

**MIDWAY CITY SANITARY DISTRICT
REGULAR MEETING
BOARD OF DIRECTORS
DISTRICT OFFICE
14451 CEDARWOOD AVENUE
WESTMINSTER, CA**

**Tuesday, July 18, 2023
5:30 P.M.**

AGENDA

OUR MISSION STATEMENT

THE BOARD OF DIRECTORS AND EMPLOYEES OF THE MIDWAY CITY SANITARY DISTRICT WORK DILIGENTLY TO PROVIDE SEWER AND SOLID WASTE SERVICES TO THE RESIDENTS OF THE DISTRICT. OUR TOP PRIORITY IS TO ACCOMPLISH THIS IN AN ETHICAL, EFFICIENT, AND COST-EFFECTIVE MANNER THAT WILL PROTECT THE HEALTH AND SAFETY OF THOSE WE SERVE.

In accordance with the requirements of California Government Code Section 54954.2, this Agenda is posted not less than 72 hours prior to the meeting date and time above. All written materials relating to each agenda item are available for public inspection in the office of the Board Secretary.

In the event any matter not listed on this agenda is proposed to be submitted to the Board for discussion and/or action, it will be done in compliance with Section 54954.2, or as set forth on a Supplemental Agenda posted not less than 72 hours prior to the meeting.

Please Note: The District complies with the provisions of the Americans with Disabilities Act (ADA). Anyone needing special assistance please contact the District's Secretary at (714) 893-3553, at least one business day prior to the meeting so that we may accommodate you.

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND INVOCATION**
- 2. ROLL CALL AND DECLARATION OF QUORUM**
- 3. PUBLIC COMMENTS**

All persons wishing to address the Board on specific Agenda items or matters of general interest should do so at this time. As determined by the President, speakers may be deferred until the specific item is taken for discussion and remarks may be limited to three (3) minutes.

4. APPROVAL OF THE MINUTES

- A. Approval of the Minutes of the Regular Meeting on June 27, 2023

5. APPROVAL OF EXPENDITURES

- A. Approval of Demands in the Amount of \$1,297,783.27

6. REPORTS

The President, General Manager, Legal Counsel, and other staff present verbal reports on miscellaneous matters of general interest to the Directors. These reports are for information only and require no action by the Directors.

- A. Report of President
- B. Report of General Manager
- C. Report from the District Luncheon on June 28, 2023
- D. Report from OC SAN District Special Meeting on June 28, 2023
- E. Report from the CR&R Tenant Workshop for SB1383 on June 30, 2023
- F. Report from the Outreach Committee Meeting on July 5, 2023
- G. Report from the CR&R Anaerobic Digestion Plant Tour on July 7, 2023
- H. Report from the Outreach Radio Bolsa on July 13, 2023
- I. Report from the Outreach VNCR Radio on July 13, 2023

7. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine and will be acted upon at the same time unless separate discussion and/or action is requested by a Board Member, the public, or staff.

- A. Approve and File the Treasurer's Investment Report for June 2023
- B. Approve the Engineer Report for June 2023
- C. Approve the July 5, 2023 Outreach Committee Recommendations
- D. Approve Attendance to the AAPI Leadership Summit, In Sacramento, September 7-8, 2023, for Board Members and Staff Who Wish to Attend

8. OLD BUSINESS

None

9. NEW BUSINESS

- A. Consider Adoption of the District's Spill Emergency Response Plan Prepared by AKM Consulting Engineers (AKM)
- B. RESOLUTION NO. 2023-18 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY AUTHORIZING ABANDONMENT OF EASEMENTS FOR PUBLIC SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES DEDICATED ON PARCEL MAP NO. 2016-202
(Roll Call Vote)

- C. Consider Proposals for Purchase and Installation of New Office Furniture for Remodeled District Building and Award of Contract to Systems Source, Inc. In the Amount of \$107,561.56
- D. Approve of Maintenance Service Agreement with PumpMan, LLC to Provide Planned Maintenance Services and Necessary Replacement Parts for the District's Pump Stations for Fiscal Year 2023/2024

10. INFORMATIONAL ITEMS

None

11. BOARD CONCERNS/COMMENTS

12. GM/STAFF CONCERNS/COMMENTS

13. LEGAL COUNSEL CONCERNS/COMMENTS

14. CLOSED SESSION

CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted.

Reports relating to (a) purchase and sale of property; (b) matters of pending or potential litigation; (c) employment actions or negotiations with employee representatives; or which are exempt from public disclosure under the California Public Records Act, may be reviewed by the Board during a permitted closed session and are not available for public inspection. At such time as the Board takes final action on any of these subjects, the minutes will reflect all required disclosures of information.

15. ADJOURNMENT TO TUESDAY, AUGUST 1, 2023

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE MIDWAY CITY
SANITARY DISTRICT OF ORANGE COUNTY
14451 CEDARWOOD AVENUE
WESTMINSTER, CA 92683**

June 27, 2023

CALL TO ORDER

President Pro Tem M. Nguyen called the regular meeting of the Governing Board of the Midway City Sanitary District to order at 14451 Cedarwood Avenue, Westminster, California on Tuesday, June 27, 2023 at 5:30 PM.

BOARD MEMBERS PRESENT:

Tyler Diep (arrived @ 5:39 PM)
Andrew Nguyen
Chi Charlie Nguyen
Sergio Contreras
Mark Nguyen

STAFF PRESENT:

Nick Castro, Acting GM/Dir. of Operations/Safety
Siamlu Cox, Director of Finance/HR
Milo Ebrahimi, Engineer PE
Cynthia Olsder, Executive/Board Secretary

OTHERS PRESENT:

James H. Eggart, Legal Counsel Woodruff & Smart
Joseph D. Larsen, Rutan & Tucker, LLP

PLEDGE AND INVOCATION

Director M. Nguyen led the Pledge of Allegiance. Director S. Contreras gave the Invocation.

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON JUNE 6, 2023

A motion was made by Director A. Nguyen, seconded by Director C. Nguyen, to approve the minutes of the Regular Meeting on June 6, 2023. The motion was approved by the following 4-0 vote:

AYES: A. Nguyen, M. Nguyen, C. Nguyen, S. Contreras

NAYS:

ABSTAIN:

ABSENT: T. Diep

APPROVAL OF EXPENDITURES

A. Demands in the amount of \$796,855.47

#	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
1	14673	5/31	400.00	City of Westminster	Flow Monitor Permit @ Mall
2	14674	6/1	1,063.67	Advanced Office	Ricoh copier toner (5)
3	14675	6/1	2,503.00	Advanced Thermal Products, Inc	Exhaust fire blankets (2) NG-2 Cab firewall Insulation (6) NG-2
4	14676	6/1	46.00	AFSCME District Council 37	Juan Arvizu Sr. Dues 04/17 - 05/14/23
5	14677	6/1	500.00	Ayala's Car Wash	Fleet wash 05/24/23
6	14678	6/1	10,748.07	Bodyworks Equip. Inc.	Packer paddle kit NG-10
7	14679	6/1	41.55	City of Westminster-Water Billing	Hammon Lift Station and Westminster Lift Station 03/29 - 05/23/23
8	14680	6/1	30.00	Cynthia Loan Olsder	Intern Appreciation 05/25/23
9	14681	6/1	3,081.79	Daniels Tire Service	Recap tires (4) and Front tires (4)
10	14682	6/1	1,063.50	Dartco Transmission Sales & Srvs.	Transmission filter kits (12)
11	14683	6/1	601.39	Frontier Communications	(714)903-1863 Willow May - 2023
12	14684	6/1	213.14	Haaker Equipment Co.	Drain valves gaskets (4)
13	14685	6/1	139.71	Hillco Fastener Warehouse Inc.	Washers, flange bolts, wire ties
14	14686	6/1	520.00	Kenneth J. Robbins Jr.	Engineer Consulting 05/05, 05/08 05/19 (4)
15	14687	6/1	190.00	MemorialCare Medical Foundation	Medical Exams & Testing
16	14688	6/1	399.53	Motion and Flow Control Products, Inc.	Hydraulic fittings(2) NG-5
17	14689	6/1	21,907.00	Performance Pipeline Technologies	8" CIPP Line 350' Shawnee Road MH 458-419
18	14690	6/1	66,807.50	Rengel + Company Architects, Inc	Building Proj Mgt May-2023
19	14691	6/1	389.87	Snap-On Tools	Fiberglass grip handle (2)
20	14692	6/1	243.39	SoCal Auto & Truck Parts, Inc.	Sandpaper (2)
21	14693	6/1	8,475.36	Southern California Edison	Willow May-2023
22	14694	6/1	1,427.20	Standard Insurance Company Life	Jun - 2023
23	14695	6/1	300.00	Streamline	Website hosting June- 2023
24	14696	6/1	282.16	UniFirst Corporation	Uniforms & Laundry Service May -2023
25	14697	6/1	290.50	Union Bank (NC)	District credit cards May-2023
26	14698	6/1	402,640.11	Woodcliff Corporation - Contractor	Building Proj Pay Application #7 Apr-23
27	14699	6/1	21,191.58	Woodcliff Corporation - Escrow Account	Building Project #7 Apr-2023 - Retention Payment
28	14700	6/8	320.00	Ayala's Car Wash	Fleet wash 05/31/23
29	14701	6/8	232,255.73	CR Transfer, Inc.	Tonnage Fees May-2023
30	14702	6/8	2,282.75	CRC Cloud	Domain Registration Integration, Maintenance & Support Jun-2023
31	14703	6/8	1,798.54	Daniels Tire Service	Rear Tires NG-12
32	14704	6/8	178.26	Hillco Fastener Warehouse Inc.	Nuts and bolts NG-6
33	14705	6/8	80.00	MemorialCare Medical Foundation	Pre-Employment Exam S.Cox
34	14706	6/8	828.36	Merchants Building Maintenance, LLC	Janitorial Services Jun-2023
35	14707	6/8	8,400.53	SoCalGas	CNG Station May-2023
36	14708	6/8	313.02	Staples Business Credit	Office Supplies May-2023
37	14709	6/8	1,900.00	Studio E. Interiors	Furniture programming, selection, budget
38	14710	6/8	2,969.51	Sunrise Automotive	Engine Repairs S-2
39	14711	6/8	32.75	Underground Service Alert	Underground Dig Alerts May-2023
40			\$ 796,855.47	CHECKS SUBTOTAL	
41					
42				PAYROLL:	MEMO
43	ACH	5/31	\$ 84,233.85	Paychex	Employee Payroll - Checks, Taxes, & Direct Deposits
44	ACH	5/31	\$ 5,881.93	Nationwide Retirement Solutions	457 Deferred Compensation (Employees)
45	ACH	6/2	\$ 7,939.13	Paychex	Board of Directors Payroll - Checks, Taxes, & Direct Deposits
46	ACH	6/2	\$ 846.00	Nationwide Retirement Solutions	457 Deferred Compensation (Board of Directors)
47			\$ 98,900.91	ACH TRANSFERS SUBTOTAL	
48					
49				ACH PAYMENTS:	MEMO
50	ACH	5/25	\$ 72.00	WEX Health	HRA Monthly Fee Apr-23
51	ACH	6/6	\$ 15,870.70	CalPERS	Retirement Contributions for 05/01 - 05/14/23
52			\$ 15,942.70	ACH TRANSFERS SUBTOTAL	
53					
54			\$ 911,699.08	TOTAL EXPENDITURES (ACCOUNTS PAYABLE CHECKS, PAYROLL, ACH TRANSFERS)	
55					

A motion was made by Director C. Nguyen, seconded by Director S. Contreras, to approve the expenditures in the amount of \$796,855.47. The motion was approved by the following 4-0 vote:

AYES: A. Nguyen, M. Nguyen, C. Nguyen, S. Contreras
NAYS:
ABSTAIN:
ABSENT: T. Diep

REPORTS

Report of President:

None

Report of General Manager

None

Report from the Franchise Committee Meeting on June 9, 2023

Director S. Contreras and Director M. Nguyen both attended the meeting and reported that the SB1383 waiver process had already begun.

Report from the Clean-up Event at Coronet Park on June 10, 2023

President T. Diep and Director A. Nguyen both attended the clean-up event and reported that all outreach efforts made to publicize it were successful. By 10:30 am, all the metal bins were full. Director A. Nguyen thanked Staff for their service.

President T. Diep arrived at 5:39 PM and assumed chairmanship of the meeting.

Report from the Little Saigon 35th Anniversary Event on June 10, 2023

Director C. Nguyen reported that he attended the event with Director A. Nguyen and President T. Diep and noted that it was a successful event attended by many politicians.

Report from the Chamber of Commerce Luncheon on June 14, 2023

President T. Diep attended the luncheon with Director A. Nguyen along with Staff and reported that it was described as an educational opportunity to learn about the crime that is taking place in Westminster.

Report from the Outreach Committee Meeting on June 15, 2023

Both Directors C. Nguyen and A. Nguyen met with staff to discuss the radio program for July and to finalize any outstanding details for the compost event.

Report from the Me Vietnam Radio Outreach on June 16, 2023

Director A. Nguyen, Director C. Nguyen and Gabrielle from CR&R attended the radio program to discuss SB 1383 and all the services the district offers.

Report from the Building Project Ad Hoc Committee Meeting on June 6 & 20, 2023

Director M. Nguyen and Director S. Contreras either attended the meeting in person or received a status update from GM R. Housley.

Report from the VietLink Radio Outreach on June 21, 2023

Director M. Nguyen and Director A. Nguyen attended the radio recording to discuss the District's services and forthcoming events.

Report from the ISDOC Virtual Quarterly Meeting on June 22, 2023

Directors C. Nguyen, S. Contreras, and M. Nguyen all attended the event and reported that new policies and regulations were discussed.

Report from the Little Saigon 35th Appreciation Dinner on June 23, 2023

Director A. Nguyen and President T. Diep attended the appreciation dinner and reported that it was well attended.

CONSENT CALENDAR

- A. Approve and File the Treasurer’s Investment Report for May 2023
- B. Approve the Engineer Report for May 2023
- C. Approve the June 15, 2023, Outreach Committee Recommendations
- D. Approve the June 9, 2023, Franchise Committee Report

A motion was made by Director S. Contreras, seconded by Director A. Nguyen, to approve the Consent Calendar. The motion was approved by the following 5-0 vote:

- AYES: A. Nguyen, M. Nguyen, T. Diep, C. Nguyen, S. Contreras
- NAYS:
- ABSTAIN:
- ABSENT:

OLD BUSINESS

None

NEW BUSINESS

- A. A RESOLUTION NO. 2023-15 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ESTABLISHING A POLICY APPLICABLE TO DISTRICT DEPOSITS AND INVESTED FUNDS.

A staff report and recommendations were provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director S. Contreras, to approve adoption of Resolution No. 2023-15, establishing a policy applicable to district deposits and invested funds. The motion was approved by the following roll call 5-0 roll call vote:

- AYES: S. Contreras, A. Nguyen, M. Nguyen, T. Diep, C. Nguyen
- NAYS:
- ABSTAIN:
- ABSENT:

- B. A RESOLUTION NO. 2023-16 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, APPROVING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2023-2024 (JULY 1, 2023 THROUGH JUNE 30, 2024)

A staff report and recommendations were provided and considered by the Board. A motion was made by Director M. Nguyen, seconded by Director A. Nguyen, to approve adoption of Resolution No. 2023-16, approving the annual statement of investment policy for fiscal year 2023-2024 (July 1, 2023 through June 30, 2024). The motion was approved by the following 5-0 roll call vote:

AYES: S. Contreras, A. Nguyen, M. Nguyen, T. Diep, C. Nguyen

NAYS:

ABSTAIN:

ABSENT:

- C. A RESOLUTION NO 2023-17 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING THE 2023-2024 SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

A staff report and recommendations were provided and considered by the Board. A motion was made by Director A. Nguyen, seconded by Director S. Contreras, to approve adoption of Resolution No. 2023-17, adopting the 2023-2024 salary schedule for non-represented employees. The motion was approved by the following 5-0 roll call vote:

AYES: S. Contreras, A. Nguyen, M. Nguyen, T. Diep, C. Nguyen

NAYS:

ABSTAIN:

ABSENT:

- D. Consider Discussion Regarding the Building Ad Hoc Committee Attendance for the Purposes of Reviewing Matters Related to the District's Building and Solar Project

A staff report was provided and considered by the Board, and the Board discussed appointment of an alternate to the Committee. The consensus of the Board was not to appoint an alternate at this time. A motion was made by Director C. Nguyen, seconded by Director S. Contreras, to receive and file Staff's report. The motion was approved by the following 5-0 vote:

AYES: S. Contreras, A. Nguyen, M. Nguyen, T. Diep, C. Nguyen

NAYS:

ABSTAIN:

ABSENT:

INFORMATIONAL ITEMS

None

BOARD CONCERNS/COMMENTS

Director A. Nguyen thanked staff for their hard work.

GM/STAFF CONCERNS/COMMENT

Acting GM N. Castro shared that GM R. Housley is on vacation and will return on July 5th, 2023. He also shared that he will be traveling starting tomorrow and returning on July 11th, and Director of Finance/HR Siamlu will be available if needed.

Acting GM N. Castro reminded the Board of the District Luncheon on June 28th.

LEGAL COUNSEL CONCERNS/COMMENTS

None

CLOSED EXECUTIVE SESSION

CLOSED SESSION: During the course of conducting the business set forth on this agenda as a regular meeting of the Board, the Chair may convene the Board in closed session to consider matters of pending real estate negotiations, pending or potential litigation, or personnel matters, pursuant to Government Code Sections 54956.8, 54956.9, 54957 or 54957.6, as noted.

Reports relating to (a) purchase and sale of property; (b) matters of pending or potential litigation; (c) employment actions or negotiations with employee representatives; or which are exempt from public disclosure under the California Public Records Act, may be reviewed by the Board during a permitted closed session and are not available for public inspection. At such time as the Board takes final action on any of these subjects, the minutes will reflect all required disclosures of information.

- A. Support FAF Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)) Jacob Watson v. Midway City Sanitary District, WCAP Case No. ADJ706291

The Board convened into closed session at 6:15 p.m.

President T. Diep reconvened the open session portion of the meeting at 6:24 PM.

General Counsel J. Eggart reported that the Board had met in closed session pursuant to Government Code Section 54956.9(d)(1), as noted on Agenda No. 14A, and that no reportable action had been taken.

ADJOURNMENT

President T. Diep adjourned the meeting at 6:24 PM to the next Board Meeting to be held at the District on Tuesday, July 18, 2023, at 5:30 PM.

Andrew Nguyen, Secretary

AGENDA ITEM 5A

Date: July 18, 2023

To: Board of Directors

Prepared by: Siamlu Cox, Director of Finance & Human Resources

Subject: Approval of Demands in the Amount of \$1,297,783.27

BACKGROUND

The laws of the State of California governing Special Districts provide that the Midway City Sanitary District Board of Directors shall review for approval all payments made by the District.

A Register of Demands is provided at each regular Midway City Sanitary District Board Meeting describing each payment made or to be made by the district during the specified period. The report is designed to communicate fiscal activity based upon adopted and approved budget appropriations.

The Treasurer has duly reviewed the demands on the attached register.

FISCAL IMPACT

The total value of demand for this period is \$1,297,783.27. This includes expenses, payroll, and payroll related disbursements.

Sufficient funds are available to process all payments.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors review and approve the attached Register of Demands.

**DISBURSEMENTS FOR
July 18, 2023**

#	CK #	DATE	AMOUNT	VENDOR CHECKS:	MEMO:
1	14712	6/9	3,000.00	Vietnamese Cultural House	Little Saigon 35th Anniversary Sponsorship
2	14713	6/15	25,339.50	AKM Consulting Engineers, Inc.	Spill Emergency 04/03 - 04/28/23; 05/01 - 05/26/23 Westminster mall project 05/01 - 05/26/23
3	14714	6/15	9,188.83	Alignment Express of CA, Inc.	Suspension repairs NG-2
4	14715	6/15	452.84	AT&T Mobility (First Net)	May-2023
5	14716	6/15	980.00	Ayala's Car Wash	Fleet Wash June 2023 1 of 2
6	14717	6/15	500.00	Country City Towing	Tow service NG-2
7	14718	6/15	2,798.06	Daniels Tire Service	Restock tires (12)
8	14719	6/15	10,188.75	Davis Farr LLP	Accounting Assistance Apr-2023
9	14720	6/15	24.35	Hillco Fastener Warehouse Inc.	Bolts and washers NG-6
10	14721	6/15	538.44	Motion and Flow Control Products, Inc.	Hydraulic fittings (15)
11	14722	6/15	3,012.11	NVB Equipment, Inc.	A/C repairs NG-1 Camera repairs NG-13
12	14723	6/15	201.00	Pitney Bowes/Purchase Power	Postage for Jun-2023
13	14724	6/15	46.76	PSI	Spray Gun Wash Rack
14	14725	6/15	1,475.00	Radio Bolsa Corp.	Radio talk shows (3) 20Min 05/15,18,23
15	14726	6/15	54.00	Safety-Kleen Systems, Inc.	Used Oil MCSD fleet (225)
16	14727	6/15	48,112.60	Sierra Container Group, LLC	Blue Cart 65Gal (384) 95Gal (351)
17	14728	6/15	14,869.19	TEC Of California, Inc.	Rear end differential NG-6 Hub Assembly (1) Spiral Kit (1) NG-9 Core Deposit
18	14729	6/15	282.16	UniFirst Corporation	June - 2023
19	14730	6/15	2,062.50	VNCR	Radio talk show 15 min (5) 05/19/23 - 06/01/23
20	14731	6/22	595.58	AT&T (Brookhurst Lift Station)	Brookhurst Jun-2023
21	14732	6/22	540.00	Ayala's Car Wash	Fleet Wash June 2023 2 of 2
22	14733	6/22	1,696.75	Chevron Texaco (Wex Bank)	Fleet Fuel
23	14734	6/22	84.94	City of Westminster Hydrant	Hydrant Water Service Jun-2023
24	14735	6/22	2,418.63	CRC Cloud	Computer for GM (1)
25	14736	6/22	1,078.76	Daniels Tire Service	Restock tires (15)
26	14737	6/22	23.69	Dartco Transmission Sales & Svcs.	Transmission fill tube (4)
27	14738	6/22	1,188.00	ehs International, Inc	Confined space entry training 06/19/2023
28	14739	6/22	263.34	Hillco Fastener Warehouse Inc.	Bolts and locknuts for Kingpin tool
29	14740	6/22	846.54	Motion and Flow Control Products, Inc.	Hydraulic fittings (10) Lift Arm Hydraulic kit (1)
30	14741	6/22	893.60	Phu Le Troung	Permit 7224
31	14742	6/22	980.00	RMS	Semi-annual gas detection system calibration
32	14743	6/22	241.86	Robert Krauss	Permit 7216
33	14744	6/22	220.50	Rutan & Tucker, LLP	Legal Services May-2023
34	14745	6/22	246.40	SoCal Auto & Truck Parts, Inc.	Lubricant and brake cleaner
35	14746	6/22	1,349.00	Spectrum Enterprise (Time Warner Cable)	Jun-2023
36	14747	6/22	233.97	Tony Tran	Permit 7222
37	14748	6/22	564.32	UniFirst Corporation	June - 2023
38	14749	6/22	407,879.60	Woodcliff Corporation - Contractor	Building Project Pay App # 8 May-2023

**DISBURSEMENTS FOR
July 18, 2023**

39	14750	6/22	21,467.35	Woodcliff Corporation - Escrow Account	Building Project #8 May-2023 - Retention Payment
40	14751	6/22	11,778.00	Woodruff & Smart	Legal Services May-2023
41	14752	6/22	25.94	SoCalGas	Maint. Shop & Wash Rack Jun-2023
42	14753	6/29	5,675.00	ADS Corp.	Westminster Mall Flow Monitor 06/01-30/2023
43	14754	6/29	616.52	Clean Energy	CNG Station Service 04/17/23 05/09/23
44	14755	6/29	104.95	CRC Cloud	Faststone Software License GM
45	14756	6/29	461.34	Daniels Tire Service	Recap tires (2)
46	14757	6/29	617.60	Frontier Communications	Pump Station May 2023
47	14758	6/29	132.61	Hillco Fastener Warehouse Inc.	Heil Lift Arm Bolts(30) Locknuts (11)
48	14759	6/29	325.00	Kenneth J. Robbins Jr.	Engineer Consulting 06/22/23 (1.5) 06/27/23 (1)
49	14760	6/29	20,716.21	Orange County Sanitation District	MCSD May Permit Fees 2023
50	14761	6/29	6,603.48	Paulus Engineering, Inc.	Sinkhole Repair 6182 Shawnee Rd Sewer Line 05/15/23 05/19/23 06/16/23
51	14762	6/29	77.80	Petty Cash - Robert Housley	Petty Cash Jun-2023
52	14763	6/29	288.81	Plumbers Depot Inc.	Extension nozzles (2)
53	14764	6/29	595.00	RMS	Methane System Alarm Service 03/10/23 (4hours)
54	14765	6/29	285.00	Shannon Frost	EE Education Reimbursement
55	14766	6/29	10,237.65	Southern California Edison	June - 2023
56	14767	6/29	98.02	Spectrum Enterprise (Time Warner Cable)	Jun-2023
57	14768	6/29	282.16	UniFirst Corporation	June - 2023
58	14769	7/6	0.00	Void check	VOID: Spoiled ck 14769
59	14770	7/6	196.02	City of Westminster-Water Billing	Wash Rack 03/08 - 06/27/23 District offices 05/03- 06/27/23
60	14771	7/6	2,910.00	Commerford Inspection, Inc.	Masonry, Epoxy, Material, Grout, Concrete Inspections 05/16-06/21/23
61	14772	7/6	9,832.50	Davis Farr LLP	Accounting Assistance May-2023
62	14773	7/6	317.82	Frasco, Inc.	Employment screening S. Cox
63	14774	7/6	30,348.27	Orange County Sanitation District	Permit Fees Jun-2023
64	14775	7/6	33.90	Pre-Paid Legal Services, Inc.	Prepaid legal Jun-2023
65	14776	7/6	15,717.50	Rengel + Company Architects, Inc	Bldg Proj Mgt Jun-2023
66	14777	7/6	504.91	South Coast Air Quality Management Dist.	I C E Generator - Diesel 14451 Cedarwood St.
67	14778	7/6	231.01	Staples Business Credit	Office Supplies Jun-2023
68	14779	7/6	1,104.08	Tesco Controls, Inc.	SCADA Willow LS Flow Meter Svc 05/31/23 (5)
69	14780	7/6	32.75	Underground Service Alert	Underground Dig Alerts Jun-2023 (13)
70	14781	7/6	1,800.00	Viet Llnk Radio	Radio outreach (5) 06/21 - 07/02
71	14782	7/6	1,990.00	CRC Cloud	Maintenance & Support Jul-2023
72	14783	7/6	254.48	Pitney Bowes Global Financial Services	Postage Machine 07/10 - 10/09/23
73	14784	7/6	4,383.57	SDRMA - Employee Benefits	JUL - 2023
74	14785	7/6	160.35	South Coast Air Quality Management Dist.	FY23-24 Flat Fee for Fiscal Year Emissions
75	14786	7/6	1,422.16	Standard Insurance Company Life	Jul - 2023
76	14787	7/6	3,600.00	Streamline	Website hosting 07/01/23 - 07/01/24
77	14788	7/6	18,000.00	WEX Health Inc - Reserve Account	Reserve Funds for HRA 07/23 - 12/23
78			\$ 717,699.33	CHECKS SUBTOTAL	

**DISBURSEMENTS FOR
July 18, 2023**

79					
80				<u>PAYROLL:</u>	<u>MEMO</u>
81	6/14	90,078.06	Paychex		Employee Payroll - Checks, Taxes, & Direct Deposits
82	6/21	5,851.39	Nationwide Retirement Solutions		457 Deferred Compensation (Employees)
83	6/28	86,497.62	Paychex		Employee Payroll - Checks, Taxes, & Direct Deposits
84	6/30	5,743.30	Nationwide Retirement Solutions		457 Deferred Compensation (Employees)
85	7/7	846.00	Nationwide Retirement Solutions		457 Deferred Compensation (Board of Directors)
86	7/7	7,939.13	Paychex		Employee Payroll - Checks, Taxes, & Direct Deposits
87		\$ 196,955.50	ACH TRANSFERS SUBTOTAL		
88					
89				<u>ACH PAYMENTS:</u>	<u>MEMO</u>
90	6/14	456.55	Paychex		Time & Attendance
91	6/16	16,573.42	CalPERS-Retirement		Retirement Contribution for 05/29/23 - 06/11/23
92	6/16	250,000.00	CalPERS		FY23 CEPPT Contribution
93	6/20	366.45	Paychex		Time & Attendance
94	6/26	72.00	WEX Health Inc		Monthly HRA Admin Fee May- 2023
95	6/28	17,041.72	CalPERS-Retirement		Retirement Contribution for 06/12/23 - 06/25/23
96	6/28	456.54	Paychex		Time & Attendance
97	6/29	22,886.94	US Bank Corporate Payment System		Credit Card Expenses Jun-2023
98	7/3	1,656.48	US Bank Corporate Payment System		Credit Card Expenses at 6/30/2023
99	7/6	66,413.32	CalPERS - Health Benefits		July 2023 Employees
100	7/6	6,874.74	CalPERS - Health Benefits		July 2023 Board of Directors
101	7/7	330.28	Paychex		Time & Attendance
102		\$ 383,128.44	ACH TRANSFERS SUBTOTAL		
103					
104		\$ 1,297,783.27	TOTAL EXPENDITURES (ACCOUNTS PAYABLE CHECKS, PAYROLL, ACH TRANSFERS)		
105					
106				<u>BANK TRANSFERS:</u>	
107	6/14	\$ 500,000.00	Funds Transfer LAIF to Checking		
108	6/14	\$ 103,570.71	Funds Transfer MM to Checking		
109	6/30	\$ 514,736.76	Funds Transfer MM to Checking		
110		\$ 603,570.71	BANK TRANSFERS		

AGENDA ITEM 7A

Date: July 18, 2023

To: Board of Directors

Prepared by: Siamlu Cox, Director of Finance and Human Resources

Subject: Approve and File the Treasurer's Investment Report for June 2023

BACKGROUND

Midway City Sanitary District's investment policy requires a monthly investment report, which includes all financial investments of the District and provides information on the investment type, value, and yield available for all investments. The report also provides the Board of Directors with an update on the balances of the District's various funds.

Per the State Government Code 53600 et seq., and the Midway City Sanitary District's (District) Investment Policy, the District may invest up to a maximum percentage of the entire portfolio funds in authorized financial investments.

The following table shows a summary of the District's authorized financial investments, the yield available as of the preparation of this report, the book and market value of the District's funds, the percentage of the District's pooled funds that are invested in each financial investment, and the maximum percentage (or dollar limit), allowable per the State Government Code and the District's investment policy.

The Book Value of the District's total invested cash as of June 30, 2023, is \$54,140,143.67

INVESTMENT	TYPE OF INVESTMENT	MATURITY DATE	YIELD	BOOK VALUE AS OF 6/30/2023	MARKET VALUE AS OF 6/30/2023	% OF PORTFOLIO	MAXIMUM PERCENTAGE OF PORTFOLIO
FDIC Insured Accounts							
US Bank Interest Checking	Checking	Liquid		\$ 1,027,743.44	\$ 1,027,743.44	1.89%	None
US Bank Money Market	Money Market	Liquid		\$ 977,176.90	\$ 977,176.90	1.80%	20%
Certificate of Deposits	CD	-		\$ -	\$ -	0.00%	30%
Total FDIC Insured Accounts				\$ 2,004,920.34	\$ 2,004,920.34	3.69%	
LAIF							
LAIF	Pool	Liquid	3.167%	\$ 50,905,629.41	\$ 50,905,629.41	93.65%	\$75 million
CalTRUST (Medium Term Fund)	Pool/Bond Fund	Liquid	0.280%	\$ 1,445,381.45	\$ 1,445,381.45	2.66%	30%
Certificate of Deposits	CD	-	-	\$ -	\$ -	0.00%	30%
U.S. Treasury Securities	US Securities	-	-	\$ -	\$ -	0.00%	None
TOTAL Investments				\$ 54,355,931.20	\$ 54,355,931.20	100.00%	

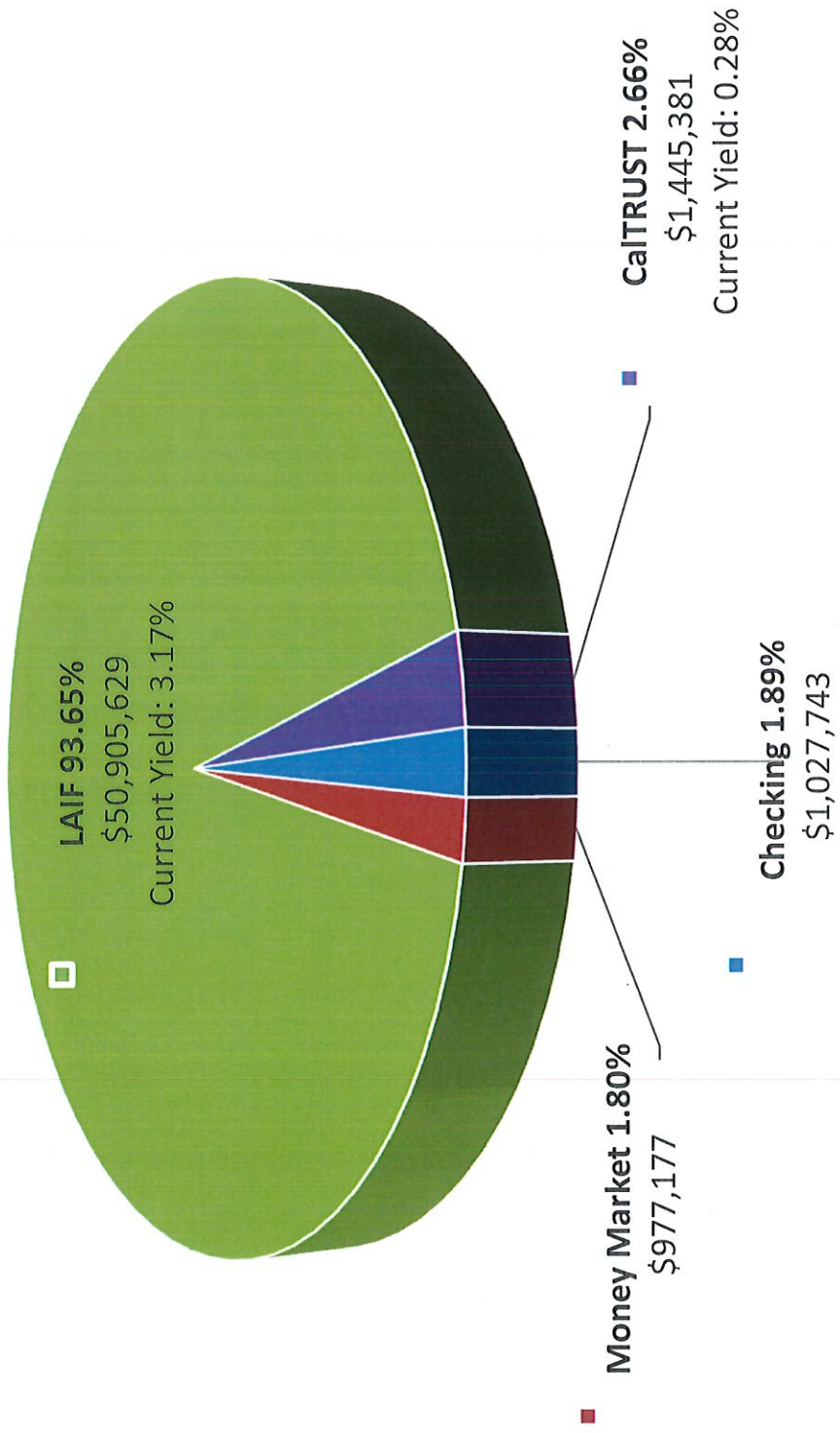
STAFF RECOMMENDATION

Approve and file the Treasurer's Investment Report.

