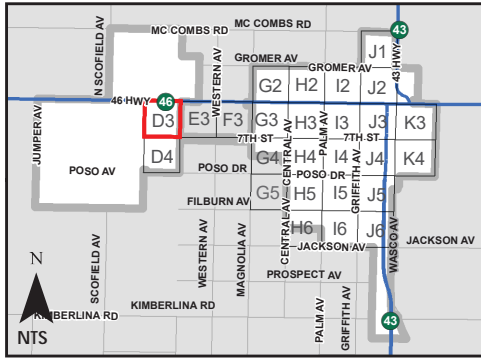
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| INLET IN/ OUT |
| SD MANHOLE |



Map Tile:
D3



D2

301

301

300

46 HWY

5410

Waste
Water

7TH ST

5409

177 of 235

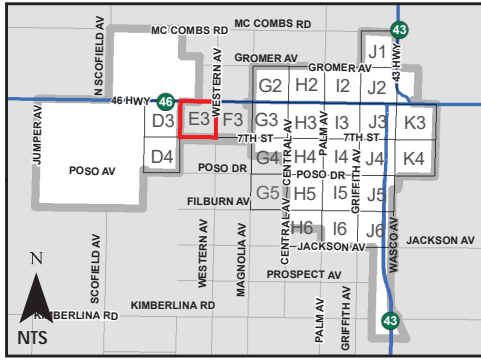
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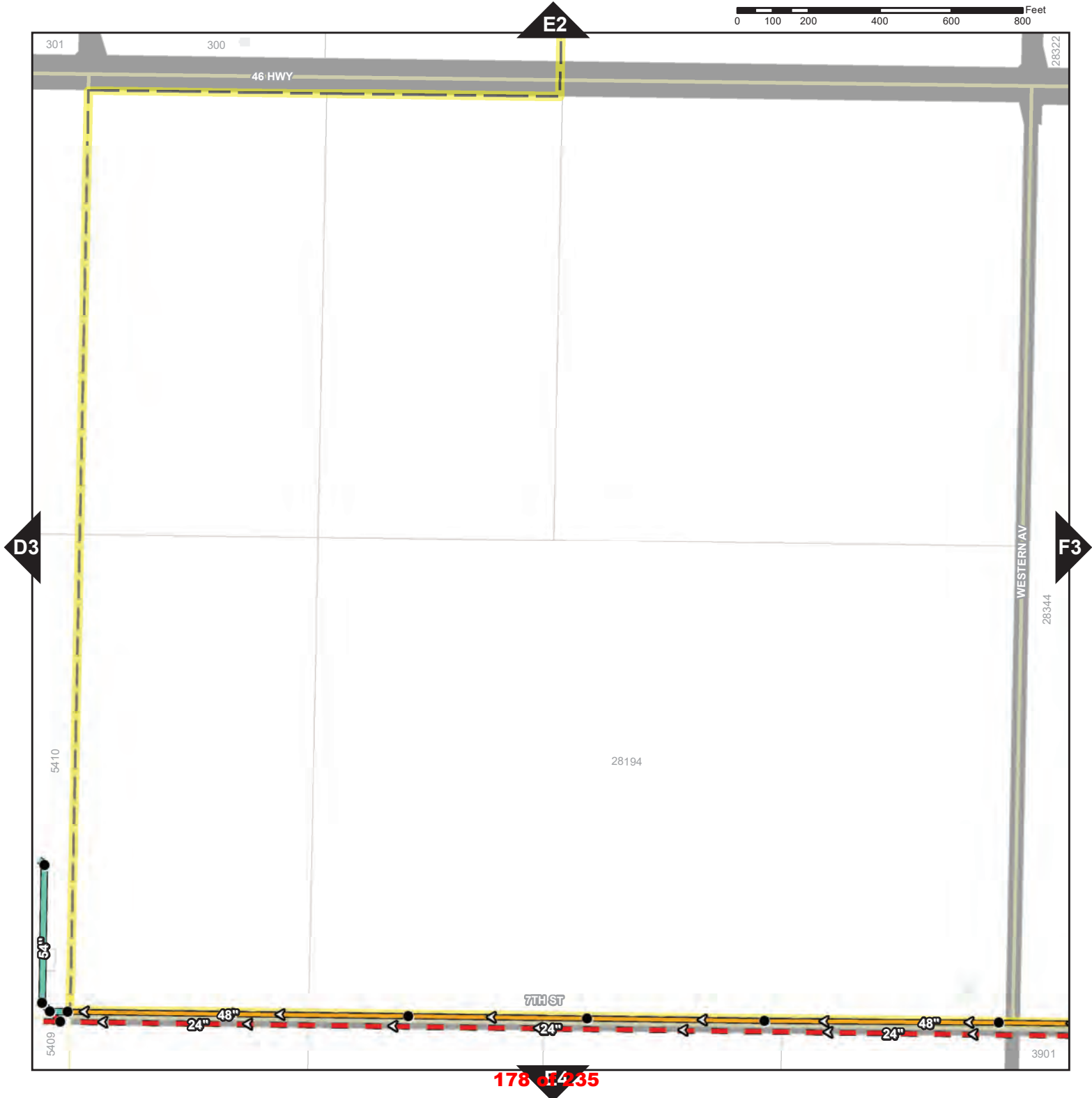
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- SD MANHOLE



Map Tile:
E3



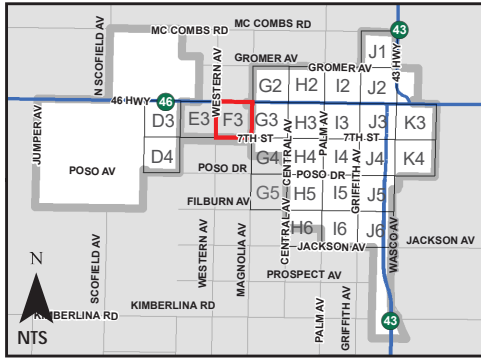
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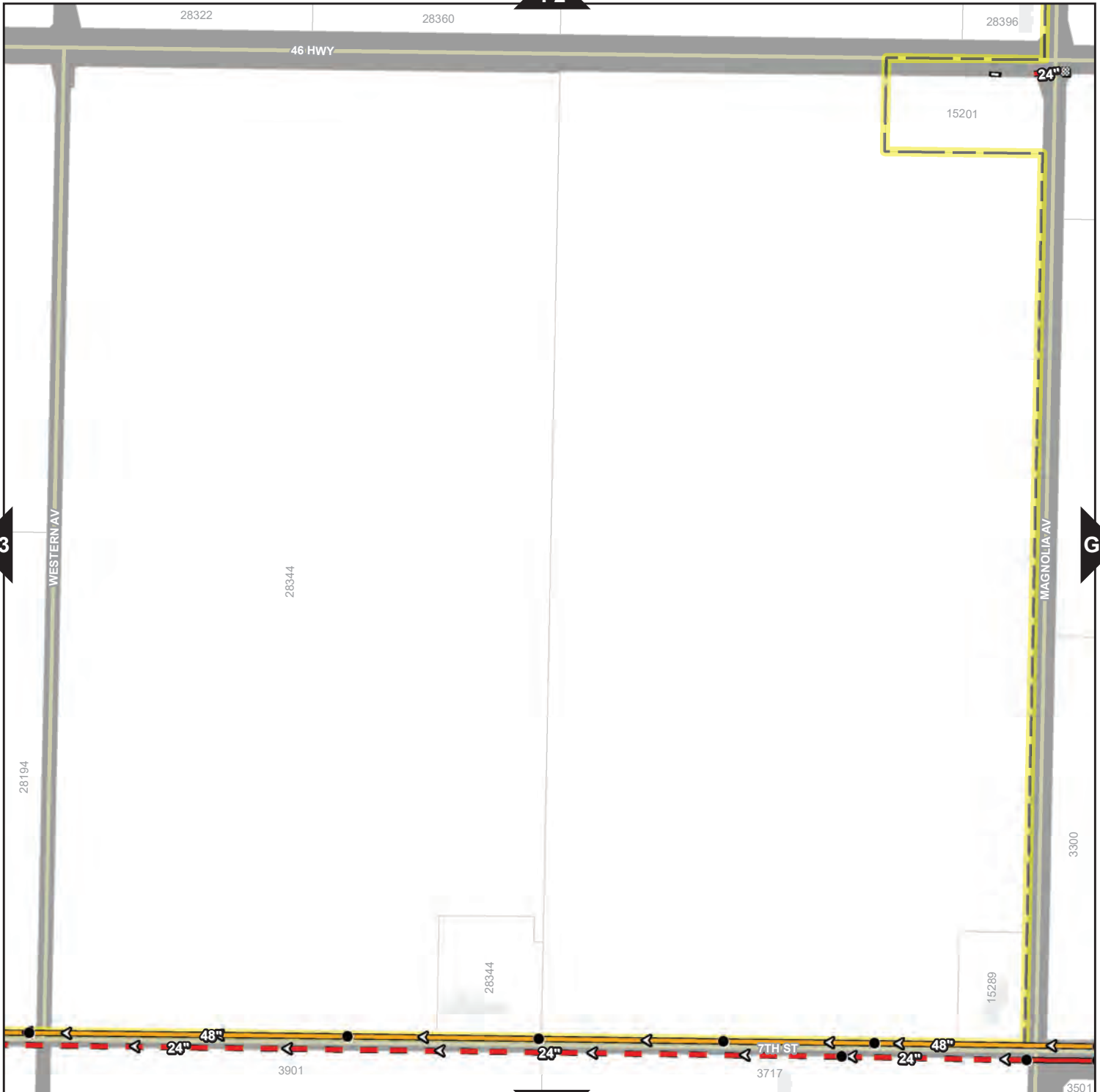
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Map Tile:
F3



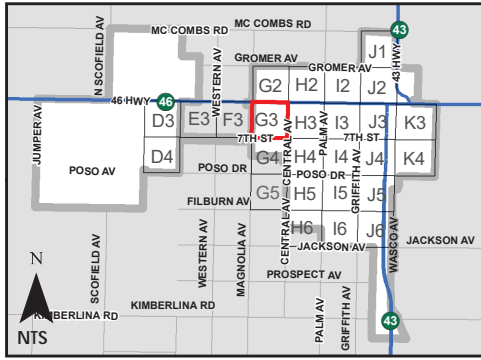
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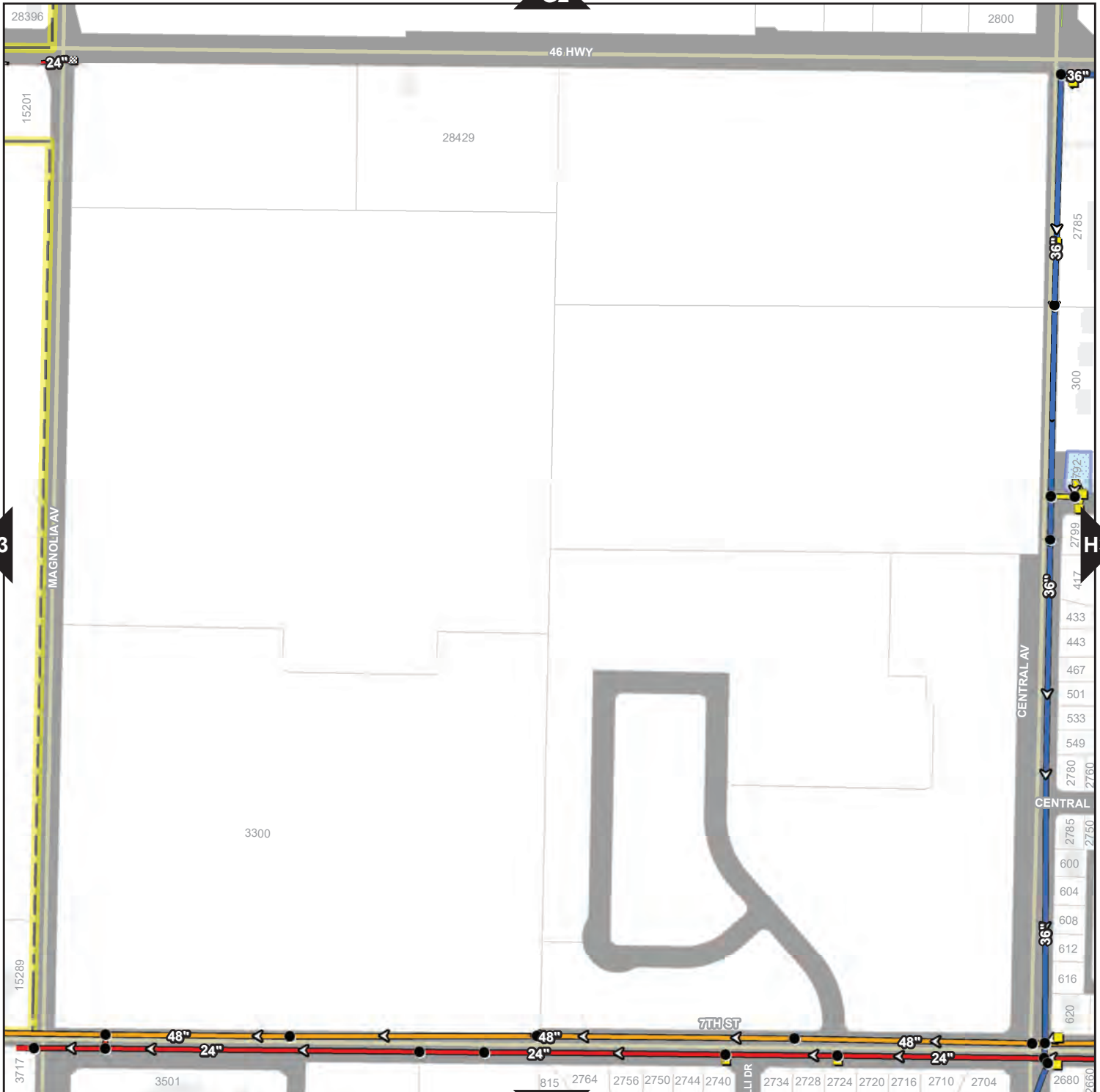
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| SD MANHOLE |