FISCAL IMPACT

Informational report only.

MCSD Portfolio as of 06.30.2023



California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

July 03, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

MIDWAY CITY SANITARY DISTRICT

GENERAL MANAGER
14451 CEDARWOOD STREET
WESTMINSTER, CA 92683

[Tran Type Definitions](#)

Account Number: 70-30-005

June 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/14/2023	6/14/2023	RW	1730522	1690903	ROBERT HOUSLEY	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	52,189,841.88
Total Withdrawal:	-500,000.00	Ending Balance:	51,689,841.88



[Home](#) >> [PMIA](#) >> PMIA Average Monthly Effective Yields



POOLED MONEY INVESTMENT ACCOUNT

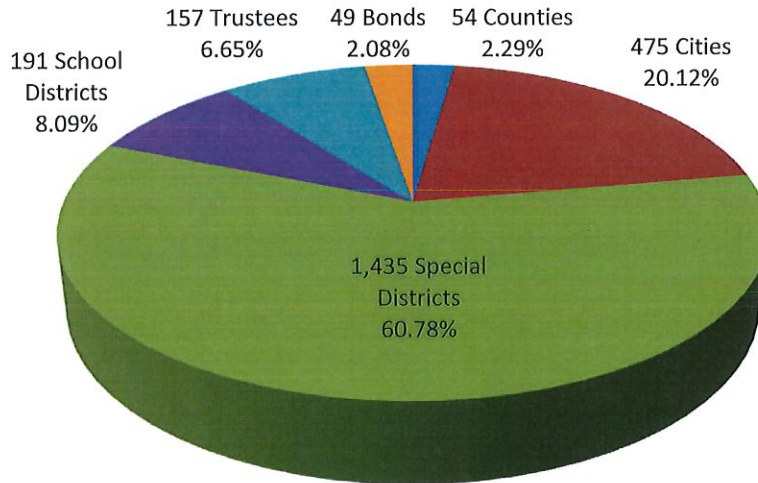
PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.280	2.190	2.103	2.043
2020	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540
2021	0.458	0.407	0.357	0.339	0.315	0.262	0.221	0.221	0.206	0.203	0.203	0.212
2022	0.234	0.278	0.365	0.523	0.684	0.861	1.090	1.276	1.513	1.772	2.007	2.173
2023	2.425	2.624	2.831	2.870	2.993	3.167						

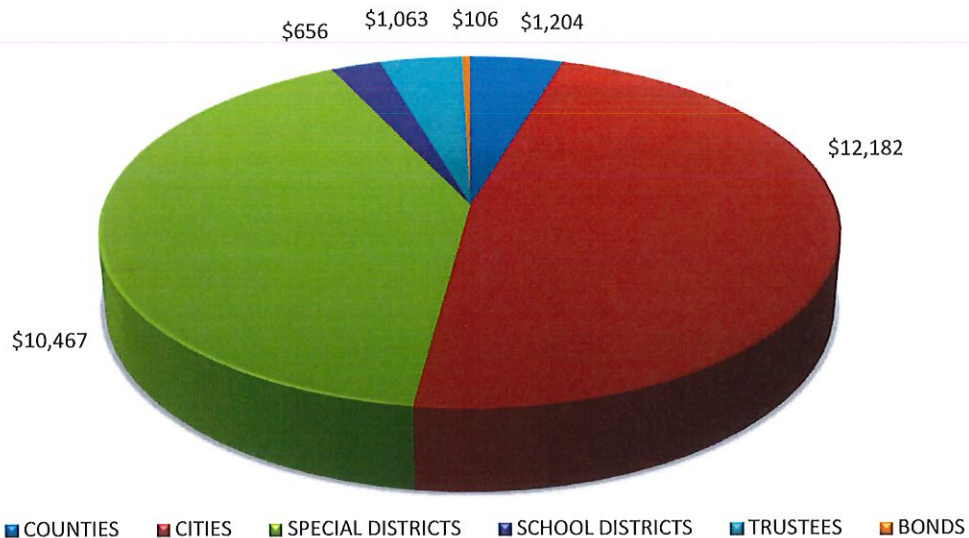
LAIF STATISTICS AS OF 6/30/23

	Balance By Type	Participation	% of Fund
54 COUNTIES	1,203,683,024.16	2.29%	4.69%
475 CITIES	12,182,094,045.97	20.12%	47.44%
1,435 SPECIAL DISTRICTS	10,466,602,339.74	60.78%	40.76%
191 SCHOOL DISTRICTS	655,523,092.97	8.09%	2.55%
157 TRUSTEES	1,062,945,542.89	6.65%	4.14%
49 BONDS	106,477,220.62	2.08%	0.41%
2,361 Fund Balance:	\$25,677,325,266.35	100.00%	100.00%

Participation:



Balance by Type (dollars in millions):



Percentages may not total 100% due to rounding.



CalTRUST
 PO Box 2709
 Granite Bay, CA 95746
 www.caltrust.org
 Email: admin@caltrust.org
 Fax: 402-963-9094
 Phone: 833-CALTRUST (225-8787)

Investment Account Summary

06/01/2023 through 06/30/2023

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Jun 30 (\$)	Value on Jun 30 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
MIDWAY CITY SANITARY DISTRICT	20100007910					
CalTRUST Medium Term Fund	20100007910	149,316.265	9.68	1,445,381.45	1,532,350.47	(86,969.02)
Portfolios Total value as of 06/30/2023				1,445,381.45		

DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount In Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
		MIDWAY CITY SANITARY DISTRICT			Account Number: 20100007910			
CalTRUST Medium Term Fund								
Beginning Balance	06/01/2023			149,316.265	9.74	1,454,340.42		
Accrual Income Div Cash	06/30/2023	4,090.56	0.000	149,316.265	9.68	1,445,381.45	0.00	0.00
Change in Value						(8,958.97)		
Closing Balance as of	Jun 30			149,316.265	9.68	1,445,381.45		

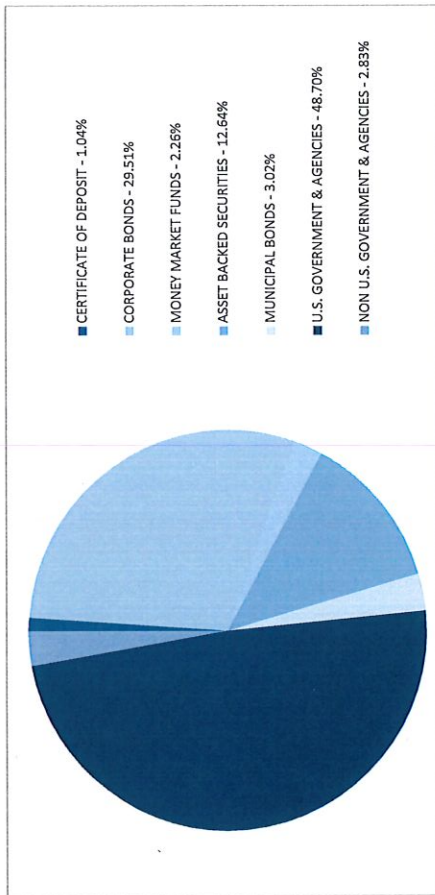
Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.



	Caitrust Medium Term	BofAML 1-3 Corp & Gov't, A Rated and Above	Caitrust Medium Term Net Return	Caitrust Medium Term Yield	BofAML 1-3 Corp & Gov't, A Rated and Above
Net Assets	\$942,449,659.26	N/A	-0.33%	0.28%	-0.38%
NAV per Share	\$9.68	N/A	-0.18%	0.85%	-0.33%
30 Day SEC Yield	4.73%	N/A	1.29%	1.60%	1.16%
Distribution Yield	3.44%	N/A	0.81%	2.56%	0.56%
Period Net Total Return	-0.33%	-0.38%	-1.35%	1.55%	-1.55%
Effective Duration	1.84 yrs	N/A	-0.79%	1.28%	-0.86%
Average Maturity	2.15 yrs	N/A	1.15%	1.60%	1.15%
Weighted Average Life	2.01 yrs	N/A	0.95%	1.32%	1.01%
			1.74%	1.91%	2.02%

Term	Return
One Month	0.28%
Three Month	0.85%
Six Month	1.60%
One Year*	2.56%
Two Year*	1.55%
Three Year*	1.28%
Five Year*	1.60%
Ten Year*	1.32%
Since Inception*	1.91%

*Annualized



Rated AA-f by S&P Global Ratings

**Midway City Sanitary District
CalTRUST Summary**

CalTRUST - Medium-Term Fund

	Investment or (Withdrawal)	Dividends '+'	Capital Gain or Loss (-)	Balance
Investment May-2020	\$ 750,000.00	432.90	1,460.57	\$ 751,893.47
June-2020		857.56	730.70	\$ 753,481.73
July-2020		765.26	731.54	\$ 754,978.53
August-2020		745.40	-	\$ 755,723.93
September-2020		677.57	(733.01)	\$ 755,668.49
October-2020		621.72	(733.66)	\$ 755,556.55
November-2020		476.58	-	\$ 756,033.13
December-2020		439.21		\$ 756,472.34
January-2021		387.68		\$ 756,860.02
February-2021		342.73	(1,471.06)	\$ 755,731.69
March-2021		354.98	(735.87)	\$ 755,350.80
April-2021		251.06		\$ 755,601.86
May-2021	750,000.00	316.74	736.45	\$ 1,506,655.05
June-2021		473.98	(1,467.04)	\$ 1,505,661.99
July-2021		415.67	1,467.51	\$ 1,507,545.17
August-2021		390.03	0.01	\$ 1,507,935.21
September-2021		370.72	(1,468.29)	\$ 1,506,837.64
October-2021		396.41	(5,874.61)	\$ 1,501,359.44
November-2021		461.36	(1,469.04)	\$ 1,500,351.76
December-2021		516.64	(2,938.98)	\$ 1,497,929.42
January-2022		598.08	(10,289.99)	\$ 1,488,237.51
February-2022		610.05	(7,352.96)	\$ 1,481,494.60
March-2022		836.34	(20,596.74)	\$ 1,461,734.20
April-2022		1,028.38	(8,832.23)	\$ 1,453,930.35
May-2022		1,290.86	5,892.32	\$ 1,461,113.53
June-2022		1,354.72	(8,846.29)	\$ 1,453,621.96
July-2022		1,518.86	5,903.03	\$ 1,461,043.85
August-2022		1,986.06	(11,818.35)	\$ 1,451,211.56
September-2022		2,166.97	(20,710.46)	\$ 1,432,668.07
October-2022		2,438.11	(4,444.68)	\$ 1,430,661.50
November-2022		2,709.46	8,904.53	\$ 1,442,275.49
December-2022		2,890.90	1,486.88	\$ 1,446,653.27
January-2023		3,227.48	8,939.16	\$ 1,458,819.91
February-2023	(3,447.06)	3,447.06	(13,438.46)	\$ 1,445,381.45
March-2023	(4,147.17)	4,147.17	14,931.62	\$ 1,460,313.07
April-2023	(3,791.32)	3,791.32	1,493.16	\$ 1,461,806.23
May-2023	(4,482.39)	4,482.39	(7,465.81)	\$ 1,454,340.42
June-2023	(4,090.56)	4,090.56	(8,958.97)	\$ 1,445,381.45

\$	1,480,041.50	\$	52,308.97	\$	(86,969.02)	\$	1,445,381.45
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AGENDA ITEM 7B

Date: July 18, 2023

To: Board of Directors

Prepared by: Milo Ebrahimi, PE, District Engineer

Subject: Engineer Report for June 2023

BACKGROUND/DISCUSSION

1. District Building Project by Woodcliff
 - 1.1. The new office building:
 - 1.1.1. Rough framing and rough plumbing are almost complete.
 - 1.1.2. The contractor is working on electrical, plumbing and HVAC.
 - 1.2. The locker room building:
 - 1.2.1. Rough framing and rough plumbing are almost complete.
 - 1.2.2. The contractor is working on electrical, plumbing and HVAC.
 - 1.3. Trenching:
 - 1.3.1. The completed fire line did not pass OCFA inspection. The contractor has to replace the installed bolts with stainless steel.
 - 1.4. Housekeeping and dust control:
 - 1.4.1. The contractor sweeps the site more frequently for dirt.
 - 1.4.2. The contractor uses a big magnet to sweep the site from nails frequently.
 - 1.4.3. All the dirt area inside the yard is covered by metal plate.
2. Sewer System Master Plan (SSMP) and Spill Emergency Response Plan (SERP) by AKM
 - 2.1. SSMP:
 - 2.1.1. It is in progress. There is a monthly meeting with AKM about progress.
 - 2.1.2. Flow monitoring data is being analyzed and I&I study is being worked on.
 - 2.1.3. GIS is being developed.
 - 2.1.4. The consultant will finish in about 9 months.
 - 2.2. SERP:
 - 2.2.1. The final version of the report is completed and reviewed by the District.
 - 2.2.2. AKM will train the sewer crew about the new water board requirements and how to document overflows.
3. Plans Reviewed during the month of June:
 - 3.1. OCSD sewer permits: 20.
 - 3.2. Development projects (trash enclosures and/or sewer lines): 3.
4. Westminster Mall project
 - 4.1. Ownership of the existing sewer line inside the mall property:
 - 4.1.1. District staff has reviewed the District's files and the preliminary title report developer's engineer provided and is unable to locate any records that show the District owns a sewer easement in the location shown on the improvement plans from the 1970s. District does not believe such an easement was ever recorded.

4.2. Will serve letter:

4.2.1. Will Serve Letter is requested for the new development by the developer's engineer.

4.2.2. The initial calculations show that public sewer line up sizing is required to meet the demand.

4.2.3. The result is still pending. The district and the consultant, AKM, are working on the Will Serve Letter. The legal council is involved as well.

5. There was no emergency related repair for sewer lines this month.

FISCAL IMPACT

There is no fiscal impact.

STAFF RECOMMENDATION

Informational item only. Receive and file.

AGENDA ITEM 7C

Date: July 18, 2023

To: Board of Directors

Prepared by: Cynthia Olsder, Executive/Board Secretary

Subject: Approve the July 5, 2023 Outreach Committee Recommendations

BACKGROUND

At the April 5, 2022 meeting the Board approved the formation of a standing Outreach Committee. The Outreach Committee usually meets on the first Wednesday of each month to plan and discuss upcoming outreach activities. The weekly calendar will be used to communicate what outreach activities are happening for the upcoming week. The Committee recommends continued radio and media outreach, averaging up to two radio programs per month on an ongoing basis.

The Outreach Committee met on July 5, 2023 and their recommendations are as follows:

1. The Committee recommends that Siamlu, Director of Finance/HR, submit a report of expenditures for the Compost event and Open House for 2022 and 2023.
2. The Committee recommends reaching out to CR&R and requesting that they include fliers in other languages and a Vietnamese speaker at their SB1383 workshops.
3. The Committee recommends that Director C. Nguyen and Director A. Nguyen to do the radio outreach with VietLink. An appointment will be set up in August.
4. The Committee recommends that President T. Diep, Director S. Contreras, or Director M. Nguyen, two of the three directors, attend the radio outreach with Me Vietnam. An appointment will be set up in August.
5. The next Outreach Committee meeting is planned for August 2, 2023 at 12:00 noon.

FISCAL IMPACT

The potential fiscal impact of the Outreach Committee's recommendations are as follows:

- Monthly radio outreach \$ 3,000.00

STAFF RECOMMENDATION

Staff recommends that the Board of Directors approve the Outreach Committee's recommendations as presented.

AGENDA ITEM 7D

Date: July 18, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: Approve Attendance to the AAPI Leadership Summit, In Sacramento, September 7-8, 2023, for Board Members and Staff Who Wish to Attend

BACKGROUND

The Asian American & Pacific Islander (AAPI) Legislative Caucus Foundation will be having its Leadership Summit in Sacramento, September 7-8, 2023.

The Leadership Summit is an opportunity to gather with other elected officials & leaders to build relationships, network, and to learn and transform leadership abilities to the next level.

With one-third of the State Legislature turned over this year, this makes the 2023 the AAPI Leadership Summit an important event to attend. By attending the AAPI Leadership Summit, the Midway City Sanitary District has an opportunity to meet and learn from California's top decision-makers, build partnerships and strengthen the voice of local control. With almost 50% of Midway City Sanitary District's demographic population being Asian American, attending the AAPI Leadership Summit will provide its participants with a unique opportunity to learn how to better serve the community.

STAFF RECOMMENDATION

Staff recommends approval of attendance at the AAPI Leadership Summit, In Sacramento, September 7-8, 2023, for board members and staff who wish to attend and consider sponsorship opportunities for the event.

FISCAL IMPACT

The potential fiscal impact to attend is estimated to be \$1,000 per person (registration, transportation, hotel, and food and incidentals).

Attachment: 2023 AAPI Leadership Summit Information



2023

AAPI LEADERSHIP SUMMIT

BREAK THE BAMBOO CEILING AND GATHER WITH AAPI ELECTED OFFICIALS & LEADERS TO BUILD YOUR NETWORK, TO LEARN, EMPOWER, AND TRANSFORM YOUR LEADERSHIP ABILITIES TO THE NEXT LEVEL!

REGISTER

SPONSOR INFO

SEPTEMBER 7, 2023
WELCOME RECEPTION
6:00 PM - 8:00 PM

SEPTEMBER 8, 2023
LEADERSHIP SUMMIT
7:30 AM - 5:00 PM

KIMPTON SAWYER HOTEL
SACRAMENTO, CA

RESERVE YOUR ROOM



What is an AAPI Leadership Summit?

The highly-anticipated 2023 Leadership Summit is a must-attend event for current and aspiring Asian American and Pacific Islander leaders! Join us on Thursday, Sep. 7th, and Friday, Sep. 8th, at the Kimpton Sawyer Hotel (500 J Street, Sacramento, CA 95814) to learn from local, state, and federal AAPI elected officials, AAPI business executives, and AAPI community leaders. Develop your professional skills, expand your network, and gain exposure to build an executive presence and confidence - in addition to fun mini-events like headshot sessions, consultations, and business pop-ups on the side!

Schedule of Events

*subject to change

September 7 - Welcome Reception

- 6:00 PM** **WELCOME RECEPTION BEGINS**
Magnolia Ballroom
- 7:00 PM** **CULTURAL ENTERTAINMENT**
Magnolia Ballroom
- 8:00 PM** **CLOSING REMARKS, RECEPTION END**
Magnolia Ballroom

September 8 - Leadership Summit

- 7:30 AM** **REGISTRATION OPENS**
Magnolia Terrace
- 8:00 AM** **WELCOME & OPENING REMARKS**
KEYNOTE SPEAKER
Magnolia Ballroom
- 9:45 AM** **BREAKOUT SESSIONS**
Sycamore
Maple Suite
- 11:15 AM** **BREAKOUT SESSIONS**
Sycamore
Maple Suite
- 12:45 PM** **LUNCH & KEYNOTE SPEAKER**
Magnolia Ballroom
- 2:30 PM** **BREAKOUT SESSIONS**
Sycamore
Maple Suite
- 4:00 PM** **INTERACTIVE NETWORKING RECEPTION**
Magnolia Ballroom
Magnolia Terrace

**Are you ready to up
your game?**

[REGISTER](#)



Tickets

Don't miss out on this opportunity to ignite your leadership potential. You can just register now and secure your spot at the 2023 Leadership Summit. We can't wait to see you there!

THE FIRST 100 REGISTRANTS WILL RECEIVE A FREE SWAG BAG!

Early-Bird Ticket Sales

***Summit Pass**

\$125

exclusive of booking fee and local taxes

General Ticket Sales

Summit Pass

\$175

exclusive of booking fee and local taxes

Student

***Summit Pass**

\$25

exclusive of booking fee and local taxes

*STUDENTS MUST FILL OUT FORM TO RECEIVE A DESIGNATED REGISTRATION
*EARLY-BIRD ENDS AUG. 7, 2023 OR UNTIL SOLD OUT

Leadership Summit Contact

CONTACT

Isa Whalen

EMAIL ADDRESS

ca.aapilc@gmail.com

PHONE NUMBER

(425) 245-3601

Sponsorship Opportunities

50k

INNOVATORS
8 TICKETS TO RECEPTION
8 TICKETS TO SUMMIT

EARLY ACCESS TO
WELCOME RECEPTION

PRIVATE ACCESS TO
SPONSOR LOUNGE

LOGO DISPLAY ON WEBSITE
& DIGITAL MARKETING
ASSETS

STAGE ACKNOWLEDGMENT

VIP LOGO ON MAIN STAGE

RESERVED SPONSOR TABLE
WITH LOGO AT SUMMIT

LOGO REPRESENTATION ON
PARTICIPATE NAME BADGE

25k

VISIONARY
4 TICKETS TO RECEPTION
4 TICKETS TO SUMMIT

EARLY ACCESS TO
WELCOME RECEPTION

PRIVATE ACCESS TO
SPONSOR LOUNGE

LOGO DISPLAY ON WEBSITE
& DIGITAL MARKETING
ASSETS

STAGE ACKNOWLEDGMENT

10k

CHANGEMAKERS
2 TICKETS TO RECEPTION
2 TICKETS TO SUMMIT

PRIVATE ACCESS TO
SPONSOR LOUNGE

LOGO DISPLAY ON WEBSITE
& DIGITAL MARKETING
ASSETS

Sponsorship Contact

CONTACT

Alina Hernandez

EMAIL ADDRESS

alina@getgiver.com

PHONE NUMBER

(916) 296-4656

Sponsors



GET YOUR LOGO PLACED HERE!

AGENDA ITEM 9A

Date: July 18, 2023

To: Board of Directors

Prepared by: Milo Ebrahimi, District Engineer

Subject: Consider Adoption of The District's Spill Emergency Response Plan
Prepared by AKM Consulting Engineers

BACKGROUND / DISCUSSION

The California State Water Resources Control Board (Water Board) has regulatory oversight of sanitary sewer systems designed to convey sewage and longer than one mile in length, and addresses reporting and other requirements in response to sanitary sewer spills (spills). On December 6, 2022, the Water Board adopted Order WQ 2022-0103-DWQ (2022 Order), revising sanitary sewer systems waste discharge requirements. This new order will serve as the new regulatory mandate for the management of those systems, superseding the previous 2006 Order.

Pursuant to the 2022 Order, sewer agencies such as the District must maintain a Spill Emergency Response Plan (SERP) in compliance with the 2022 Order's requirements to ensure prompt detection and response to spills. The District has an existing SERP that complies with the 2006 Order, but which needed to be updated by June 5, 2023 to comply with new requirements imposed by the 2022 Order.

The SERP document was prepared by AKM based on an approved proposal that included the scope of work necessary to bring the District's existing SERP into compliance with the 2022 Order by June 5, 2023. The contract amount to prepare SERP document was \$30,884 and it was approved on February 7, 2023. AKM will be available at the meeting to answer questions.

RECOMMENDATION

Consider adoption of the District's Spill Emergency Response Plan which is prepared by AKM. This document supersedes the existing Spill Emergency Response Plan that does not comply with 2022 Order requirements.

FISCAL IMPACT

None

Attachments: Spill Emergency Response Plan 2023

MIDWAY CITY SANITARY DISTRICT



Spill Emergency Response Plan 2023



Submitted to:
Midway City Sanitary District
14451 Cedarwood Avenue
Westminster, CA 92683

MIDWAY CITY SANITARY DISTRICT
SPILL EMERGENCY RESPONSE PLAN
2023



Submitted to
Midway City Sanitary District
14451 Cedarwood Avenue, Westminster, California 92683

Submitted by
AKM Consulting Engineers
553 Wald, Irvine, California 92618
(949) 753-7333

June 2023



Date of Signing 6/2/23



Date of Signing: 6/2/23

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**MIDWAY CITY SANITARY DISTRICT
SPILL EMERGENCY RESPONSE PLAN**

Certification

This Spill Emergency Response Plan (SERP) has been prepared to provide the Midway City Sanitary District with the tools and procedures for responding to sewer spills efficiently and effectively to protect public health and the environment.

I certify under penalty of law that this document and all attachments were prepared under my direct supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.



Robert Housley
General Manager
Midway City Sanitary District

06/15/2023

Date

SECTION 1 AUTHORITY

The authority and responsibility for a sanitary sewer Spill Emergency Response Plan (SERP) are contained in the following five (5) documents:

1-1 Clean Water Act

Section 301 of the Clean Water Act prohibits discharges of any wastewater to the waters of the United States.

1-2 California Water Code

Sections 13260 and 13376 of the California Water Code prohibits discharges of any wastewater to surface waters of the State.

1-3 State Water Resources Control Board, Order WQ 2022-0103-DWQ, Statewide Waste Discharge General Order for Sanitary Sewer Systems

On December 6, 2022, the State Water Resources Control Board (SWRCB) adopted Order WQ 2022-0103-DWQ (Order). This Order supersedes the previous Order WQ 2006-003-DWQ and Order WQ 2013-0058-EXEC.

Order WQ 2022-0103-DWQ includes the following prohibitions:

- *Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.*
- *Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.*
- *Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code Section 13050(m) is prohibited.*

SWRCB Order WQ 2022-0103-DWQ becomes effective on June 5, 2023. The following is stated in Section 5.12 of the Order:

“For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, Section 6 (Spill Emergency Response Plan) of this General Order

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

The Spill Emergency Response Plan shall include measures to protect public health and the environment. The Enrollee shall respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- *Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;*
- *Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;*
- *Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and*
- *Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.”*

Based on the aforementioned, Midway City Sanitation District (MCSD) must update and implement its Spill Emergency Response Plan by June 5, 2023.

1-3.1 Legally Responsible Officials

Per Section 5 of Order WQ 2022-0103-DWQ, MCSD must designate a Legally Responsible Official (LRO) that can verify that MCSD complies with all requirements of the order. The LRO is defined by the Order as follows:

The Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

The Legally Responsible Official must:

1. *Have responsibility over management of the Enrollee’s entire sanitary system, and*
2. *Be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including, having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance.*
3. *Have or have direct authority over individuals that:*
 - *Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or*
 - *Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training, and experience.*

The Order requires that the LRO be responsible for the following:

1. Completing the “User Registration” form,
2. Certify and upload the Sewer System Management Plan and updates on the California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database,
3. Submit audit reports on the CIWQS Sanitary Sewer System Database
4. Submit the “Electronic Sanitary Sewer System Service Area Boundary Map”, on the CIWQS Sanitary Sewer System Database.
5. Certifying the necessary spill reports on the CIWQS Sanitary Sewer System Database

MCSD has identified the following individuals as Legally Responsible Officials:

- General Manager
- District Engineer
- Director of Operation & Safety

1-3.2 Data Submitters

Per Section 5 of Order WQ 2022-0103-DWQ, the LROs may designate one or more individuals as Data Submitter(s) for reporting spill data. A Data Submitter is defined by the Order as follows:

A Data Submitter is an individual designated and authorized by the Enrollee’s Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

MCSO has identified the following individuals as Data Submitters:

- District Engineer
- Director of Operations & Safety
- Lead Sewer Maintenance Worker

1-4 National Pollutant Discharge Elimination System (NPDES)

In California, the NPDES Permit program is regulated by the nine (9) Regional Water Quality Control Boards (RWQCB) to regulate the discharge of pollutants into the waters of the United States. The City of Westminster, where the majority of the MCSO service area resides, operates under the Santa Ana RWQCB Order # R8-2009-0030, NPDES No. CAS618030, as amended by Order No. R8-2010-0062 (and subsequent permit renewals), *Waste Discharge Requirements for The County of Orange, Orange County Flood Control District and The Incorporated Cities of Orange County within the Santa Ana Region Areawide Urban Storm Water Runoff Orange County*.

SECTION 2 OVERVIEW

2-1 Background

Midway City Sanitary District (MCSD) provides sewer service to an area of about 10.4 square miles covering the City of Westminster and the unincorporated community of Midway City. The service area resident population of about 103,000. The sewage collected MCSD's sewer collection system is conveyed to Orange County Sanitation District's (OCSD) trunk sewers. The primary elements of the sewer system are as follows:

- 174 miles of gravity sewer mains (primarily VCP), 8" to 18" in diameter
- 34,832 sewer connections
- 4 sewer lift stations and approximately 5,900 feet of forcemains
- 32 siphons

An overview of MCSD's sewer collection system is shown on Figure 2-1. A map of MCSD's sewer system overlaid with the local drainage conveyance systems and surface waters are shown on Appendix A-1.

2-2 Previous Overflow Emergency Plan

A Overflow Emergency Response Plan was included as Section 12 of the 2022 Sewer System Master Plan document. The procedures for responding to a sanitary sewer overflow included the following:

- Notification Procedures
- Response Procedures
- Regulatory Notification Procedures
- Training Procedures
- Private Spill Response Procedures

This Spill Emergency Response Plan (SERP) will serve to update these procedures to comply with the State Water Resources Control Board (SWRCB) adopted Order WQ 2022-0103-DWQ (Order).

2-3 Purpose

The purpose of this SERP is primarily to document spill response procedures and assist MCSD staff in the achieving the following:

- Efficient response to reported spills and dispatch of appropriate crews and equipment in a timely manner
- Notification of all appropriate agencies of reported spills in a timely manner
- Containment of sewer spills so they do not reach a surface water
- Elimination of the cause of a sewer spill
- Protection of public and private property
- Sufficient cleanup of the impacted spill area
- Documentation of all spills and response activities
- Ensure appropriate staff is knowledgeable of the SERP procedures and appropriately trained

- Preparation of reports for submittal to regulatory agencies and other interested parties
- Compliance with SWRCB Order No. WQ-2022-0103-DWQ

2-4 Terminology

2-4.1 Overflows and Spills

The previous SWRCB Order WQ 2006-0003-DWQ defined Sanitary Sewer Overflows (SSOs), as “any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system.”

SWRCB Order WQ 2022-0103-DWQ defines a spill as, “a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State”. For reporting purposes, this document will use the Order WQ 2022-0103-DWQ terminology.

2-4.2 Surface Water

Per discussion with the State Water Resources Control Board (SWRCB), surface waters are defined as follows:

“Surface waters are natural water bodies that include but are not limited to: oceans, rivers, streams, lakes, vernal pools, wetlands, and estuaries.

- *If the natural water body or portions of it was rerouted or channelized (includes things like underground pipes, box culverts, concrete channels), it is still considered a surface water*
- *If the water body is manmade and retains water (i.e. golf course pond, home owner association lake), it is not a natural water body; and therefore, not a surface water*
- *Groundwater is not a surface water”*

Orange County Flood Control District (OCFCD) channels, creeks, and/or basins are considered surface waters; this includes both concrete-lined channels as well as earthen bottom channels.

2-4.3 Drainage Conveyance System

Per Attachment A of the Order WQ 2022-0103-DWQ, a drainage conveyance system is defined as follows:

“A drainage conveyance system is a publicly-or privately owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.”

2-4.4 Waters of the State

Per Attachment A of the Order WQ 2022-0103-DWQ, waters of the State is defined as follows

“Surface water or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include Waters of the United States.”

2-4.5 Receiving Water

Per Attachment A of the Order WQ 2022-0103-DWQ, a receiving water is defined as follows

“Waters of the State that receives a discharge of waste.”

2-5 Spill Emergency Response Flow Chart

The Spill Emergency Response Flow Chart is shown on Figure 2-2 and included in Appendix B-1. The flow chart summarizes the steps MCSD needs to take for initial spill reporting, spill correction, sewage containment and cleanup, and final spill reporting.

2-6 Coordination and Collaborations

To comply with the requirements of Order WQ-2022-0103-DWQ, MCSD has met with and/or collaborated its spill response procedures with the following agencies:

1. State Water Resourced Control Board (SWRCB)
2. Regional Water Quality Control Board Region 8 (RWQCB)
3. Orange County Flood Control District (OCFCD)
4. Orange County Health Care Agency (OCHCA)
5. Orange County Sanitation District (OCSAN)
6. SOCAL WDR Group
7. Clean Water Summit Partners

Documentation of meetings and correspondence with the aforementioned agencies is included in Appendix D.

2-7 Spill Emergency Response Plan Report Sections

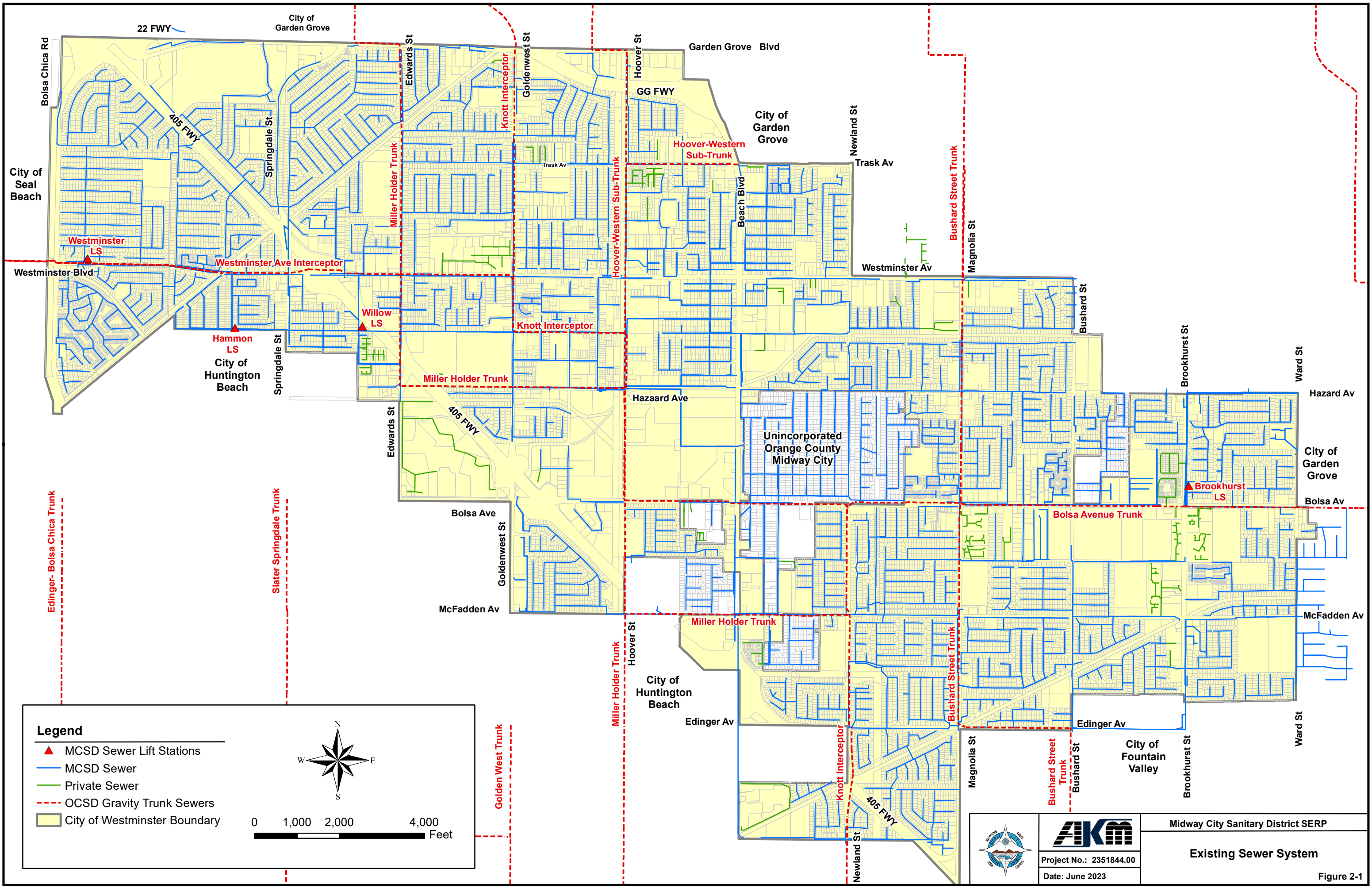
The SERP report includes the following sections:

- Section 1: Authority
- Section 2: Overview
- Section 3: Initial Response Procedures
- Section 4: Notification Procedures
- Section 5: Spill Response Procedures
- Section 6: Monitoring and Reporting Procedures
- Section 7: Training

2-8 Spill Response and Reporting Documents

This SERP document includes detailed response procedures for all types of spill events. Appendix B contains the pertinent documents needed in the field when responding to a spill and for reporting purposes. The intent is for these documents to be readily available to maintenance staff during a spill event, as a guide, so that appropriate notifications are made and all information needed for reporting is collected.

- Appendix B-1 Spill Emergency Response Flowchart
- Appendix B-2 Spill Initial Receipt Form
- Appendix B-3 Spill Notification and Reporting Requirements
- Appendix B-4 Resource Phone List
- Appendix B-5 Sewer Spill Report
- Appendix B-6 Monitoring and Reporting Data by Spill Category Summary
- Appendix B-7 Water Sampling Requirements



Legend

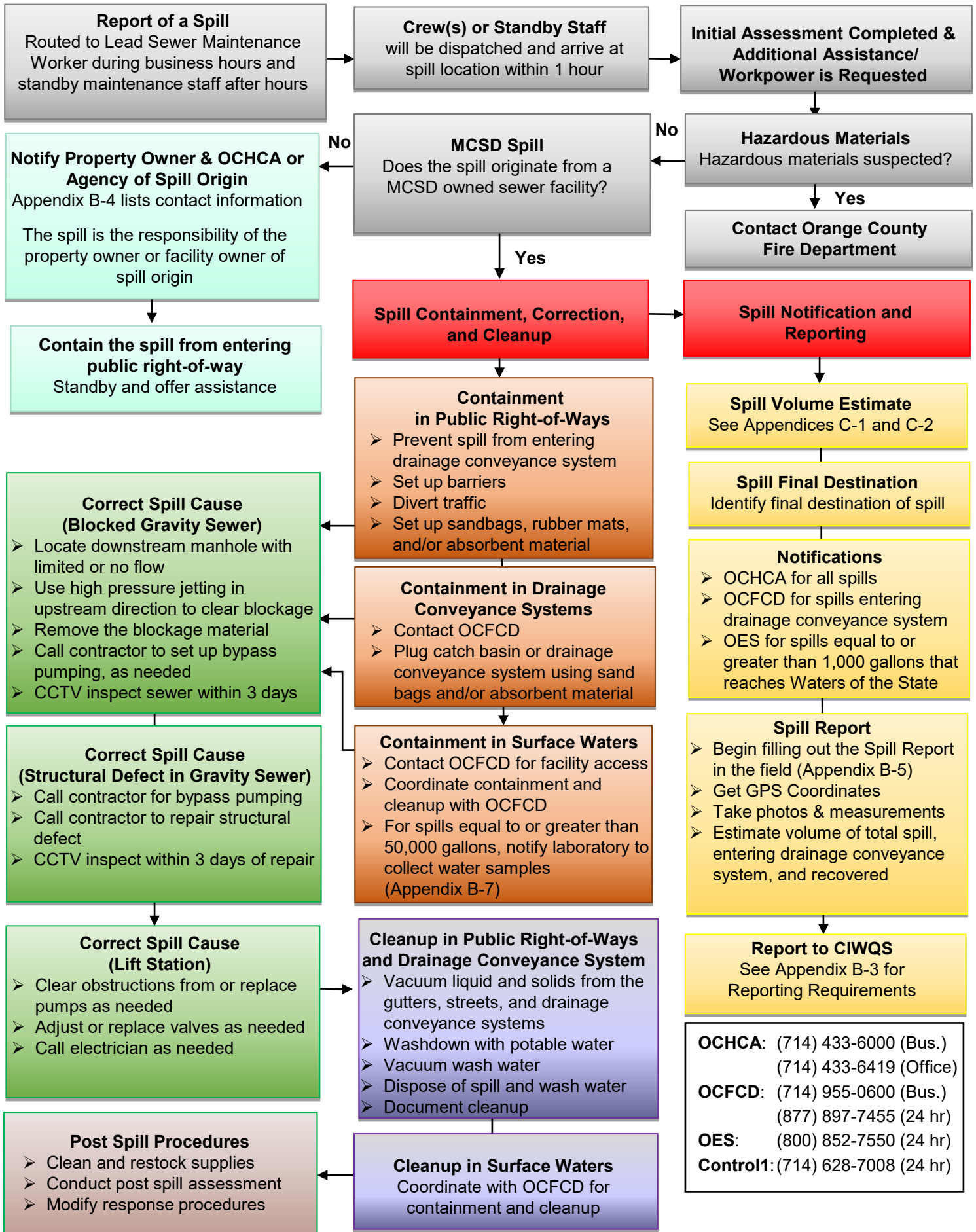
- ▲ MCSD Sewer Lift Stations
- MCSD Sewer
- Private Sewer
- - - OCSD Gravity Trunk Sewers
- City of Westminster Boundary

0 1,000 2,000 4,000 Feet

	Midway City Sanitary District SERP	
	Existing Sewer System	
Project No.: 2351844.00		
Date: June 2023		

Figure 2-1

**Figure 2-2
Midway City Sanitary District
Spill Emergency Response Flowchart**



OCHCA: (714) 433-6000 (Bus.)
(714) 433-6419 (Office)

OCFCD: (714) 955-0600 (Bus.)
(877) 897-7455 (24 hr)

OES: (800) 852-7550 (24 hr)

Control1: (714) 628-7008 (24 hr)

SECTION 3
INITIAL RESPONSE PROCEDURES

3-1 Receipt of Information Regarding Spills

A spill may be detected and reported by Midway City Sanitary District (MCSD) personnel, the public, or by the lift station alarms. The maintenance staff are available to respond to all spills 24 hours a day, seven days a week. MCSD’s website directs the public to contact the following to report spills:

Business Hours	MCSD Headquarters	(714) 893-3553
After Hours	Sewer Emergency Mobile (Primary)	(714) 310-9004
	Sewer Emergency Mobile (Secondary)	(714) 310-8654

If calls regarding spills are received at the City of Westminster, the calls will be routed to MCSD during business hours and the sewer emergency mobile phone numbers after hours.

3-2 Initial Notification to MCSD Staff

The contact information for MCSD’s key maintenance staff is included in Table 3-1.

Table 3-1
Maintenance Staff Contact Information

Name	Position	Telephone Number	Cell Phone Number
Robert Housley	General Manager	(714) 893-3553	(562) 239-7557
Milo Ebrahimi	District Engineer	(714) 893-3553	(657) 368-9992
Nick Castro	Director of Operations & Safety	(714) 310-8654	(714) 486-3730
Randy Griffith	Lead Sewer Maintenance Worker	(714) 325-3606	(714) 373-4813

3-2.1 Business Hours

As soon as a spill is reported, MCSD staff will fill out the initial receipt form, which is detailed in Appendix B-2. During business hours, the Lead Sewer Maintenance Worker or the standby maintenance staff (via the sewer emergency mobile phone numbers) will be called and informed of the reported spill. The City of Westminster Public Works Department and Police Dispatch will direct spill reports to MCSD as well.

Typically if a spill occurs during business hours, the Lead Sewer Maintenance Worker and any available maintenance staff will respond to the initial notification to ensure that the potential spill event is well managed.

3-2.2 After Hours

After hours, MCSD recordings direct callers to the primary and secondary emergency mobile phone numbers. City of Westminster Police Dispatch will also call the emergency mobile phone numbers.

The sewer staff member who receives the call will report to the spill site and if a spill is verified, he/she will assess the situation and determine what additional assistance is required. The second on-call sewer staff member will be called to the site as needed.

When assigned on-call responsibilities, the sewer staff members must be reachable via the emergency mobile phone. It is their responsibility to:

1. Verify that the assigned cell phone is charged and functional;

2. Check the maintenance vehicles to assure that the fuel tanks are full, all tools are present and that all equipment is functional;

3-3 Initial Notification of Spills at Lift Stations

3-3.1 Lift Station Alarms

The four (4) lift stations are equipped with programmable logic controllers (PLC) that send out alarms if there are any issues at the lift stations. The PLC contacts the primary and secondary emergency mobile phones through a wireless and/or landline phone system.

The following are monitored and set to send an alarm to MCSD:

- High Wet Well Level
- Pump Failure
- Power Failures
- Motor High Temperature
- Site Intrusion
- Generator Failure

The initial response to a lift station alarm is similar to the report of a spill. Available sewer staff members will respond immediately during business hours. After hours, the sewer staff member who receives the call will report to the lift station first and assess the situation to determine what additional assistance is required. The second on-call sewer staff member will be called to the lift station as needed.

3-4 Response Time

Whether the notification of a spill occurs during normal business hours or after hours, MCSD staff will respond to the notification, **within one hour** of initial notification.

The first responder(s) will evaluate the situation and contact additional staff and/or contractors to provide the necessary work power and/or equipment to manage the spill response.

3-5 Vehicles and Equipment

MCSD has two (2) combination jetting/vacuum trucks, traffic control equipment, one by-pass pump and hoses, one trailer-mounted standby generator, sewer maintenance tools, containment equipment (i.e. mats, sand bags, absorbent materials, etc.), cleanup equipment, and safety equipment for responding to sewer spills.

This SERP document and spill response forms (included in Appendix B) will be available on maintenance vehicles at all times.

SECTION 4
NOTIFICATION PROCEDURES

Notification to regulatory agencies and local agencies is dependent on the type of spill, the volume of the spill, the origination and end point of the spill, and/or the category of the spill as defined by Order No. WQ 2022-0103-DWQ (Order).

4-1 Spill Categories defined by Order No. WQ 2022-0103-DWQ

The SWRCB spill categories are summarized in Table 4-1.

Table 4-1
Spill Categories

Spill Category	Spill Volume	Discharged to a Surface Water
Category 1 Spill	All Spills	Yes
Category 2 Spill	≥ 1000 Gallons	No
Category 3 Spill	≥ 50 Gallons & < 1,000 gallons	No
Category 4 Spill	<50 Gallons	No

**Private spills are not categorized*

Spill categories are defined in the Order as follows:

Category 1 Spill

A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

- *A surface water, including a surface water body that contains no flow or volume of water; or*
- *A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.*

Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per Section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

Category 2 Spill

A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

Category 3 Spill

A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

Category 4 Spill

A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

Private Spill

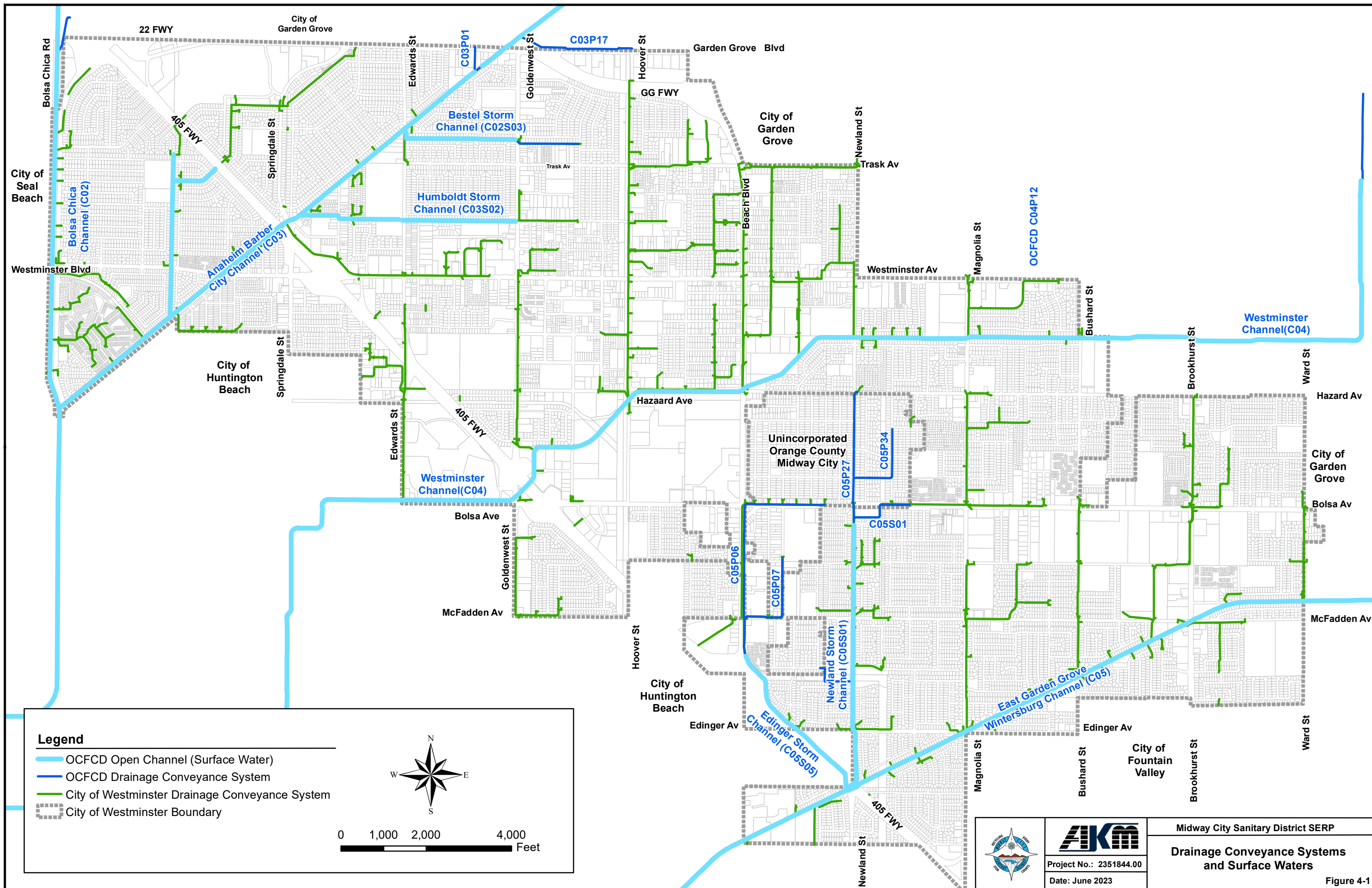
A private spill is a spill of any volume that originates in a private sewer system or private lateral. Private spills are the responsibility of the property owner. As encouraged by SWRCB, MCSD will report a spill from a private sewer system or private lateral to the SWRCB CIWQS website if

- *A spill equal or greater than 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or*
- *A spill of any volume that discharges to a surface water*

4-1.1 Category 1 Spill Clarification

“Surface Waters” are defined by SWRCB staff as natural water bodies, including portions that were rerouted or channelized. OCFCD channels, creeks, and/or basins are therefore considered surface waters; this includes both concrete-lined channels as well as earthen bottom channels. If a spill reaches any of these OCFCD facilities, it will be considered a Category 1 Spill. Surface waters within MCSD’s service area illustrated on Figure 4-1.

If a spill cannot be contained within a drainage conveyance system, regardless of whether water is flowing or not, the spill will be considered a Category 1 Spill. If however, the spill is fully contained and removed, the impacted portion of the drainage conveyance system is cleaned, and the wash water is captured and disposed of properly, the spill will be considered Category 2, 3, or 4.



Legend

- OCFCD Open Channel (Surface Water)
- OCFCD Drainage Conveyance System
- City of Westminster Drainage Conveyance System
- City of Westminster Boundary

0 1,000 2,000 4,000

—
Feet

4-2 Notification to Regulatory Agencies

4-2.1 Notification Responsibilities

Once the maintenance staff verifies a spill has occurred, they will notify the Lead Sewer Maintenance Worker, who will be in charge of contacting and/or delegating a designee to contact all regulatory agencies, as needed. A summary of initial notifications that will be made is shown in Table 4-2.

If the Lead Sewer Maintenance Worker is unavailable and the maintenance staff experiences delays or conflicts or requires additional resolution toward responding to the spill, the District Engineer and/or General Manager shall be contacted to provide direction. The District Engineer and/or General Manager shall then also be responsible for contacting the regulatory agencies, as needed.

**Table 4-2
Notifications**

Spill Category	Notify	Conditions
Category 1 Spill	OES	Total Spill Volume >=1,000 gallons even if the spill is partially contained or recovered
	OCHCA	All
	OCFCD	All
Category 2 Spill	OES	Spill Reaches Waters of the State (Groundwater) even if the spill is partially contained or recovered
	OCHCA	All
	OCFCD	Spill Enters a Storm Drain
Category 3 Spill	OCHCA	All
	OCFCD	Spill Enters a Storm Drain
Category 4 Spill	OCHCA	All
	OCFCD	Spill Enters a Storm Drain
MCSD Owned Lateral Spill	OCHCA	All
	OCFCD	Spill Enters a Storm Drain
Private System or Private Lateral Spill	OCHCA	All
	OCFCD	Spill Enters a Storm Drain

OES = Office of Emergency Services

OCHCA = Orange County Health Care Agency

OCFCD = Orange County Flood Control District

4-2.2 California Office of Emergency Services

The California Office of Emergency Services (OES) will be notified when the total spill volume is 1,000 gallons or greater, the spill originates from MCSD’s sewer system and has discharged or is threatening to discharge to a waters of the State (includes surface water and groundwater). OES will be notified even if the spill is partially contained or recovered.

If the volume of a large spill is uncertain or the final destination of the spill is undetermined, MCSD will contact OES to report the spill and obtain an Emergency Services Control Number.

California Office of Emergency Services (OES)

(800) 852-7550

4-2.3 Orange County Health Care Agency

The Orange County Health Care Agency (OCHCA) will be notified of all spills originating from MCSD’s sewer system, as well as private spills. Based on the information provided, OCHCA staff will determine the need for a site investigation or other actions to protect the public and environment. If needed, OCHCA will work with private property owners to ensure that private spills are contained, corrected and cleaned up.

Orange County Health Care Agency (OCHCA)

General Reporting: (714) 433–6000

Office Staff: (714) 433–6419

After Hours (Control 1): (714) 628–7008

4-2.4 Orange County Flood Control District

The Orange County Flood Control District (OCFCD) will be notified of any spill that reaches any type of drainage conveyance system and/or surface water, whether it is owned by the City of Westminster or OCFCD. The drainage facilities considered surface waters within MCSD’s service area are shown on Figure 4-1. This includes any spill that reaches a catch basin, storm drain manhole, or structural Best Management Practice (BMP) and has the potential to enter a drainage conveyance system. Based on the information provided, OCFCD staff will determine the need for a site investigation or other actions to protect surface waters.

OCFCD and the City of Westminster (City) has entered into a Water Quality Ordinance Implementation Agreement, which allows OCFCD to act on behalf of the City in providing assistance with containment and cleanup of spills within the City’s drainage conveyance systems. Written authorization (via email or text) is needed prior to OCFCD’s response, in order to implement the Agreement.

The County has developed an on-line “Water Pollution” service request website (link below) for all spills that reach a drainage conveyance system and/or flood control facility. This online reporting may be conducted on a desktop computer or mobile device, and is the best way to notify OCFCD of a spill event. MCSD will be notified of the receipt of the spill report electronically to ensure that the online notification has been conducted appropriately.

<https://myoceservices.ocgov.com/ServiceRequest>

The required spill information for the online spill reporting includes:

- Location
- Date and Time
- Is the spill located on a private property?
- Pollution category
- Is the spill in liquid form?
- What is the volume and units?
- Who is the responsible party?
- Nearest cross streets
- Additional comments

In addition the online request, the Lead Sewer Maintenance Worker will contact OCFCD by phone if immediate assistance is needed (i.e. access to locked OCFCD facilities, additional guidance for response to large spills, etc.).

Orange County Flood Control District (OCFCD)

Business Hours: (714) 955–0600

24 Hour Hotline: (877) 897–7455

After Hours (Control 1): (714) 628–7008

4-2.5 Spill Notification Information

Notification to OES, OCHCA, and OCFCD will occur as soon as possible, but no later than (2) hours from the verification of the spill. At minimum, the following information will be provided:

- a. Name and phone number of person making notification
- b. Estimated spill volume in gallons;
- c. Estimated spill rate from the system (gallons per minute);
- d. Estimated discharge rate (gallons per minute) directly into surface waters or indirectly into a drainage conveyance system;
- e. Spill incident description
 - Brief narrative of the spill event, and
 - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- f. Name and phone number of the contact person on-scene;
- g. Date and time the Enrollee was informed of the spill event;
- h. Name of the sanitary sewer system causing the spill;
- i. Spill cause or suspected cause (if known);
- j. Amount of spill contained;
- k. Name of receiving water body receiving or potentially receiving discharge; and
- l. Description of water body impact and/or potential impact to beneficial uses.

4-2.6 Notification of Spill Report Updates

Following initial notifications and prior to certifying the spill report in the online CIWQS Sanitary Sewer System Database, the Lead Sewer Maintenance Worker will provide updates to OES, OCHCA, and OCFCD regarding substantial changes to:

- a. Estimated spill volume (increase or decrease in gallons initially estimated);
- b. Estimated discharge volume directly into Waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- c. Additional impact(s) to the waters of the State and beneficial uses

4-3 Private Property Owners

If a spill originates on private property and has neither reached the public right-of-way nor shows signs of imminent danger of reaching the public right-of-way, the maintenance staff will notify the property owner or property manager of the spill. The property owner will be informed that it is their responsibility to hire a contractor or plumber to correct the cause of the spill. If the contractor or plumber is unable to correct the cause, the

maintenance staff may take the necessary action to correct the cause of the spill. If appropriate, the property owner will then be informed that the cost of the work will be their responsibility. The property owner will also be advised not to use water until the spill has been resolved.

MCSD will notify the City of Westminster or Orange County Public Works (OCPW) of private spills, based on the property location. When the City of Westminster or OCPW staff arrives, MCSD staff will remain on-scene to assist in efforts to keep the spill from entering the public right-of-way and/or drainage conveyance systems. The City of Westminster or OCPW will complete and submit the final spill report.

City of Westminster

Business Hours: (714) 548-3686 or (714) 548-3687

After Hours: 9-1-1

Orange County Public Works

Business Hours: (714) 897-7455

After Hours: (877) 897-7455

As previously mentioned, OCHCA will also be informed of all private spills.

4-4 On-Call Contractors

MCSD's maintenance staff are well trained in performing the majority of the work necessary to mitigate a spill. Based upon the initial spill assessment, the responding maintenance staff may request additional crews, equipment, and/or on-call contractors. Tasks that may require the use of on-call contractors include but are not limited to; replacement of structurally damaged sewers, requirement for shoring with sheet piling, dewatering, bypass pumping, and open excavation extending past one day.

MCSD's on-call contractors are listed in Table 4-3.

**Table 4-3
On-Call Contractors**

Contractor	Services	Telephone Number
Charles King Company	Bypass Pumping, Lift Station Repairs, Pipeline Construction/Rehabilitation, CIPP Lining	(562) 426-2974
Empire Pipe Cleaning and Equipment	CCTV Inspection, Pipe Cleaning, Pipe Repairs, Vactor Services, Pressure Jetting	(714) 639-8352
Performance Pipe	CCTV Inspection, Pipe Cleaning, Pipe Repairs, Vactor Services, Pressure Jetting	(714) 536-7386
Paulus Engineering	Pipe Repairs, Pavement Repair, Emergency Response	(714) 632-3975

4-5 Orange County Fire Authority

Hazardous materials can be detected by odor, foamy residue, or oil sheen. If the spill is suspected to involve hazardous materials, the Orange County Fire Authority (OCFA) will be notified for assistance. Since the

suspicious material may be flammable, all maintenance staff will keep a safe distance away until OCFA has assessed the situation.

Orange County Fire Authority

Business Hours: (714) 744-0455

After Hours: 9–1–1

4-6 Southern California Edison (SCE)

If the spill has been determined to have been caused by an electrical outage at a MCSD lift station, the maintenance staff will contact Southern California Edison (SCE) get power restored.

Southern California Edison

(800) 611–1911

4-7 Nearby Sewer Agencies

If the spill originates from another agency’s sewer system, the responsible agency will be immediately notified. The nearby sewer agency contact information is summarized in Table 4-4.

**Table 4-4
Nearby Sewer Agencies**

Sewer Agency	Business Hours	After Hours
Orange County Sanitation District	(714) 962-2411	(714) 593-7025
Garden Grove Sanitary District	(714) 741-5395	(714) 741-5704
City of Fountain Valley	(714) 593-4600	(714) 593-4484
City of Huntington Beach	(714) 960-8861	(714) 960-8830 (P.D.)
City of Seal Beach	(562) 431-2527 (ext 17)	(562) 799-4100

Maintenance staff will start containment and provide assistance if the spill poses a threat to the public health, waters of the State, public property, and/or private property, especially if they are the first to arrive at the spill site. Maintenance staff will remain at the spill site until the other agency arrives to take over responsibility of the spill.

MCSD is a member agency of Water Emergency Response Organization of Orange County (WEROC), which supports and manages countywide emergency preparedness, planning, response, and recovery efforts for water and wastewater agencies in Orange County. In the event of a spill, WEROC member agencies, and other nearby agencies can be contacted if additional combination/vactor trucks, equipment, and/or work power are needed.

4-8 Laboratory

If the spill is equal to or greater than 50,000 gallons and has reached surface waters, MCSD’s approved laboratory (Sierra Analytical Laboratories Incorporated) will be contacted by the Lead Sewer Maintenance Worker to sample the receiving waters.

Sierra Analytical Laboratories Incorporated (Sierra Analytical)

(949) 348-9389

4-9 Traffic Control

If a spill is within the public right-of-way, traffic control will be set up to direct the public and vehicle traffic around the spill location. Traffic control will be set per the current version of the Work Area Traffic Control Handbook (WATCH) Standards and/or the California Manual on Uniform Traffic Control Devices (MUTCD). The City of Westminster Police Department will be contacted when extensive traffic and crowd control is necessary.

City of Westminster Police Department

(714) 548-3212

4-10 Public Advisory

MCSD will provide any signage and/or other public notification to educate the public of the spill, as required by the OES or OCHCA.

4-11 Media Notification

MCSD will determine if and when the media will be informed of a spill incident.

4-12 Resource Phone List

All contact information can be found in the Resource Phone list, summarized in Table 4-5 and Appendix B-4.

**Table 4-5
Resources Phone List**

Contact	Business Number	After Hours
Midway City Sanitation District		
MCSO	(714) 310-9004 (714) 893-3553	(714) 310-9004 (Primary 1) (714) 310-8654 (Secondary 2)
Sewer Emergency Mobile Phones		(714) 310-9004 (Primary 1) (714) 310-8654 (Secondary 2)
General Manager (Robert Housley)	(714) 893-3553	(562) 239-7557 (mobile)
Lead Sewer Maintenance Worker (Randy Griffith)	(714) 325-3606	(714) 325-3606 (mobile) (714) 373-4813 (home)
Director of Operations & Safety (Nick Castro)	(714) 310-8654	(714) 486-3730 (home)
District Engineer (Milo Ebrahimi)	(714) 893-3553	(657) 368-9992 (mobile)
City of Westminster		
City of Westminster	(714) 548-3686 (714) 548-3687	9-1-1
NPDES Inspector (Justin Watts)	(714) 548-3472	(714) 231-3965 (949) 858-3348 (home)
Contact	Business Number	After Hours
Emergency Contacts		
Orange County Fire Authority	(714) 573-6522	9-1-1
City of Westminster Police Department	(714) 548-3212	9-1-1
Watch Commander	(714) 548-3767	9-1-1
Code Enforcement	(714) 548-3478	9-1-1
Caltrans	(949) 936-3600	
California Highway Patrol (CHP)	(714) 567-6000	
Orange County Control 1	(714) 628-7008	(714) 628-7008
Southern California Edison	(800) 611-1911	
Notification Agencies		
State of California, Office of Emergency Services	(800) 852-7550	
Orange County Health Care Agency	(714) 433-6000	(714) 628-7008 (Control1)
Office Staff	(714) 433-6419	
Private Property	(714) 433-6140 (714) 433-6000	(714) 936-4697 (mobile)
Public Right-of-way	(714) 433-6015	
Orange County Public Works (OCPW)	(877) 897-7455	(877) 897-7455
Orange County Flood Control District (OCFCD)	(714) 955-0600	(714) 628-7008 (Control1)
24-Hour Hotline	(877) 897-7455	(877) 897-7455
Water Pollution Service Request	https://myoceservices.ocgov.com/ServiceRequest	
Regional Water Quality Control Board - Santa Ana	(951) 782-4130	
Nearby Sewer Agencies		
Orange County Sanitation District	(714) 962-2411	
Garden Grove Sanitary District	(714) 741-5395	(714) 741-5704
City of Fountain Valley	(714) 593-4600	(714) 593-4484
City of Huntington Beach	(714) 960-8861	(714) 960-8830 (P.D.)
City of Seal Beach	(562) 431-2527 (ext 17)	(562) 799-4100
On-Call Contractors		
Charles King Company	(562) 426-2974	
Empire Pipe Cleaning and Equipment	(714) 639-8352	
Performance Pipe	(714) 536-7386	
Paulus Engineering	(714) 632-3975	
Laboratory and Environmental Consultant		
Ocean Blue Environmental Services	(562) 624-4120	
Sierra Analytical Labroatory	(949) 348-9389	

SECTION 5 SPILL RESPONSE PROCEDURES

5-1 General

The Spill Emergency Response Flow Chart is provided as Appendix B-1. The flow chart details the steps that will be taken from initial notification of a spill to the final reporting of the spill to regulatory agencies.

The following procedures generally apply when there are dry weather conditions. The procedures during wet weather conditions will be similar, except the drainage conveyance system will not be entered or blocked due to potential flooding.

5-2 Preliminary Assessment Procedures

Sewer maintenance staff are required to respond to a reported spill within one (1) hour of the initial notification. During business hours, available maintenance staff will mobilize to the reported spill location. After hours, the on-call sewer maintenance staff will mobilize to the reported spill location.

Upon arrival at the spill location, the maintenance staff will do the following:

1. Perform a quick investigation/assessment of the spill
2. Take photos of the spill and surrounding area
3. Determine the extent of the spill
4. Determine what agencies need to be notified
5. Determine what additional resources are needed. Additional crews and/or equipment will typically be requested under the following circumstances:
 - a. A sewer spill is confirmed and additional work power and equipment is needed. If the combination/vactor truck is not already onsite, it will be brought to the spill site immediately.
 - b. A spill has entered or has the potential to enter drainage conveyance system, requiring two or more crews to simultaneously address the cause of the spill and to contain the sanitary sewer spill.
 - c. It is determined that additional expertise and/or work power is required to correct or contain a spill.

If it is determined or suspected that the spill is a hazardous material spill, the Orange County Fire Authority will be contacted. If the sewer spill is determined to originate from a private sewer lateral or private sewer system, the property owner or property manager will be contacted. If the sewer spill is determined to originate from another sewer system, the agency who owns the system will be contacted. In each of the aforementioned cases, the maintenance staff will remain on standby and assist as needed.

5-3 Traffic Control and Crowd Control

As stated in Section 4-9, if a spill reaches the public right-of-way, traffic control will be set up to direct the public and vehicle traffic around the spill location. The City of Westminster will be contacted if extensive traffic and crowd control is necessary.