Map Tile:
G3



180 6235

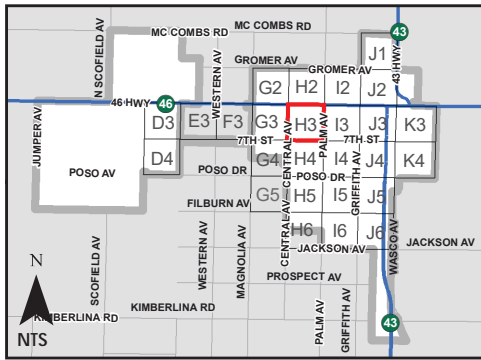
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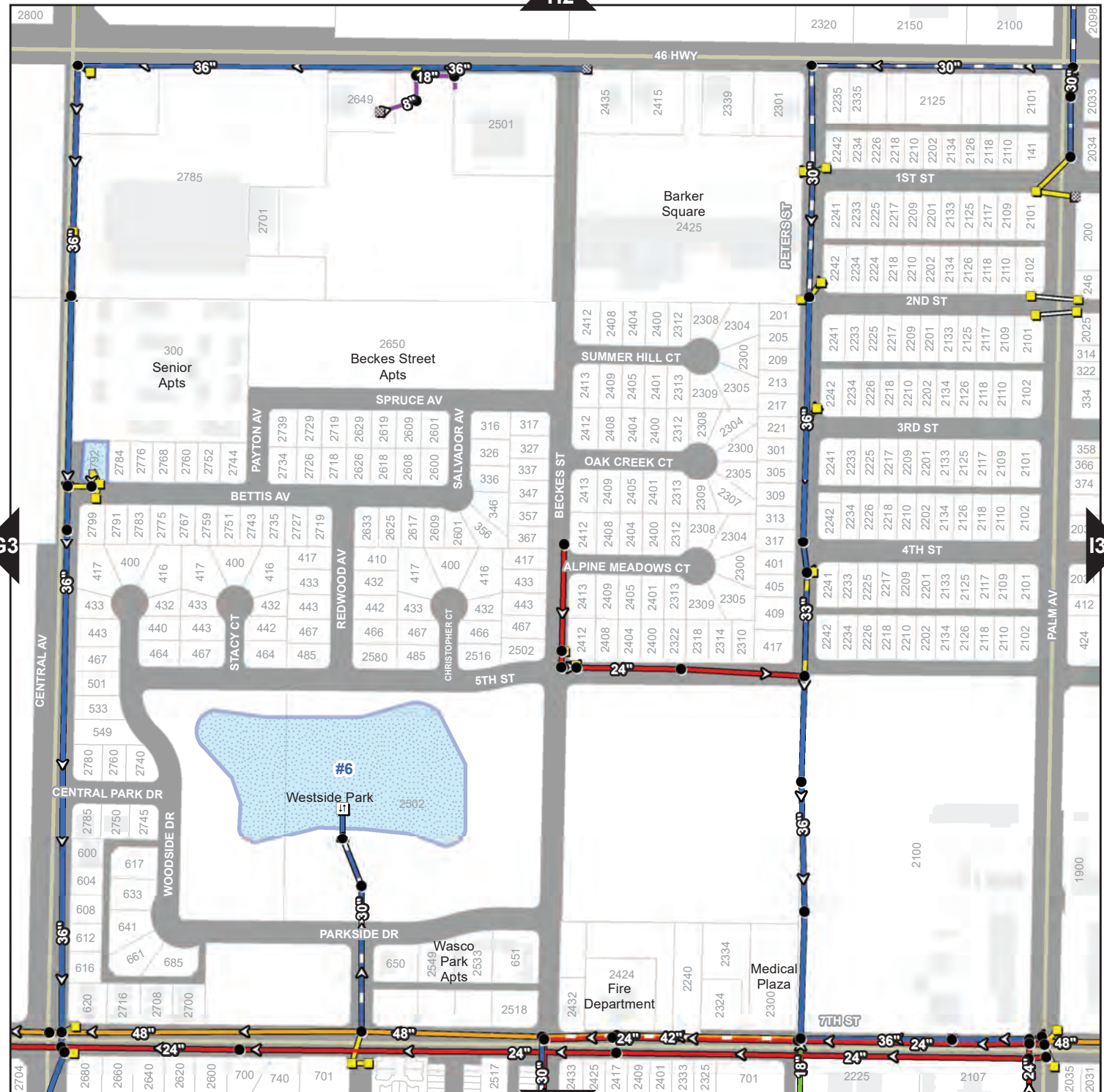


VICINITY MAP

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Map Tile:
H3



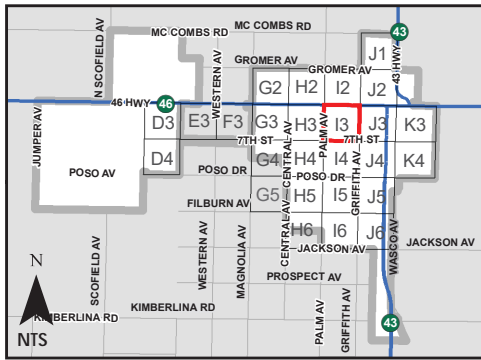
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Map Tile:
13



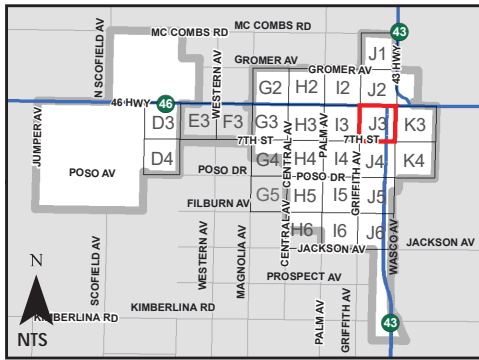
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| INLET IN/ OUT |
| SD MANHOLE |

Map Tile:
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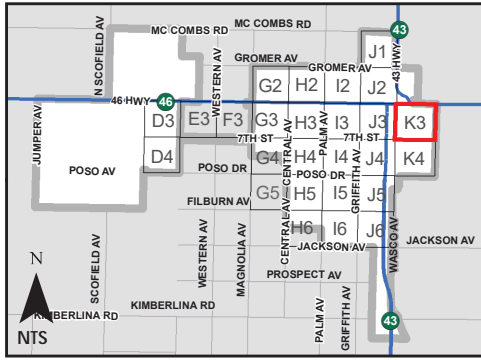
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- CATCH BASIN (OUT)
- DROP INLET GRATE
- INLET IN/ OUT
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Map Tile:
K3

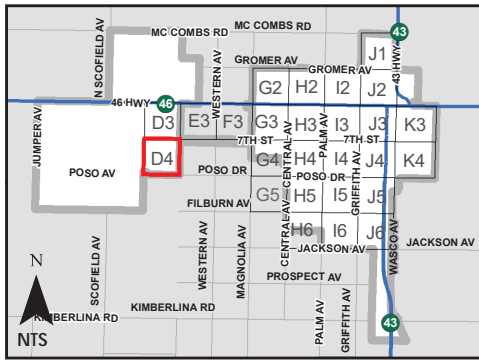
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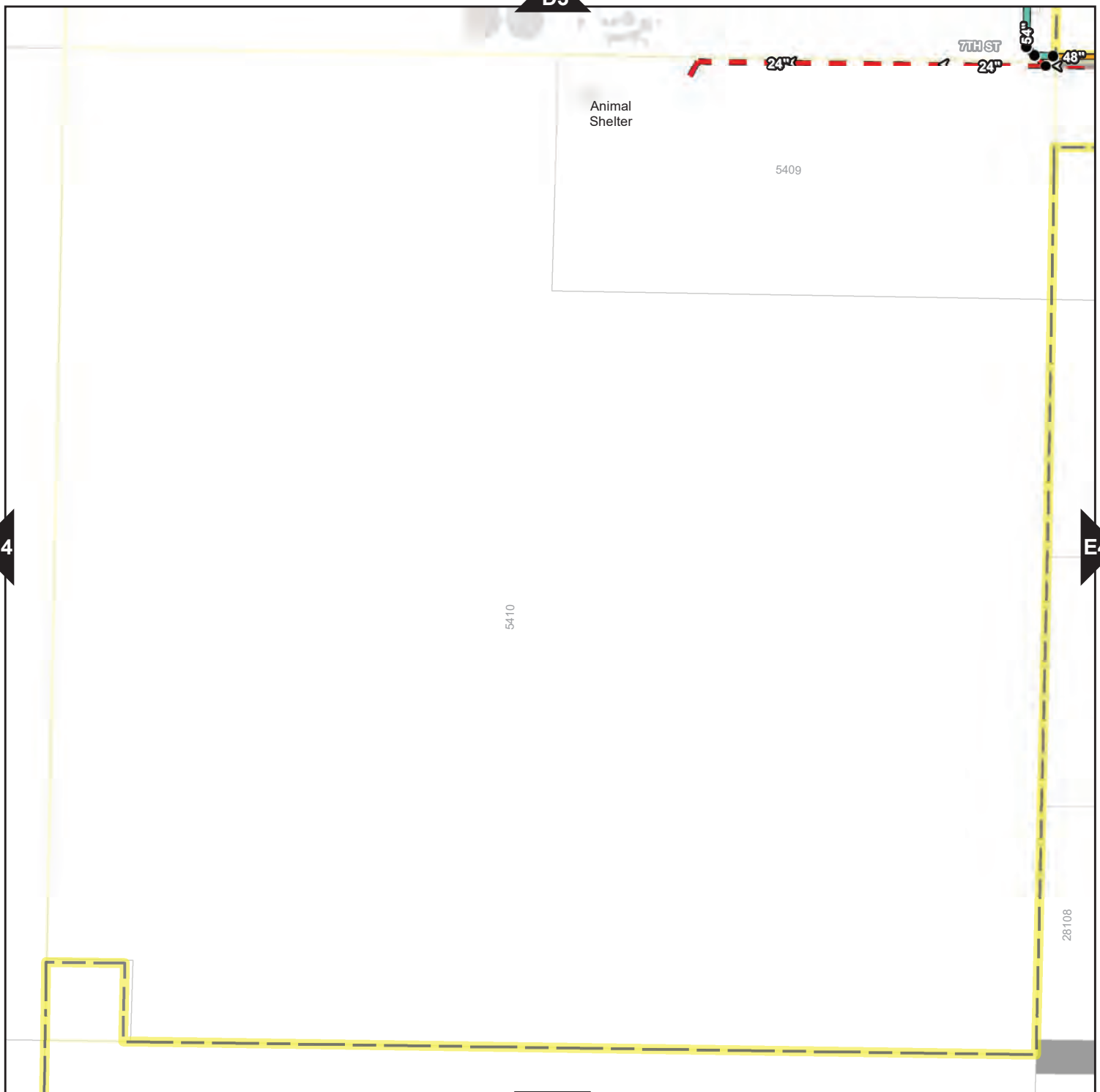
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VICINITY MAP

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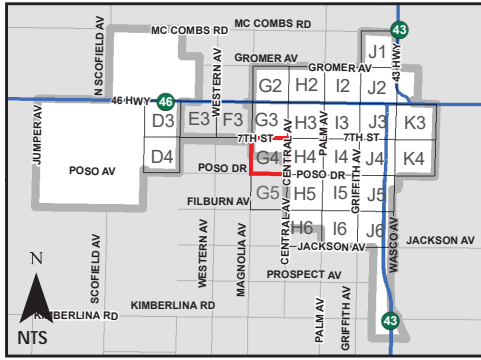
JULY 2020