All traffic control will comply with the Work Area Traffic Control Handbook (WATCH) standards.

5-4 Containment Procedures

5-4.1 Public Right-of-Way

If a spill originates from MCSD's sewer system in a public right-of-way or street, the maintenance staff will set up barriers and divert traffic and the public away from the spill, using equipment such as signs, cones, delineators, barricades, arrow boards, and tape.

The maintenance staff shall take all necessary measures to contain the spill or direct the spill to a location where it can be vacuumed up. If at all possible, maintenance staff will contain the spill in the street and prevent sewage from entering the drainage conveyance system by locating the nearest entry point(s) to the drainage conveyance system. The sewer system and drainage conveyance system map (Appendix A-1) can be used to locate the catch basins and drainage conveyance systems downstream of the spill location. Sewage will be blocked from entering the drainage conveyance system catch basins and manhole covers by using sandbags, rubber mats, absorbent materials, etc.

If necessary, bypass pumping will be implemented to pump the sewage from upstream of the spill location to a downstream sewer.

To collect the information necessary for completing the spill report to the State Water Resources Control Board (SWRCB), the maintenance staff shall document the time the spill started and the time the cause of the spill was corrected. If possible, photographs and/or video footage of the spill will be taken at different times during the spill event because the volumes will likely change over time.

5-4.2 Drainage Conveyance Systems

If the spill does enter the drainage conveyance system, the maintenance staff will do everything possible to prevent the spill from reaching a surface water, which are shown on the map included in Appendix A-1. If feasible, the maintenance staff will plug the catch basin where the spill entered or open a manhole downstream and place sandbags and/or other absorbent material in the drainage conveyance system to contain the spill. Then the spill will be removed using the combination/vactor truck. OCFCD must be contacted when a spill reaches a drainage conveyance system and can also provide additional assistance in containing and removing the spill.

5-4.3 OCFCD Facilities/Surface Waters

If the spill reaches an OCFCD facility/surface water, OCFCD will be contacted. MCSD will likely need OCFCD crews to access any of the nearby channels/surface water because the gates to the access roads are typically locked. Upon authorization of the Water Quality Ordinance Implementation Agreement (via email/text from local storm drain agency), OCFCD will send crews out to conduct containment and cleanup. MCSD crews will coordinate with OCFCD and assist in any way possible.

5-4.4 Private Sewer System or Laterals

If a spill originates from a private sewer system or lateral and it has neither reached public right-of-way nor shown signs of imminent danger of it reaching public right-of-way, the maintenance staff will locate the property owner or manager to inform them of their responsibility to contain the spill, eliminate the cause, and cleanup the spill.

Private property owners or managers will be informed of their responsibility to hire a contractor or plumber to correct the cause of the spill, at the property owner's expense. Alternatively, the maintenance staff may take the necessary action to correct the cause of the spill at the expense of the private property owner.

Property owners will be advised not to use water until the cause of the spill has been resolved. If necessary, MCSD will contact the local water agency to shut off the water supply.

If there is the potential of the spill reaching the public right-of-way, the maintenance staff will assist in containment and removal of the sewage on private property using sandbags, waddles, absorbent materials, plastic sheeting, etc.

5-4.5 Wet Weather Conditions

The function of a drainage conveyance system is to prevent flooding, which provides safety to the public as well as protection of public and private property. If a spill enters the drainage conveyance system during a wet weather event, the drainage conveyance system will not be entered or blocked if such action could potentially cause flooding. Additionally, the maintenance staff shall not enter the drainage conveyance system if unsafe conditions are observed.

Under wet weather conditions, the maintenance staff will concentrate on correcting the cause of the spill to minimize the volume that is discharged to surface waters and prevent additional discharge of sewage into the drainage conveyance system.

The determination of “wet weather conditions” will be at the discretion of the maintenance staff. It is assumed to be wet weather conditions if the catch basin or drainage conveyance system cannot be blocked for fear of causing flooding on the street and/or in the drainage conveyance system. Under these conditions, the spill cannot be contained.

5-5 Correction Procedures

5-5.1 Gravity Sewer Corrections

Sewer spills may be the result of blockages due to heavy grease, roots, or other obstructions. Spills may also be the result of structural deficiencies, which include but are not limited to collapsed pipes, broken pipes, deformed pipes, and severe offset joints.

In the case of blockages, the maintenance staff will open manhole lids downstream of the spill. High pressure jetting in the upstream direction from the first manhole found without or with limited sewage flowing through it, will be used to clear the blockage. The blockage material will be removed at the manhole.

Upon clearing the blockage, CCTV inspection will be performed as soon as possible, but no less than three (3) days after the spill event, to verify the condition of the sewer line. If a structural deficiency is found, the District Engineer will be informed so that a plan for repair can be developed.

The maintenance staff may determine that bypass pumping will be required if the blockage cannot be cleared in a timely manner, if a pipe has failed, or if the spill is large and has the potential to endanger public health, enter drainage conveyance system catch basins and manholes, discharge to a surface water, or damage private property. If bypass pumping is required, MCSD will contact an on-call contractor, as listed in Table 4-3.

Optionally, if bypass pumping is not feasible, the maintenance staff will block the upstream manhole and use the combination/vactor truck to vacuum sewage out of it while the cause of the spill is corrected.

5-5.2 Lift Station Corrections

In the event of a pump failure, the maintenance staff will manually switch the lift station to operate with the backup pump. MCSD has a standby pump and motor for each of its lift stations at the Maintenance Yard.

If one pump at the station can be operated, the maintenance staff will address the pump failure as follows:

- If there is an obstruction in the pump that can be removed easily, the obstruction will be cleared and the pump will be placed back into service.

- If the failure is due to a closed check valve, the check valve setting will be adjusted.
- If the failure is due to a broken check valve or isolation valve, the broken valve will be replaced. The maintenance staff will determine if the valve can be salvaged. If not, a new valve will be ordered to replace the broken valve.
- If the failure is due to severe ragging or if the failure is due to a broken pump, the maintenance staff will request an additional crew to transport the standby pump from the Maintenance Yard. The standby pump will be placed into service by a contractor, as the ragging is cleared or the pump is fixed. The District Engineer will determine if the removed pump can be salvaged. If not, a new pump will be ordered to replace the broken pump.

5-5.3 Electrical Failure Corrections

Southern California Edison (SCE) will be contacted to return power service in the event of a failure at a lift station is due to a power outage. Westminster and Hammon Lift Stations have permanent generators. Willow Lift Station has overflow protection (i.e. overflow pipe). If the needed, MCSD maintenance staff will transport the trailer-mounted standby generator to the Brookhurst Lift Station which does not have a permanent generator nor overflow protection.

If upon arrival to either of the two lift stations where a generator is available, the maintenance staff finds that the automatic transfer switch has failed to connect to the generator, the generator will be set as the main power source.

If the spill is due to an electrical failure at the lift station, a contract electrician will be contacted. In the event that there is a failure with the motor, the maintenance staff will place the standby motor into service and determine if the motor can be salvaged. If not, a new motor will be ordered.

5-5.4 Bypass Pumping at Lift Stations

MCSD owns a small bypass pump that can be used at Brookhurst Lift Station under any of the following circumstances:

- Rising sewage levels in the wet well are greater than the pump start setting
- Failure of both pumps and/or motors leave the lift station inoperable
- No power is available

The suction end of the bypass pump will be placed into the bottom of the wet well. The discharge hose will be connected to one of the adjacent manholes downstream of the lift station.

If bypass pumping is not feasible or the existing forcemain(s) are not operable, the maintenance staff will use the MCSD's combination/vactor truck to vacuum the wastewater from the wet well as the lift station failure is being fixed. Wastewater will be decanted back into the system at a downstream manhole or disposed of at an OCSD treatment facility. Neighboring agencies and/or contractors will be contacted if additional combination/vactor trucks are needed.

5-6 Cleanup Procedures

Once the cause of the spill has been corrected and the spill contained, the maintenance staff will clean up all sewage. All spill and wash water will be vacuumed and decanted back to the sewer system at a downstream manhole, preferably at a deep manhole with a large diameter pipe downstream. The flow through the discharge

hose will be controlled using the drain valve handle so as not to surcharge the sewer system. Solids are disposed of at the OCSD treatment plant in Fountain Valley.

5-6.1 Public Right-of- Ways

Initially, all sewage will be vacuumed from the gutter and street. Any remaining solids and semisolids within the public right-of-way will be swept, raked, and picked-up. The impacted area will then be washed down with potable water until all evidence of sewage is removed.

5-6.2 Drainage Conveyance System

Once the spill volume has been vacuumed out of drainage conveyance system, it will be cleaned. The solids will be removed, and the drainage conveyance system will be washed down with potable water.

5-6.3 OCFCD Facilities/Surface Waters

If the spill reaches a OCFCD facility/surface water, MCSD will coordinate the cleanup efforts with OCFCD and assist in any way possible. OCFCD maintenance staff will provide assistance with most spills. For larger spills and upon authorization of the Water Quality Ordinance Implementation Agreement by the City of Westminster, OCFCD has three (3) on-call contractors that can assist with clean up services.

5-6.4 Private Property

If there is damage to private property due to a spill originating from a MCSD sewer, the maintenance staff will perform cleanup as needed such as the following activities:

- Initial clean up, including wiping and cleaning furniture
- Collect solid waste material
- Remove standing fluid from both indoor and outdoor areas
- Take photographs and video footage of the damaged and undamaged areas
- Inform the property owner of their right to hire a professional sewer cleanup service, which will be reimbursed by MCSD
- Make arrangements to place the residents in a nearby hotel, as necessary

If the spill originated from a private lateral or private sewer system, MCSD is not responsible for the cleanup but will assist to the extent deemed feasible.

SECTION 6 MONITORING AND REPORTING PROCEDURES

6-1 State Water Resources Control Board (SWRCB) Requirements

Order WQ 2022-0103-DWQ states:

“The Spill Emergency Response Plan must include procedures to comply with the notification, monitoring, and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders.”

All notification, monitoring, reporting and record keeping requirements are detailed in Attachment E1 of the Order WQ 2022-0103-DWQ.

6-2 Spill Specific Monitoring Procedures

Monitoring requirements are summarized in Attachment E1 of Order WQ 2022-0103-DWQ. The monitoring and reporting requirements are summarized in Appendix B-6.

MCSO will monitor the progression of the spill from the time the maintenance staff arrives at the spill location to the time that the spill is fully contained and cleaned up. Without impeding the containment, cleanup, and/or correction of the spill cause, the maintenance staff will monitor the response procedures with photography, video recordings, and notes.

6-2.1 Global Positioning System Coordinates

For all spill categories, the global positioning system (GPS) coordinates will be determined for:

- The system location where the spill originated. For multiple appearance points of a single spill event, the points closest to the spill origin.
- Representing the full spread and reach of the spill, if available

The latitude and longitude will be recorded from navigation equipment, cell phones, or other technology. The spill coordinates are further verified with a desktop analysis using Geographic Information Systems (GIS), Google Earth, or other computer based mapping programs.

6-2.2 Photography

The spill response will be documented with photographs and video recordings of the following:

- Location of the spill and/or spill origin
- Extent of spill spread and spill boundaries
- Drainage conveyance system entry and exit locations
- The location(s) of discharge into surface waters, as applicable
- The location(s) of clean up
- Waterbody bank erosion
- Floating matter
- Water surface sheen (potentially from oil and grease)
- Discoloration of receiving water

- Impact to the receiving water
- Post-cleanup site conditions

6-2.3 Spill Start Time

The time that the spill was reported will be recorded on the Spill Initial Receipt Form, included in Appendix B-2 upon initial notification of a spill. If the initial start time is unknown, the time the spill is initially reported will be used as the spill start time. If the spill volume is not consistent with the recorded spill start time, the person who initially reported the spill and/or other residents will be interviewed to get a better understanding of when the spill actually began.

6-2.4 Spill Volume Estimation

Spill volumes will be calculated by one of the methodologies that are documented in the *Sewer Spill Estimation Guide*, included in Appendix C-1. The guidebook was developed by the Orange County Area Waste Discharge Requirements Steering Committee to address the SWRCB spill reporting requirements.

Although the guidebook discusses many volume estimation methods, a few are commonly used by MCSD. For estimating the volume of small spills, typically the Visual Method, Pictorial Reference Method or Measured Volume Method is implemented. For larger spills, the Gutter Flow Method might be implemented. And if the spill is isolated to the pick or vent holes in the manhole cover, the Pick and Vent Holes Method will be used.

Visual or Eyeball Method

The Visual Method is typically used for small spills (under 200 gallons) on hard surfaces. Maintenance staff must imagine the amount of water that would spill from a bucket or barrel and estimate the volume.

Pictorial Reference Method

The Pictorial Reference Method involves the use of either the San Diego Manhole Overflow Rate Chart or the CWEA Southern Section Collection Systems Committee (SSCSC) Manhole Overflow Gauge Chart. Maintenance staff will select the picture that most accurately represents the spill being estimated. The gpm associated with the picture multiplied by the spill duration time will determine the spill volume.

Measured Volume Method

The Measured Volume Method requires maintenance staff to measure the shape, dimensions, and depth of the contained spill. The dimensions are used to calculate the area of the spill and the depth is used to calculate the volume. For irregular spill shapes, the spill area will be broken into multiple simple geometric shapes that can be combined to represent the total spill area. Various spill depths will be measured to get an average depth of the spill.

When the spill is a wet spot on the ground, the depth of the spill will be estimated to be 1/32" for asphalt and 1/64" for concrete.

Gutter Flow Method

The Gutter Flow Method can be used for estimating spill volumes in open channels such as ditches, curb and gutter, etc. The cross sectional area and the velocity of the flow in the channel is needed to use this method.

The cross sectional area is calculated as follows:

Curb and Gutter with V-Shape

Cross Sectional Area (ft²) = (1/2) x Depth x Width

Rectangular Channels

Cross Sectional Area (ft²) = Depth (ft) x Width (ft)

The velocity in the channel can be measured by dropping a small floating object (leaf, small piece of wood or paper, etc.) into the flow and timing how long it takes to travel a measured distance. The velocity is calculated as follows:

Spill Velocity (ft/s) = Premeasured Travel Distance (ft) ÷ Recorded Travel Time (seconds)

The volume is measured as:

Volume (ft³) = Spill Time (seconds) x Cross Sectional Area (ft²) x Spill Velocity (ft/s)

Volume (gal) = Volume (ft³) x 7.4805 (gal/ ft³)

The flowrate and volume will be calculated whenever the spill flowrate visually changes. Additional depths, widths, and velocities will be measured whenever there is a change in flowrate. The time the flowrate changed, which is necessary to calculate the corresponding spill volumes, will be identified. The total flow volume will be calculated as the sum of the individual volumes.

Pick and Vent Holes Method

The Pick and Vent Holes Method will be used if spill is isolated to the pick and vent holes in the manhole cover. The diameter of the pick/vent holes and the height of the sewage plume existing the holes will be measured. The flowrate through each pick/vent hole will be estimated using Table 6-1. The total spill volume will be calculated as follows:

Volume (gal) = Flowrate (gpm) x Number of Holes x Spill Time (min)

The flowrate and volume calculations will be estimated whenever the plume height visually changes. The new plume height will be measured and the time the plume changed will be recorded to calculate the corresponding spill volumes. The total flow volume will be the sum of the individual volume calculations.

Field Inspection Forms

Field Inspection forms for the Pictorial Reference Method, Measured Volume Method, the Gutter Flow Method, and the Pick and Vent Hole Method are included in Appendix C-2, which should always be available on the response vehicles. Forms will be replenished after each spill event.

**Table 6-1
Pick/Vent Hole Flowrate
Estimation Chart**

	Hole Diameter (in)	Water Height (in)	Flowrate (gpm)
Vent Hole (Circular)	0.50	0.063	0.23
	0.50	0.125	0.33
	0.50	0.250	0.47
	0.50	0.500	0.66
	0.50	0.750	0.81
	0.50	1.000	0.94
	0.75	0.063	0.51
	0.75	0.125	0.72
	0.75	0.250	1.02
	0.75	0.500	1.44
	0.75	0.750	1.77
	0.75	1.000	2.04
	1.00	0.063	0.88
	1.00	0.125	1.25
Pick Hole (Semi Circle)	1.00	0.250	1.77
	1.00	0.500	2.50
	1.00	0.750	3.06
	1.00	1.000	3.54
	1.00	0.063	0.44
	1.00	0.125	0.63
	1.00	0.250	0.89
	1.00	0.500	1.25
	1.00	0.750	1.53
	1.00	1.000	1.77
	1.00	1.500	2.17
	1.00	2.000	2.51

6-2.5 Estimated Spill Travel Time

Spill travel time from the point of entry into the drainage conveyance system to the point of discharge into a receiving water will need to be estimated if a spill does enter the drainage conveyance system and reaches a surface/receiving water. The spill travel time can be calculated by using actual times recorded by staff as to when the spill entered the drainage conveyance system and when spill entered the receiving water.

If the spill is continuously flowing and the time of entry is unknown, the velocity of the flow will be estimated. This will be done by floating an object (ping pong ball, leaf, small piece of wood or paper, etc.) in the spill flow for a known distance and recording the time of travel. The velocity is calculated as follows:

$$\text{Spill Velocity (ft/s)} = \text{Premeasured Travel Distance (ft)} \div \text{Recorded Travel Time (seconds)}$$

The distance from the point of entry to the drainage conveyance system to the point of entry to the receiving water will be estimated by using available GIS mapping data. The total time of travel will be calculated as follows:

$$\text{Recorded Travel Time (seconds)} = \text{Travel Distance (ft)} \div \text{Spill Velocity (ft/s)}$$

MCSO will contact OCFCD to help with estimating the spill travel time for large spills that reached their facilities. The spill velocity will depend on the size of the spill, the geometry and material of the drainage conveyance system or open channel, and existing flows within the facilities.

6-2.6 Receiving Water – Water Quality Sampling and Analysis

For spills estimated at 50,000 gallons or greater and discharged into a surface water, the following water quality sampling must be conducted no later than 18 hours after the potential discharge to a surface water is known. The sampling requirements are described below and summarized in Appendix B-7.

Definitions

A **drainage conveyance system** is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, lift stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

A **receiving water** is a water of the State that receives a discharge of waste.

A **surface water** is a natural water body.

Receiving Water Sampling Locations

Receiving water samples will be collected at the following locations:

- DCS-001: A point in a drainage conveyance system (DCS) before the flow discharges into a receiving water. This is upstream of RSW-001.
- RSW-001 (Point of Discharge): A point in the receiving water where the sewage initially enters the receiving water.
- RSW-00U (Upstream of Point of Discharge): A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts. This is upstream of RSW-001.
- RSW-001D (Downstream of Point of Discharge): A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

There are two exceptions to the water sampling requirements: If the receiving water has no flow during the duration of the spill, MCSD can report “No Sampling Due to No Flow”. If there are access restrictions or unsafe conditions that prevents compliance, MCSD can provide documentation of the restrictions or safety hazards.

Receiving Water Sampling Frequency

At minimum, water samples will be collected at each location, once a day, for each day of the duration of the spill.

Receiving Water Sample Analysis

At minimum, the receiving water samples will be analyzed for the following:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
 - Total Coliform Bacteria
 - Fecal Coliform Bacteria
 - E-coli
 - Enterococcus

Receiving Water Quality Analysis Specifications

Water Quality Samples will be conducted in accordance with sufficiently sensitive test methods approved under Title 40, Code of Federal Regulations, Part 136, which are summarized in Appendix B-7.

Per Order WQ 2022-0103-DWQ, all water samples must be performed by a laboratory that has accreditation through the Environmental Laboratory Accreditation Program (ELAP). Sierra Analytical Laboratories (ALS Global) has ELAP accreditation with Certificate No. 2320 and is capable of providing the necessary sampling and testing services that are required by Order WQ 2022-0103-DWQ.

6-3 Reporting Procedures

6-3.1 CIWQS Notification Procedures

All spill reporting is required to be submitted electronically to the online California Integrated Water Quality System (CIWQS) database (<https://ciwqs.waterboards.ca.gov/>) unless specified otherwise in Attachment E1 of Order WQ 2022-0103-DWQ. Electronic reporting may solely be conducted by the Legally Responsible Official (LRO) or Data Submitter(s) previously designated by the LRO.

Legally Responsible Officials (LROs) are responsible for certifying MCSD’s spill reports on the CIWQS Sanitary Sewer System Database. Data Submitters may enter spill data on the CIWQS Sanitary Sewer System Database, but do not have the authority to certify the reporting data. MCSD’s LROs and Data Submitters are detailed in Section 1-3.

Any information protected by the Homeland Security Act will be reported by email to SanitarySewer@waterboards.ca.gov with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

6-3.2 Spill Report

The maintenance staff will fill out the Spill Report in the field to document the spill characteristics and MCSD's response. The Spill Report is included in Appendix B-5.

Once the spill response activities have been completed, the Spill Report, field notes, pictures, and video footage will be provided to the Data Submitter and LRO. The information will be used to submit the draft and final certified reports to the SWRCB, via the CIWQS online reporting database. The data requested for each type of spill that must be input for the draft report and the final certified report are shown in Appendix B-6.

6-3.3 Category 1

In the event of a Category 1 Spill, the following reporting will be completed:

1. Draft Spill Report within three (3) business days of knowledge of the spill. Draft Spill Report will be submitted by the Data Submitter to the online CIWQS Sanitary Sewer System Database.
2. Certified Spill Report within fifteen (15) days of the spill end date. The Certified Spill Report will be submitted by the LRO to the online CIWQS Sanitary Sewer System Database. Then, a final spill event identification number will be issued by CIWQS.

The Certified Spill Report can be updated and additional information can be added within ninety (90) calendar days of the spill end date by amending the report or by adding an attachment to the report in the online CIWQS Sanitary Sewer System Database. After 90 calendar days, the State Water Board must be contacted at SanitarySewer@waterboards.ca.gov to request to amend a spill report.

In the event of a Category 1 Spill in which 50,000 gallons or greater is discharged to a surface water, the following reporting will also be completed:

1. A Spill Technical Report will be submitted within forty five (45) calendar days of the spill end date. The Spill Technical Report will be submitted by the LRO to the online CIWQS Sanitary Sewer System Database.

The information required to be submitted with the Draft Spill Report, the Certified Spill Report and the Spill Technical Report are summarized in Appendix B-6.

6-3.4 Category 2

In the event of a Category 2 Spill, the following reporting will be completed:

1. Draft Spill Report within three (3) business days of knowledge of the spill. Draft Spill Report will be submitted by the Data Submitter to the online CIWQS Sanitary Sewer System Database.
2. Certified Spill Report within fifteen (15) days of the spill end date. The Certified Spill Report will be submitted by the LRO to the online CIWQS Sanitary Sewer System Database. Then, a final spill event identification number will be issued by CIWQS.

The Certified Spill Report can be updated and additional information can be added within ninety (90) calendar days of the spill end date by amending the report or by adding an attachment to the report in the online CIWQS Sanitary Sewer System Database. After 90 calendar days, the State Water Board must be contacted at SanitarySewer@waterboards.ca.gov to request to amend a spill report.

The information required to be submitted with the Draft Spill Report and the Certified Spill Report are summarized in Appendix B-6.

6-3.5 Category 3

For Category 3 Spills, the LRO will report and certify all Category 3 spills within 30 calendar days after the end of the month in which the spill occurred to the CIWQS Sanitary Sewer System Database. Then, a spill event identification number for each spill will be issued by CIWQS. The information required to be submitted with the monthly Certified Spill Reports are summarized in Appendix B-6.

The Certified Spill Report can be updated and additional information can be added within ninety (90) calendar days of the spill end date by amending the report or by adding an attachment to the report in the online CIWQS Sanitary Sewer System Database. After 90 calendar days, the State Water Board must be contacted at SanitarySewer@waterboards.ca.gov to request to amend a spill report.

6-3.6 Category 4

For Category 4 spills, the LRO will report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

Records of Category 4 spills will be maintained similarly to other spill categories (per Section 4.4 of Attachment E1 of the Order). MCSD will also annually upload and certify a report (in an appropriate digital format) of all recordkeeping of Category 4 spills to the online CIWQS Sanitary Sewer System Database by February 1st after the end of the calendar year in which the spills occurred. The information required to be reported annually is summarized in Appendix B-6.

6-3.7 Lateral Spills

MCSD generally does not own any sewer laterals, except for the laterals associated with MCSD owned buildings.

For MCSD owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the LRO will report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all owned and/or operated lateral spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

Records of lateral spills will be maintained similarly to other spill categories (per Section 4.4 of Attachment E1 of the Order). MCSD will also annually upload and certify a report (in an appropriate digital format) of all recordkeeping of all owned and/or operated lateral spills to the online CIWQS Sanitary Sewer System Database by February 1st after the end of the calendar year in which the spills occurred. The information required to be reported annually is summarized in Appendix B-6.

It is optional to report private system and private lateral spills.

6-3.8 No Spills

If there are no spills within a calendar month, the LRO will submit a “No Spill” certification statement electronically on the CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of each month.

If there are no spills from MCSD’s sewer system during a calendar month and private lateral spills were voluntarily reported, a “No Spill certification statement will still be submitted.

6-4 California Office of Emergency Services

As discussed in Section 4-2.2, the California Office of Emergency Services (OES) will be initially contacted if a spill greater than or equal to 1,000 gallons has reached surface waters, a drainage channel tributary to a surface water, and/or a municipal separate storm sewer system (MS4). The Responsible Staff will contact OES within 2 hours of the spill verification.

As indicated by California Code of Regulations (CCR), Title 19, Chapter 4, Article 2, Section 2705, MCSD is required to send an Emergency Release Follow-Up Notice Reporting Form to Chemical Emergency Planning and Response Commission (CEPRC) whenever OES is notified of a spill. The sample form is included in Appendix E.

Chemical Emergency Planning and Response Commission (CEPRC)

3650 Schriever Avenue

Mather, CA 95655

The CCR includes a form, indicating the information required from the Responsible Staff. At minimum, the report will include the following:

1. Business Name
2. Emergency Contact and Phone number
3. Date and time of Incident
4. OES Control No.
5. Incident Address
6. Spill Type
7. Quantity of Spill
8. Contamination Areas
9. Time of Release
10. Actions taken to stop and contain the spill
11. Health effects
12. Comments
13. Certification

SECTION 7 TRAINING AND EVALUAUTION

7-1 Distribution

The Spill Emergency Response Plan (SERP) will be distributed to:

1. Legally Responsible Official(s)
2. Data Submitter(s)
3. Lead Sewer Maintenance Worker
4. Maintenance Staff for Response Vehicles

The plan will be made available to the public for review at MCSD's Headquarters and on the MCSD website. Copies of the plan will be made available to the public when requested in writing, at the cost of producing the document.

7-2 Training

The maintenance staff receives training through the California Water Environment Association's (CWEA) Training Program, which is the current industry standard for training and certifying sewer collection system maintenance staff.

In addition, annual spill emergency response training occurs in the office and in the field. The Director of Operations & Safety, the District Engineer, and/or the Lead Sewer Maintenance Worker are responsible for scheduling and documenting training sessions for MCSD staff.

7-2.1 Office Training

Initial Spill Receipt training is conducted by the Director of Operations & Safety, the District Engineer, and/or the Lead Sewer Maintenance Worker. Training includes review of the correct procedures for receiving calls, recording the information on the Sanitary Sewer Overflow Initial Receipt Form (Appendix B-2), and notification of the maintenance staff.

Office training of maintenance staff is conducted by the District Engineer, Director of Operations & Safety and/or Lead Sewer Maintenance Worker. This involves complete review of the following documents and/or procedures:

1. The SERP plan document review
2. The SERP flowchart (Appendix B-1)
3. Regulatory agency notification and reporting requirements (Appendix B-3)
4. Filling out the Spill Report (Appendix B-5)
5. Sewer and Storm Drain Maps (Appendix A)
6. Spill volume calculation methodologies (Appendix C-1 and C-2)
7. Post-Spill Response evaluation procedures

7-2.2 Field Training

Field training of the maintenance staff **is** conducted by the Director of Operations & Safety, the District Engineer, and/or the Lead Sewer Maintenance Worker. The following training topics are reviewed in the field once per year:

1. Safety Procedures
2. Operation of MCSD’s combination/vactor truck
3. Field spill volume estimation, with training simulations
4. Review of all available equipment on the combination/vactor truck
5. Review of all spare parts available at the MCSD yard
6. Containment and clean up procedures
7. Gravity sewer correction procedures
8. Sewer lift station and forcemain correction procedures
9. Bypass pumping procedures

Any new staff that has not participated in the annual training will be separately trained by the Director of Operations & Safety, the District Engineer, and/or the Lead Sewer Maintenance Worker during his/her first week of employment.

7-2.3 Other Training Opportunities

MCSD will participate in other training opportunities made available from nearby agencies including but not limited to:

- Orange County Sanitation District (OCSD)
- SoCal Waste Discharge Requirements Group
- California Water Environment Association (CWEA)
- Water Emergency Response Organization of Orange County (WEROC)

7-2.4 Training Logs

The District Engineer or Lead Sewer Maintenance Worker keeps records of all SERP related training. Sign-in sheets include the training topic, date, time, and list of all attendees. All sign-in sheets, agendas, handout material, quizzes, etc will be maintained electronically.

7-3 Spill Emergency Response Plan Evaluation

The main goal of the spill emergency response plan is to ensure prompt response to a spill and to minimize the spill volumes. MCSD conducts routine evaluations of its procedures to ensure that the response is effective.

7-3.1 Key Performance Indicators

Key performance indicators (KPI) will be reviewed by MCSD to ensure that the current spill response procedures are efficient. The KPIs include:

- Number of spills
- % of recovered volume versus total spill volume

- Verification that the notification procedures were followed for each spill event
- Verification that the response procedures were followed for each spill event
- Verification that reporting to regulatory agencies were conducted correctly for each spill event
- Verification that training was conducted as scheduled

7-3.2 Spill Event Response Evaluation

Order 2022-0103-DWQ requires that the spill response procedures be reviewed following each spill event. MCSD will conduct an evaluation of the effectiveness of the response procedures per the Spill Response Evaluation Form, which is included in Appendix F-1.

7-3.3 Annual SERP Document Evaluation

Order WQ 2022-0103-DWQ requires that the effectiveness of the SERP be reviewed annually, at minimum. The SERP document will be evaluated per the SERP Document Annual Evaluation Form, which is included in Appendix F-2.

7-3.4 Change Log

MCSD performs spill event response evaluations and annual SERP evaluations. Adjustments to the SERP procedures and report will be tracked in the Change Log, included at the beginning of the SERP.

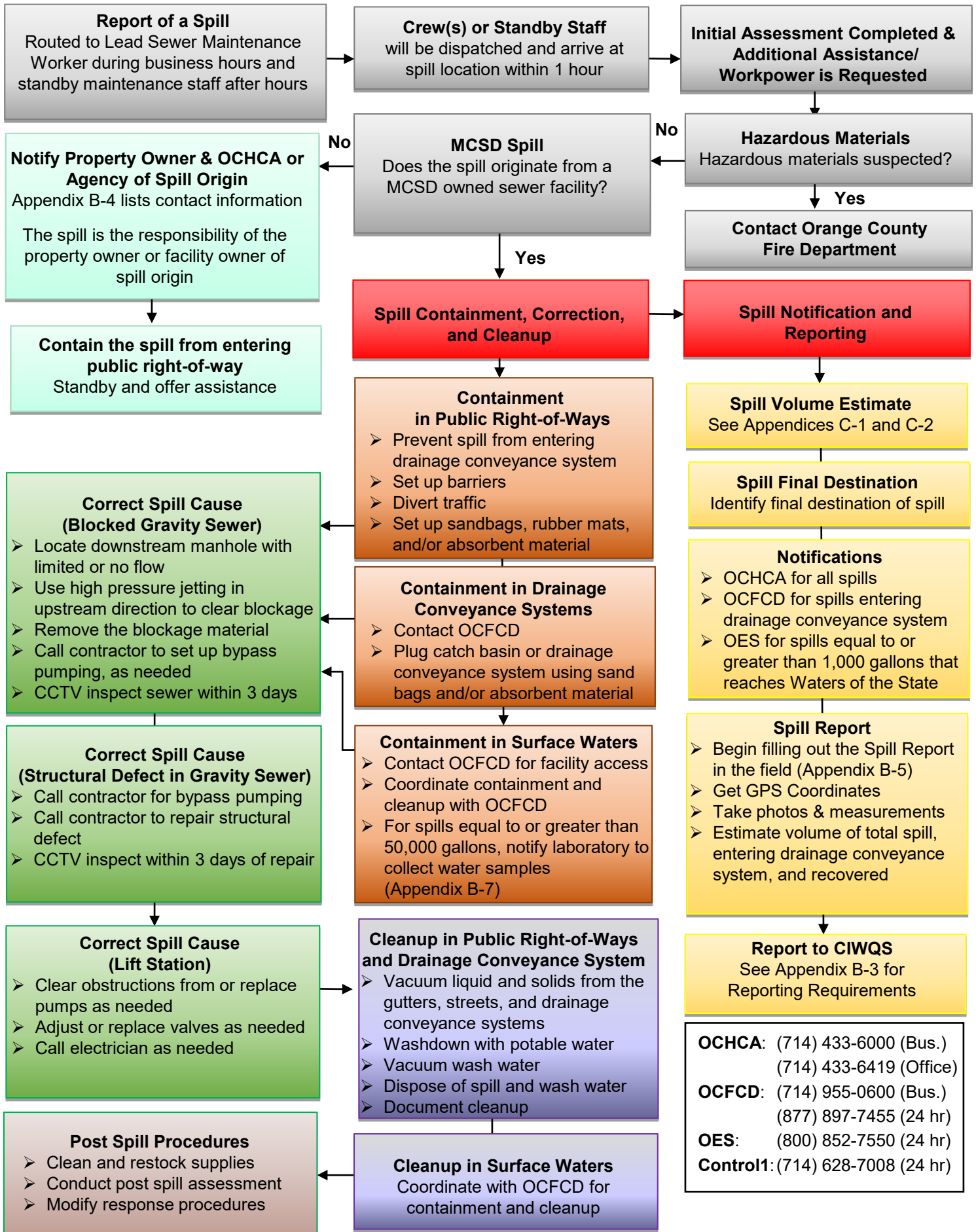
APPENDIX A-1

Sewers, Drainage Conveyance Systems, and Surface Waters Map

APPENDIX B-1

Spill Emergency Response Flowchart

**Appendix B-1
Midway City Sanitary District
Spill Emergency Response Flowchart**



APPENDIX B-2
Spill Initial Receipt Form

**Appendix B-2
Spill Initial Receipt Form**

Date	
Time that the Spill was Reported	
Time Spill Started (If known)	
Caller's Name	
Caller's Address	
Caller's Telephone No.	
Location of Spill	
Has the spill reached a catch basin or drainage conveyance system or is in close proximity?	
Description of Problem	
Additional Information	
Time Maintenance Staff Called	
Name of Maintenance Staff Called	

APPENDIX B-3

Spill Notification and Reporting Requirements

**Appendix B-3
Spill Notification and Reporting Requirements**

Deadline	Category 1 Spill	Category 2 Spill	Category 3 Spill	Category 4 Spill	Lateral Spill	No Spill
As soon as practical within 2 hours after: - knowledge of the spill; and - notification can be provided without substantially impeding cleanup or other emergency measures	Notify OCHCA and OCFCD. For spills 1,000 gallons or greater, discharging or threatening to discharge to surface waters (does not include groundwater), notify OES and obtain a notification control number.	Notify OCHCA Notify OCFCD if spill enters drainage conveyance system. For spills 1,000 gallons or greater, discharging or threatening to discharge to Waters of the State (includes groundwater), notify OES and obtain a notification control number.	Notify OCHCA Notify OCFCD if spill enters drainage conveyance system.	Notify OCHCA Notify OCFCD if spill enters drainage conveyance system.	Notify OCHCA Notify OCFCD if spill enters drainage conveyance system.	
Within 18 hours of knowledge of spill	Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.					
3 business days after knowledge of spill	Submit Draft Spill Report to the online CIWQS Sanitary Sewer System Database	Submit Draft Spill Report to the online CIWQS Sanitary Sewer System Database				
15 calendar days after the spill end date	LRO must submit Certified Spill Report to the online CIWQS Sanitary Sewer System Database	LRO must submit Certified Spill Report to the online CIWQS Sanitary Sewer System Database				
Within 30 calendar days after the end of the month in which the spill occurred			LRO must submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database	LRO must report and certify the estimated total spill volume exiting the sanitary sewer system and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database	LRO must report and certify the estimated total spill volume exiting the sanitary sewer system and the total number of all owned and/or operated lateral spills into the online CIWQS Sanitary Sewer System Database. It is optional to report private system and private lateral spills.	LRO must submit a "No Spill" certification statement to the online CIWQS Sanitary Sewer System Database
45 calendar days after the spill end date	LRO must submit Spill Technical Report to the online CIWQS Sanitary Sewer System Database for a spill in which 50,000 gallons or greater discharged to surface waters					
90 calendar days after the spill end date	LRO must submit Amended Spill Report to the online CIWQS Sanitary Sewer System Database	LRO must submit Amended Spill Report to the online CIWQS Sanitary Sewer System Database	LRO must submit Amended Spill Report to the online CIWQS Sanitary Sewer System Database			
By February 1st after the end of the calendar year in which the spill occurs				Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database	Upload and certify a report, in an acceptable digital format, of all Category owned and/or operated lateral spills to the online CIWQS Sanitary Sewer System Database. It is optional to report private system and private lateral spills.	

APPENDIX B-4
Resource Phone List

APPENDIX B-5
Spill Report

**APPENDIX B-5
MIDWAY CIY SANITARY DISTRICT
SPILL REPORT**

General Spill Information

Date of Incident: _____ Call Time: _____ Spill Start: _____ Arrival: _____

Location of Incident: _____

GPS Coordinates: Latitude _____ Longitude: _____

Weather Conditions during Spill Event: _____

Sewer Component: Manhole Clean Out Interceptor Other _____

Ownership: MCSD Private Other _____ Hot Spot? Yes No

Reported by

Property Owner/Agent/Manager/Spill Witness

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Signature: _____

Date: _____

Spill Categories and Notifications

Determine what type of spill it is based on the following descriptions and then make appropriate notifications:

Category 1 Spill (Discharge from or caused by a MCSD Sewer) - A spill of any volume of sewage that results in a discharge to a surface water (flow or no flow) or a drainage conveyance system that discharges to a surface water, when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Call OCHCA, OCFCD, and OES within 2 hours of becoming aware of the spill. Make sure you obtain a control number from OES. Also, notify a supervisor as soon as possible.

Category 2 Spill (Discharge from or caused by a MCSD Sewer) - A spill of 1,000 gallons or greater that does not discharge to a surface water (spills that enter the drainage conveyance system must be fully captured and recovered). Call OCHCA as soon as possible. Call OCFCD as soon as possible if spill enters stop drain. If spill reaches groundwater, Call OES and obtain a control number.

Category 3 Spill (Discharge from or caused by a MCSD Sewer) - A spill equal to or greater than 50 gallons and less than 1,000 gallons that does not discharge to a surface water (spills that enter the drainage conveyance system must be fully captured and recovered). Call OCHCA as soon as possible. Call OCFCD as soon as possible if spill enters a drainage conveyance system.

Category 4 Spill (Discharge from or caused by a MCSD Sewer) - A spill of less than 50 gallons that does not discharge to a surface water (spills that enter the drainage conveyance system must be fully captured and recovered). Call OCHCA as soon as possible. Call OCFCD as soon as possible if spill enters a drainage conveyance system.

MCSO Lateral Spill - A MCSO lateral spill is a spill of any volume that originates in a MCSO owned lateral associated with MCSO owned buildings/facilities. Call OCHCA as soon as possible.

Private Spill- A private spill is a spill of any volume that originates in a private sewer system or private lateral. Private spills are the responsibility of the property owner. Call OCHCA as soon as possible.

OES (Office of Emergency Services)

(800) 852-7550 24 hours

Contacted Within 2 Hours? Yes No

Date/Time Called: _____ am/pm

Control # _____

Spoke to: _____

OCHCA (Orange County Health Care Agency)

Normal Hours

(714) 433-6000 (Business Hours)

Time Called: _____ am/pm

(714) 433-6419 (Office Staff)

After Hours

Spoke To: _____

Control 1: (714) 628-7008 (will contact OCHCA on call staff)

OCFCD (Orange County Flood Control District)

Normal Hours

(714) 955-0600

Time Called: _____ am/pm

(877) 897-7455 (24 hour hotline)

After Hours

Spoke To: _____

Control 1: (714) 628-7008 (specify water pollution incident notification)

Name(s) of Employee(s) Responding: (Check all that Apply)

Randy Griffith Nick Castro

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Cause of Spill: (Check all that Apply)

Grease Roots Debris Construction Vandalism Manhole Condition/Failure

Pipeline Condition/Failure Lift Station Failure Power Failure Unknown

Other _____

Action Taken: (Check all that Apply)

- Contained w/ sandbags, absorbent materials, etc. Called coworkers for assistance
- Rubber mats placed over drainage conveyance system inlets Determined blockage location
- Cleared blockage Photos taken of spill, containment, and cleanup Notified proper agencies
- Notified contractors Flow returned to normal Calculated spill volume
- Recovered spill from drainage conveyance system Washed & vacuumed street CCTV Inspection
- Talked to Residents/Witnesses Returned waste & wash water back to sewer Other _____

Photos Taken: (Check all that Apply)

- Location of spill and/or spill origin Extent of spill spread and spill boundaries
- Drainage conveyance system entry and exit locations Location(s) of discharge into surface waters
- Location(s) of clean up Post clean-up site conditions
- Other _____
- Other _____
- Other _____

Photos receiving waters:

- Waterbody bank erosion Floating matter Water surface sheen
- Discoloration of receiving water Impact to the receiving water Post clean-up site conditions
- Other _____
- Other _____
- Other _____

Other Information

Blockage Cleared Time: _____ am/pm **Blockage Cleared Footage:** _____ ft

Spill Volume: _____ gal **Spill Volume that Entered Drainage Conveyance System:** _____ gal

Spill Volume Recovered from Drainage Conveyance System: _____ gal

Spill Volume Lost: _____ gal

Spill Volume Calculation Methodology: _____

Location of Drainage Conveyance System where Spill Entered: _____

Describe Drainage Conveyance System Transporting Spill: _____

Wash Water Volume: _____ gal

Wash Water Lost: _____ gal **Finish Cleanup Time:** _____ am/pm

APPENDIX B-6
Monitoring and Reporting Data
by Spill Category

**Appendix B-6
Monitoring and Reporting Data by Spill Category Summary**

	SWRCB Spill Category						
	Category 1			Category 2		Category 3	Category 4
	Draft Spill Report	Certified Spill Report	Spill Technical Report (50,000 gallons or more discharged to surface water)	Draft Spill Report	Certified Spill Report	Monthly Certified Report	Annual Certified Report
Photographs							
Location of the spill and/or spill origin	X		X	X		X	X
Extent of spill spread and spill boundaries	X		X	X		X	X
Drainage conveyance system entry and exit locations	X		X	X		X	X
The location(s) of discharge into surface waters	X		X	X			
The location(s) of clean up	X		X	X			
Waterbody bank erosion			X				
Floating matter			X				
Water surface sheen (potentially from oil and grease)			X				
Discoloration of receiving water			X				
Impact to the receiving water			X				
Post clean up site conditions			X				

Report Information	SWRCB Spill Category						
	Category 1			Category 2		Category 3	Category 4
	Draft Spill Report	Certified Spill Report	Spill Technical Report (50,000 gallons or more discharged to surface water)	Draft Spill Report	Certified Spill Report	Monthly Certified Report	Annual Certified Report
Contact information: Name and telephone number of contact person, who will be available to respond to spill-specific questions	X			X		X	X
Spill location name	X			X		X	X
Date and time notified of, or self-discovered, the spill	X			X		X	
Operator arrival time	X			X		X	
Estimated spill start date and time	X			X		X	X
Date and time the California Office of Emergency Services (OES) was notified and the assigned OES control Number.	X			X			
GPS coordinates (latitude and longitude) of where the spill originated. If a single spill event results in multiple appearance points, provide GPS coordinates for appearance point closest to the failure point and describe each additional appearance point	X			X		X	X
Estimated total spill volume exiting the system	X			X		X	X
Description of extent of spill and spill boundaries	X			X		X	
If the spill reached a drainage conveyance system, describe the drainage conveyance system transporting the spill, the estimated spill volume recovered from the drainage conveyance system, and spill volume remaining within the drainage conveyance system.	X			X		X	X
Description of all discharge point(s) to the surface water	X						
Estimated spill volume that discharged to surface waters	X						
Estimated total spill volume recovered	X			X			
Description of the spill event destination, including GPS coordinates of full spread and reach of spill.		X			X	X	
Spill end date and time		X			X	X	

Report Information	SWRCB Spill Category						
	Category 1			Category 2		Category 3	Category 4
	Draft Spill Report	Certified Spill Report	Spill Technical Report (50,000 gallons or more discharged to surface water)	Draft Spill Report	Certified Spill Report	Monthly Certified Report	Annual Certified Report
Description of spill volume estimation calculation: Methodology and assumptions of data relied upon, determining the recovered spill volume; and determining spill start and stop time.		X	X		X	X	X
Spill cause(s)		X	X		X	X	X
System failure location (main, lateral, lift station, etc.)		X			X	X	X
Description of pipe material and age at failure location		X	X		X	X	
Description of the impact of the spill		X	X		X	X	
Was the spill associated with a storm event?		X			X	X	
Description of spill response activities (containment and cleanup)		X			X	X	X
Description of spill corrective action, including steps planned or taken to reduce, eliminate and prevent reoccurrences of the spill and a schedule of major milestones for these steps. Actions can include but not limited to enforcement action against illicit discharges, system modifications, O&M program modifications, and adjustments to the SERP procedures.		X	X		X	X	
Spill response completion date		X			X		
Description of investigation and findings of the cause of the spill		X			X	X	
Reasons for an ongoing investigation of the cause of the spill and anticipated date of completion.		X			X		
Name and type of the receiving water body		X					
Description of the receiving water body: Impact on aquatic life, public closure/restricted access, responsible entity for closing/restricting use of water body, and number of days closed/restricted as a result of spill.		X					
Was spill located within 1,000 feet of a municipal surface water intake?		X			X		

Report Information	SWRCB Spill Category						
	Category 1			Category 2		Category 3	Category 4
	Draft Spill Report	Certified Spill Report	Spill Technical Report (50,000 gallons or more discharged to surface water)	Draft Spill Report	Certified Spill Report	Monthly Certified Report	Annual Certified Report
If water quality samples were collected, identify sample location and parameters for the water quality samples.		X					
Complete and detailed explanation of how and when the spill was discovered.			X				
Diagram showing the spill failure point, appearance point(s), the spill flow path and ultimate destinations.			X				
Copy of original field crew records used to document the spill			X				
Historical maintenance records for the failure location.			X				
Chronological narrative describing actions taken to terminate the spill			X				
Description of how SERP report was implemented to respond to and mitigate the spill			X				
Description of water quality sampling activities conducted			X				
List of pollutants, parameters monitored, sampled, and analyzed			X				
Laboratory results and laboratory report			X				
Location map, illustrating all water sampling points			X				
Other regulatory agency receiving water sample results			X				
Description of short-term and long-term impact(s) to beneficial use of surface water.			X				

APPENDIX B-7
Water Sampling Requirements

**Appendix B-7
Water Sampling Requirements**

Sampling Location	Sampling Location Description	Sampling Frequency	Sampling Constituents	Sampling Specifications
DCS-001	A point in a drainage conveyance system (DCS) before the drainage conveyance system flow discharges into a receiving water	1 sample per day for duration of spill	1. Ammonia	<p>1. Water Quality Samples must be conducted in accordance with sufficiently sensitive test methods approved under Title 40, Code of Federal Regulations, Part 136.</p> <p>2. Water quality sample analysis must be performed by a laboratory that has accreditation through the Environmental Laboratory Accreditation Program (ELAP)</p>
RSW-001 ¹ (Point of Discharge)	A point in the receiving water where sewage initially enters the receiving water.	1 sample per day for duration of spill	2. Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:	
RSW-001U ¹ (Upstream of Discharge Point)	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.	1 sample per day for duration of spill	<ul style="list-style-type: none"> - Total Coliform Bacteria - Fecal Coliform Bacteria - E-coli - Enterococcus 	
RSW-001D ¹ (Downstream of Discharge Point)	A point in the receiving surface water (RSW), downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.	1 sample per day for duration of spill	Collect and analyze additional samples as required by the applicable Regional Water Board Executive Office or designee.	

¹ If the receiving water has no flow during the duration of the spill, "No Sampling Due to No Flow" will be reported

Title 40, Code of Federal Regulations, Part 136: List of Approved Biological Methods for Wastewater and Sewage Sludge

Bacteria					
Parameter and Units	Method	EPA	Standard Methods	AOAC, ASTM, USGS	Other
1. Coliform (fecal), number per 100 mL or number per gram dry weight	Most Probable Number (MPN), 5 tube, 3 dilution, or	p. 132,3 1680,11 15 1681 11 20	9221 E-2014		
	Membrane filter (MF) 2 5, single step	p. 124 3	9222 D-2015 29	B-0050-8 5 4	
2. Coliform (fecal), number per 100 mL	MPN, 5 tube, 3 dilution, or	p. 132 3	9221 E-2014; 9221 F-2014 33		
	Multiple tube/multiple well, or				Colilert-18®.13 18 28
	MF 2 5, single step 5	p. 124 3	9222 D-2015 29		
3. Coliform (total), number per 100 mL	MPN, 5 tube, 3 dilution, or	p. 114 3	9221 B-2014		
	MF 2 5, single step or two step	p. 108 3	9222 B-2015 30	B-0025-8 5 4	
	MF 2 5, with enrichment	p. 111 3	9222 B-2015 30		
4. <i>E. coli</i> , number per 100 mL	MPN 6 8 16 multiple tube, or		9221 B2014/9221 F-2014 12 14 33		
	multiple tube/multiple well, or		9223 B-2016 13	991.15 10	Colilert® 13 18 Colilert-18® 13 17 18
	MF 2 5 6 7 8, two step, or		9222 B-2015/9222 I-2015 31		
	Single step	1603 21			m-ColiBlue24®.19
5. Fecal streptococci, number per 100 mL	MPN, 5 tube, 3 dilution, or	p. 139 3	9230 B-2013		
	MF 2, or	p. 136 3	9230 C-2013 32	B-0055-8 5 4	
	Plate count	p. 143 3			
6. Enterococci, number per 100 mL	MPN, 5 tube, 3 dilution, or	p. 139 3	9230 B-2013		
	MPN 6 8, multiple tube/multiple well, or		9230 D-2013	D6503-9 9 9	Enterolert®.13 23
	MF 2 5 6 7 8 single step or	1600 24	9230 C-2013 32		
	Plate count	p. 143 3			
7. <i>Salmonella</i> , number per gram dry weight 11	MPN multiple tube	1682 22			

Title 40, Code of Federal Regulations, Part 136: List of Approved Biological Methods for Wastewater and Sewage Sludge

Aquatic Toxicity					
Parameter and Units	Method	EPA	Standard Methods	AOAC, ASTM, USGS	Other
8. Toxicity, acute, fresh water organisms, LC50, percent effluent	Water flea, Cladoceran, <i>Ceriodaphnia dubia</i> acute	2002.0 25			
	Water fleas, Cladocerans, <i>Daphnia pulex</i> and <i>Daphnia magna</i> acute	2021.0 25			
	Fish, Fathead minnow, <i>Pimephales promelas</i> , and Bannerfin shiner, <i>Cyprinella leedsi</i> , acute	2000.0 25			
	Fish, Rainbow trout, <i>Oncorhynchus mykiss</i> , and brook trout, <i>Salvelinus fontinalis</i> , acute	2019.0 25			
9. Toxicity, acute, estuarine and marine organisms of the Atlantic Ocean and Gulf of Mexico, LC50, percent effluent	Mysid, <i>Mysidopsis bahia</i> , acute	2007.0 25.			
	Fish, Sheepshead minnow, <i>Cyprinodon variegatus</i> , acute	2004.0 25			
	Fish, Silverside, <i>Menidia beryllina</i> , <i>Menidia menidia</i> , and <i>Menidia peninsulae</i> , acute.	2006.0 25.			

Title 40, Code of Federal Regulations, Part 136: List of Approved Biological Methods for Wastewater and Sewage Sludge

Aquatic Toxicity					
Parameter and Units	Method	EPA	Standard Methods	AOAC, ASTM, USGS	Other
10. Toxicity, chronic, fresh water organisms, NOEC or IC25, percent effluent	Fish, Fathead minnow, <i>Pimephales promelas</i> , larval survival and growth	1000.0 26			
	Fish, Fathead minnow, <i>Pimephales promelas</i> , embryo-larval survival and teratogenicity	1001.0 26			
	Water flea, Cladoceran, <i>Ceriodaphnia dubia</i> , survival and reproduction	1002.0 26			
	Green alga, <i>Selenastrum capricornutum</i> , growth	1003.0 26			
11. Toxicity, chronic, estuarine and marine organisms of the Atlantic Ocean and Gulf of Mexico, NOEC or IC25, percent effluent	Fish, Sheepshead minnow, <i>Cyprinodon variegatus</i> , larval survival and growth	1004.0 27.			
	Fish, Sheepshead minnow, <i>Cyprinodon variegatus</i> , embryo-larval survival and teratogenicity	1005.0 27			
	Fish, Inland silverside, <i>Menidia beryllina</i> , larval survival and growth	1006.0 27			
	Mysid, <i>Mysidopsis bahia</i> , survival, growth, and fecundity	1007.0 27			
	Sea urchin, <i>Arbacia punctulata</i> , fertilization	1008.0 27			

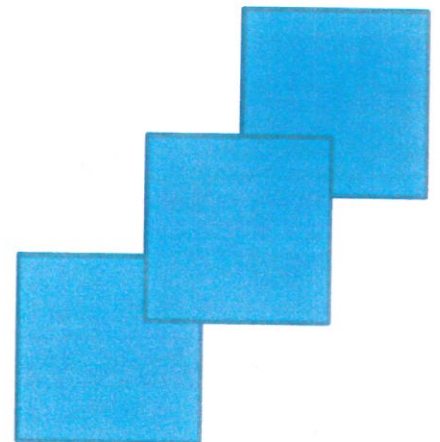
APPENDIX C-1

Orange County
Sewer Spill
Estimation Guide



SEWER SPILL ESTIMATION GUIDE

**Developed by the Orange County
Area Waste Discharge Requirements
Steering Committee**



Sewer Spill Estimation Guide

A Guide to Estimating Sanitary Sewer Overflow (SSO) Volumes

**Developed by the Orange County Area
Waste Discharge Requirements Steering Committee
Orange County, CA**

February 18, 2014

Acknowledgements

This Sewer Spill Estimation Guide has been compiled through the efforts of members of the Orange County Wastewater Discharge Requirements (WDR) Steering Committee. This committee was originally formed to address the requirements of the original WDR imposed by the California Regional Water Quality Board, Region 8 and later the statewide WDR imposed by the California State Water Resources Control Board. Committee members who assisted in the compilation of this Sewer Spill Estimation Guide are:

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Rob Hamers	District Engineer	Costa Mesa Sanitary District
Robert Kreg	(Former) Director of Support Services	South Coast Water District (Retired)

Disclaimer

This Sewer Spill Estimation Guide is freely offered to agencies to assist the user with the estimation process for a sanitary sewer overflow. Methods used for spill estimation and the estimate itself are solely the responsibility of the agency making the estimate. The authors or contributors to this Sewer Spill Estimation Guide do not accept any responsibility for the spill estimation methods used; their accuracy or any spill estimate determined through the use of this guide. Information found in this guide is commonly available on the internet and is also common practice with many cities and sewerage agencies throughout Southern California.

No statewide or national standards issued by a regulatory agency exist at this time.

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SSO Volume Estimation

Accurate flow estimation is essential to determine the volume of a Sanitary Sewer Overflow (SSO). An accurate estimate of an SSO is required for reporting to the California Integrated Water Quality System (CIQWS) and to the Orange County Health Care Agency. The estimated volume of an SSO is used to determine the category of the SSO and can also be used in the calculation of penalties or fines from the State or Regional Water Quality Control Boards in California. Additionally, accurate flow estimation is important to determine the extent of the cleanup and its effectiveness.

Volume estimation is basically the flow rate (gallons per minute) times the amount of time (in minutes) the flow has occurred. Each SSO tends to be unique requiring different strategies for determining the volume of the SSO. Different methods can also be used for the same SSO acting as a check to ensure the most accurate estimate. The method(s) utilized will be determined by several factors including the type of SSO and the personnel responding. Some SSO volumes, due to terrain, rainfall or other factors, can be very difficult for field staff to determine and may require someone with additional expertise. There is no one method that works for all types of SSOs. The following are methods that may be utilized for SSO volume estimation. These methods are effective means of estimating a sewer spill volume during dry weather but may not be effective during rain events.

During rain events, infiltration and/or inflow into the collection system and runoff in the stormwater system, including the curb and gutter, can affect the SSO estimate. When estimating an SSO during a rain event, the SSO estimate is to include only the wastewater that left the collection system and not any waters that the wastewater comingled with after leaving the system. The same is true for any wash down water; although contaminated, the water is not considered part of the SSO estimate. Any water that infiltrated into the collection system upstream of the SSO and subsequently became part of the SSO is included in the SSO volume estimate.

Start Time

Determining the start time for an SSO is one of the most critical, yet can be one of the most difficult, factors to determine. Depending upon the location and time of day, an SSO may occur for some time before it is reported to the City or Agency or it may trickle for an extended period of time before being noticed. What is known is that the SSO started some time before the City or Agency was notified. It is common for SSOs to start and stop as flows in the pipeline routinely rise and fall because most blockages do not entirely block the flow in the pipe. Every effort should be utilized to determine the most accurate start time of each SSO.

These efforts may include:

- If possible, contact the person who reported the SSO to determine when they became aware of the SSO.
- Make contact with residences or businesses in the area of the SSO to determine if there were any witnesses that could help establish the start time.
- Conditions change during the SSO. This is particularly true in remote areas out of public view. Initially, there may be an amount of toilet paper and solids around the spill site. This will increase the longer the SSO continues. After a few days to a week, these may form a light brown residue that may turn dark after a few weeks to a month.

Stop Time

The stop time is the time that wastewater stopped overflowing. For manhole covers in low areas, this is noted by water flowing back into the manhole through the vent holes and should be easy to determine by SSO response personnel. Care should be taken to accurately record the time that the SSO stopped.

Photographs

Take photographs of the spill event. Try to include objects of known size in the photographs to give a perspective of the extent of the spill. Photographs should include the initial spill, remediation efforts, clean up, and the spill area after the spill remediation has been completed. Photographs should be maintained with the spill report information.

Flow Rate

The flow rate is the volume of flow per unit time that is escaping from the collection system. SSOs do not always occur at a constant rate. This is because flows into the collection system are not constant and rise and fall throughout the day. Additionally, most blockages are not full blockages. Pressure buildup as the wastewater surcharges in the pipe can cause the blockage to clear or partially clear, resulting in changes to the flow rate.

To make an SSO volume estimate as accurate as possible, the onsite City or Agency employee should note the time and the amount of change of any significant differences in flow noticed during the event. For example, if the employee determines the flow rate escaping from the manhole is 100 gallons per minute when they arrive on scene but noticed that it has dropped to 50 gallons per minute five minutes later, their report should reflect that fact. The estimated flow rate and the time period for that flow rate should be recorded. During any one SSO event there could be multiple flow rates spread over the duration of the SSO.

Volume Estimation Methods

Visual or Eyeball Method

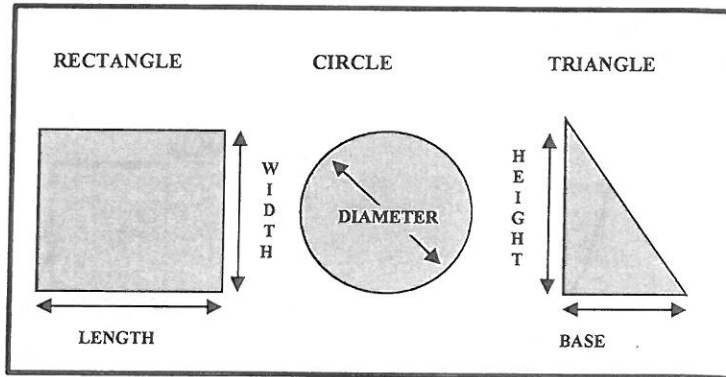
The volume of small spills can be estimated using an “eyeball estimate.” To use this method, imagine the amount of water that would spill from a bucket or a barrel. A full bucket may contain 1, 2 or 5 gallons and a barrel contains 55 gallons when full. If the spill is larger than 55 gallons, try to divide the standing water into barrels and then multiply by 55 gallons. This method is useful for contained spills up to approximately 200 gallons. This method can be useful on spills that occur on hard surfaces such as concrete or asphalt. Crews can be trained by estimating the volume of a measured amount of potable water spilled upon concrete and asphalt surfaces.

Measured Volume

The volume of most small spills that have been contained can be estimated using this method. The shape, dimensions, and the depth of the contained wastewater are needed. The shape and

dimensions are used to calculate the area of the spills and the depth is used to calculate the volume.

Common Shapes and Dimensions



1. Sketch the shape of the contained wastewater.
2. Measure or pace off the dimensions.
3. Measure the depth at several locations and select an average.
4. Convert the dimensions, including depth, to feet.
5. Calculate the area:

Rectangle: Area = length (feet) x width (feet)

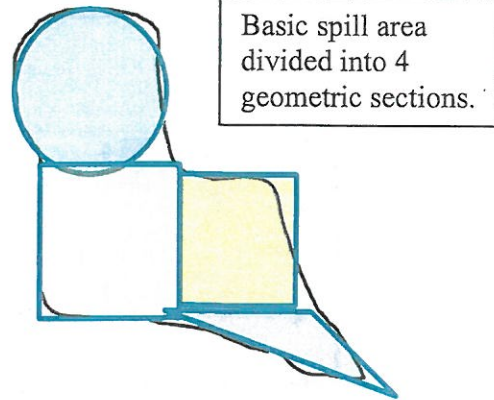
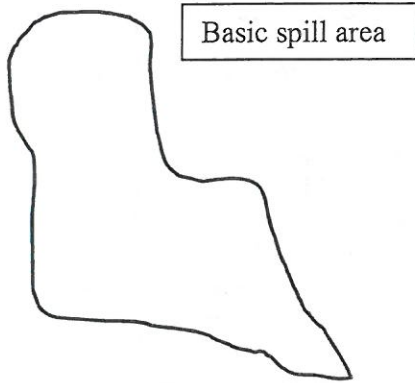
Circle: Area = diameter (feet) x diameter (feet) x 3.14 divided by 4

Triangle: Area = base (feet) x height (feet) x 0.5

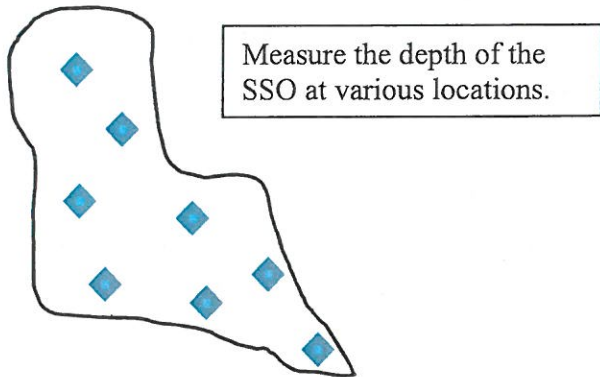
6. Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.
7. Multiply the volume in cubic feet by 7.48 to convert to gallons

Not all SSOs will conform to a specific shape. When this occurs, break up the area of the SSO into various shapes or segments, then calculate the amount of wastewater spilled in each segment, adding them together to arrive at the total spill volume.

Example:



Determine the area of each of the geometric sections adding them all together to determine the total area of the spill.



Where it is difficult to measure wet spots on asphalt, use a depth of 0.0026' or 1/32". For wet spots on concrete use depths of 0.0013' or 1/64" for reasonable estimates.

Inch to Feet Conversion:		
Inches	to	Feet
1/8"	=	0.01'
1/4"	=	0.02'
3/8"	=	0.03'
1/2"	=	0.04'
5/8"	=	0.05'
3/4"	=	0.06'
7/8"	=	0.07'
1"	=	0.08'
2"	=	0.17'
3"	=	0.25'
4"	=	0.33'
5"	=	0.42'
6"	=	0.50'
7"	=	0.58'
8"	=	0.67'
9"	=	0.75'
10"	=	0.83'
11"	=	0.92'
12"	=	1.00'

Sample Calculation:
A 20 ft x 20 ft square wet spot on concrete equals 3.9 gal and for asphalt is 7.8 gal.

Counting Connections

Once the location of the blockage has been established, the amount of the SSO could be estimated by counting the number of upstream connections. On the sewer atlas maps or GIS system, locate the pipeline where the SSO occurred. Count all of the developed parcels that are connected to the pipeline upstream of the blockage. The typical single family residential parcel may discharge 8 to 10 gallons of wastewater per hour during active times of the day. For a multi-family residential development such as an apartment or condo complex, count each apartment as a single family residential unit. Use the higher flow number (10 gallons per hour) during typical peak flow hours and the lower flow number (8 gallons per hour) during low flow periods. Multiply the number of connections times the average flow (8 to 10 gallons per hour) times the time period (duration) that the SSO occurred.

Example for an SSO occurring on a weekday at 8:00am:

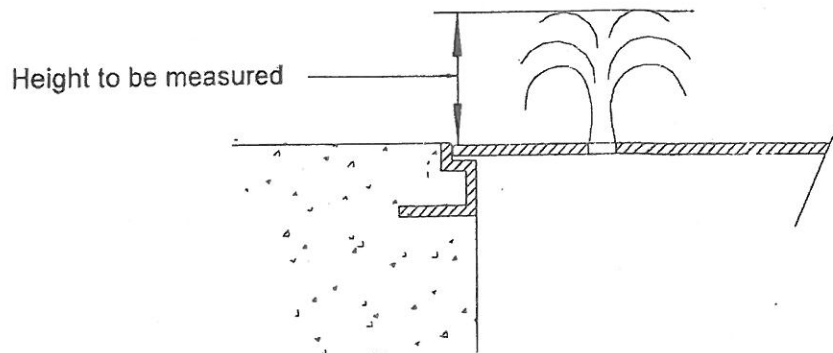
Number of upstream connections	22
Estimated flow per parcel	10 gallons per hour
Duration of SSO event	45 minutes
Total spill estimation (22 x 10 x .75)	165 gallons
(22 connections x 10 gallons per hour x 45 minutes (.75 hour) = 165 gallons)	

Data may be available in your drainage area from your capacity planners at your city or agency. Consult with them on reasonable flow amounts or rates of flow.

Pick and Vent Holes in Manhole Covers

Small SSOs will occur where the wastewater escaping from the manhole is isolated to the pick or vent holes in the cover. Larger SSOs may involve both the discharge from the pick and/or vent holes and the gap between the manhole cover and manhole frame. To estimate an SSO occurring from the manhole pick and vent holes, measure the height of the wastewater plume exiting the holes. Find that height and hole diameter on the manhole pick or vent hole chart to determine the flow rate escaping the pick/vent hole. Multiply the flow rate times the number of holes that are discharging wastewater. Once the total volume (gpm) has been determined,

multiply the gpm by the duration of the SSO in minutes. This will result in the total estimated gallons of the SSO.



Example: Measured height of plume exiting pick/vent hole is 1 inch from a ½-inch vent hole and there are 4 vent holes. The total volume per minute would be .94 gpm per hole (from attached chart) or 3.76 gpm total (.94 gpm x 4 holes) from the manhole cover. If the SSO lasted one hour, the total wastewater lost would be 226 gallons (3.76 x 60 = 225.6).