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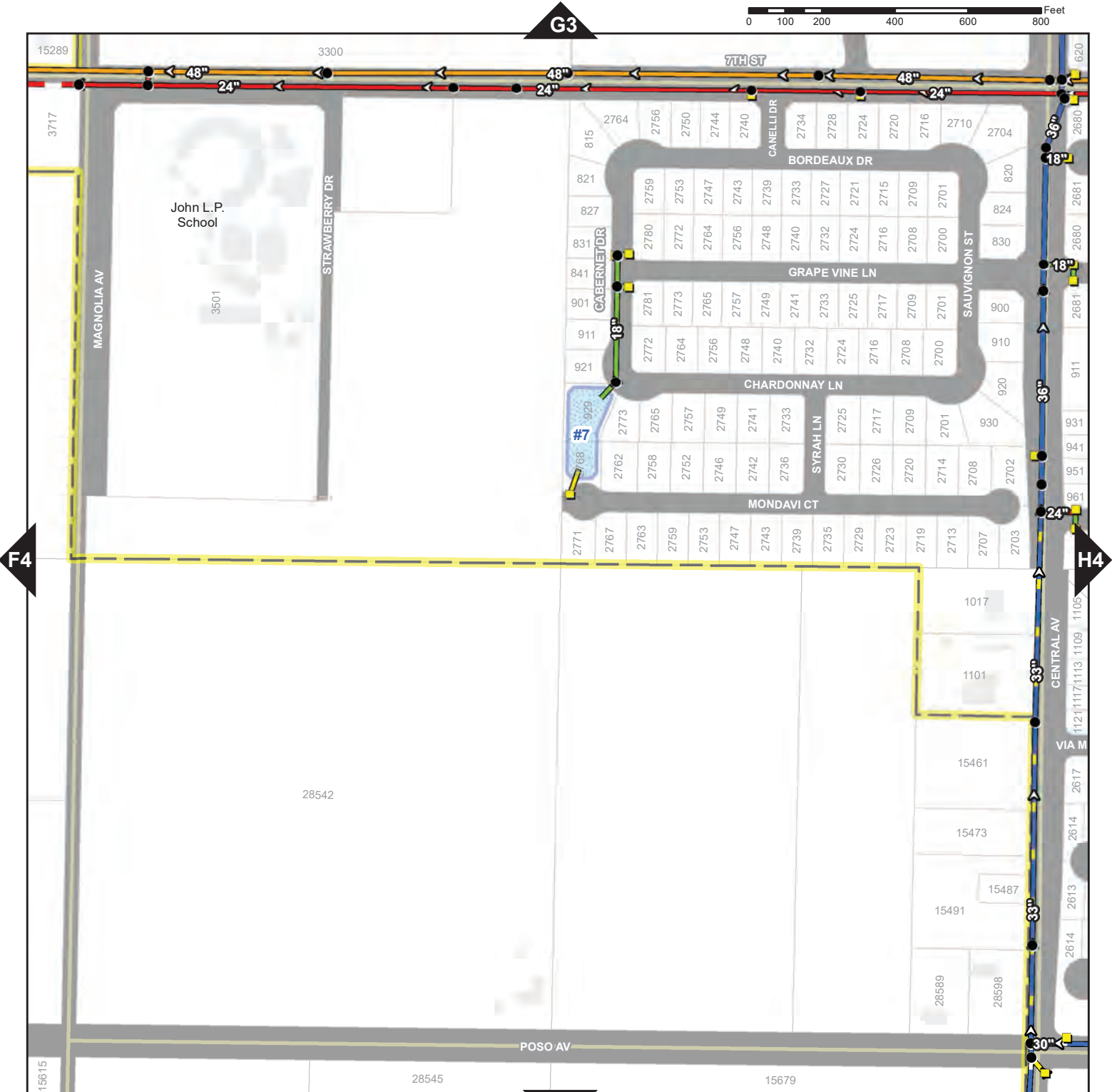
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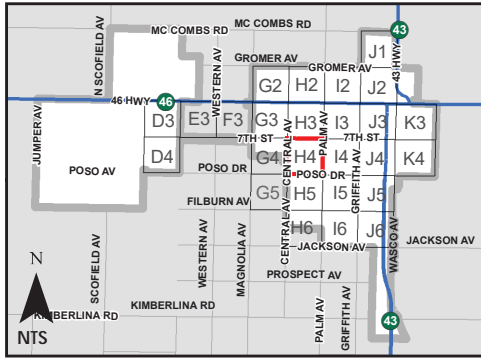
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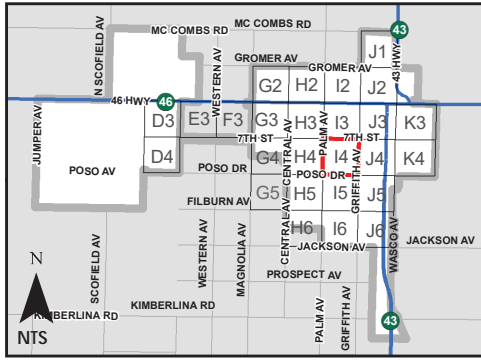
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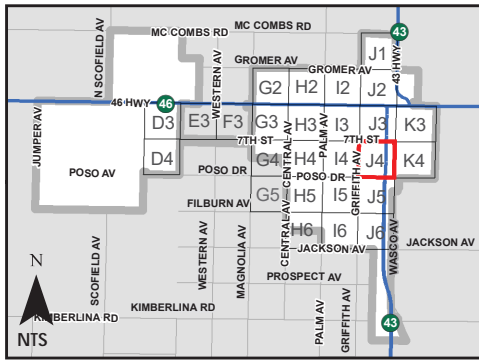
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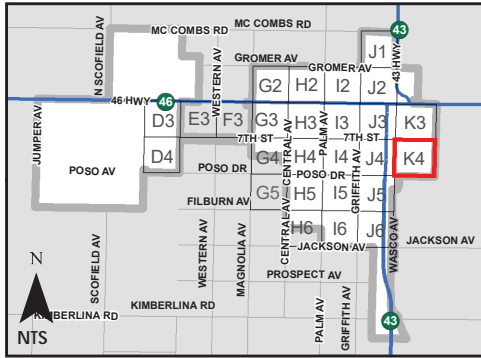
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190 of 235

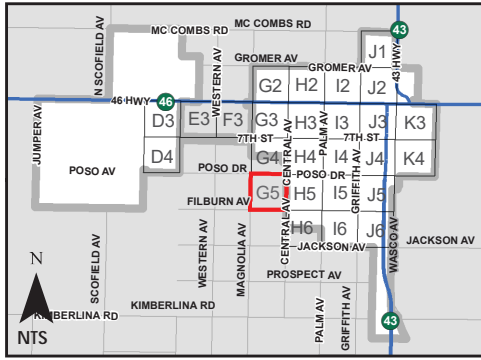
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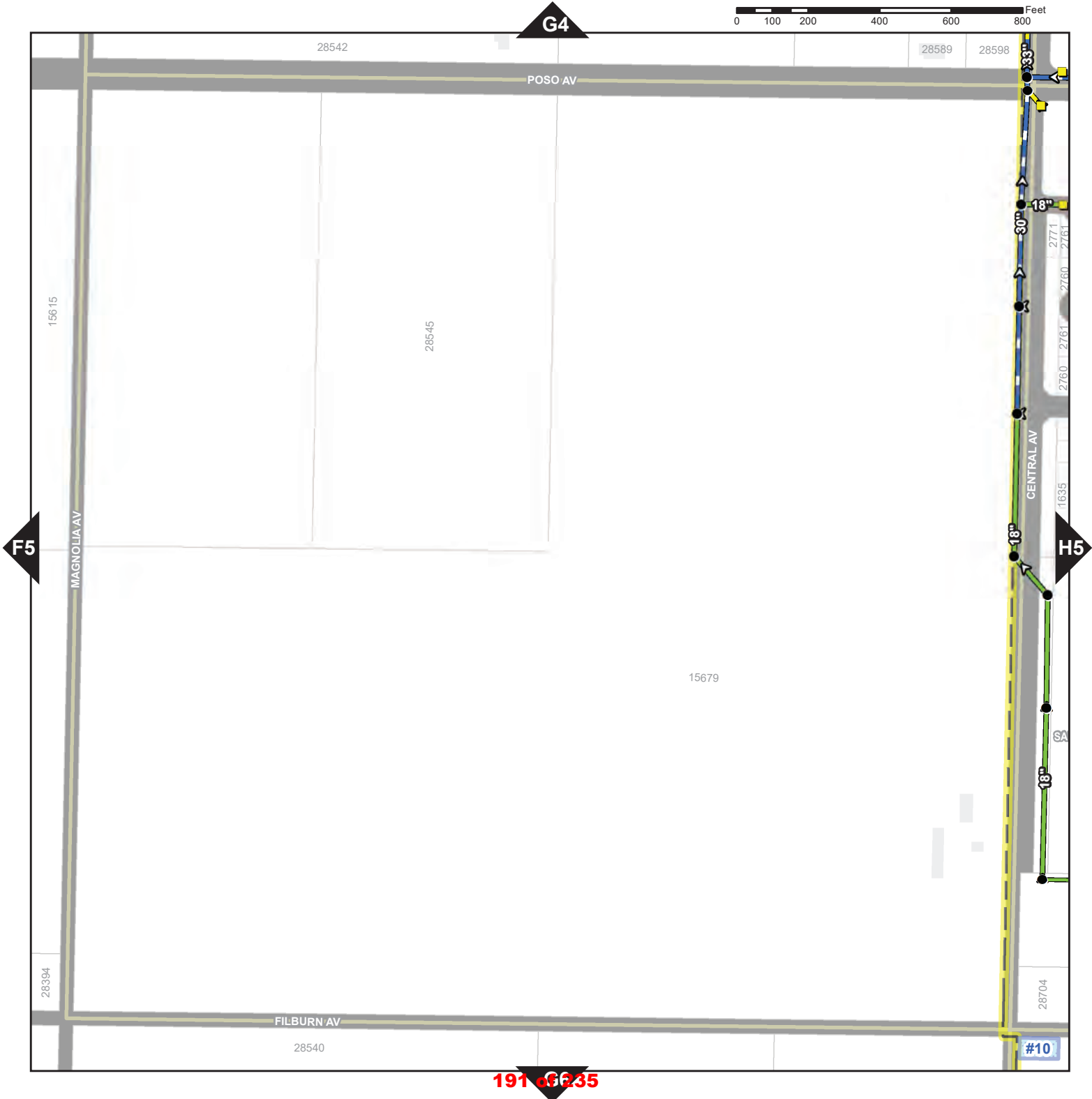
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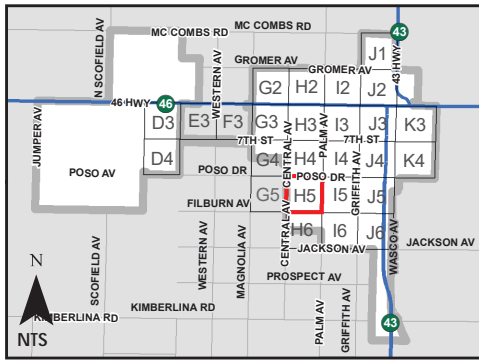
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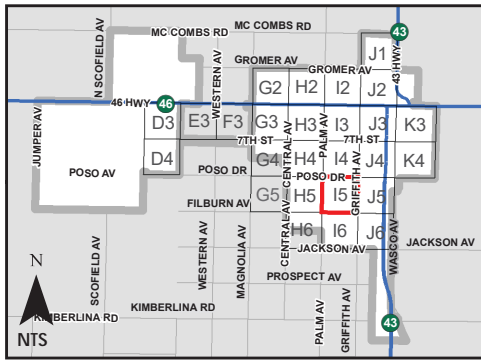
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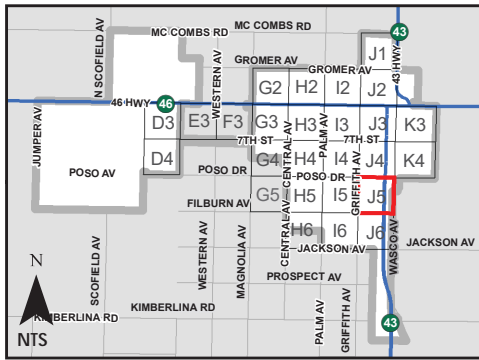