Number of pick holes	4
Flow from each pick hole	.94 gpm
Duration of SSO	60 minutes
Total SSO volume (.94 x 4 x 60=225.6)	226 gallons

Pick and Vent Hole Estimation Chart

Estimated Flows thru Manhole Cover Vent Holes and Pick Holes for SSO estimating

Hole Dia. inches	Area sq. ft. Formula: = $0.785 \times A \times A$ $\times /144$	Coeff. of Vel. Cv	Coeff. Of Cont. Cc	C Cv x Cc Formula: = 1×449	Water Ht inches	Water Ht inches	Water Ht feet Formula: = $G \times /12$	Q cfs Formula: = $E \times B \times (\text{SQRT}(2 \times 32.2 \times H \times))$	Q gpm Formula: = 1×449	Q gph Formula: = $J \times 60$
Vent Hole										
0.50	0.00136	0.945	0.70	0.662	1/16 th	0.063	0.005	0.0005	0.23	14
0.50	0.00136	0.945	0.70	0.662	1/8 th	0.125	0.010	0.0007	0.33	20
0.50	0.00136	0.945	0.70	0.662	1/4 th	0.250	0.021	0.0010	0.47	28
0.50	0.00136	0.945	0.70	0.662	one half	0.500	0.042	0.0015	0.66	40
0.50	0.00136	0.945	0.70	0.662	3/4 ths	0.750	0.063	0.0018	0.81	49
0.50	0.00136	0.945	0.70	0.662	1 inch	1.000	0.083	0.0021	0.94	56
Vent Hole										
0.75	0.00307	0.955	0.67	0.640	1/16 th	0.063	0.005	0.0011	0.51	31
0.75	0.00307	0.955	0.67	0.640	1/8 th	0.125	0.010	0.0016	0.72	43
0.75	0.00307	0.955	0.67	0.640	1/4 th	0.250	0.021	0.0023	1.02	61
0.75	0.00307	0.955	0.67	0.640	one half	0.500	0.042	0.0032	1.44	87
0.75	0.00307	0.955	0.67	0.640	3/4 ths	0.750	0.063	0.0039	1.77	106
0.75	0.00307	0.955	0.67	0.640	1 inch	1.000	0.083	0.0045	2.04	122
Vent Hole										
1.00	0.00545	0.960	0.65	0.624	1/16 th	0.063	0.005	0.0020	0.88	53
1.00	0.00545	0.960	0.65	0.624	1/8 th	0.125	0.010	0.0028	1.25	75
1.00	0.00545	0.960	0.65	0.624	1/4 th	0.250	0.021	0.0039	1.77	106
1.00	0.00545	0.960	0.65	0.624	one half	0.500	0.042	0.0056	2.50	150
1.00	0.00545	0.960	0.65	0.624	3/4 ths	0.750	0.063	0.0068	3.06	184
1.00	0.00545	0.960	0.65	0.624	1 inch	1.000	0.083	0.0079	3.54	212
Pick Hole semicircular area										
1.00	0.00273	0.960	0.65	0.624	1/16 th	0.063	0.005	0.0010	0.44	27
1.00	0.00273	0.960	0.65	0.624	1/8 th	0.125	0.010	0.0014	0.63	38
1.00	0.00273	0.960	0.65	0.624	1/4 th	0.250	0.021	0.0020	0.89	53
1.00	0.00273	0.960	0.65	0.624	one half	0.500	0.042	0.0028	1.25	75
1.00	0.00273	0.960	0.65	0.624	3/4 ths	0.750	0.063	0.0034	1.53	92
1.00	0.00273	0.960	0.65	0.624	1 inch	1.000	0.083	0.0039	1.77	106
1.00	0.00273	0.960	0.65	0.624	1-1/2 inch	1.500	0.125	0.0048	2.17	130
1.00	0.00273	0.960	0.65	0.624	2 inches	2.000	0.167	0.0056	2.51	150

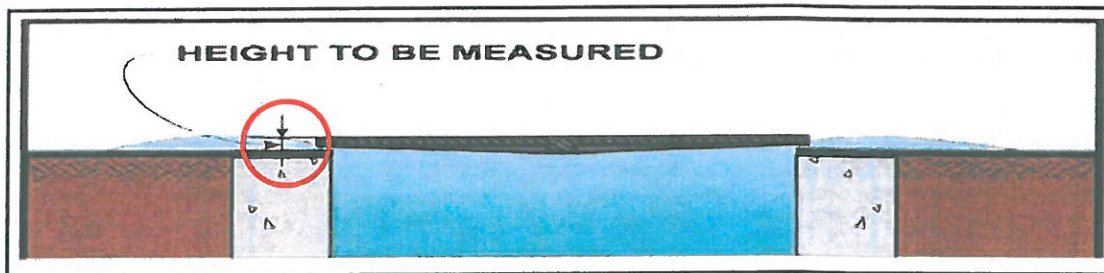
Courtesy of OCSD: Created 5/17/99, as an estimating tool for field staff. This is based on flow through orifices assumptions. Your city or agency may want to develop a similar tool.

$$Q = CA(2gh)^{.5} \quad \text{Where } Q = \text{cfs} \quad C = 0.624 \quad A = \text{area(sq. ft.)} \quad g = 32.2 \text{ ft/sec/sec}$$

$$h = \text{water height (ft.)}$$

Manhole Ring

Some manhole covers in use today typically only have one pick hole forcing most of the wastewater to escape from the perimeter of the manhole cover during higher flow SSOs. To estimate the volume in this example, measure the observed height of the wastewater plume exiting the manhole cover. Find the height and manhole diameter on the Manhole with Cover in Place to determine the flow rate escaping the manhole. The chart has two columns, one for 24-inch diameter covers and one for 36-inch diameter covers. Wastewater will also be escaping from the pick hole and must be accounted for separately by following the instructions for estimating an SSO from pick/vent hole. Multiply the flow rate times the number of holes that are discharging. The total estimated rate (gpm) is determined by adding together the rate being lost (gpm) from around the cover with the rate being lost (gpm) from the pick and/or vent hole(s). Once the total rate (gpm) has been determined, multiply the gpm by the duration of the SSO in minutes. This will result in the total estimated gallons of the SSO.



Example: The measured height of the plume exiting the ring of a 36-inch manhole is 1 inch. The total volume per minute would be 13 gpm from around the ring of a 36-inch manhole cover (from the attached chart). (Calculate the amount exiting the pick hole(s) and add to the total being lost around the ring). If the SSO lasted one hour the total wastewater lost would be 780 gallons ($13 \times 60 = 780$).

Estimated loss around ring (from chart)	13 gpm
Duration of SSO	60 minutes
Total SSO (without loss from pick hole)	780 gallons
(13 gal/min x 60 minutes = 780 gallons plus amount lost from pick hole(s))	

ESTIMATED SSO FLOW OUT OF MH WITH COVER IN PLACE

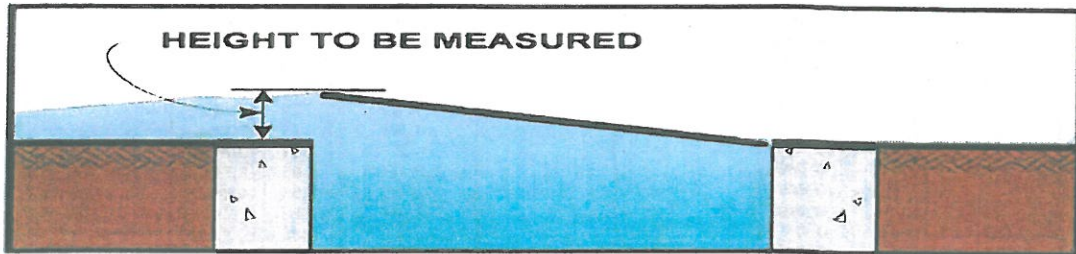
24" COVER				36" COVER			
Height of spout above M/H rim H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible	Height of spout above M/H rim H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD			in gpm	in MGD	
1/4	1	0.001	6"	1/4	1	0.002	6"
1/2	3	0.004		1/2	4	0.006	
3/4	6	0.008		3/4	8	0.012	
1	9	0.013		1	13	0.019	
1 1/4	12	0.018		1 1/4	18	0.026	
1 1/2	16	0.024		1 1/2	24	0.035	
1 3/4	21	0.030		1 3/4	31	0.044	
2	25	0.037		2	37	0.054	
2 1/4	31	0.045		2 1/4	45	0.065	
2 1/2	38	0.054		2 1/2	55	0.079	
2 3/4	45	0.065		2 3/4	66	0.095	
3	54	0.077		3	78	0.113	
3 1/4	64	0.092		3 1/4	93	0.134	
3 1/2	75	0.107		3 1/2	109	0.157	
3 3/4	87	0.125		3 3/4	127	0.183	
4	100	0.145		4	147	0.211	
4 1/4	115	0.166		4 1/4	169	0.243	
4 1/2	131	0.189		4 1/2	192	0.276	
4 3/4	148	0.214		4 3/4	217	0.312	
5	166	0.240		5	243	0.350	
5 1/4	185	0.266		5 1/4	270	0.389	
5 1/2	204	0.294		5 1/2	299	0.430	
5 3/4	224	0.322		5 3/4	327	0.471	
6	244	0.352		6	357	0.514	
6 1/4	265	0.382		6 1/4	387	0.558	
6 1/2	286	0.412		6 1/2	419	0.603	
6 3/4	308	0.444		6 3/4	451	0.649	
7	331	0.476		7	483	0.696	
7 1/4	354	0.509		7 1/4	517	0.744	
7 1/2	377	0.543		7 1/2	551	0.794	
7 3/4	401	0.578		7 3/4	587	0.845	
8	426	0.613		8	622	0.896	
8 1/4	451	0.649		8 1/4	659	0.949	
8 1/2	476	0.686		8 1/2	697	1.003	
8 3/4	502	0.723		8 3/4	734	1.057	
9	529	0.761		9	773	1.113	

The formula used to develop Table 1 measures the maximum height of the water coming out of the maintenance manhole above the rim. The formula was taken from Hydraulics and Its Application by A.H. Gibson (Constable & Co. Limited).

Partially Covered Manhole

Sometimes an SSO will occur that only lifts one side of the manhole cover. This is especially true of manholes where the cover is on an incline with the cover lifting on the downward side of the manhole. To estimate the volume of an SSO under these conditions, calculate the area (in square feet) from where the wastewater is escaping and the velocity (in feet per second) that the wastewater is normally traveling in the sewer at half the pipe depth. The velocity is estimated from visual observation with 2 feet/second or less being a small velocity, 4 to 5 feet/second being a medium velocity, and 7 feet/second or higher being a large velocity. Velocities in the sewer above 7 feet/second may be strong enough to blow the manhole cover off. Higher velocities also tend to raise the manhole lid higher. Next, multiply by the duration

(in seconds) that the SSO occurred. Finally, multiply by 7.48 to determine the volume of the SSO in gallons. The formula is Volume (gallons) = Area (sq. ft.) x Velocity (ft/sec) x Time (in seconds) x 7.48 (gal/cu. ft.).



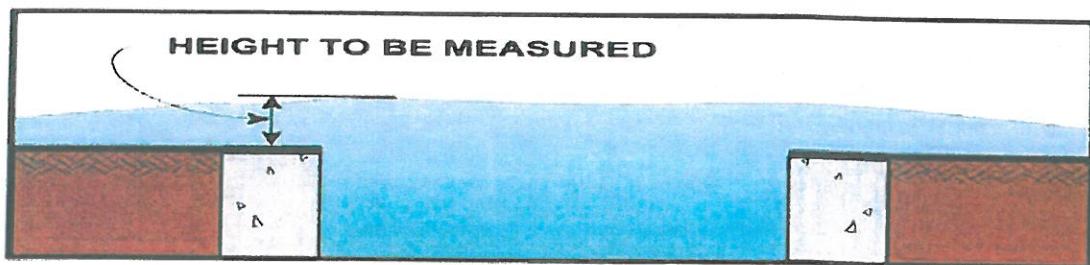
Example: The measured height of the plume exiting the side ring of a 24-inch manhole is 2 inches. Based upon the data provided in the Area Calculation Chart below, a 2-inch plume from one side of a 24-inch manhole cover provides 0.524 square feet of area. The velocity of the flow is estimated at 4 ft/sec (visual observation) with the assumed duration of the flow lasting for one hour. The total amount of the SSO is estimated at 56,441 gallons (.524 x 4 x 60 x 60 x 7.48 = 56,441)

Height of plume	2 inches
Area for 24 inch manhole	0.524 square feet
Estimated velocity	4 ft/sec
Duration of SSO	60 minutes
Conversion from cu. ft. to gallons	7.48
Total estimated SSO volume	56,441 gallons
(.524 sq. ft. x 4 ft/sec x 60 minutes x 60 sec/min x 7.48 gal/cu ft = 56,441 gal)	

Area Calculation Chart		
Height of Flow	24 Inch Manhole	36 Inch Manhole
.5 inches	0.131 sq. ft.	0.195 sq. ft.
1 inches	0.262 sq. ft.	0.391 sq. ft.
1.5 inches	0.393 sq. ft.	0.586 sq. ft.
2 inches	0.524 sq. ft.	0.782 sq. ft.
2.5 inches	0.655 sq. ft.	0.977 sq. ft.
3 inches	0.786 sq. ft.	1.173 sq. ft.
3.5 inches	0.917 sq. ft.	1.368 sq. ft.
4 inches	1.048 sq. ft.	1.564 sq. ft.

Open Manhole

In large events the force of the overflowing wastewater will have sufficient pressure and volume to unseat the cover from the frame and move the manhole cover away from the manhole. Typically, when the SSO rates reach approximately 7 cfs (approximately 3,000 gpm or about 4.32 mgd), there is sufficient flow and pressure to blow off the manhole cover. To estimate the volume of an SSO where the manhole cover has been removed, the average height of the plume of wastewater exiting the manhole must be measured. This measurement is from the pavement surface close to the manhole ring to the top of the plume. Take several measurements in several locations around the ring and average the findings. If possible, and being safe to protect yourself from the open manhole, find the average height of the plume for the size of the manhole lid (24-inch or 36-inch diameter) on the Area Calculation Chart to determine the rate of flow exiting the manhole. Multiply the flow rate expressed in gallons per minute from the chart multiplied by the duration of the SSO in minutes to determine the total volume of the SSO. A photo taken at a safe distance upon arrival may help you refine your estimate.



Example: Determine the observed height of the plume at several locations around the ring of the manhole and average the results. Determine the size of the manhole cover. If the average height of the plume exiting an open 24-inch diameter manhole is 2 inches, find 2 inches on the 24-inch Manhole Cover Removed Chart. Based upon the data provided in the Manhole Cover Removed Chart, the flow in gallons per minute would be 3,444 gpm. If the duration of the flow lasted for one hour (60 minutes), the total amount of the SSO would be estimated at 206,640 gallons ($3,444 \times 60 = 206,640$).

Height of plume (average) on 24-inch manhole	2 inches
Estimated flow from chart	3,444 gpm
Duration of SSO	60 minutes
Estimated SSO total volume	206,640 gallons
(Est flow from chart 3,444 x 60 minutes = 206,640)	

ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED

24" FRAME

Water Height above M/H frame H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	569	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,986	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,569	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

36" FRAME

Water Height above M/H frame H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

Pictorial Reference

Currently there are two picture charts being widely used to assist with estimating SSO volumes. The older chart is the city of San Diego's Manhole Overflow Rate Chart with the

newer chart being the CWEA Southern Section Collection Systems Committee (SSCSC) Manhole Overflow Gauge. Each chart is a pictorial depiction of how an overflowing manhole appears at a given flow rate. The SSCSC Manhole Overflow Gauge has an additional picture for each flow rate showing a wide angle view of the spill area. When using either of the pictorial reference charts, select which picture most accurately represents the SSO being estimated. Use the gpm of the associated picture multiplied times the duration of the SSO to determine the total spill volume. Example: If the selected picture shows 300 gpm and the duration of SSO is 55 minutes, the total estimated spill volume would be 16,500 gallons (300 gpm x 55 min).

Selected picture volume	300 gpm
Duration of SSO	55 minutes
Total estimated SSO	16,500 gallons
(300 gpm x 55 minutes = 16,500 gallons)	

Note: Data was obtained at training facilities where potable water was metered and photos were taken at various flow rates.

Training facilities also exist at the Orange County Sanitation District in Fountain Valley, CA.

As a reference point, an 8-inch diameter sewer flowing half full at a velocity of 2.5 ft/sec would have a flow rate of about 192 gal/min. If fully blocked, the SSO rate would be 192 gpm. For a partial blockage, the SSO rate will be less.

Other agencies have developed above ground estimating tools such as frame and cover sets that can be pressurized using potable water and simple flow meters.



City of San Diego
Metropolitan Wastewater Department

Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes

All estimates are calculated in gallons per minute (gpm)

Wastewater Collection Division
(619) 654-4160



5 gpm



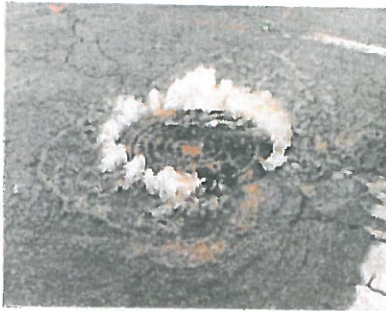
25 gpm



50 gpm



100 gpm



150 gpm



200 gpm



225 gpm



250 gpm



275 gpm

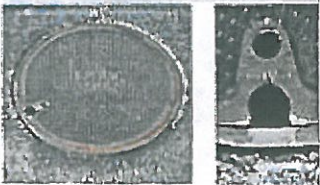
All photos were taken during a demonstration using treated water from a hydrant in cooperation with the City of San Diego's Water Department

7/9 4/99



SSCSC MANHOLE OVERFLOW GAUGE

Overflow Simulation courtesy of
Evanston Municipal Water District



DISCLAIMER: The overflow simulation may appear differently from those in other systems because of the materials and pipe hole configuration. Manholes with single or multiple pipe holes may appear differently during overflow conditions. However, the volume of effluent and the footprint of the wet area should appear relatively the same under similar slope conditions.

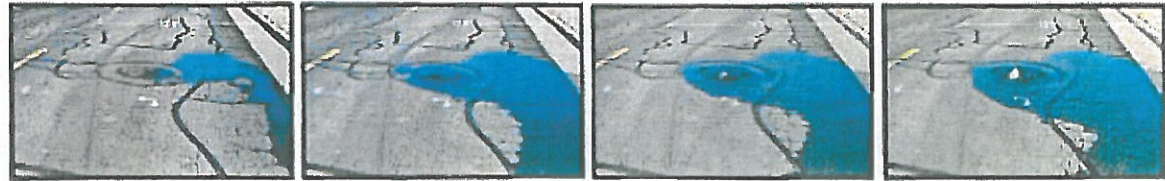


5 gpm

25 gpm

50 gpm

100 gpm



150 gpm

200 gpm

300 gpm

400 gpm



PROVIDING QUALITY TRAINING FOR COLLECTION SYSTEM PERSONNEL SINCE 1991

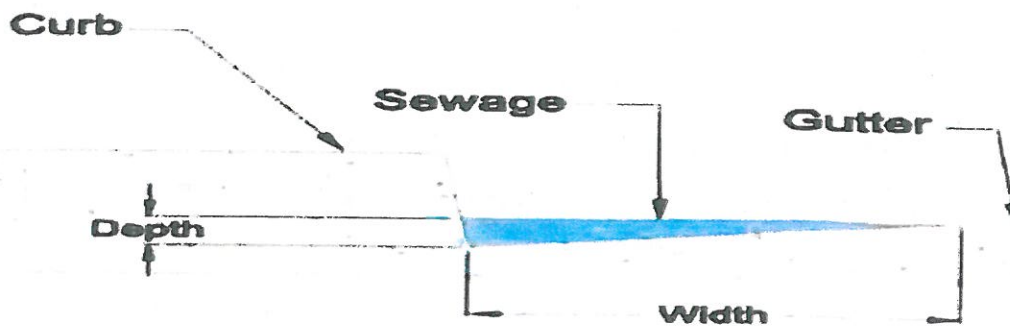
Mission Statement: To continuously increase the level of professional level of Collection Systems personnel involved in the operation, maintenance, design and construction of wastewater Collection Systems, by providing education and training, having an active role in planning, certification, and recognizing proficiency in our field.

DISCLAIMER: The overflow simulation may appear differently from those in other systems because of the materials and pipe hole configuration. Manholes with single or multiple pipe holes may appear differently during overflow conditions. However, the volume of effluent and the footprint of the wet area should appear relatively the same under similar slope conditions.

SSCSC Manhole Overflow Gauge

Gutter Flow (Simplified Version)

Although the traditional Manning's Equation is used to calculate flows in open channels, this simplified version can be used to measure SSOs that are flowing in open channels such as ditches, curb and gutter, etc. and still achieve reasonable estimations. Two things need to be determined to utilize this method of spill estimation, the cross sectional area of the channel and the velocity of the flow in the channel. First, determine the cross sectional dimensions of the channel (width and depth of flow) to determine the area of the flow. Then determine the velocity of the flow in the channel. To determine the velocity, drop a small floating object (ping pong ball, leaf, small piece of wood, etc.) into the flow and time how long it takes the object to travel a measured distance. This should be practiced several times in a non-SSO situation, and averaged to determine the flow velocity. The velocity of the flow multiplied by the cross sectional area of the flow multiplied by the duration of the SSO will result in the approximate volume of the SSO.



$$Q = V \times A$$

$$\text{Flow (gal/min)} = \text{Velocity (ft/sec)} \times \text{Area (ft}^2\text{)} \times 7.48 \text{ gal/cu ft} \times 60 \text{ sec/min}$$

Example: If the cross section triangular area of the spill is calculated at .5 sq.ft. with the velocity measured at .25 ft. per second, the flow would be .125 cubic feet per second. Multiply times 449 (one cubic foot per second equals 449 gallons per minute) to determine the gallons per minute (56 gpm). If the SSO lasted for 35 minutes the total estimated spill volume would be 1,964 gallons.

Simplified Cross Section Area of the SSO



Estimated Triangular Area

0.5 square feet

Estimated Velocity

.25 feet per second

Duration of the SSO

35 minutes

Gallons per minute per cubic foot per second conversion

449

Total estimated spill volume

1,964 gallons

(Area .5 sq.ft. x Est velocity .25 ft. per sec. = .125 cfs x 449 = 56 gpm x 35 minutes = 1,964 estimated gallons spilled)

Gutters on steep hillsides will flow at higher velocities. Practice your estimating on flatter areas and steeper areas of your service area.

Bucket Method

This method can be used for small spills due to partial blockages where the entire flow stream could be captured in a bucket. Estimate how many minutes it takes to fill the bucket. Dividing the volume of the bucket (in gallons) by the elapsed time to fill the bucket (in minutes). This provides the flow rate in gallons per minute (gpm). Once the gpm has been established, multiply the gpm by the total time duration in minutes of the SSO until it stopped to determine the total estimated volume of the SSO.

Example: If it takes 30 seconds (.5 minutes) to fill a 5 gallon bucket and the total spill duration was 20 minutes, the total spill volume would be 200 gallons. (5gal/.5 min = 10 gpm x 20 min = 200 gal).

Time to fill a 5 gallon bucket

30 seconds (.5 minute)

Duration of SSO

20 minutes

Estimated spill volume

200 gallons

(5 gallons every 30 seconds equals 10 gallons per minute x 20 minutes = 200 gallons)

You can practice visual estimating by filling a bucket of known volume for a measured time from a garden hose.

Pipe Size

To calculate an SSO based upon pipe size requires the diameter of the pipe, the depth of flow in the pipe downstream of the blockage during and after the blockage, and the flow velocity in the pipe. This method calculates the amount of flow in the pipe at the same time of the day during the blockage compared to the amount of flow normally in the pipe to determine how much flow had been lost over time.

To use this method, measure the flow depth at the nearest manhole downstream from the blockage. Record the depth reading. Once the blockage has been cleared and the flow stabilized, measure the flow depth at the same manhole as before and record the reading. The attached chart can be used on various size pipelines where the velocity is 2.0 feet per second. Pipelines of other rates will have to be calculated.

To use the attached chart, find the depth of the flow during the blockage in column 1. Follow the row across to the diameter of the pipe where the blockage has occurred. The number listed will be the flow rate in gallons per minute for pipelines with a velocity of 2 feet per second. Next find the flow depth after the blockage has been removed and the flow stabilized. Move across the chart to the proper pipe size and record the flow rate for a free flowing pipeline. Subtract the flow rate from the blocked pipe from the flow rate of the free flowing pipe. The remainder will be the flow rate lost. Multiply the flow rate lost times the duration of the SSO to determine the total flow volume lost. Example: If the flow depth during the blockage of a 10-inch pipe was 1 inch, the flow rate would 25 gpm. After the blockage was cleared and the flow stabilized, the flow depth was now 5 inches then the flow rate would be 240 gpm. To determine the amount lost, subtract the gpm (pipe blocked) from the gpm (pipe cleared) ($240 \text{ gpm} - 25 \text{ gpm} = 215 \text{ gpm}$) leaving the flow rate of the SSO. Multiply the remaining flow rate multiplied by the duration of the SSO in minutes to estimate the total volume of the SSO.

Flow Depth Inches	8" PIPE	10" PIPE	12" PIPE	15" PIPE	18" PIPE	21" PIPE	24" PIPE
1	20 GPM	25 GPM	30 GPM	35 GPM	40 GPM	45 GPM	50 GPM
2	60	70	80	85	95	105	125
3	110	125	135	150	175	185	210
4	160	180	200	235	260	285	320
5	190	240	280	315	360	380	445
6	260	310	355	415	455	500	555
7	290	370	425	495	570	620	695
8	320	430	500	600	680	760	815
9		465	575	690	800	890	985
10		490	625	775	905	1005	1120
11			685	870	1020	1135	1275
12			715	935	1130	1260	1410
13				1020	1240	1415	1580
14				1070	1345	1520	1690
15				1105	1425	1650	1850
16					1495	1760	1990
17					1550	1880	2110
18					1595	1980	2285
19						2050	2410
20						2115	2530
21						2160	2630
22							2700
23							2765
24							2820

Note: the chart assumes $V = 2.0$ feet per second and $n = 0.013$

1. Record the time that spill was reported.
2. Record the flow, in inches, downstream of the spill or blockage. Record the pipe size in inches. Determine flow rate in gallons per minute (GPM) using chart above.
3. Re-establish flow and allow stabilizing. Record the time that flow stabilizes and the depth of flow, in inches. Determine flow rate using chart above.
4. Subtract the flow rate calculated in #2 from the flow rate calculated in #3.
5. Multiply the result of 4 by the minutes elapsed from notification to stopping overflow.
6. Report total amount in gallons on the SSO Report.

Note: The above chart is only for pipelines of the diameters shown and flowing at a velocity of 2.0 ft/sec.

Metered Flow

Estimates of the amount of wastewater spilled from a continuously metered system can be achieved utilizing upstream and downstream flow meters located close to the point where the wastewater escaped. Flow meters may be located at strategic locations throughout the wastewater collection system or at the intake or discharge of wastewater pump or lift stations. Flow metering usually occurs on pressure systems. If a spill is suspected on a metered upstream wastewater line, check the flow meter readings for abnormalities and note the time they start. Also check the flow meter readings at the downstream flow meter. If the downstream readings are lower than usual, the difference may be the amount of wastewater being lost to a spill. Abnormal pumping cycles for pump or lift stations located downstream from the spill can also be used to estimate the volume of a spill. Portable flow meters could also be installed in gravity sewers after a SSO event to help verify average flows at various times of the day when full or partial blockages may have occurred. You should also perform

this on the same day of the week that the SSO occurred. This is also a good way to understand how flows will change during the day in various parts of your system.

Rain Events

Previous examples of methods throughout the document were all in dry weather situations. Rain events cause substantial difficulties for SSO responders in establishing an accurate estimate of an SSO. Infiltration into the sewer system will increase, sometimes dramatically, the system flow including the amount of the SSO. When estimating the SSO amount during a rain event, the estimate is to include only the amount of wastewater that left the collection system (this includes any clear water inflow and/or infiltration (I&I) that entered the collection system upstream of the SSO) and not any waters that the wastewater comingled with after leaving the system. Although the comingled waters are considered contaminated by the SSO and may be involved in the cleanup, they should not be considered in the estimate of the volume of sewage spilled for the event. Consult with your city or agency management or your site-specific procedures to be used during wet weather SSOs.

Saturated Soils

Spills that have occurred on or migrated to grassy or dirt areas can be estimated if the area is dry and is not regularly irrigated like a field or dirt parking lot. This method is effective only during dry weather and not during or after a rain event. To estimate how much wastewater has been lost to the soil, first determine how many cubic feet of soil has been wetted. First determine the size of the area where the spill occurred. This is done in the same manner as for spills that occurred on hard surfaces and as discussed in the Measured Volume Method. Next determine how deep the soil has been saturated. To determine the depth of the soil saturation, dig several test holes with a round point shovel until dry soil is reached. Measure the depth of each hole and determine the average depth of the saturated soil. Multiply the area of the spill (in square feet) times the average depth of the soil saturation to determine the amount (in cubic feet) of saturated soil. Different types of soils will retain moisture in different amounts. Water will penetrate sandy soils quicker than clay soils and clay soils are capable of holding more moisture than sandy soils. Use an average of 18% moisture content when estimating the amount of wastewater that has saturated the soil.

Example: If the spill was contained in a dry dirt or grassy area of 10 feet by 20 feet, the area of the spill would be 200 square feet if it was a perfect rectangle (assumed). If the wastewater penetrated the soil to an average depth of 3 inches, the total amount of saturated soil would be 50 cubic feet ($10 \times 20 \times .25 = 50$ cf.). To determine the amount of wastewater suspended in the wetted soil, multiply the 50 cubic feet times 7.48 gallons per cubic foot ($50 \text{ cf} \times 7.48 \text{ gal/cf} = 374$ gallons). Next multiply the gallons times the average amount of moisture the soil can hold (use 18% as a rough estimate or calculate the soil moisture) to determine the actual estimated amount of wastewater that has saturated the soil ($374 \text{ gal} \times .18 = 67.3$ gallons of wastewater contained in the soil for the area of the spill). Add the amount of wastewater estimated to be contained in the soil with the amount of surface wastewater that was removed to achieve an estimated total amount of the wastewater spill.

Simple method to calculate soil moisture content:

Equipment needed: One coffee filter; a funnel; a graduated measuring cup; a jar or bottle. Place the coffee filter into the funnel. Place the funnel into the mouth of the jar or bottle. Place one cup of clean dry soil from the spill site onto the coffee filter. Pour one cup (8 ounces) of water onto the soil and allow the water to drain into the jar. Once the water has stopped dripping from the funnel, remove the funnel and measure the amount of water in the jar. The difference between the amount of water in the jar and the 8 ounces originally poured over the soil is the amount of moisture the soil retained.

Example: If six and one half ounces (6.5) remained in the jar, one and one half ounce (1.5) or 18.75% remained in the soil. The soil moisture content would be 18.75%.

Combo Truck or Vacuum Truck Recovery

When the spill is contained to a specific area and recovered by a combo or vacuum truck, the amount recovered can be used in calculating the amount of the original spill. If the spill is contained on a hard surface, estimate the total spill volume by what was captured by the combo or vacuum truck plus the amount that could not be captured. To estimate the amount not captured by the combo or vacuum truck, use the Measured Volume Method. For wet spots on concrete, use a depth of 0.0013 ft. or 1/64 inch. For wet stains on asphalt, use a depth of

0.0026 ft. or 1/32 inch. If the spill is contained on soil, use the Saturated Soils Method to determine how much of the spill soaked into the soil and add to the amount captured by the combo or vacuum truck.

Conversion Factors

1.0 cfs = .6463 mgd

One cubic foot of water (cf) = 7.48 gallons

One cubic foot of water per second (cfs) = 448.8 gallons per minute

A cylinder 1 foot in diameter and one foot deep = 5.87 gallons

A 1 square foot triangle 1 foot deep = 3.25 gallons

One inch or 1/12 ft = .083 feet

Volumes Recovered with Trucks or Pumped to Tanks

Level gauge on truck or

Known volume of the full tank or

Number of full tank trucks used during large SSO events

Use your agency's approved conversion factors, if available.

References

California Environmental Protection Agency

<http://www.calepa.ca.gov/>

State Water Resources Control Board

<http://www.swrcb.ca.gov/>

Sanitary Sewer Overflow (SSO) Reduction Program

http://www.swrcb.ca.gov/water_issues/programs/sso/index.shtml

Sample Worksheet

(City or Agency Name)

SSO Volume Estimation Worksheet

SSO Address/Location: _____ **Date:** _____

SSO Volume Method of Estimation (check appropriate box and provide appropriate information for method used below)

Pictorial Reference Flow Rate Chart (San Diego Chart CWEA Ruler
Vent or Pick Holes Eyeball estimate

Measured volume Counting Connections Manhole Ring Partially Covered
Manhole Open Manhole

Bucket Method Pipe Size Method Gutter Flow Method Metered Flow
Rain Event Method

Saturated Soils Method Combo/Vacuum Truck Recovery Method

Spill Start Date: _____ Spill Start Time: _____

Spill End Date: _____ Spill End Time: _____ Total Est. Spill Volume (gal): _____

Provide a detailed description of the method(s) used to determine the SSO estimate. (Use additional sheets as needed)

Signed: _____

Date: _____

APPENDIX C-2
Volume Estimate Forms

MEASURED VOLUME METHOD FIELD INSPECTION FORM

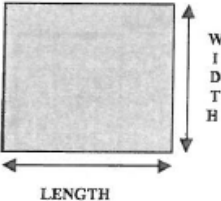
1. Sketch shape of contained spill.