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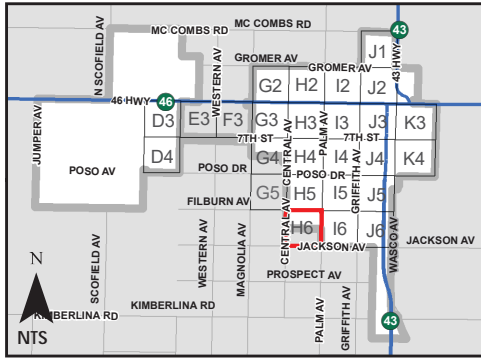
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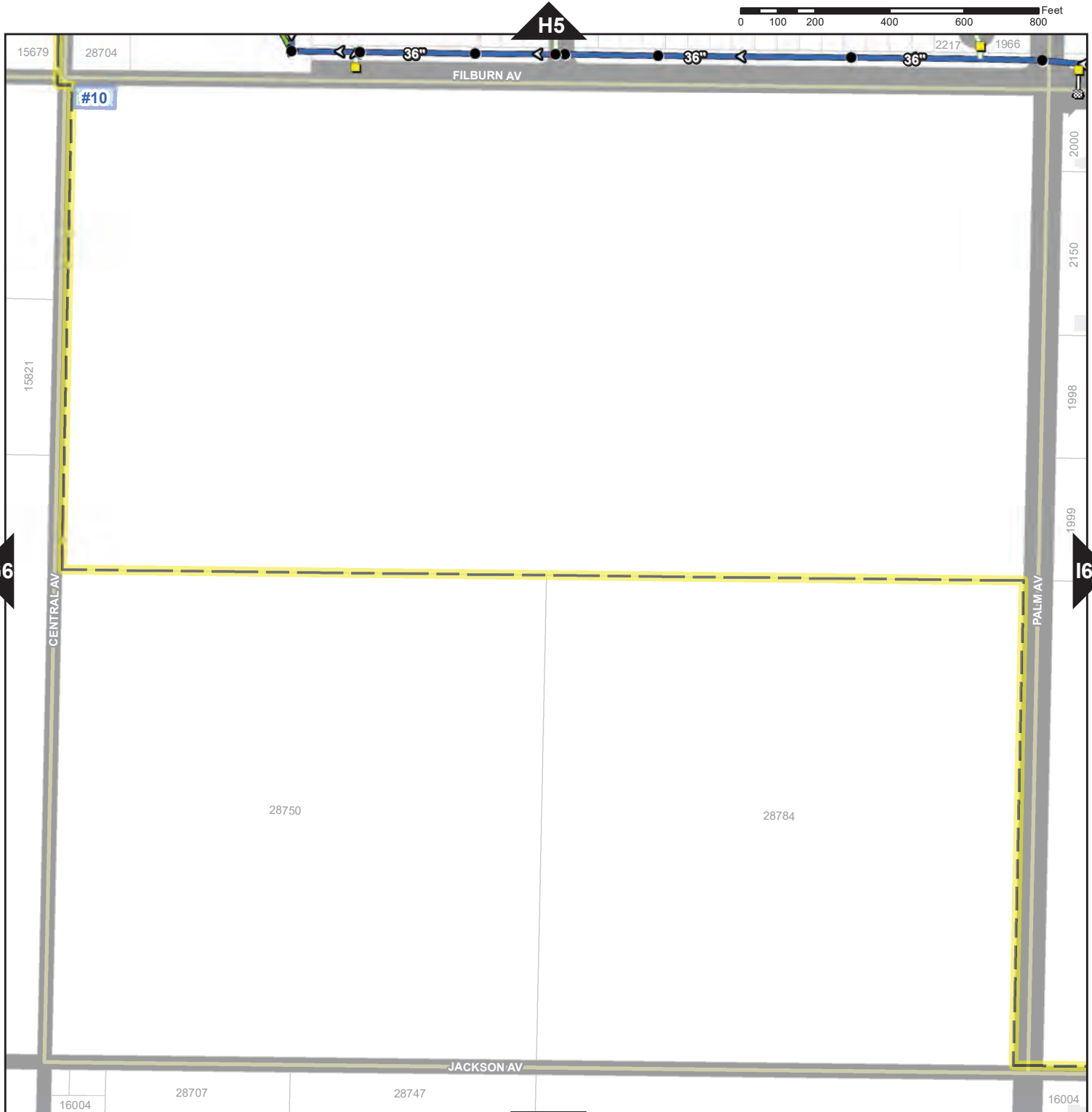


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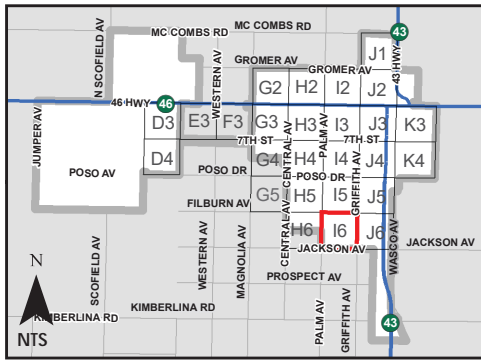
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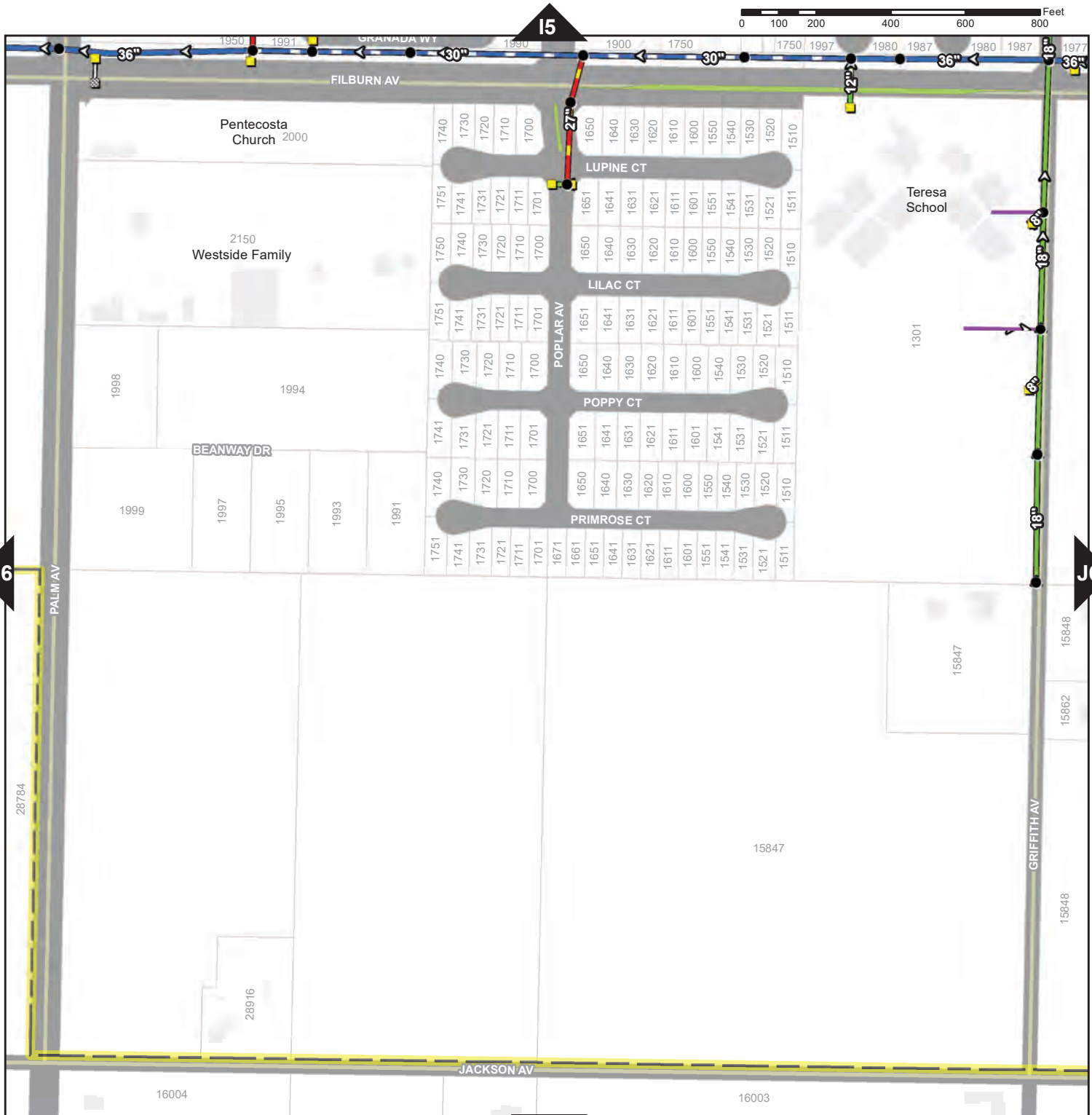


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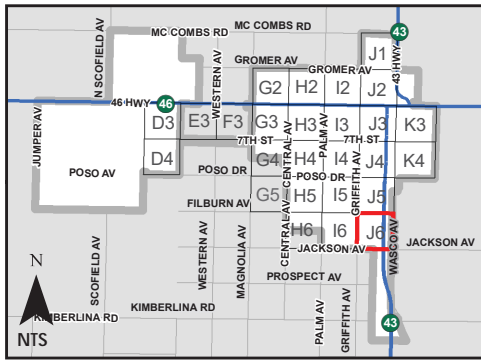
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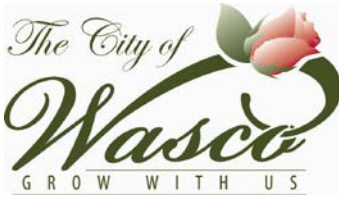
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STAFF REPORT

CITY OF WASCO

TO: Honorable Mayor and Council Members

FROM: Daniel Ortiz-Hernandez, City Manager
Biridiana Bishop, Public Works Director

DATE: December 1, 2020

SUBJECT: Adopt a Resolution Authorizing the City Manager to execute Task Order #10 for Dee Jaspar & Associates to complete the design and engineering for the Test Well, Municipal Well, Water Storage Tank and Site Development of Well #16, Replacement Well for Well #8, in an amount not to exceed \$430,374.

Recommendation:

Staff recommends the City Council adopt a resolution authorizing the City Manager to execute Task Order #10 for Dee Jaspar & Associates to complete the design and engineering for the test well, municipal well, water storage tank and site development of well #16, replacement well for Well #8, in an amount not to exceed \$430,374.

Discussion:

The City of Wasco is responsible for complying with the 1,2,3-TCP MCL levels established by the State Water Boards. Well #8 exceeds the MCL level for 1,2,3, TCP as set by the State. Well #8 also has Nitrate detections at a running average of 6 PPM. (10 PPM being the Maximum Contaminate Level). After conducting a feasibility analysis on the best method to treat 1,2,3-TCP in the wells that exceed the maximum contaminant level, it was identified that the existing wells are close to the end of their useful life, and drilling replacement wells would be most beneficial.

Well #8 was drilled in 1973 and is the second Well drilled at the current location. Well #8 is currently located on the north side of Poso Drive between Aspen and Beckes. The physical location of Well #8 will not accommodate the drilling of a third well and possible treatment for one or two contaminants. A new location for Well #8 has been identified at the corner of Poso Drive and Martin Court. This well site is large enough to accommodate a 1 MG storage tank and booster pump station. It can also accommodate treatment, should it be required. This new well location will be designated Well #16.



The 1 MG water storage tank will be one of several tanks that the staff anticipates installing throughout the City. After discussing this with Dee Jaspar and Associates (the City's Water Engineering Consultant), it is recommended that the City locate two to three 1 MG water storage tanks at different well sites to ensure adequate pressure is maintained throughout the system. In addition to supporting adequate pressure, the storage tank will provide an additional water source to the community in the event of a power outage or in the event that one of the existing active wells were to fail. Four of the five existing wells have emergency generators and would continue to distribute water into the system.

Staff would like to proceed with execution of Task Order #10 for the design and engineering, construction management, and inspection of Well #16 in order to ensure the project is shovel ready should grant opportunities become available and as a requirement to be ready to construct should the City enter into a funding agreement via the State Revolving Fund application previously approved by City Council for construction.

To date, the City has spent \$509,000 on property acquisition, including the appraisal and environmental due diligence of the property. This leaves a remainder of \$91,000 for engineering, design, and construction expenses needed to complete the drilling of the test well.

Based on the timeline and schedule to proceed with environmental clearance to develop a well on the site and design the test well plans and specs, staff anticipates this project will be ready for bidding in February 2021 and awarded by the end of April 2021 or early May 2021. The contractor is anticipated to begin drilling the test well by the end of June 2021 and complete the job by late July 2021 or early August 2022. It is anticipated that the \$91,000 will be sufficient to cover the design and engineering services needed to complete the plans

and specifications needed for the test well and the environmental review required to proceed.

The preparation of the test well plans and specifications will cost approximately \$8,000, leaving \$83,000 for environmental and costs associated with test well drilling and construction management. Most of the construction expenses will carry into the 2021-22 fiscal year.