Sketch spill

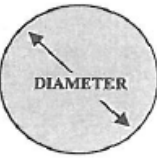
<p><u>Shape 1</u></p> <p>Length _____</p> <p>Width _____</p> <p>Diameter _____</p>	<p><u>Shape 2</u></p> <p>Length _____</p> <p>Width _____</p> <p>Diameter _____</p>
<p><u>Shape 3</u></p> <p>Length _____</p> <p>Width _____</p> <p>Diameter _____</p>	<p><u>Shape 4</u></p> <p>Length _____</p> <p>Width _____</p> <p>Diameter _____</p>

2. Identify Shape Dimensions. (May Require Multiple Shapes)

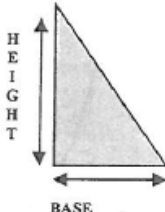
RECTANGLE



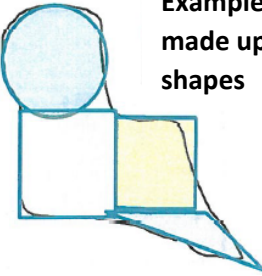
CIRCLE



TRIANGLE



Example area is made up of 4 shapes



3. Calculate Area

- f. Rectangle: Length (ft) x Width (ft)
- g. Circle: Diameter (ft) x 3.14 ÷ 4
- h. Triangle: Length (ft) x Width (ft) ÷ 2

4. Measure Spill Depth

- a. Average of multiple sample depths.
- b. For wet spots, assume depth:
 - 1/32" for asphalt
 - 1/64" for concrete

5. Calculate Volume

- d. Calculated Area (ft²) x Average Depth (ft)
- e. 7.48 gallons per cubic foot (ft³)

**Total
Gallons**

Field Calculations

Depth

Sample 1 _____

Sample 2 _____

Sample 3 _____

Sample 4 _____

Sample 5 _____

Sample 6 _____

Sample 7 _____

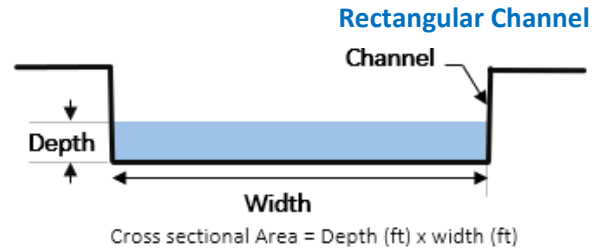
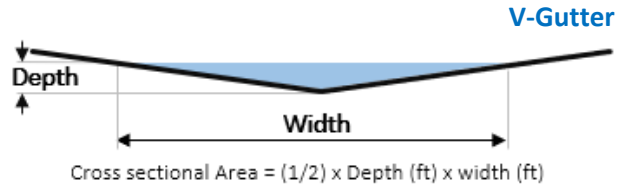
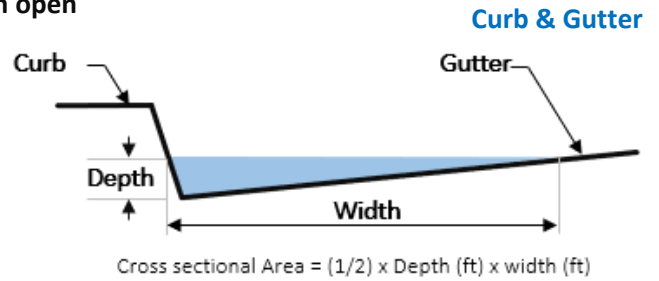
Sample 8 _____

Average Depth _____

GUTTER FLOW METHOD FIELD INSPECTION FORM

Gutter Flow Method can be used for estimating spill volumes in open channels such as ditches, curve and gutter, etc.

1. Identify surface geometry: Curb & Gutter, V-Gutter, or Rectangular Channel.
2. Measure spill depth (ft) and width (ft)
3. Calculate cross sectional flow area.
4. Measure spill velocity.
 - Predetermine a travel distance
 - Measure the time it takes an object (leaf or ping pong ball) to travel that predetermined travel distance.



Velocity (ft/s) = Distance (ft) / Time (seconds)

5. Calculate the spill flowrate:
 Flowrate (ft³/s) = Cross Sectional Area (ft²) x Velocity (ft/s)
 1 cubic foot = 7.48 gallons
 1 minute = 60 seconds
6. Measure the depth and velocity if it changes over during the spill event
7. Calculate the flow volume:
 Volume (ft³) = Flowrate (ft³/s) x Spill Duration (s)
 1 cubic foot = 7.48 gallons
 If the flow depth changes over time, the total volume is equal to the sum of the calculated volume at each flow depth.

Field Calculations

Total Volume = T1 x Q1 + T2 x Q2 + (...)

Total Gallons

	Event Time (T1)	Event Time (T2)	Event Time (T3)
Cross Section Area Calculation			
Geometry			
Depth (in)			
Depth (ft)			
Width (ft)			
Cross Sectional Area (ft ²)			
Velocity Calculation			
Length (ft)			
Travel Time (sec)			
Velocity (fps)			
Flowrate Calculation (cross sectional area x velocity)			
Flowrate (ft ³ /s)			
Flowrate (gpm)*			

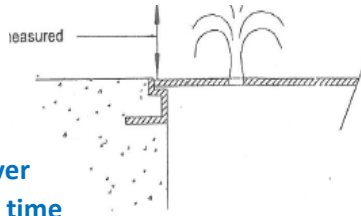
* 1 ft³/s = 448.8 gpm

PICK AND VENT HOLES METHOD FIELD INSPECTION FORM

Use this method if the sewage flow is isolated to the pick and vent holes only.

1. Identify how many pick/vent holes are experiencing flow through each manhole. Measure diameter of each hole.
2. Measure the height of the sewage plume over each pick/vent hole. Record the height and time of measurement.
3. If the height changes during spill event, remeasure the height of the sewage plume over each pick/vent hole. Record the height and time of measurement.
4. Determine flowrate from the Pick/Vent Hole Estimation Chart
5. Calculate the flow volume for each hole:

Volume (gal) = Flowrate (gpm) x Number of Holes x Spill Time (min)
6. Total volume is the sum flow volume from all holes.
If the plume height changes, the total volume is the sum of the flow volume for all holes at various plume heights.



Equation $Q = CA(2gh)^{0.5}$
 Q = Flowrate (cfs)
 C = Coefficient 0.624
 A = Area (sqft)
 G = 32.2 ft/sec²
 H water height (ft)

Pick/Vent Hole Flowrate Estimation Chart			
	Hole Diameter (in)	Water Height (in)	Flowrate (gpm)
Vent Hole (Circular)	0.50	0.063	0.23
	0.50	0.125	0.33
	0.50	0.250	0.47
	0.50	0.500	0.66
	0.50	0.750	0.81
	0.50	1.000	0.94
	0.75	0.063	0.51
	0.75	0.125	0.72
	0.75	0.250	1.02
	0.75	0.500	1.44
	0.75	0.750	1.77
	0.75	1.000	2.04
	1.00	0.063	0.88
	1.00	0.125	1.25
1.00	0.250	1.77	
1.00	0.500	2.50	
1.00	0.750	3.06	
1.00	1.000	3.54	
Pick Hole (Semi Circle)	1.00	0.063	0.44
	1.00	0.125	0.63
	1.00	0.250	0.89
	1.00	0.500	1.25
	1.00	0.750	1.53
	1.00	1.000	1.77
	1.00	1.500	2.17
	1.00	2.000	2.51

Count	Manhole ID	Pick or Vent Hole?	Diam (in)	Event Time (T1)		Event Time (T2)	
				Height (in)	Q1 (gpm)	Height (in)	Q2 (gpm)
				1			
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
				Total Q1		Total Q2	

Field Calculations 2 x Q2 + (...)

Total Gallons

PICTORIAL REFERENCE METHOD FIELD INSPECTION FORM

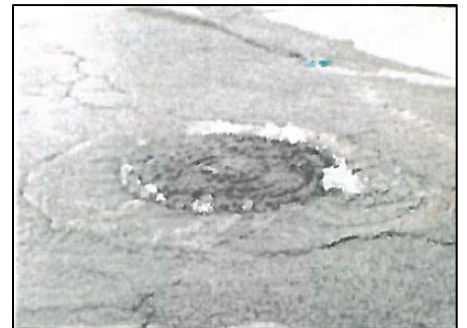
San Diego Manhole Overflow Rate Chart.



5 gpm



25 gpm



50 gpm



100 gpm



150 gpm



200 gpm



225 gpm



250 gpm



275 gpm

Field Calculations Total Volume = T1 x Q1 + T2 x Q2 + (...)

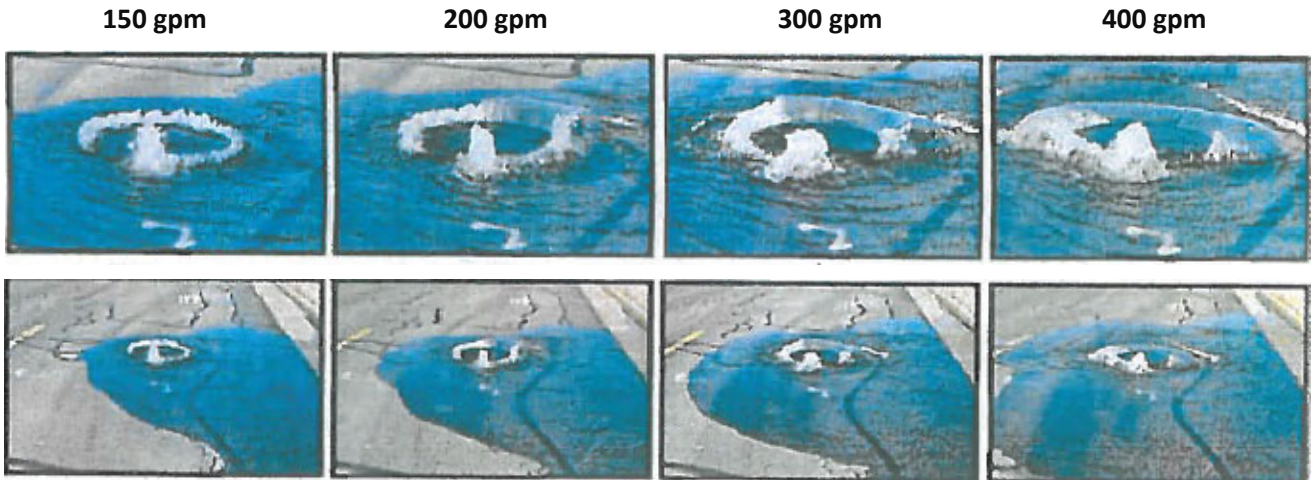
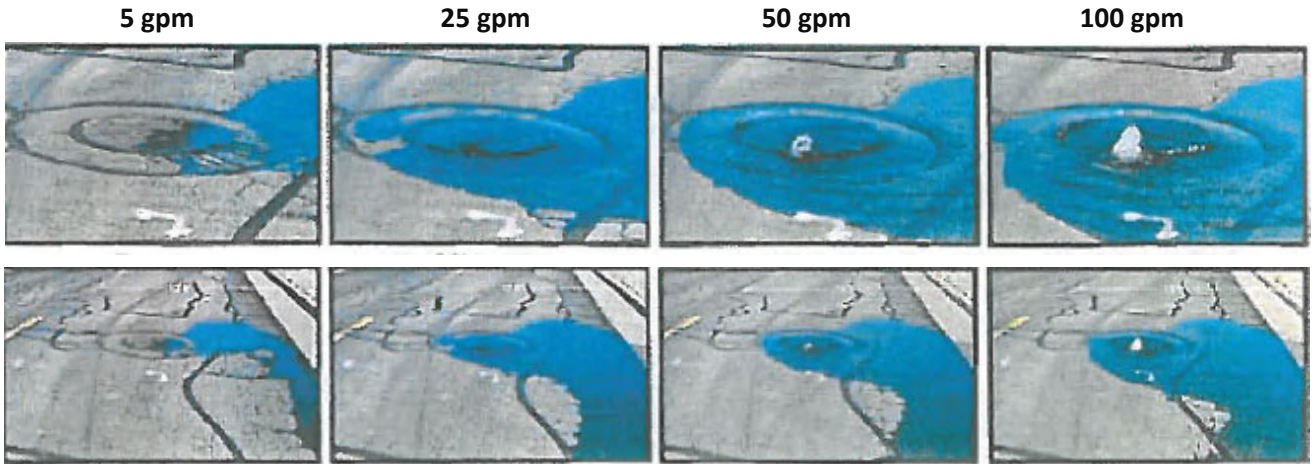
Q: Selected picture flowrate

T: Duration of spill

Total Gallons

PICTORIAL REFERENCE METHOD FIELD INSPECTION FORM

CWEA Southern Section Collection System Committee (SSCSC) Manhole
Overflow Gauge



Field Calculations Total Volume = $T_1 \times Q_1 + T_2 \times Q_2 + (\dots)$

Q: Selected picture flowrate

T: Duration of spill

Total Gallons

APPENDIX D-1 through D-7
Agency Coordination Documentation

APPENDIX D-1

ORANGE COUNTY FLOOD CONTROL DISTRICT

Email Correspondence

May 1, 2023

Orange County Flood Control District

Spill Emergency Response Plan

Correspondents: Tracy Ingebrigtsen, OCFCD, Countywide Compliance Program Manager
Kimberley Buss, OCFCD, Senior Environmental Resources Specialist
David Razo, OCFCD
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers
Adrian Hernandez, AKM Consulting Engineers

Subject: Spill Emergency Response Plans

OCFCD Comments/Responses in red.

- I. Request for current GIS layers **We can provide these in a zip folder**
 1. **OCFCD Orange County Flood Control District** (OCFCD) Stormwater Drainage Facilities
 2. Local Stormwater Drainage Facilities (other agencies)
 3. Catch Basins
 4. Retention Basins
 5. Stormwater Pump Stations **(these are sw lift stations that may act as retention facilities)**
 6. **Diversions to SSS**
- II. Notification Procedures
 - Verify when it is necessary for a local Agency to notify OCFCD of a sewer spill
 1. Should OCFCD be notified whenever a spill enters any OCFCD stormwater facility (channels, retention basins, verse underground pipes)? **Yes** Or are there only certain facilities that require notification? **Any impact to an OCFCD facility should result in a notification (see Section III below for clarification)**
 2. Should OCFCD be notified of all spills no matter the volume? **Yes** Or only if the spill is greater than 50,000 gallons, ~~which is the volume for Category 1 spills?~~ **Please note that a Category 1 spill is defined as any discharge to a drainage conveyance system, iex. catch basin (regardless of volume)**
 3. Should OCFCD be notified whenever one of its stormwater facilities needs to be accessed for containment? **Yes; further collaboration on how to go about this is forthcoming**

- Verify that spill notification time frame of 2 hours or as soon as possible is acceptable. **As soon as possible, is preferred.** Order 2022-0103-DWQ requires the Office of Emergency Services to be notified within two (2) hours of a spill greater than 1,000 gallons.
- Verify that OCFCD contact information for spill notification is correct:
 1. <https://myoceservices.ocgov.com/ServiceRequest> (Submitting a Water Pollution Service Request will be the most responsive form of notification.)
 2. Business Hours (714) 955-0600 **correct**
 3. After Hours (877) 897-7455 **correct**
- Verify the information required by OCFCD during the initial call from an Agency responsible and reporting a spill:
 1. Location of the spill (cross streets and affected storm drains)
 2. Approximate spill flowrate
 3. **Approximate volume lost to the catch basin (if known)**
 4. **Has discharge been stopped?**
 5. **Has discharge been contained?**
 6. **Has cleanup begun?**
 7. Flow conditions upstream of the spill entrance point with an OCFCD facility. What is the stormwater/urban water runoff estimated flowrate? **This has not been a prior requirement.**
- Verify if Orange County Health Care Agency (OCHCA) needs to also be notified: **OC HCA receives all CalOES notifications; we can provide you with OCHCA contact info in order to answer questions 1 and 2, below**
 1. Is it required for sewer agencies to notify OCHCA for all spills?
 - a. If not for all spills, under what conditions should they be notified? Is it dependent on size and/or location of spill?
 - b. Please provide ordinance or code that details the requirements, so that AKM can include in SERP reports.
 2. Verify Contact Information for OCHCA:
 - a. General Reporting(714) 433 – 6000
 - b. Office Staff: (714) 433 – 6419A
 - c. After Hours: (714) 628 – 7008

III. OCFCD Response

- What type of response is provided by OCFCD in the event of a spill notification?

Category 1,2, or 3 Spill:

1. **Assessment up and downstream of incident (eg. Determine u/s flow; determine d/s impacts)**
2. **Identification of d/s sanitary sewer diversions, retention basins, etc.**

3. Provide downstream containment as warranted
4. Provide OCFCD site access
5. Additional cleanup resources (only when all other resources have been exhausted)
6. Provide determination of cleanup end points (to the maximum extent practicable).
7. All OCFCD responses are recorded in the County's Illicit Discharge, Detection & Elimination (IDDE) database

Category 4 Spill:

8. No on-site response required by OCFCD, but may still be available for assistance, if needed.
9. If notification is received, a Category 4 spill will be recorded in the County's IDDE database.

IV. Containment and Clean Up

- The SERP updated reports will include containment and clean up procedures that meet the Order 2022-0103-DWQ requirements, at a minimum.
 1. Does OCFCD have any specific requirements for containment and clean up of spills?
- It is a requirement of Order 2022-0103-DWQ that an Agency contain and remove the spill within the drainage conveyance system.
 1. The current SERP states that when the drainage conveyance system is **not** currently flowing with stormwater or urban runoff, the Agency will intercept the flow within the drainage facilities, using pipe plugs and/or sand bags.
 2. Does OCFCD have any concerns with the Agency entering its drainage conveyance system to contain the spill? **It is OCFCD understanding that MOUs (or some written, formalized SOP) will be implemented in response to the reissued Order and these processes will be spelled out therein.**
- Please verify that OCFCD agrees with the Agency's procedures for a spill that occurs **during a wet weather event:**
 1. Agency **will not** enter drainage facilities to contain the spill. Agree
 2. The Agency will concentrate on containing the spill on the street as best as possible. Agree
 3. The main focus will be to stop the spill and correct the cause of the spill such that the sewer system is functional, and the spill volume is minimized. Agree
- Please verify that OCFCD agrees with the following clean-up procedures. This is generally what the SERPs include. Does OCFCD have other specific requirements that the agencies should be aware of. Different for different facilities (channels/retention basins)
 1. After the spill has been contained, the Agency will pump the sewage from the drainage facility, **however earthen channel cleanup will be determined on a case-by-case basis. Agree**
 2. **The Agency will remove any solids from the drainage facility Agree**

3. All wash water will be recovered and removed from the facility. Agree
4. Does OCFCD have any additional clean-up requirements?
 - a. All equipment and materials related to the cleanup must be removed from County right-of-way prior to exiting the facility.
5. Are there any specific clean up procedures for spills entering pump station and retention basins?
 - a. Notification shall be made to diversion and pump station operators in the chance that sewage may reach such a facility. (Locations and contact information will be provided in aforementioned MOU/SOP)

V. Water Sampling

- Order 2022-0103-DWQ requires water sampling for spills greater than 50,000 gallons discharged to a surface water.
 1. Does OCFCD have any alternate requirements?
 - a. OCFCD does not have any additional sampling or monitoring requirements, however OCHCA should be consulted regarding the questions below.
 2. Are there different sampling requirements for spills in:
 - a. Ocean
 - b. Channel
 - c. Retention Basin
 - d. Pump Station Wet Well
- Order 2022-0103-DWQ requires the following constituents to be analyzed of the collected receiving water samples:
 - a. Ammonia, and
 - b. Appropriate bacterial indicator (Total Coliform Bacteria, Fecal Coliform Bacteria, E-coli, Enterococcus)
 - c. Does OCFCD have other sampling requirements? No
- Order 2022-0103-DWQ requires the following receiving water sample locations
 - a. Upstream of the spill within drainage conveyance system before point of discharge
 - b. Point of discharge in the receiving water
 - c. Upstream of the spill in the receiving water
 - d. Downstream of the spill in the receiving water
 - e. Does OCFCD have other location requirements? No

Correspondents: Tracy Ingebrigtsen, OCFCD, Countywide Compliance Program Manager
Kimberley Buss, OCFCD, Senior Environmental Resources Specialist
David Razo, OCFCD
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers
Adrian Hernandez, AKM Consulting Engineers

Subject: Responses to SSS SERP questions from AKM: 5/02/23

SWRCB Comments in Red

1. Please send over the GIS layers.
 - a. *We will need to put in a request to OCSurvey's Geospatial Services, and likely will require a written request from the requesting water district or its assigned contractor.*
2. Please provide the contact for Orange County Health Care Agency.
 - a. *Hisham Elmishad: helmishad@ochca.com*
3. We would like to clarify the definitions of "drainage conveyance system" and "surface waters" and how it relates to the Category 1 Spill. We think we understand what you are saying, but we just want to make sure because we talked to SWRCB staff and they define things a little differently from OCFCD and Region 8 staff.
 - a. *The definition of a drainage conveyance system in the Order is in essence, a city's MS4. Further defined: a "catch basin" is considered to be the initial point of entry into an MS4. Thereby, when a spill enters a catch basin, it has entered the city's MS4.*
4. Who is supposed to prepare the MOUs and/or SOPs in-regards to containment in an OCFCD facility? Is it OCFCD or each agency?
 - a. *This will be a collaborative effort, however OCFCD already has draft language started.*
 - b. *Note: This will likely be discussed further at the May 3rd meeting with CWSP and the State; "Agenda Item No. 2: Coordination with stormwater agencies – including how to maximize the use of stormwater conveyance systems as containment"*
5. We would like to discuss further how containment and cleanup has been conducted during past spills into OCFCD facilities. Our clients have not actually experienced large spills that have entered OCFCD facilities.
 - a. *This response was erroneously left off the AKM's initial request, first bullet after IV. Containment and Cleanup
Due to the vast number of variables related to pollution response, endpoints must be determined on a case-by-case basis, ensuring that containment and cleanup has been carried out to the maximum extent practicable.*

6. We would like to discuss water sampling as well. Some of our clients have been under the impression that the county would do water sampling in the event of a large spill that reached OCFCD facilities. We would like to verify the procedures that need happen to make sure sampling is done properly and in a timely manner.

a. OCFCD does not carry out sampling or monitoring following an SSO. However, OC HCA will carry out monitoring wrt to its Ocean Recreational Waters program (eg. Closures, Posted Warnings, and Posted Advisory Warnings) as it is required of them.

OCFCD will work with its GIS team to obtain/share the following layers (likely with agencies with whom OCFCD has active MOUs related to their SERP). To be discussed further.

- OCFCD storm drains*
- Local storm drains*
- Catch basins*
- Retention basins*
- Pump stations*

Orange County Flood Control District
Spill Emergency Response Plan

Attendees: Tracy Ingebrigtsen, OCFCD, Countywide Compliance Program Manager
Kimberley Buss, OCFCD, Senior Environmental Resources Specialist
Jonathan Humphrey, OCFCD, Environmental Resources Specialist
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers
Adrian Hernandez, AKM Consulting Engineers

Subject: Spill Emergency Response Plans – Coordination with OCFCD

A meeting to discuss Spill Emergency Response Plans for agencies within Orange County took place on May 4, 2023 via the Microsoft Teams platform. The following is a summary of the meeting's events and discussions.

1. Email Tracy and Kim to request GIS files of the Orange County stormwater facilities
2. OCFCD was under the impression that a spill that reached a catch basin was considered Category 1. Agreed though that the SWRCB staff did not say this at the May 3, 2023 Clean Waters Summit Partners webinar.
 - a. If a spill reaches an infiltration basin, it will eventually get treated
 - b. If a spill reaches a stormwater BMP (Best Management Practices), OCFCD considers it Category 1. They would want to remediate the spill within the facility and make sure the facility is not compromised.
 - i. <https://storymaps.arcgis.com/stories/1918b3a686bc434c8e22b22579829780>
 - c. Bioswale - spill can't infiltrate
 - d. Lift station in a retention basin could be used to act as containment. This will be a case by case scenario, that depends on the size of the spill and volume of water in the retention basin.
 - e. There are diversions, where dry weather flow (irrigation runoff, etc.) are diverted to sewers. OCFCD can provide shapefiles.
3. BMPs are mapped and tracked using a Stormwater Tool (online web based tool) but only agencies have access to it. It is not public information. Mainly south OC agencies have input data. Not many north OC agencies input data.
4. It is possible to maneuver trucks to a position to remove spill from a channel. It just depends on the situation.
5. OCFCD could do cleanup in their own facilities. There is an implementation agreement with 31 of the 34 OC cities (Not with Huntington Beach, Anaheim, or Newport Beach) for

stormwater pollution response. It is called the Water Quality Ordinance Implementation Agreement.

6. Notify OCFCD whenever spill reaches a storm drain
 - a. Submit a Water Pollution Service Request at <https://myoceservices.ocgov.com/ServiceRequest>
 - b. OCFCD staff will respond to give access to facilities if needed (i.e. locks that give access to channels)
 - c. OCFCD will respond within 1 hour
7. OCFCD would like to know if agencies would rather change their municipal code or ordinances to ensure they possess legal authority to “collaborate with storm sewer agencies to coordinate emergency spill response” (Pg D-4 of WDR) or develop a MOU or SOP and sign agreement with OCFCD. They will check if any of the existing stormwater agreements have language that would comply with the new WDR.
8. Orange County Health Care Agency contacts
 - a. Hisham Elmishad: helmishad@ochca.com
 - b. Lauren Robinson: lrobinson@ochca.com
9. OCHCA labs are not open 24/7. Even their contract labs are not open 24/7. Agencies should check if OCSD or other municipal labs could be utilized.
10. OCHCA will take samples but it may not be as extensive as what the new WDR is requiring (4 specific locations)
11. Send OCFCD writeup for SERP? Confirm with clients that this will be ok.

Orange County Flood Control District
Spill Emergency Response Plan

Attendees: Tracy Ingebrigtsen, OCFCD, Countywide Compliance Program Manager
Kimberley Buss, OCFCD, Senior Environmental Resources Specialist
David Razo, OCFCD
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers
Adrian Hernandez, AKM Consulting Engineers

Subject: Spill Emergency Response Plans – Coordination with OCFCD

Report Comments

1. Section 1.5

In California, the NPDES Permit program is regulated by the nine (9) Regional Water Quality Control Boards (RWQCB) to regulate the discharge of pollutants into the waters of the United States. Enrollee operates under the Santa Ana RWQCB Order # R8-2009-0030, NPDES No. CAS618030, as amended by Order No. R8-2010-0062 (and subsequent permit renewals), *Waste Discharge Requirements for The County of Orange, Orange County Flood Control District and The Incorporated Cities of Orange County within the Santa Ana Region Areawide Urban Storm Water Runoff Orange County*.

2. Section 4-1.1

“Surface Waters” are defined by SWRCB staff as natural water bodies, including portions that were rerouted or channelized. OCFCD channels, creeks, and/or basins are therefore considered surface waters; this includes both concrete-lined channels as well as earthen bottom channels. If a spill reaches any of these OCFCD facilities, it will be considered a Category 1 Spill. Surface waters within the City’s service area illustrated on Figure 4-1.

If a spill cannot be contained within the City’s catch basin, regardless of whether water is flowing or not, the spill will be considered a Category 1 Spill. If however, the sewage can be fully contained and removed, and the impacted portion of the conveyance system cleaned and captured, and disposed of properly, the spill will be considered a Category 2, 3 or 4 Spill, depending on the volume.

3. Section 4-2.4

The Orange County Flood Control District (OCFCD) will be notified of any spill that reaches any type of drainage conveyance system and/or surface water, whether it is owned by the Enrollee or OCFCD. The drainage facilities considered surface waters within the Enrollee’s service area are shown on Figure 4-1. This includes any spill that reaches a catch basin, storm drain manhole, or structural Best Management Practice (BMP) and has the potential to enter a drainage conveyance

system. Based on the information provided, OCFCD staff will determine the need for a site investigation or other actions to protect surface waters.

OCFCD and the Enrollee have entered into a Water Quality Ordinance Implementation Agreement, which allows OCFCD to act on behalf of the Enrollee in providing assistance with containment and cleanup of spills within the Enrollee's drainage conveyance systems. Written authorization (via email or text) is needed prior to OCFCD's response, in order to implement the Agreement.

The County has developed an on-line "Water Pollution" service request website for **all spills** that reach a drainage conveyance system and/or flood control facility. This online reporting may be conducted on a desktop computer or mobile device, and is the best way to notify OCFCD of a spill event. The City will be notified of the receipt of the spill report electronically to ensure that the online notification has been conducted appropriately.

4. Section 5-4.3

If the spill reaches an OCFCD facility/surface water, OCFCD will be contacted. The City will likely need OCFCD crews to access any of the nearby channels/surface water because the gates to the access roads are typically locked. Upon authorization of the Water Quality Ordinance Implementation Agreement (via email/text), OCFCD will send crews out to conduct containment and cleanup. City crews will coordinate with OCFCD and assist in any way possible.

5. Section 5-6.3

If the spill reaches a OCFCD facility/surface water, the City will coordinate the cleanup efforts with OCFCD and assist in any way possible. OCFCD maintenance staff will provide assistance with most spills. For larger spills and upon authorization of the Water Quality Ordinance Implementation Agreement by the City, OCFCD has three (3) on-call contractors that can assist with clean up services.

7. Section 6-2.4

Gutter Flow Method

The Gutter Flow Method can be used for estimating spill volumes in open channels such as ditches, curb and gutter, etc. The cross sectional area and the velocity of the flow in the channel is needed to use this method.

The cross sectional area is calculated as follows:

Curb and Gutter with V-Shape

Cross Sectional Area (ft²) = (1/2) x Depth x Width

Rectangular Channels

Cross Sectional Area (ft²) = Depth (ft) x Width (ft)

The velocity in the channel can be measured by dropping a small floating object (~~Ping pong ball~~ (Removed since it is not biodegradable) leaf, small piece of wood or paper, etc.) into the flow and timing how long it takes to travel a measured distance.

APPENDIX D-2

STATE WATER RESOURCES CONTROL BOARD

Email Correspondence

January 1, 2023

State Water Resources Control Board

Spill Emergency Response Plan

Correspondents: Steve Cheung, State Water Resources Control Board
Tracy Ingebrigtsen, OCFCD, Countywide Compliance Program Manager
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers
Adrian Hernandez, AKM Consulting Engineers

Subject: Spill Emergency Response Plans

SWRCB Comments/Responses in red.

1. Spill Volume:
 - a. Section 2-2 of Appendix E states:

<p>2.2 Spill Volume Estimation</p> <p>To assess the approximate spill magnitude and spread, the Enrollee shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The Enrollee shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.</p>

- b. In the past, AKM's clients have referred to the "Sewer Spill Estimation Guide", prepared by the Orange County Area Waste Discharge Requirements Steering Committee in 2014. Please see attachment. This is a very comprehensive document that provides many alternatives for volume estimation.
 - c. What is "updated volume estimation techniques" referring to? Are there other specific methodologies that SWRCB would like included in an agency's Spill Emergency Response Plan documentation? **If AKM references the "Sewer Spill Estimation Guide" prepared by the Orange County Area Waste Discharge Requirements Steering Committee, please reference that technique in any spill reporting.**

2. Travel Time

a. Section 2-3.1 of Appendix E states:

2.3.1. Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:

- **Estimated spill travel time to the receiving water;**
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;

Estimated spill volume within the receiving water.

- b. Are the terms “surface waters”, “receiving water”, and “Waters of the State” all one in the same? Do they all refer to the same water? If not, what are the differences?

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

- c. Please verify that the statement “Estimated spill travel time to the receiving water” is the time the spill travels from the sewer facility (i.e. manhole) to Waters of the State, including travel time on the street/in the gutters? **The spill travel time begins when the spill emerges from its origin point (i.e. a manhole, pipeline, etc.) all the way to a receiving water.**
- d. Please verify that the second bullet point is referring to the time the spill travels within a drainage system alone to the Waters of the State. For example, from the time the sewage enters a catch basin until it reaches Waters of the State. **Correct, it is from the point of entry into the drainage conveyance system.**
- e. The travel times will vary with flowrate during dry weather and wet weather conditions. Is it SWRCB goal for these travel times to be estimated with Manning’s equation and estimated flowrates? Are there other specific methodologies that the SWRCB has in mind for estimating the travel times? **Provide the best estimate of time based on each respective situation of the when the spill occurred to when it reaches a receiving water.**

3. Waters of the State

a. Appendix A defines the following:

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

b. Water Code Section 13050 € provides the following definition:

(e) "Waters of the state" means any surface water or groundwater, including saline waters, within the boundaries of the state.

c. It is AKM's understanding that surface water includes ocean water, streams, lakes, drainage retention basins, groundwater and flood control channels. It is unclear, what drainage channels are considered surface waters and which facilities are not. AKM conducts work in southern California, primarily in Los Angeles and Orange County. Is there a list of facilities that SWRCB considers "Waters of the State" or "surface waters"?

We do not have a list of facilities that identify which drainage channels are considered surface waters. If the drainage channel leads to a surface water or has the potential to lead to a surface water, then the Board needs to know about any spills that occur in those respective drainage channels.

Correspondents: Walter Mobley, State Water Resources Control Board
Steve Cheung, State Water Resources Control Board
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers
Adrian Hernandez, AKM Consulting Engineers

Subject: Spill Emergency Response Plans

SWRCB Comments in Red.

AKM Comments in Green

- a. There is a definition of Waters of the State and receiving waters in Attachment A of the WDR. Please verify if AKM's definition of surface water is what the SWRCB understands surface waters to be:
 - i. Water body open to the atmosphere (i.e. ocean, river, stream, lake, open channel). **These would be examples of a receiving waters and waters of the State.**
 - ii. Would a small local open channel be considered a surface water, even if there is no flow in it? **It would be considered a Category 1 spill if it has potential to flow to a surface water, even with no flow in it. For example, if the channel is dry but water is discharged into the channel and it has to the potential to reach a surface water, it would be considered a Category 1 spill if any of the discharge is left in the channel. You said it is Category 1 if sewage is left in channel. If sewage reaches a dry open channel and all sewage is recovered, then is it correct to say this is not Category 1 spill? Is the definition only dependent on whether or not the sewage is recovered? Or is any open channel (no matter the size or ownership) considered a surface water? We are looking for a clear definition of "surface water" because per the definition of Category 1 spill, if sewage reaches a "surface water", it is automatically a Category 1 spill. .**

The agencies we are working for own small local open channels that lead to regional channels and then to the major rivers or ocean. We are trying to figure out if all open channels are considered "surface waters". Or can the small local open channels fall under the category of "drainage conveyance system"? Then if sewage reaches these facilities and is captured, it is not a Category 1 spill.

The drainage channel itself is not considered a surface water. If any discharge is left in a drainage conveyance channel that has the potential to reach a surface water would be considered a Category 1 spill. If it is fully recovered from the channel, then it would not trigger a Category 1 spill.

Per the definition:

A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

A drainage conveyance system that discharges to surface waters **when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.**

Email Correspondence

April 19, 2023

State Water Resources Control Board
Spill Emergency Response Plan

Correspondents: Walter Mobley, State Water Resources Control Board
Steve Cheung, State Water Resources Control Board
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers
Adrian Hernandez, AKM Consulting Engineers

Subject: Spill Emergency Response Plans

SWRCB Comments in Red.