Fiscal Impact:

Engineering and design services shall not exceed \$430,374 for the replacement of well #8. The City budgeted \$600,000 in the Capital Improvement Plan to replace Well 8. The amount spent to date is \$509,000, leaving \$91,000 for engineering, design, and construction expenses needed to complete the test well. The preparation of the test well plans and specifications will cost approximately \$8,000, leaving \$83,000 for environmental and costs associated with test well drilling and construction management. Most of the construction expenses will carry into the 2021-22 fiscal year.

Attachment:

1. Resolution
2. Task Order #10

RESOLUTION NO. 2020 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER #10 FOR DEE JASPAR & ASSOCIATES

WHEREAS, the City has an existing contract with Dee Jaspar and Associates, Inc. to provide professional engineering services for water-related matters; and

WHEREAS, the City wishes to procure Dee Jaspar & Associates, Inc. to perform the tasks described in Task Order #10 attached as Exhibit "A"; and

WHEREAS, said task order has been made in the form and manner prescribed by the City of Wasco Municipal Code and the California Public Contract Code; and,

WHEREAS, Dee Jaspar and Associates, Inc. and the City each acknowledge that each party have reviewed the task order; and,

WHEREAS, the task order shall be governed by and construed in accordance with the laws of the State of California; and,

WHEREAS, Dee Jaspar and Associates, Inc. shall maintain all worker's compensation insurance were and, in the amounts, required by law and comprehensive general public liability insurance as outlined in the agreement.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Wasco as follows:

SECTION 1: Approves Task Order #10 with Dee Jaspar and Associates, Inc.

SECTION 2: Authorizes the City Manager to endorse Task Order #10.

-oOo-

I HEREBY CERTIFY that the foregoing Resolution No. 2020 - _____ was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on December 1, 2020, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:_____

TEOFILO CORTEZ JR.,
MAYOR of the City of Wasco

MARIA O. MARTINEZ
CITY CLERK and Ex Officio Clerk of
the Council of the City of Wasco



TASK ORDER NO. 10 for Agreement No. 2020-

BACKGROUND

The City of Wasco is responsible for complying with the 1,2,3-TCP MCL levels established by the State Water Boards. Well #8 exceeds the MCL level for 1,2,3, TCP as set by the State. Well# 8 also has Nitrate detections at a running average of 6 PPM. (10 PPM being the Maximum Contaminate Level).

Well 8 was drilled in 1973. The physical location of Well #8 will not accommodate a new well and possible treatment for one or two contaminants. A new location for Well #8 has been acquired at the southeast corner of Central Ave. and Poso Ave. This new well location will be designated Well #16.

The new well #16 site will allow the City to install a storage tank with a booster pump along with the new well. The City needs water storage to maintain adequate pressure and meet demand throughout the City. Currently, the City relies on the production of its wells for sustainable water pressure.

OBJECTIVES

1. Complete Well #16 design and engineering for the test well.
2. Complete Well #16 design and engineering for the municipal well and site development.
3. Complete Well#16 design and engineering for the storage tank and booster pump.
4. Prepare bid documents and assist the City with the award of the Test Well, the Municipal Well, the Storage Tank, Booster Pump, and the Site Development for Well #16
5. Manage the construction, drilling, and inspections of Well #16.
6. Manage the construction and inspections of the Storage Tank and booster pump at Well #16.

SCOPE OF WORK

Dee Jaspar & Associates, Inc. will complete the design and engineering for the test well, municipal well, storage tank, booster pump, site development, assist with the bidding process, and construction management and inspection throughout the course of construction of Well #16. The construction management and inspection will include facilitating a pre-construction meeting, performing submittal reviews, responding to requests for information, reviewing change orders, reviewing monthly progress payment requests, performing construction staking and daily field inspection, facilitating project meetings, performing start-up and testing, and preparing as-built plans and performing project close-out.

DELIVERABLES

1. Plans and Specifications for test well, including sample results.
2. Plans and specifications for drilling of the municipal well.
3. Plans and specifications for equipping of the municipal well and constructing a storage tank and booster pump station.
4. Construction Management and Inspections
5. As-built plans

ROLES AND RESPONSIBILITIES

The Project Coordinator for this task order will be the Water Superintendent.

SCHEDULE

Dee Jaspar & Associates, Inc. shall have the test well plans and specifications prepared by January 31, 2021, and all other work products will be completed in a timely fashion following the test well results.

PAYMENT AND INVOICING PROCEDURES

The estimated budget for this task is \$430,374.

- | | |
|--|--------------|
| • Preparation of Test Well Plans & Specifications | \$7,970.00 |
| • Preparation of Well Drilling Plans & Specifications | \$7,508.00 |
| • Preparation of Well & Storage Tank Plans & Specifications | \$94,262.00 |
| • Test Well Drilling Construction Inspection & Management | \$37,890.00 |
| • Well Drilling Construction Inspection & Management | \$55,758.00 |
| • Well Equipping & Storage Tank Construction Inspection & Management | \$226,986.00 |

Engineer shall bill City no more often than monthly by invoice (the "Invoice") for the services provided based on the 2019 Rate Schedule. Each Invoice shall include a description of the work done by each employee or contractor and the amount of time spent by each and such additional information as may be required by the City Manager or his designee. City Manager or designee shall have the right of reasonable review of each Invoice and, at the conclusion of the review, City Manager shall place the matter on the agenda for the next available City Council meeting for consideration by the City Council. Upon approval of the Invoice by the City Council, same shall be paid in the regular cycle of payments made by the City for other bills and claims.

The signatures below shall serve as an authorization to proceed on Task Order from the City of Wasco and is acknowledged by the Consultant.

Consultant:

Name:

Title:

Date: _____

Recommended By:

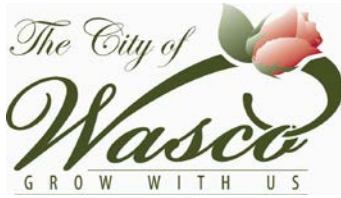
Biridiana Bishop, Public Works Director

Date: _____

Approved by

Daniel Ortiz-Hernandez, City Manager

Date: _____



STAFF REPORT

CITY OF WASCO

TO: Honorable Mayor and Council Members

FROM: Daniel Ortiz-Hernandez, City Manager
Mariana Sobolewski, Assistant to the City Manager

DATE: December 1, 2020

SUBJECT: Adopt a Resolution Authorizing the City Manager to Negotiate and Enter into an Agreement for Professional Services with Clean Stride for Janitorial Services.

Recommendation:

Staff recommends adopting a Resolution authorizing the City Manager to negotiate and enter into a professional agreement for janitorial services with Clean Stride to provide a clean and safe work environment within the City of Wasco facilities.

Discussion:

On February 23, 2020, a request for proposal was published to bidders requesting proposals for Janitorial Cleaning Services to have a cleaner and safer working environment for the City of Wasco employees. On June 30, 2020, the City of Wasco received 2 bids from the following vendors: Gridiron Services, Inc. and Customized Custodial Services. Ultimately, The council approved the professional services contract with Gridiron Services Inc. on August 4, 2020.

Gridiron Services, Inc. began providing janitorial services for the City of Wasco on September 29, 2020. Since this time, staff members have since brought concerns regarding the services they have provided.

Staff feels that terminating the contract with Gridiron Services, Inc. would serve the best interest of the City. Additionally, allowing the City Manager to negotiate and enter into a professional agreement with Clean Stride in the interim would be the best option at this time. This would allow the City staff additional time to bring a resolution by exploring other more permanent options.

Attached to this staff report is the initial proposal from Clean Stride. The agreement shall also be subject to review and approval of the agreement(s) as to legal form by the City Attorney. The agreement shall not be valid unless and until so approved by the City Attorney and executed by the City Manager.

Fiscal Impact:

The City would be required to pay the monthly service fee of \$3,856.67 for Gridiron Services, Inc.'s last month of service in addition to paying the first month's fee of \$4,897.00 with Clean Stride for janitorial services. Modifications to the budget may be necessary and will be made accordingly and as necessary.

Attachments:

1. Resolution
2. Proposal
3. Draft Agreement

RESOLUTION NO. 2020 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH CLEAN STRIDE FOR JANITORIAL SERVICES.

WHEREAS, the City wishes to contract with Clean Stride to perform Janitorial Services; and

WHEREAS, the services provided are described in the proposal found in Exhibit "A"; and

WHEREAS, the agreement shall also be subject to review and approval as to legal form by the City Attorney.

WHEREAS, The agreements shall not be valid unless and until so approved by the City Attorney and executed by the City Manager upon satisfaction of the requirements and contingencies identified herein.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Wasco does hereby does as follows:

SECTION 1: Authorize the City Manager to negotiate and enter into a professional services agreement with Clean Stride;

SECTION 2: The agreements shall not be valid unless and until so approved by the City Attorney and executed by the City Manager upon satisfaction of the requirements and contingencies identified herein.

SECTION 3: Funds shall be appropriated as necessary and/or included in future budget amendments.

-o0o-

I HEREBY CERTIFY that the foregoing Resolution No. 2020-_____ was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on December 1, 2020, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

TEOFILO CORTEZ JR.,
MAYOR of the City of Wasco

Attest:_____

MARIA O. MARTINEZ
CITY CLERK and Ex Officio Clerk of
the Council of the City of Wasco



4031 Alken Street, Suite A-5 Bakersfield, Ca 93308

Phone: (661)281-9245 www.cleanstride.com

November 17, 2020

The City of Wasco
Attn: Mariana Sobolewski
746 8th Street
Wasco, Ca 93280

Dear Mrs. Mariana,

Thank you for allowing us the opportunity to submit a proposal for the regular janitorial service. During this time, we know it is very important to sanitize all touch points and have a healthy, dust free environment. We are locally owned and operated and look forward at the opportunity to provide you with excellent service. The list you see below we give to our employees so they do not miss anything. All of our employees are background checked, fully insured with worker's compensations and are trained using Cleaning Management Institute standards.

We look forward to the potential of a mutually satisfying partnership with you.

Should you have further questions, please feel free to call.

Sincerely,

Clean Stride
Adriana Olivares
661-281-9245
adriana@cleanstride.com



4031 Alken Street, Suite A-5 Bakersfield, Ca 93308

Phone: (661)281-9245 www.cleanstride.com

SERVICE: 4 Days per Week

City Hall, Water Division, Public Works, Finance & Planning Dept. & Sheriff's Dept.

Offices/Conference Rooms

	Times/Wk	Times/Mo	Times/Yr	Other
Empty all trashcans and paper shredders. Replace liners and clean trash cans as needed.	4			
Clean all plexiglass on front reception areas and on any desks.	4			
Wipe clean all high and low ledges, shelves, bookcases, credenzas, file cabinets, tables, pictures, etc.	4			
Walls, Door Handles, Light Switches (Spot Clean)	4			
Dust all desks, clean any stains, wipe clean all tables.	4			
Clean front door inside and out.	4			
Arrange all chairs properly	4			
Vacuum all carpets and hard floor surfaces.	4			
Wet mop all floors.	4			
Cobweb control.	4			

Restrooms

Empty all trashcans. Replace liners and clean trash cans as needed.	4			
Thoroughly clean, disinfect, and deodorize toilet bowls, urinals including floor around urinals & sinks.	4			
Clean all mirrors.	4			
Replenish all paper products (supplied by your office)- toilet seat covers, paper towels, toilet paper, etc.	4			
Replenish soap/ soap cartridges (supplied by your office).	4			
Dusting stalls & spot clean walls.	4			
Wiping mirrors	4			
Wiping stainless steel with non-greasy cleaner.	4			
Replacing urinal screens and mats (as needed) in men's restroom.	4			
Clean and disinfect bathroom doors and door handles.	4			
Vacuum and wet mop all floors.	4			

Break Areas

	Times/Wk	Times/Mo	Times/Yr	Other
Empty all trashcans. Replace liners and clean trash cans as needed.	4			
Sanitize & clean all sinks, countertops, tables and chairs.	4			
Clean inside & outside of microwaves.	4			
Clean outside of refrigerator.	4			
Wash all coffee pots.	4			
Replenish all paper towels in dispensers and stock extra.	4			
Wash any dishes and put away.	4			
Sanitize and wipe dry all fixtures.	4			



4031 Alken Street, Suite A-5 Bakersfield, Ca 93308

Phone: (661)281-9245 www.cleanstride.com

Investment in Building Assets Prepared specifically for:

The City of Wasco

Services will be provided according to the specifications listed 4 days per week for the investment of (price) per month: \$4897.00

Disinfecting Services 2 days a week: Apply disinfectant to all touch points using a fogging machine, giving disinfectant dwell time of 10 minutes and wiping touch points clean: \$1300 per month

Carpet Cleaning: \$500 upon request

Clean Stride can provide the following services at additional price:

- Upholstery Cleaning
- Tile & Grout Cleaning
- Strip & Wax Floors
- Exterior Pressure Washing
- Window Cleaning
- Oil Filtering
- Hood Cleaning



4031 Alken Street, Suite A-5 Bakersfield, Ca 93308

Phone: (661)281-9245 www.cleanstride.com

Clean Stride References

- Infinity Communications
4909 Calloway Drive. #102
Bakersfield, CA 93312
(661) 716-1840
Fred Brakeman
- Amber Chemical
5201 Boylan Street
Bakersfield, Ca 93308
(661) 325-2072
Erin Lowe
- Kern Oil
7724 East Panama Lane
Bakersfield, Ca 93307
(661) 845-0761
JJ Zepeda

AGREEMENT

THIS AGREEMENT made this XX day of December 2020, by and between the CITY OF WASCO, hereinafter "City," and CLEAN STRIDE, a California Corporation, hereinafter "Contractor,"

W I T N E S S E T H:

WHEREAS, City wishes to obtain janitorial services for the following City buildings and on those days and times described in paragraph 2 of this Agreement (the "Services"): City Hall and Council Chambers, Sheriff Substation, Annex/Planning, Public Works and includes Water Department (the "City Buildings"); and

WHEREAS, The City obtained proposals for janitorial cleaning services and selected Contractor to perform those Services and Contractor wishes to contract with City to perform the Services and City is agreeable thereto under the terms and conditions hereinafter described.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth hereinafter, the parties agree as follows:

1. The parties incorporate the foregoing recitals as if fully set forth herein verbatim.
2. The following Services shall be performed on the City Buildings Monday through Thursday each week to include but not be limited to dusting and cleaning furniture, file cabinets, office counters, glass/plexiglass and furniture; emptying waste containers; dusting, sweeping and mopping all floors, vacuuming all carpets and rugs; cleaning bathrooms, and re-filling all supplies. The following services shall be provided monthly on the City Buildings: Cleaning windows inside and out. The following services shall be provided bi-annually on the City Buildings: Cleaning all carpets and ceiling fans. The following services shall be provided annually on the City Buildings: Cleaning all blinds and washing walls. The complete itemized task list is listed in Exhibit A. Additionally, the Contractor shall provide a disinfecting service using its electrostatic spraying system as requested by City.

(a) Contractor's lead supervisor shall be on nightly call to address any issues regarding incomplete work or product replacement, and the Contractor shall

have a roving crew available nightly for any unforeseen absences or emergencies to ensure completion of the Services. Once per month or on an as-needed basis, the lead supervisor will complete a follow-up checklist with the persons in charge of the scope of work to ensure a high degree of quality control. The contractor shall begin work each day no earlier than 4:30 p.m.

3. Contractor agrees to perform the Services for the Term (hereinafter described) without an increase at the rate of \$4,897.00 per month (the "Monthly Fee") and billed monthly to City. Subject to the following, the Contractor shall be paid by City upon receipt of an invoice submitted monthly. Prior to payment of any compensation to the Contractor, the Contractor shall first provide City with a written invoice setting forth the Services performed during the period described in the invoice and the amounts due and owing. The same shall first be reviewed by the City Manager or the City Manager's representative and approved for payment. Thereafter, the same shall be submitted to the City Council at the next regularly scheduled meeting for which the matter can be presented for consideration. Thereafter, upon approval by the City Council, the invoice shall be paid in the amount approved by the City Council within a reasonable time thereafter.

4. Unless earlier terminated as hereinafter described, the term of this Agreement shall be for three (3) months (the "Term"). The city shall have two successive options (the "Option") to extend the Term (the "Extended Term") under the same terms and conditions as described herein, including the Monthly Fee. The term of the first Option (the "First Option") shall be nine months and the term of the second Option shall be twelve months. Should the City wish to exercise an Option, it shall do so in writing to Contractor prior to the end of the existing Term or Extended Term.

5. In the performance of Contractor's duties hereunder, the Contractor shall provide all vehicles, tools, personnel, equipment, supplies (other than what is stipulated in this contract), and all such other items as are necessary or convenient to complete the Services at Contractor's sole cost and expense. The city shall supply hand towels, sanitary towels, large/small rolls, soap, trash bags for small containers and large containers, facial tissue, and seat covers. The contractor shall refill supplies as needed for City stock.

6. Contractor, at Contractor's sole cost and expense, shall maintain throughout the term of this Agreement (i) all Worker's Compensation Insurance where and in the amounts required by law, (ii) a bond in an amount acceptable to City and (iii) a Comprehensive General Public Liability Insurance Policy from a company approved by City for protection against liability to the public arising as an incident of Contractor's performance hereunder in amounts not less than \$1 million per occurrence and said policy shall be primary insurance naming City, its

officers, councilpersons, employees, contractors, and representatives as additional insureds and affording City at least ten (10) days notice prior to cancellation or reduction of coverage. In the event any such policy shall lapse or be canceled, City may, at City's sole discretion, terminate this Agreement without further notice to Contractor. The contractor shall provide the City with a Certificate of Insurance verifying the Contractor's compliance with the foregoing. This Agreement shall not be effective until City has received and approved the same.

7. Contractor hereby indemnifies, agrees to defend, and holds harmless City, its officers, councilpersons, employees, contractors, and representatives from any and all claims, demands, suits, judgments, liability, damages, costs, and expenses arising in any manner out of this Agreement or occasioned by the performance or attempted performance of the provisions hereof including but not limited to (a) the Services and/or products offered under this Agreement, (b) Contractor or Contractor's employees or agents breach of copyright, patent, or any other right of any person towards any persons or property in connection with the performance of this Agreement, and (c) any act or omission to act on the part of Contractor or Contractor's employees, subcontractors, agents, or representatives.

8. The city may, in its sole and absolute discretion and without cause, terminate this Agreement at any time upon thirty (30) days written notice to the other party. In the event of any such termination and except as otherwise described herein, the Contractor shall be entitled to payment for Contractor's performance of its obligations hereunder to the date of termination subject to City's approval and acceptance of Contractor's performance. The city may terminate this Agreement upon twenty-four (24) hours notice to Contractor in the event of Contractor's default hereunder. In the event City terminates this Agreement due to Contractor's default, the Contractor shall be entitled to payment for those Services rendered up to but not including the date of the default and except as to any such Services which constitute the default or portion thereof. In addition to City's right to terminate this Agreement due to Contractor's default, City shall have all other remedies available under this Agreement in the event of Contractor's default as well as all remedies available at law or in equity.

9. The city utilizes contractor's Services only for the purpose and to the extent set forth in this Agreement, and Contractor's relationship to City shall, during the term of this Agreement, be that of an independent contractor.

10. In the performance of its obligations hereunder, the Contractor acknowledges that Contractor and Contractor's employees, subcontractors, agents, and representatives may encounter dangerous conditions on the premises where the Services are performed. Contractor for itself and on behalf of its employees, subcontractors, agents, and representatives assumes the risk of same and hereby

waives, releases, and forever discharges City, its officers, councilpersons, employees, contractors, agents, and representatives from any and all liability, claims, actions, losses, costs, and expenses arising out of all injuries, and damages which may be suffered by Contractor or Contractor's employees, subcontractors, agents, or representatives including, but not limited to any of same attributable in any way to any act or omission to act or any negligence whatsoever, whether passive or active, by City, or City's officers, councilpersons, employees, contractors, agents, or representatives. Contractor represents and warrants that it has read and fully understands the provisions of Section 1542 of the Civil Code of California, which states as follows:

"A general release does not extend to claims which the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that if known by him or her would have materially affected his or her settlement with the debtor or released party."

Contractor on behalf of itself and its employees, subcontractors, agents, and representatives hereby expressly waives and releases any right or benefit which each has or may have under Civil Code Section 1542.

11. Contractor shall not assign any portion of this Agreement to any other person or entity.

12. If any portion of this Agreement shall be considered invalid by any court of competent jurisdiction, said invalid portion shall not affect the validity of the remainder of the agreement, and the agreement shall continue in full force and effect as if the invalid portion had not been included therein.

13. Any notice required under this Agreement shall be effective immediately upon personal delivery of the same in writing to the party to be noticed or upon deposit in the United States mail, first-class, postage prepaid, addressed as hereinafter described, or when sent by electronic mail ("Email"). The following shall be used in providing the foregoing notices: City — City Manager, 746 8th Street, Wasco, California 93280, Email— daortiz@cityofwasco.org; and Contractor — Adriana Olivares, 4031 Alken Street, Suite A-5, Bakersfield, California 93308, Email – adriana@cleanstride.com. Any party may change its address or fax number by giving notice to the other party in the manner herein described.

14. If any action is commenced between the parties concerning any provision of this Agreement or the rights and duties of any party in relation thereto or the interpretation of this Agreement, the prevailing party shall be entitled, in

addition to such other relief as may be granted, to a reasonable sum for the party's attorney fees in such action.

15. This Agreement may be amended only by a writing executed by all parties.

16. Each party and their respective legal counsel have reviewed this Agreement and agree that this Agreement is the product of negotiations between the parties. This Agreement shall be interpreted without reference to the rule of interpretation of documents that uncertainties or ambiguities therein shall be determined against the party, so drafting the Agreement.

17. This Agreement contains the entire agreement between the parties with regard to the subject matter herein and supersedes all prior oral and written agreements and understandings between the parties with respect thereto.

18. This Agreement may be executed in counterparts. The parties agree that an electronic or facsimile copy of this fully executed Agreement shall be as effective as the original for all purposes.

19. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

20. Subject to the restrictions on assignment in Paragraph 11, this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, successors, and assigns.

21. Waiver by a party of any provision of this Agreement shall not be considered a continuing waiver or a waiver of any other provision, including the time for performance of any such provision.

22. Time is of the essence with regard to each covenant, condition, and provision of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first hereinabove written.

DANIEL ORTIZ-HERNANDEZ, City
Manager, City of Wasco, California,
"City"

CLEAN STRIDE, a
California Corporation, "Consultant"

By: _____
ADRIANA OLIVARES, President
"Contractor"

EXHIBIT A:



4031 Alken Street, Suite A-5 Bakersfield, Ca 93308

Phone: (661)281-9245 www.cleanstride.com

SERVICE: 4 Days per Week

City Hall, Water Division, Public Works, Finance & Planning Dept. & Sheriff's Dept.

Offices/Conference Rooms	Times/Wk	Times/Mo	Times/Yr	Other
Empty all trashcans and paper shredders. Replace liners and clean trash cans as needed.	4			
Clean all plexiglass on front reception areas and on any desks.	4			
Wipe clean all high and low ledges, shelves, bookcases, credenzas, file cabinets, tables, pictures, etc.	4			
Walls, Door Handles, Light Switches (Spot Clean)	4			
Dust all desks, clean any stains, wipe clean all tables.	4			
Clean front door inside and out.	4			
Arrange all chairs properly	4			
Vacuum all carpets and hard floor surfaces.	4			
Wet mop all floors.	4			
Cobweb control.	4			
Restrooms				
Empty all trashcans. Replace liners and clean trash cans as needed.	4			
Thoroughly clean, disinfect, and deodorize toilet bowls, urinals including floor around urinals & sinks.	4			
Clean all mirrors.	4			
Replenish all paper products (supplied by your office)- toilet seat covers, paper towels, toilet paper, etc.	4			
Replenish soap/ soap cartridges (supplied by your office).	4			
Dusting stalls & spot clean walls.	4			
Wiping mirrors	4			
Wiping stainless steel with non-greasy cleaner.	4			
Replacing urinal screens and mats (as needed) in men's restroom.	4			
Clean and disinfect bathroom doors and door handles.	4			
Vacuum and wet mop all floors.	4			
Break Areas	Times/Wk	Times/Mo	Times/Yr	Other
Empty all trashcans. Replace liners and clean trash cans as needed.	4			
Sanitize & clean all sinks, countertops, tables and chairs.	4			
Clean inside & outside of microwaves.	4			
Clean outside of refrigerator.	4			
Wash all coffee pots.	4			
Replenish all paper towels in dispensers and stock extra.	4			
Wash any dishes and put away.	4			
Sanitize and wipe dry all fixtures.	4			



STAFF REPORT

CITY OF WASCO

TO: Honorable Mayor and Council Members

FROM: Daniel Ortiz-Hernandez, City Manager
Isarel Perez-Hernandez, Finance Director

DATE: December 01, 2020

SUBJECT: Adopt a Resolution Authorizing a Transfer of \$9 million funds currently held in Wells Fargo Bank and Mission Bank Money Market Accounts to the State of California Local Agency Investment Fund (LAIF).

Recommendation:

Staff recommends the City Council adopt a Resolution authorizing a transfer of \$9 million currently held in Wells Fargo Bank and Mission Bank Money Market accounts to the State of California Local Agency Investment Fund (LAIF).

Discussion:

The Investment concentration of the City's portfolio as of October 31, 2020, is as shown in the chart below:

<u>Investments</u>	<u>Market Value</u>	<u>% of Portfolio</u>
Local Agency Investment Fund (LAIF)	\$ 17,492,878	40.60 %
Other Cash Pools	6,170,285	14.32 %
Demand Deposits		
Wells Fargo Bank	11,842,452	27.48 %
Mission Bank	2,326,899	5.40 %
Invested by UnionBanc Investment Services		
CDs	3,112,853	7.23 %
Fidelity Treasury Mmkt Capital Reserves	<u>2,141,864</u>	<u>4.97 %</u>
Total UnionBanc Investment Services	5,254,717	12.20 %
Total	\$ 43,087,231	100.00 %

The \$9 million held by Wells Fargo Bank and Mission Bank is currently earning 0.01%. Staff believes these funds could be utilized to earn greater returns.

The City's Investment Policy stresses that investments should be evaluated using three criteria 1) Safety, 2) Liquidity, and 3) yield. Staff considered the following options:

- A. Maintain the \$9 million in Wells Fargo and Mission Bank accounts, earning 0.01%.
- B. Move the \$9 million into the City's LAIF account with the State of California averaging 0.84% yield quarter ended September 30, 2020.

Volatility reflects changing market conditions. High volatility means that the price of a security can change dramatically over a short time period in either direction. A lower volatility means that a security's value does not fluctuate dramatically but changes in value at a steady pace over a period of time.

With interest rates down, the risk of the City losing money due to market volatility is reduced.

Because 1) LAIF ranks second to US Treasury investments in terms of safety and; 2,) funds invested in LAIF can be available if necessary within a few days and 3) since LAIF is currently yielding higher than money market account as measured in September 2020, staff recommends transferring funds available in the money market accounts held through Wells Fargo Bank and Mission Bank to the City's LAIF account.

Government Code Section 16429.4 was added during the 2002 legislative session to provide protection to agencies investing in LAIF. The Government Code states, "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited monies from the Local Agency Investment Fund, upon demand, may not be altered, impaired, or denied, in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

Fiscal Impact:

At the current earnings differential, the City portfolio as a whole should earn approximately \$108,876 more on an annual basis.

Attachments:

- 1. LAIF Mission and Goals
- 2. Procedures for LAIF Transactions
- 3. LAIF Quarterly Report
- 4. Resolution

Overview of the Investment Division

Mission, Purpose and History

The mission of the Investment Division is to prudently manage the Pooled Money Investment Account (PMIA) Portfolio, the Time Deposit Program (TDP), and the Local Agency Investment Fund (LAIF) Program under the statutory authority granted by state law and consistent with the investment objectives of Safety, Liquidity, and Yield.

The State Treasurer invests taxpayer's money safely, while minimizing service costs and maximizing investment yields. The investments help manage cash flow and enhance local governments' financial security. These duties are carried out through the PMIA.

The LAIF program allows cities, counties and special districts to place money in a major portfolio at no additional costs to taxpayers, using the expertise of the Investment Division staff. Participating agencies can withdraw their funds from LAIF at any time.

Under the TDP, the PMIA deposits money with community banks at competitive rates. Eligible institutions are commercial banks, savings banks and credit unions that are federally insured and licensed to accept deposits in the State of California. Banks which receive time deposit funds can use the money to expand economic opportunities and create jobs in the communities they serve.

The Investment Division staff invests PMIA funds in a wide range of securities, using more than 75 brokers, dealers, banks and direct issuers. The PMIA is governed by the Pooled Money Investment Board (PMIB) created by the Legislature in 1955, while LAIF, created in 1977, receives oversight and guidance from the Local Investment Advisory Board (LIAB). The State Treasurer chairs both the PMIB and LIAB.

Investment Division Goals

Goal 1: Continuously monitor the credit quality of a diversified list of approved issuers of eligible securities, provide for the liquidity needs of PMIA participants, while obtaining a competitive yield from our investments.

Goal 2: Maintain a highly skilled, knowledgeable, and resourceful staff that is fully cross-trained to increase operational flexibility, to ensure organizational continuity, and to ensure the Division's ability to respond to new or unexpected market changes.

Goal 3: Utilize technological innovations to enable staff to more efficiently manage their workload and to provide new and useful services to our local government partners.

Goal 4: Increase training opportunities and other efforts to prepare for generational change in staffing and management.



California State Treasurer
Fiona Ma, CPA



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[Home](#) -> [LAIF](#) -> Procedures for LAIF Transactions



LOCAL AGENCY INVESTMENT FUND

Procedures for LAIF Transactions

- Office hours: Monday – Friday, 7:30 am to 4:00 pm
- LAIF Online hours: Monday – Friday, 7:00 am to 7:00 pm
- Prior to the transfer of funds, an authorized person must initiate a transaction with LAIF
- Deposit transfers from your bank should be received on the effective date of the transaction
- Same day transactions must be completed by 10:00 am
- Transactions completed after 10:00 am will be effective the next business day. Transactions may be scheduled up to 10 calendar days in advance
- Please provide LAIF one day prior notice for deposits and withdrawals of \$10 million or more
- Minimum \$5,000 transaction amount in increments of \$1,000
- Maximum 15 transactions (combination of deposits and withdrawals) per month

When calling in a transaction, the authorized official or trustee must call (916) 653-3001 and provide the following information:

Deposits	Withdrawals								
<ul style="list-style-type: none"> • LAIF PIN Number • Name of Agency • Name of Caller • Transfer Date • Deposit Amount • Bank Name • Know Your Bank Wire Limit 	<ul style="list-style-type: none"> • LAIF PIN Number • Name of Agency • Name of Caller • Transfer Date • Withdrawal Amount • Bank Name and Account Number 								
Confirmation number will be provided after LAIF staff enters the transaction.	Confirmation number will be provided after LAIF staff enters the transaction.								
<p>After calling LAIF, agency needs (to instruct its bank) to transfer funds to one of the following LAIF depository banks.</p> <table> <tr> <td>Bank of America</td><td>MUFG Union Bank</td></tr> <tr> <td>Bank of the West</td><td>U.S. Bank</td></tr> <tr> <td>Citibank, N.A.</td><td>Wells Fargo Bank</td></tr> <tr> <td>JPMorgan Chase</td><td>Westamerica Bank</td></tr> </table>	Bank of America	MUFG Union Bank	Bank of the West	U.S. Bank	Citibank, N.A.	Wells Fargo Bank	JPMorgan Chase	Westamerica Bank	<p>Transfer will be processed only through bank account(s) authorized by the agency in writing and currently on file with LAIF. The bank account(s) must be in the agency's name.</p>
Bank of America	MUFG Union Bank								
Bank of the West	U.S. Bank								
Citibank, N.A.	Wells Fargo Bank								
JPMorgan Chase	Westamerica Bank								
<p>LAIF participants should keep a record of the following: name of the LAIF staff who took the deposit or withdrawal, the date and the time phone call was made, the effective date of the transaction, the LAIF confirmation number and the name of the agency's bank representative that executed the transfer.</p> <p>Transactions may also be initiated online using the LAIF Online service.</p>									

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PMIA/LAIF Performance Report as of 10/14/20



PMIA Average Monthly Effective Yields⁽¹⁾

Sep	0.685
Aug	0.784
Jul	0.920

Quarterly Performance Quarter Ended 09/30/20

LAIF Apportionment Rate ⁽²⁾ :	0.84
LAIF Earnings Ratio ⁽²⁾ :	0.00002309407394024
LAIF Fair Value Factor ⁽¹⁾ :	1.004114534
PMIA Daily ⁽¹⁾ :	0.65%
PMIA Quarter to Date ⁽¹⁾ :	0.80%
PMIA Average Life ⁽¹⁾ :	169

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 09/30/20 \$109.2 billion

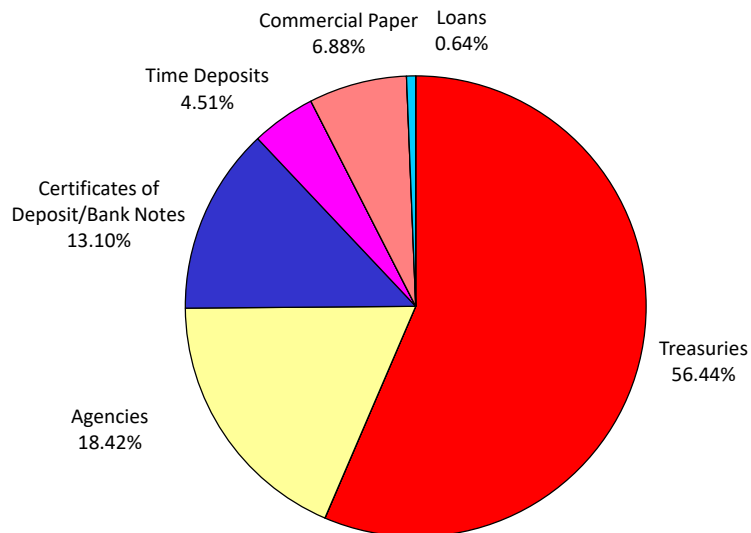


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

RESOLUTION NO. 2020 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING A TRANSFER OF \$9,000,000 OF FUNDS CURRENTLY HELD BY WELLS FARGO BANK AND MISSION BANK MONEY MARKET ACCOUNTS TO THE STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)

WHEREAS, the City of Wasco currently has approximately \$9,000,000 funds available in Wells Fargo Bank and Mission Bank,

WHEREAS, the rate on cash available is earning less than the State of California Local Agency Investment Fund ("LAIF");

WHEREAS, the City of Wasco has determined that LAIF is second only to US Treasury Securities in terms of safety and;

WHEREAS, the funds held by LAIF are safe and highly liquid;

WHEREAS, the City prioritizes its investments on safety and liquidity over yield;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Wasco as follows:

SECTION 1: Authorizes a transfer of \$9,000,000 of funds currently held in Wells Fargo Bank and Mission Bank money market accounts to the State of California Local Agency Investment Fund (LAIF).

-o0o-

I HEREBY CERTIFY that the foregoing Resolution No. 2020 - _____ was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on December 1, 2020, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: _____

TEOFILO CORTEZ JR.,
MAYOR of the City of Wasco

MARIA O. MARTINEZ
CITY CLERK and Ex Officio Clerk of
the Council of the City of Wasco



STAFF REPORT

CITY OF WASCO

TO: Honorable Mayor and Council Members

FROM: Daniel Ortiz-Hernandez, City Manager
Nancy Vera, Human Resources Manager

DATE: December 1, 2020

SUBJECT: Adopt a Resolution Approving the Amended 2020 Calendar Year Identifying the City Observed Holidays, Dates for Regular Meetings of the City Council, and Regular Meetings of the Planning Commission for January through December 2020.

Recommendation:

Staff recommends adopting a Resolution Approving the Amended 2020 Calendar Year Identifying the City Observed Holidays, Dates for Regular Meetings of the City Council, and Regular Meetings of the Planning Commission for January through December 2020.

Discussion:

The City Council set forth the 2020 calendar during the regular scheduled Council Meeting on December 3rd, 2019. As identified within the Municipal Code, the first and third Tuesday of each month is set for the regular City Council meetings. Planning Commission meetings are set for the second Monday of each month. The approved calendar also identified the Friday's city offices will be closed and the observed holidays. An oversight was made with regards to the observation of the New Year's Eve and New Year's Day holiday and the Cities regular scheduled closed Friday. Due to the regular scheduled closed Friday and the New Year's Day Holiday both being on the same day, an amended 2020 Calendar has been proposed in order to meet the guidelines stated by our current Personnel Policy and Memorandum of Understanding Between the City of Wasco and SEIU, Local 521.

Fiscal Impact:

None

Attachments:

1. Resolution
2. Amended Calendar for 2020

RESOLUTION NO. 2020 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO APPROVING THE AMENDED 2020 CALENDAR YEAR IDENTIFYING THE CITY OBSERVED HOLIDAY'S, DATES FOR REGULAR MEETINGS OF THE CITY COUNCIL OF THE CITY OF WASCO, AND REGULAR MEETINGS OF THE PLANNING COMMISSION FOR JANUARY THROUGH DECEMBER 2020.

WHEREAS, the City Council pursuant to Section 2.08.010 of the Municipal Code of the City of Wasco, the Council may, from time to time, by Resolution, change the meetings to be held during any specified period of time;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Wasco as follows:

SECTION 1: The Regular City Council Meetings will be held on the first and third Tuesdays of the month.

SECTION 2: The Planning Commission meetings will be held on the second Monday

SECTION 3: Identifies the Friday's city offices will be closed and the observed holidays, as shown in Exhibit "A."

-o0o-

I HEREBY CERTIFY that the foregoing Resolution No. 2020-_____ was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on December 1, 2020, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

TEOFILO CORTEZ, JR.
MAYOR of the City of Wasco

Attest:_____

MARIA O. MARTINEZ
CITY CLERK and Ex Officio Clerk of
the Council of the City of Wasco



EXHIBIT "A"

	HOLIDAY
	CITY COUNCIL MEETING
	CLOSED FRIDAYS
	PLANNING MEETING

2020

January

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

February

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

April

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

May

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

June

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

July

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

August

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

September

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

October

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

December

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9



City Council Memorandum

September 20, 2011

To: Honorable Mayor and Council Members

From: Alan Christensen, City Manager

Subject: Report and Possible Approval, RE: A Policy for Appointment of Boards, Commissions and Committees

Recommendation:

Staff recommends City Council approve a policy for appointment of boards, commissions, and committees.

Discussion:

The City Council directed staff to provide a written policy on appointment of members to boards, commissions and committees. The attached policy is modified from one obtained from the city of Lemoore. Staff feels it is an excellent document that covers all the potential areas of need for appointing members, including eligibility, recruitment, appointment, orientation and training, responsibilities, code of conduct, attendance, vacancies, and meetings.

The policy currently only applies to the Planning Commission. Other committees and boards created by the City Council would be covered by the policy. The Wasco Recreation District and the Wasco Housing Authority would not be covered by the policy, but rather is governed by state special district law.

Fiscal Impact:

None

CITY OF WASCO

POLICY FOR BOARDS, COMMISSIONS, COMMITTEES

I. PURPOSE

To set forth the policy of the City Council regarding its board and commission procedures. This policy supersedes any conflicting bylaws, rules and procedures. All references in this policy to boards and commissions refer to all advisory bodies. This policy does not apply to appointments made by the City Council but governed by State law having to do with Special Districts (Wasco Recreation District and Wasco Housing Authority).

II. ELIGIBILITY

- A. All applicants shall be a resident of the City.

III. RECRUITMENT

A. Procedure

1. **Seeking Applicants** – The primary method for obtaining applicants is for the mayor to seek out individuals in the community that are qualified, interested and mature enough to serve. If no applicants can be found through informal means, then advertisements may be placed by the City Clerk prior to the expiration of the terms seeking applications from City residents interested in serving on a board or commission. Unsolicited applications may be accepted and considered by the Mayor and presented to the City Council for consideration.
2. **Application Form** – The City Clerk will provide interested applicants with an application form, instructions for completing and a copy of this Administrative Policy. Once filed, applications become a public record and will be made available to the public. In the event of a vacancy, the City Clerk will conduct recruitment and all interested parties must re-apply.
3. **Application Deadlines** – When advertising for applications, the City Clerk will establish a deadline for filing not less than 5 days prior to the meeting at which the Council will receive applications. Applications received after the filing deadline will not be submitted to the City Council.

IV. APPOINTMENT

1. Appointments to serve on a board and commissions are for the length of term specified and appointees serve at the pleasure of the City Council.
2. Appointments to serve on advisory committees or task forces where appointments do not conflict with Municipal Code Provisions, or the Brown Act will be determined by Council at the time of creation. The Council will establish its policy for soliciting applications and making appointments for advisory committees or task forces at the time it determines the need for and purpose of any advisory committee or task force.
3. **Appointment Process** – As required by State law, appointments will be considered by the Council in an open public meeting. The Mayor makes the appointment with the consensus of at least two Council Members.

The City Clerk will notify appropriate City staff members of appointments in order that appointees can be provided with appropriate information to carry out the duties and responsibilities of the board or commission to which they were appointed. Appointees are required to execute an Oath of Office prior to serving in their official capacity.

4. Financial Disclosure/Conflict of Interest – As required by State law and the City's Conflict of Interest Code, an appointee may be required to disclose certain financial information on a Statement of Economic Interests form and/or advise the Council of any potential conflict of interest which may arise if he/she is appointed. The City Clerk will provide appointees with forms and instructions following their appointment. Those appointees that are required to file, must file these forms within 30 days of appointment.

V. ORIENTATION AND TRAINING – All appointed board and commission members will attend an orientation training provided by the City Clerk's Office and any additional training as may be required pursuant to State Law, City Council direction or as needed.

VI. RESPONSIBILITIES – The primary role of the advisory body is to provide judicious advice to the City Council, the elected policy-making body of the City. The advisory body's role can include:

- A. Hearing public testimony on the Council's behalf;
- B. Building community consensus for proposals or projects;
- C. Reviewing written material, facilitating study of issues;
- D. Guiding implementation of new or regulating established programs;
- E. Assessing the alternatives regarding issues of community concern; and
- F. Ultimately forwarding recommendations to the Council for its consideration.

There may be times when the advisory body's recommendation will not be sustained or will be modified by the City Council. It is important for the advisory body members to recognize that this is not a rejection of the integrity of the recommendation but as an inevitable part of the process of community decision-making.

VII. CODE OF CONDUCT – The Code of Conduct governs the actions and deliberations of City commissions, committees and boards so that public deliberations and actions can be conducted in an atmosphere free from personal animosity and hostility and that all actions serve to increase public confidence in the City of Lemoore's government.

Each member of all City's commissions, committees and boards has the duty to:

- A. Adhere to a high level of ethical conduct in the performance of public duties, including adherence with the City of Wasco's Code of Ethics;
- B. Represent and work for the common good of the City;
- C. Pursuant to state law, refuse to accept gifts of favors or promises of future benefits which might compromise or tend to impair independent judgment or action;
- D. Provide fair and equal treatment for all persons and matters coming before the commission, committee or board whether in person, in writing, or in an electronic communication;
- E. Faithfully perform all duties of office;
- F. Learn and study the background and purpose of important items of business before voting and in order to facilitate a timely meeting, board or commission members are asked to work with staff prior to the meeting on questions of clarifications;
- G. Members are to be tolerant of all views expressed at public meetings;
- H. Refrain from abusive conduct, personal charges or verbal attacks made upon others; and
- I. Most importantly, advisory bodies are not to be involved in administration or operation of City departments. Advisory body members may not direct administrative staff to initiate programs and may not conduct major studies or policy without the approval of the City Council. City staff members are available to provide general staff assistance to the advisory body.

Any violation or disregard for the Code of Conduct may result in one or more of the following actions being taken:

- A. Verbal Admonishment – Least severe form of action taken by Council in open session directs the Mayor to verbally admonish one or all members of the board, commission, or committee.

- B. Written Sanction/Censure – Severe form of action taken by Council in open session directing the Mayor to send a letter of sanction or censure to the board, commission, or committee member expressing the Council's strong displeasure and/or disappointment of the action(s) taken.
- C. Removal from Office – Any appointee to a City of Wasco board, commission or committee serves at the pleasure of the City Council and may be removed at any time by a majority vote of the City Council.

VIII. SELECTION AND RESPONSIBILITIES OF CHAIR AND VICE-CHAIR – The chair and vice-chair are selected annually by the members of the board or commission and serve a maximum two one-year terms. The chair serves as the presiding officer of all commission meetings. In the chair's absence, the vice-chair serves as the presiding officer. In the event of both being absent, the staff liaison will call the meeting to order and the commissioners select a temporary chair to serve until adjournment or the arrival of the chair or vice-chair.

Role and Responsibilities – The Chair or Presiding Officer shall preserve order and decorum at all meeting of the advisory body. The Chair is responsible for ensuring the effectiveness of the group process and to guide the advisory body by adhering to the rules of conduct contained in this policy and in the Brown Act.

- A. The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all board/commission members, and he/she shall not be deprived of any of the rights and privileges of a Commission Member by reason of his or her acting as Presiding Officer
- B. The Presiding Officer shall preserve order and decorum and confine members in debate to the question under discussion.
- C. The Presiding Officer shall state all questions submitted for a vote and announce the results of that roll call vote.
- D. The Presiding Officer shall determine, based on the meeting agenda, a schedule for consistent breaks for the board/commissions.
- E. The Presiding Officer shall ensure that he/she, as well as the balance of the Commission, Board or Committee refrains from commenting or entering into conversation with speakers during public comments or during public hearing, until all speakers have been heard.
- F. The Presiding Officer shall determine points of order, subject to the right of any member to appeal to the Council.
- G. The Presiding Officer shall ensure that members of the public who address the board/commission from Public Comment address matters "not appearing" on the agenda which is of interest to such person and which is within the jurisdiction of the Board, Commission or Committee. Speakers shall not use Public Comment for additional comments regarding an item that has already been heard earlier in the meeting or is still to be heard.

IX. ATTENDANCE REQUIREMENTS – When appointed, it is expected that members will attend all regular and adjourned meetings of their respective board or commission.

In order that the Council is kept advised of attendance of board and commission members, minutes from every board/commission meeting shall be kept. The Council is also advised if a board or commission member misses three consecutive regular or adjourned regular meetings, the removal of a member may occur at Council's discretion.

Missed meetings – If an appointed member of a board or commission misses three consecutive regular or adjourned regular meetings of such board or commission, the chair of such board or commission, or in the absence of the chair, the vice-chair, shall report to the City Clerk the name of the member having missed such meetings, together with the dates of the meetings at which such member

was absent and the reason for such absences, if known. The City Clerk shall forward the information to the City Council and removal of the member may occur at Council's discretion.

- X. VACANCIES – If an appointed member of a board or commission is convicted of a crime involving moral turpitude or resigns from office, his/her office shall become vacant and shall be so declared by the Council. If an unscheduled vacancy occurs whether due to resignation, death, termination, or other cause, a special vacancy notice shall be posted pursuant to Government Code Section 54974 within twenty days after the vacancy occurs. Final appointment to the board or commission shall not be made for at least 10 working days after the posting of the notice.
- XI. REMOVAL FROM POSITION – All appointees to the board and commission, advisory committees and task forces, including ad hoc committees serve at the pleasure of the City Council and may be removed at any time by a majority vote of the Council. (Also referenced under Code of Conduct, Section VII.)

XII. MEETINGS

A. Scheduling

1. Regular Meetings – Held for each board or commission as currently scheduled, or as determined by Board/Commission action.
2. Adjourned Regular Meetings – When workload requires, additional meetings may be scheduled as necessary.
3. Meeting Times- It is the intent of the City Council that all meetings of the boards/commissions/advisory bodies be conducted in a timely and efficient manner. Evening meetings are to end no later than 10:00 p.m. By majority vote of the body, the meeting can be extended to 11:00 p.m. with no new items considered by the body following the 10:00 p.m. deadline. Items may need to be deferred to a future meeting. Commission or board members are encouraged to call or meet with staff prior to the meeting in order to get clarification on questions. By doing so, more time will be available for public input and for discussion by the advisory body.

Change in meeting time – Whenever a majority of the members of a board or commission wishes to change the date and/or time of its regular meetings, it shall submit its request in writing to the City Manager, giving the current date and time of its regular meetings and its requested date and time for regular meetings. After review, the City Manager will either approve or deny the request, in writing, based on the: (1) availability of a meeting room and any conflicts with other City meetings; (2) ability to record audio, if appropriate; (3) impact on City staff that normally prepare for and/or attend the meetings; and (4) any other issues that the City Manager deems pertinent.

In order to adequately notify the public of an approved change to a regular meeting schedule, that Board or Commission shall include the City Manager's approval letter on the next agenda acknowledging the change in meeting times.

- B. Agendas & Staff Reports – Board or commission agendas will be prepared by staff liaisons as follows:

1. Posting of the Agenda

The staff liaison shall cause three copies of the agenda to be posted, at least 72 hours in advance of any regular meeting and 24 hours in advance for a special meeting, at the City's three posting locations in accordance with all Brown Act requirements.

2. Agenda Management

The City Manager and the City Clerk will receive the final agenda from the staff liaison prior to the scheduled meeting.

The standardized format of staff reports will be determined by the City Manager and City Clerk and will be based on the needs of the board/commission/advisory body and/or Council.

3. Copies of Documents

Board/Commission members will be provided with copies of all documents listed on the agenda.

In addition, copies of all documents will be available for public inspection at each meeting and in the City Clerk's Office prior to a meeting in accordance with state law. Additional documents that are distributed by staff at a meeting will also be available for public inspection at that time. Documents provided by the public at a meeting will be available for public inspection after the meeting. Copies may be obtained from the City Clerk's Office after payment of applicable copy fees.

C. Minutes – Staff is to provide “action-only” minutes for all board and commission meetings.

D. Ex Parte Communications - An ex parte communication is a communication made outside the meeting location between a board or commission member and any person in the public concerning a quasi-judicial proceeding to be heard by the board or commission. When a board or commission member has an ex parte communication, the member shall state for the public record: (a) the nature of that communication, (b) with whom the ex parte communication was made, and (c) a brief statement as to the substance of the communication. (This applies to board/commissions that have been granted the ability to make decisions that are not forwarded to the Council for a final decision; such as the Planning Commission.)