We are working on updating the SERP for several agencies in the Region 8 area. We are having difficulty in getting in touch with someone from the RWQCB Region 8, to discuss some of our questions. The following email was tried, several weeks ago without any response:

RB8SpillReporting@waterboards.ca.gov

Can you please provide an email address and/or phone number for a representative that we could communicate with.

You can reach out to Julio Lara down in Region 8.

Email: Julio.Lara@waterboards.ca.gov

Phone: 951-782-4901

Correspondents: Walter Mobley, State Water Resources Control Board
Steve Cheung, State Water Resources Control Board
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers
Adrian Hernandez, AKM Consulting Engineers

Subject: Spill Emergency Response Plans

SWRCB Comments in Red.

We have a question about who is allowed to submit and certify spill reports to the CIWQS database.

Per the definition of Data Submitter in Attachment A, it says “A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database”. We interpreted that to mean that a data submitter could only submit draft spill reports because everything else uses the word “certify” as follows:

1. Certified Spill Reports for Category 1 and 2 Spills
2. Monthly Certified Spill Reports for Category 3 Spills
3. Monthly Certified Reports for Category 4 Spills
4. Annual Certified Reports for Category 4 and Lateral Spills
5. Monthly Certification for No-Spill Reports

The reason we ask is because if a LRO has to submit and certify all of the above listed reports, it means a very high level person might have to submit and certify “no-spill” reporting every single month. This may be a lot for some LROs so we wanted to be sure.

Thank you for your inquiry. The statewide Sanitary Sewer Systems General Order allows Data Submitters to enter data. The Legally Responsible Official is the only person that can certify submittals.

Correspondents: Walter Mobley, State Water Resources Control Board
Steve Cheung, State Water Resources Control Board
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers
Adrian Hernandez, AKM Consulting Engineers

Subject: Spill Emergency Response Plans

SWRCB Comments in Red.

One of our clients just certified continuation of coverage on CIWQS but said that he did not see a place where he could update or certify the LRO. In their case the LRO will be the same person as it was under the previous order. Do they need to complete the CIWQS "User Registration" form to re-register the LRO (<https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp>)?

What if the LRO needs to change due to the new requirements? What should an agency do to make the change? Do they need to complete the CIWQS "User Registration" form and/or email ciwqs@waterboards.ca.gov per Section 5.1 of the new Order?

Thank you for your inquiry. If the LRO will continue to be the same person, they do not need to re-register to be the LRO under the reissued Order (Order 2022-0103-DWQ). If the LRO needs to be changed to meet the Order (2022-0103-DWQ) requirements, then they would need to follow the steps listed in the attached Frequently Asked Questions guidance document. You are correct, that the link is provided per section 5.1 of Order (Order 2022-0103-DWQ). The attached document will cover the steps necessary to register, I would suggest contacting CIWQS Help Center staff if/when errors occur, for clarifying questions contact me.

APPENDIX D-3

REGIONAL WATER QUALITY CONTROL BOARD

Email Correspondence

April 21, 2023

Regional Water Quality Control Board

Spill Emergency Response Plan

Correspondents: Julio Lara, Regional Water Quality Control Board Region 8
Walter Mobley, State Water Resources Control Board
Steve Cheung, State Water Resources Control Board
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers

Subject: Spill Emergency Response Plans

Email summary of meeting (April 20, 2023) between Jon Nitta (AKM) and Julio Lara (RWQCB Region 8)

Thank you for talking to me yesterday regarding Order 2022-0103-DWQ. I would like to follow up and verify what we had discussed, as some of the RWQCB Region 8 requirements seem to be more conservative than what AKM had understood from our meetings with Walter Mobley and Steve Cheung at the SWRCB.

AKM understands that RWQCB Region 8 is the governing body for the Orange County agencies, and it may have additional and/or more strict requirements than those included in Order 2022-0103-DWQ. Can you please verify the following:

1. According to our talk the RWQCB Region 8 defines a “surface water body” to includes all oceans, lakes, rivers, channels, county storm drain, city storm drains, etc . The curb and cutter and private v-channels would not be considered a surface water body. Basically, the street is the cutoff of where the surface water body begins.
 - a. A spill that reaches any of these surface waters (including local catch basins and underground laterals and pipes) would be therefore considered a Category 1 spill (Per Region 8’s definition). This includes when these facilities are dry.
 - b. If this is correct, that would mean that by definition, the SWRCB definition of “ Drainage Conveyance Systems” would also be considered “Surface Waters”. Order 2022-0103-DWQ defines the drainage conveyance system as follows:
2. The RWQCB Region 8 does not have a written requirement for agencies to notify the local health care agency in the event of a spill, but it is recommended.
 - a. Notification procedures to the OCHCA for Spill Categories 1, 2, and 3 will be recommended for the SERP updates that we are developing for our Orange County agency clients.

Can you please review the summary of our discussion yesterday to verify that our understanding of the RWQCB Region 8 requirements are understood correctly. We would like to make sure we have the correct understanding before finalizing the SERP updates for our Orange County agency clients.

Please let me know if you would like to set up another meeting to discuss it in further detail.

Thank you again so much.

Email Correspondence

May 5, 2023

Regional Water Quality Control Board
Spill Emergency Response Plan

Correspondents: Julio Lara, Regional Water Quality Control Board Region 8
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers

Subject: Spill Emergency Response Plans

Email summary of meeting (May 4, 2023) between Jon Nitta (AKM) and Julio Lara (RWQCB Region 8)

I am working with Jon Nitta at AKM on various Spill Response Plans for our clients. Jon told me that the you two spoke yesterday and that you requested that we send over our definition of “surface waters” as it relates to Category 1 Spills so you could speak with SWRCB staff and your legal team about it and verify that we have the correct understanding.

AKM’s primary goal is to update the Spill Emergency Response Plan (SERP) for our Orange County clients so that they are compliant and can be implemented by June 5, 2023, as required by Order 2022-0103-DWQ (Section 5.12).

The Order identifies Category 1 Spills as follows:

Category 1 Spill

A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

A surface water, including a surface water body that contains no flow or volume of water; or

A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

As requested, we are attaching a definition of surface water as we have understood from discussions with the SWRCB staff and webinars hosted by the Clean Water Summits Partners. Please verify that this definition of surface water is also acceptable to Region 8.

Surface waters are natural water bodies that include but are not limited to: oceans, rivers, streams, lakes, vernal pools, wetlands, and estuaries.

If the natural water body or portions of it was rerouted or channelized (includes things like underground pipes, box culverts, concrete channels), it is still considered a surface water

If it is water body is manmade and retains water (i.e. golf course pond, HOA lake), it is not a natural water body and therefore not surface water

A retention basin is not a surface water, unless over time it became full of aquatic life and currently acts more like a natural water body

Groundwater is not a surface water

A local underground stormwater pipeline constructed to collect stormwater for street drainage is not a surface water

The Order does have a definition of Drainage Conveyance System (Attachment A – Definitions) as follows:

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

The reason the definition of “surface water” and “drainage conveyance system” is so important is because it will be the difference between classifying a spill as Category 1 or Category 3. And there are more stringent monitoring and reporting requirement for Category 1 Spills than there are for Category 3 Spills. We want to be sure that we understand the definitions when updating the spill response plans so that our clients are clear on exactly how to categorize a future spill and what actions they are required to take.

If Region 8 agrees with the aforementioned definitions, it would mean that an agency could contain, remove, and cleanup a spill within an underground stormdrain pipe (drainage conveyance system) and categorize it as Category 3 instead of Category 1.

With the June 5, 2023 deadline rapidly approaching, we will need verification of the “surface water” definition according to Region 8 as soon as possible. Please let us know when we can expect to receive verification of the definition or if you need any further information from us.

Thank you so much.

APPENDIX D-4

ORANGE COUNTY HEALTH CARE AGENCY

Email originally sent to:

May 5, 2023

Hisham Elmishad & Lauren Robinson

Orange County Health Care Agency

Phone Call with Juan Anzora - notes

Spill Emergency Response Plan

Correspondents: Hisham Elmishad, Orange County Health Care Agency
Lauren Robinson, Orange County Health Care Agency
Juan Anzora, Orange County Health Care Agency
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers

Subject: Spill Emergency Response Plans

OCHCA Comments/Responses in red.

AKM Consulting Engineers got your contact information from Tracy Ingebrigtsen and Kimberley Buss at Orange County Flood Control District (OCFCD). We met with them yesterday to discuss the new Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ (Order) which requires sewer agencies to update their Spill Emergency Response Plans (SERP) and specifies new notification, monitoring, reporting, and record keeping requirements. We have several questions/verifications that OCFCD wanted us to direct to the health care agency. The questions/needed verifications are as follows:

1. Verification of when Orange County Health Care Agency (OCHCA) needs to be notified of a sewer spill. Many of our agencies have told us that they notify OCHCA when the spill occurs on private property, especially in a commercial area.
 - a. Under what other conditions would OCHCA want to be notified?
 - Recommend contacting OCHCA for any spill except maybe a private residential spill that is contained.
 - Even report the spill on the street that is cleaned up.
 - OCHCA keeps a spill log.
 - They would rather be safe than sorry basically. Err on the side of caution. We should recommend agencies always notify them and let OCHCA decide if they want to come out and investigate.
 - b. Is notification dependent spill size? **No**
 - c. Is there an ordinance or code that details the requirement? If so, please provide a copy or link to the code.

- Not necessarily a code specifically for OCHCA. Referred to California Health Codes
 - California Health and Safety Code
 - i. Public Beach Sanitation – Section 115875-115915
 - ii. Ocean Water Contact Sports Areas – Section 116070-116090
 - iii. Sewage and Other Wastes – 5410-5416
 - California Code of Regulations title 17
 - i. Ocean Water Contact Sports Areas – Section 7956-7962
2. Verify contact information for reporting a spill to OCHCA. All numbers below are correct. Calling is the only way to report a spill
- a. General Reporting (714) 433-6000
 - b. Office Staff (714) 433-6419
 - c. After Hours (714) 628-7008
 - d. Is there any other way for an agency to report a spill to OCHCA?
3. Some of our clients have been under the impression that OCHCA would do water sampling in the event of a large spill that reached OCFCD facilities or the ocean. Is this correct? If so, we would like to discuss how sampling is done and if it would meet the requirements of the new Order.
- OCHCA only samples and monitors waters if spill reaches the bay or ocean. They don't sample in all OCFCD facilities.
 - Juan reviewed the Order and he thinks their current procedures may already cover the sampling and analysis requirements if the spill reached the ocean or bay. But he thinks they will have to do further review and make sure that they comply with the new Order in the future.

APPENDIX D-5

ORANGE COUNTY SANITATION DISTRICT

Email Correspondence

April 21, 2023

Orange County Sanitation District

Spill Emergency Response Plan

Correspondents: Dindo Carillo, OCSD
Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers

Subject: Spill Emergency Response Plans

OCSD Comments/Responses in red.

I am with AKM Consulting Engineers in Irvine. We are working on updating Sewer Emergency Response Plans for several of our clients in Orange County. We were listening in to the Clean Water Summit Partners webinar this week and heard your very informative talk. We thought maybe you could help us answer a question or refer us to someone who could help. Our question is whether or not OCSD could provide water sampling and analysis after a spill event. As discussed at the webinar, it is not always easy to find a laboratory that is ELAP certified and operates 24/7 so that they can respond with 18 hours of notification of a spill. We are wondering if OCSD has agreements with any of the local agencies to provide the sampling and laboratory services required by the WDR Order or if there are any future plans to develop this type of agreement/relationship with agencies.

Please let us know if you have any information or could refer us to someone else at OCSD. We would appreciate your response and would also be willing to get on a call if needed.

Generally, OC San does not provide these laboratory services: taking samples and analyzing water quality samples. However, we have partnered with other agencies during special projects to provide these services.

APPENDIX D-6

SOCAL WASTE DISCHARGE REQUIREMENTS GROUP

Meeting Minutes

May 18, 2023

So Cal WDR Group

Spill Emergency Response Plan

Speakers: Dindo Carillo, Orange County Sanitation District
Kimberly Buss with Orange County Flood Control District

Attendees: Diann Pay, AKM Consulting Engineers
Jon Nitta, AKM Consulting Engineers

Subject: Order WQ 2022-0103-DWQ Statewide Waste Discharge Requirements

Location: Buena Park City Yard (6955 Aragon Circle, Buena Park, CA 90620)

1. A couple of the major changes in the Spill Response Plan requirements is the addition of Category 4 Spill and coordination with stormwater agencies
2. Dindo proposes to consider creating a working group to draft language for SERPs regarding agency ordination, mutual aid, etc.
3. Kim Buss, NPDES Compliance with OCFCD
 - a. Current Stormwater Orders requires
 - i. 24/7 on-call responders – help control SSOs
 - ii. 24/7 access to MS4 facilities
 - iii. Limit infiltration/seepage of sewage
 - iv. Prevent illicit discharges
 - b. OCFCD wants to know any time sewage enters a catch basin, for tracking purposes and studies. Notify of any volume into a catch basin.
 - c. WDR Order D.3 Legal Authority requires agencies to “demonstrate necessary legal authority to: collaborate with storm sewer agencies to coordinate emergency spill responses....”.
 - d. OCFCD will get GIS data out to all agencies
 - e. It is preferred that agencies submit on-line Water Pollution Service Request on the Myoceservices website. This request will go to responders immediately.
 - i. Click “Water Pollution”
 - ii. Drop pin or put address of spill
 - iii. Click “Next”
 - iv. Fill out information using drop downs

- v. Will receive an email response that request is received
- f. If immediate assistance is needed, also use phone numbers
 - i. Business Hours (714) 955-0600
 - ii. After Hours (877) 897-7455 – goes to Control1
- g. Can still call Control1 and submit report via email afterward as well
- h. For Category 1 and maybe Category 2 spills – OCFCD response
 - i. Assessment upstream
 - ii. ID diversions, retention basins
 - iii. Provide containment
 - iv. Site access
 - v. Additional cleanup resources – OCFCD crew and contractors
 - vi. Determine cleanup end points
 - vii. Response in accordance with County Illicit Discharge Detection & Elimination (IDDE)

APPENDIX D-7

CLEAN WATER SUMMIT PARTNERS

Webinar Notes

March 22, 2023

Clean Water Summit Partners Webinar

Spill Emergency Response Plan

Speakers/Hosts: Mary Cousins (Bay Area Clean Water Agency)
Walter Mobley (SWRCB)
Afrooz Farsimidan (SWRCB)
Jared Voskuhl
Michael Flores (CWEA and HDR,inc)
Andy Morrison (AM Consulting)

Walter Mobley (SWRCB) presentation

Topic: Spill Emergency Response Plan Requirements in Reissued Order

1. Waters of State - includes groundwater.
Water of U.S. - surface water managed federally.
 2. First annual report due date is 4/1/24
 3. Local utility agency coordination is important
 4. Lab contracts should be secured
 5. Training is part of "implementation" and should be done before 6/5/23
 6. Lateral spills
 - a. Report on monthly basis "yes/no"
 - b. Report total lateral spills annually
 7. Category 1 – to surface water; percolate to groundwater is not considered Category 1
 8. Updated SERP not required to upload to CIWQS
 9. Reenroll and update current SERP
 10. Update and implement SERP ASAP
 11. If SSO reaches groundwater, considered spill and must be reported
 12. If spill reaches a retention basin, not Category 1 if stopped there. So, retention basin must not be considered surface water.
 13. Category 3 – provide details of each spill
 14. Category 4 – total the spill sin reporting; simplified
 15. Inform regional board of private spills occurring chronically. Board will decide on action to take.
-

Michael Flores presentation (CWEA and HDR,inc)

Topic: Spill Emergency Response Plan Update

1. Annual certification plan up to date 4/1/24
 2. Create a process to review performance statistics annually
 3. Search Basin Plan for Orange County if you need to know “beneficial uses” for water bodies in Orange County
-

Andy Morrison presentation (AM Consulting)

Topic: Spill Emergency Response Plan Implementation

1. Need map of “drainage conveyance systems” and “surface waters”
2. Verify if lab is ELAP certified and can meet the 18-hour water quality sampling requirement that is now required after a large spill. It is 18-hours to get sample, not analyze it.
3. Could contract with a municipal lab (i.e. LBWD WRP and IRWD)
4. SERP can be in SSMP or stand-alone but might be best stand-alone since it is now required to update annually
5. Photographs apply to all category spills
6. It doesn't matter where spill shows up but where the blockage originates (i.e. where the problem is). If in municipal system, it becomes a category spill. If in private system, it is a private or lateral spill.
7. Ask storm agency what facilities they have in area. Do they lead to groundwater or surface waters?

Video recordings and slide from January 11th webinar are available here:

[Speaker Presentations – California Association of Sanitation Agencies \(casaweb.org\)](https://casaweb.org)

FAQs document (Q&A)

[2023.03.20 CASA SSO WDR FAQ Index.xlsx \(sharepoint.com\)](#)

CWEA training videos will be posted on SSO Program website

Another training May 3, 2023 – hopefully the forms will be completed and shown

**Clean Water Summit Partners Webinar
Spill Emergency Response Plan**

Speakers/Hosts: Mary Cousins (Bay Area Clean Water Agency)
Diana Messina (SWRCB)
Walter Mobley (SWRCB)
Jared Voskuhl
Steve Jepsen (SCAP)
Bryan Evans (Dudek)
Dindo Carillo (OCSD)

Diana Messina (SWRCB)

Topic: Immediate Compliance Requirements for Existing Enrollees

Topic: Spill Categories and Minimizing Violations

1. Cleanup should be per storm water agencies and NPDES permits
2. Pre, during, and post coordination with storm drain agencies
3. LRO – Call CIWQS help desk for form to change LRO if needed
4. If spill goes to GW, not Category 1. It is a violation of 4.2 but not 4.1. Not a surface water.
5. Only way to check if agency is recertified is to have agency check CIWQS
6. Surface water = natural water body

If the natural water body was rerouted or channelized, it is still surface water

Retention pond is not surface water unless over time it became full of aquatic life and more like a surface water

If it is manmade and retains water, it is not a natural surface water

Dindo Carillo (OCSD)

Topic: Changes to Spill Field Reporting Forms

1. Number field report same as CIWQS report
2. Multiple photos are required
3. Work with health care agency or whoever has jurisdiction of surface waters
4. Identify if 1000 feet from surface water intake locations
5. Identify GW infiltration basin locations

Bryan Evans (Dudek)

Topic: Sewer Spill Monitoring

1. Basin Plan dictates indicators to test for
2. Holding time is 6 hours on ice; sample must get to the lab in 6 hours after taken
3. Plan for potential monitoring locations
4. MS4 is a municipal separate stormwater system
5. Water Quality Basin or Monitoring Plans
 - a. Will have maps and GIS
 - b. Monitoring locations
 - c. Sewershed within watershed
 - d. Overlay mapping

Video recordings and slide from January 11th webinar are available here:

[Speaker Presentations – California Association of Sanitation Agencies \(casaweb.org\)](https://casaweb.org/resources/speaker-presentations/)

<https://casaweb.org/resources/speaker-presentations/>

Guide for CIWQS actions needed immediately

[Guidance for Uploading an Existing Sewer System Management Plan in the California Integrated Water Quality System \(CIWQS\)](#)

FAQs document (Q&A)

[2023.03.20 CASA SSO WDR FAQ Index.xlsx \(sharepoint.com\)](#)

Clean Water Summit Partners provided the FAQ document that summarized questions regarding Waste Discharge Requirements from January 2023 to April 2023

Appendix D-7: Clean Water Summit Partners (FAQ)

Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
1	What is the statewide "Reissued General Order" and where can I get a copy?		The State Water Board reissued an updated statewide Sanitary Sewer Systems General Order, that will fully replace the existing statewide General Order 2006-0003-DWQ and the existing Monitoring and Reporting Program Order 2013-0058-EXEC, in their entirety. The official statewide General Order can be found linked on the Sanitary Sewer Systems Order Program web page.	1/6/2023	Here
2	When does the Reissued General Order become effective?		The Reissued General Order becomes effective on Monday June 5, 2023. As of this date, the previously existing Orders are officially rescinded.	1/6/2023	
3	How do I continue my existing Enrollee regulatory coverage under the statewide General Order?		See Section 2 of the statewide General Order. The General Order provides a streamlined electronic continuance of existing regulatory coverage for sanitary sewer system owners that are currently enrolled in Order 2006-0003-DWQ, that affirmatively choose to continue regulatory coverage. Note that the streamlined continuance of regulatory coverage is only available to existing Enrollees during the time period of April 5, 2023 through June 4, 2023. Existing enrollees that do not continue regulatory coverage through the established streamlined process by the end of June 4, 2023 will lose regulatory coverage and must proceed through the formal Order application procedure to obtain new regulatory coverage.	1/6/2023	
4	How do I stay updated on the upcoming compliance dates per the statewide General Order?		All existing Enrollees should make sure the contact information for the Legally Responsible Official(s) and Data Submitters, currently in the online California Integrated Water Quality System (CIWQS) is up to date. State Water Board staff will be issuing informational notices through the CIWQS contact information to assist existing Enrollee comply with upcoming requirements and due dates.	1/6/2023	
5	How do I find out the due dates for submitting Sewer System Management Plans and Audit Reports into CIWQS?	1/11/2023	<p>Section 5.4 and Attachment E1, Section 3.10 of the General Order specify the end of the three-year audit period and the audit report due date. <i>Audit period starts after the end of the Enrollee's last required audit period. Audit reports must be submitted into CIWQS within six months after the end of the 3-year audit period.</i></p> <p>Section 5.5 and Attachment E1, Section 3.11 of the General Order specify the Sewer System Management Plan update due dates. The update schedule continues the schedule established in Order 2006-0003-DWQ based on the population served.</p> <p>State Water Board staff created a tool on the Sanitary Sewer Systems General Order program web page to assist enrollees look up their system's audit and Sewer System Management Plan due dates by entering the WDID number. Please see the link provided in the Links column.</p>	1/10/2023	

Appendix D-7: Clean Water Summit Partners (FAQ)

Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
6	<p>I have already started the process of helping agencies change their existing OERP into the new SERP and have run into one glaring difference (SBUs Sewer Backups). In the 2006 WDR the definition of a Sanitary Sewer Overflow included this language "Wastewater backups into buildings". The new Order does not include anything wastewater in buildings in the definition of a Spill. So it appears that Sewer Backups into buildings (like a house) and stays in a building are not considered a Spill effective June 5, 2023. Is that correct?</p>	1/11/2023	<p>Thank you Andy for working so closely with field professionals to understand the details of the reissued Order. The short answer to your question is "Yes", as a backup of sewage due to a cause in the Enrollee's system, to a private building is an exiting of sewage from the system. Let's walk through the different elements of the reissued Order during the Q&A session, for us all to understand how to properly monitor and report a fully contained spill into a building.</p>	1/11/2023	
	<p>This question is about a backup into a building, not about a spill from a lateral, it is clear that a spill out of a lateral and is caused by a failure in the sanitary sewer system is considered a spill.</p>				
7	<p>If existing SSMP is already uploaded, do we need to re-upload it by June 5th, or only ensure that is uploaded already?</p>	1/11/2023	<p>If the existing SSMP is already uploaded, simply go into CIWQS before June 5th to make sure it is fully uploaded. No need to re-upload. :)</p>	1/11/2023	
8	<p>If the Legally Responsible Official will change soon, can you still apply for continuation of coverage?</p>	1/11/2023	<p>Yes! The streamlined electronic continuation of coverage is for the existing Legally Responsible Official (under the existing Order) to certify. Since the open window for continuance of coverage is prior to the reissued Order effective date, the existing Order is still in effect, meaning that the existing Legally Responsible Official qualifications are still in effect.</p>	1/11/2023	
9	<p>Dose a local agency need to issue new resolution or ordinance for order 2022-0103 by the council?</p>	1/11/2023	<p>No. The reissued Order does not place a requirement on a local agency to issue new resolutions/ordinances.</p>	1/11/2023	
10	<p>Can we have more than one LRO?</p>	1/11/2023	<p>Yes! An Enrollee may have more than one Legally Responsible Official as long as each Legally Responsible Official meets the qualifications in the reissued Order.</p>	1/11/2023	
11	<p>Question is on due dates of audits. Once the new order goes into effect do we follow the audit and SSMP update schedule of the new order regardless of our previous schedule? There would be 3 years and 4 years between my audits under the new order.</p>	1/11/2023	<p>Per the reissued Order, an audit time period is three years after the last audit due date. Therefore the next audit period is the three years after the last audit due date. The corresponding audit report is due 6 months after the 3-year audit period.</p>	1/11/2023	
12	<p>August 2, 2025 is a Saturday. I'm expecting that the SSMP update due on that date can be submitted on Monday, August 4, 2025. Please confirm. Thank you.</p>	1/11/2023	<p>For this scenario, as staff, we recommend that you have your required submittal uploaded by the Friday August 1st, to avoid CIWQS automated trigger of a reporting violation.</p>	1/11/2023	

Appendix D-7: Clean Water Summit Partners (FAQ)

Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
13	If a plan update was late, or not completed, does that change the new required plan update?	1/11/2023	The required due dates in the reissued Order are regulatory due dates established by the State Water Board. An Enrollee's action such as late submittal or no submittal of a required item, does not change a regulatory due date. Also note that CIWQS is being enhanced to electronically identify reporting violations. Therefore, the tracking of violations will be electronic.	1/11/2023	
14	Will service area boundary map be a separate uploaded document or part of the SSMP?	1/11/2023	Yes, the electronic service boundary map is not an SSMP element (Attachment D of the Order), and therefore not part of the SSMP. The uploading of the service boundary map is separate.	1/11/2023	
15	According to a conversation with Dianna it is.	1/11/2023	Yes, the electronic service boundary map is a separate document uploaded in a separate function of the CIWQS system. The electronic service boundary map is not an item of the SSMP eleven elements. The required elements of the SSMP are shown in Attachment D of the Order.	1/11/2023	
16	Is collection system maintenance certification going to be mandatory	1/11/2023	No. The reissued Order does not contain requirements pertaining to operator certification.	1/11/2023	
17	how do we add a new data submitter in CIWQS?	1/11/2023	Section 5.1 of the Order: The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online CIWQS database (https://ciwqs.waterboards.ca.gov) prior to the individuals establishing a CIWQS user account (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) and entering spill data into the online CIWQS Sanitary Sewer System Database.	1/11/2023	
18	Do SSMP audits have to be uploaded in CIWQS?	1/11/2023	The audit report, which is due within 6 months after the 3-year audit period, must be uploaded into CIWQS.	1/11/2023	
19	To summarize, the 2022-0101 Reissued Order combines requirements from both the 2006 Order and the 2013 amended MRP into one consolidated document?	1/11/2023	No. The reissued Order 2022-0103-DWQ "replaces" the 2006 Order and 2013 amended MRP - the reissued Order does not combine the previous Orders. The 2006 and 2013 Orders will no longer be in effect as of June 5, 2023. This is an important distinction because certain spill reporting has been reduced and other items have been removed/added.	1/11/2023	
20	Will a template be provided for the requirement to submit the Geospatial data or can we simply submit through our GIS?	1/11/2023	Yes, the specifications for the electronic service boundary maps will be posted on the State Water Board, Sanitary Sewer Systems General Order webpage by June 5, 2023.	1/11/2023	
21	This is a enormous change for agencies. Does the state provide assistance to agencies to update their OERP and response, mitigation, and reporting requirements? Can this support be onsite?	1/11/2023	Unfortunately, the State Water Board's Division of Financial Assistance does not provide this type of funding.	1/11/2023	
22	Where would be the designation for agencies to upload the Boundary map?	1/11/2023	Note that, per the reissued Order, there is a 6-month period in which the electronic service boundary maps are to be uploaded. This specific window of time purposely manages the numerous uploads to ensure that all technical difficulties can be addressed.	1/11/2023	

Appendix D-7: Clean Water Summit Partners (FAQ)

Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
23	Attachment E2 Table E2 5 - Enrollee owned and operated lateral spills , can you specify are these laterals hooked up to a collection system?	1/11/2023	Yes, these are laterals connected to the Enrollee's sanitary sewer system. What other laterals are you referring to that are not connected to the main system?	1/11/2023	
24	When does the Sewer Blockage Control Plan need to be prepared and implemented?	1/11/2023	The Sewer Blockage Control Plan is an element of the SSMP. All elements of the SSMP, including the Blockage Control element, are to be addressed in the SSMP update, with the exception of the Spill Emergency Response Plan. Therefore, the Sewer Blockage Control Plan element must be updated with the SSMP update.	1/11/2023	
25	What about privately owned lateral? Residential laterals on private property?	1/11/2023	live answered	1/11/2023	
26	If a industrial waste is spilled, we are required to enforce the new Order and update CIWQS right? So something like water treatment brine waste and managing that spill.	1/11/2023	The current and reissued Order pertains to the enrolled sanitary sewer system. If the industrial waste spill is from the enrolled sanitary sewer system, then the requirements in the Order apply.	1/11/2023	
27	Re: Backup into Building If I understood Diana that a BU into building should be reported as a spill category and not a lateral spill, it is somewhat confusing since a lateral spill would emanate from either a building cleanout or property line cleanout which are both privately owned. So it would seem that a building backup would also be reported as a lateral spill.	1/11/2023	If and how a spill due to a lateral backup into a home depends on the cause of the backup. If the cause of the backup is in the enrolled sewer system, then spill is to reported as a category spill (see corresponding statement in description of categories in reissued Order). If cause is in an Enrollee owned/operated lateral (per definition in Attachment A), then the spill must be reported as a lateral spill. If the cause of the spill is from the portion of the lateral that the Enrollee is not responsible to maintain, then the Enrollee is not required to report the spill.	1/11/2023	
28	Dianna, would your backup into structure response be the same if the blockage is in a public lateral resulting what the occupant(s) are putting down the system backing up and/or overflowing other fixtures or drains? Thus no sewage going up the lateral from the main sewer.	1/11/2023	As discussed during the Q&A session, if the cause of back ups is due to a failure in maintenance or infrastructure of the enrollee owned lateral, then it is a spill. If due to occupants being irresponsible of what is flushed into the lateral, this is not an Enrollee-cause spill. However, the Enrollee may want to provide education to its lateral users before the situation turns into an Enrollee lateral maintenance issues.	1/11/2023	
29	Is there a notification of updates due .	1/11/2023	When the Legally Responsible Official logs into CIWQS to certify continuation of coverage, they can see the system's next annual report and next Sewer System Management Plan update due dates.	1/11/2023	
30	Question on Audits: The audit due date on May 2, 2024, is for the audit years of 2021, 2022, and 2023. Can you please confirm is this is correct?	1/11/2023	Correct. May 2, 2024 is the end of the three year audit period starting on May 2, 2021. The audit report is due within six months after the end of the audit period. The report is due on November 2, 2024.	1/19/2023	
31	Just to clarify, we do not have to report individual lateral spills that are not cat 1 spills? Just a yearly report due by Feb 1st?	1/11/2023	That is correct. However, per Section 3.7 of the General Order, the Enrollee is required to monthly certify in CIWQS if the system had Non-Category 1 Lateral Spills.	1/19/2023	

Appendix D-7: Clean Water Summit Partners (FAQ)

Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
32	Is there a template or additional guidance for the appropriate digital format of the annual certified report for the cat 4 and/or lateral spills?	1/11/2023	The State Water Board is not providing a template or guidance documents. Industry associations may provide additional guidance documents.	1/19/2023	
33	Our organization owns from the lower portion of the sewer lateral which is from property line to the Sewer Main. If the blockage is within District owned pipeline and spills within	1/11/2023	If a spill out of a lateral is caused by a failure or blockage in the sanitary sewer system, the sanitary sewer system enrollee is responsible for the spill and must clean up and report per spill category requirements.	1/19/2023	
34	What is the appropriate category for the following SSO: A spill, a portion of which enters a dry earthen roadside drainage ditch, and does not make it to any pipes or surface	1/11/2023	If the spill is not fully captured, it is a Category 1 spill. If the spill is fully captured, depending on the volume of the spill, it must be reported as a Category 2, 3, or 4 spill.	1/19/2023	
35	How about if the spill is due to a blockage upstream of the property line? who is responsible for cleanup and does it have to be reported? TIAfor the clarification	1/11/2023	If a spill out of a lateral is caused by a failure or blockage in the sanitary sewer system, the sanitary sewer system enrollee is responsible for the spill and must report per spill category requirements.	1/19/2023	
36	If the agency's pump stations are maintained and operated by a mechanical section does the WDR require the LRO to be a person in the organization over both the maintenance and collections?	1/11/2023	Yes. The General Order includes pump stations as part of the sanitary sewer system. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system	1/19/2023	
37	Will the written Q&A be captured some how in the recorded webinar? I'm missing some of this and would like to review at a later date.	1/11/2023	Yes	1/19/2023	
38	The definition of a Category 2 spill in section 5.13.1 says 1,000 gallons or more that does not discharge to a surface water. Table E2-2 includes a notification requirement for Category 2 spills to notify CalOES within 2 hours if the spill is discharging or threatening to discharge to waters of the state. Why is this there for category2 spills? If a spill is threatening to discharge or is discharging to waters of the state, aren't they category 1 spills, not category 2?	1/11/2023	California Water Code requires CalOES notification for spills of larger than 1000 gallons to waters of the State which includes surface waters and the ground water. Therefore CalOES notification applies to Category 2 spills defined as spills of 1000 gallons or greater to a water of the State. A Category 1 spill is a spill to a surface water.	1/11/2023	
39	Walter, can you provide the current FAQ sheet to add a data submitter in the current system.	1/11/2023	Yes, Walter provided the CIWQS Frequently Asked Questions document to the Summit Partners for distribution.	1/11/2023	

Appendix D-7: Clean Water Summit Partners (FAQ)

Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
40	The Notification requirement for Spill Category 2 (Table E2-2) doesn't seem appropriate as the definition of a Spill Category 2 is spills of 1,000 gallons or greater that DO NOT discharge to surface waters. So it would seem that the Notification requirement should be modified to just say that if the "spill is threatening to discharge" and delete "discharging or"..	1/11/2023	CalOES notification is for spills of 1000 gallons or greater that discharges or probably will discharge into <u>a water of the State</u> .	1/19/2023	
41	What is considered visual monitoring?	1/11/2023	Please see Attachment E1, Section 2.1. Visual monitoring is visually assessing the spill location and spread using photography, GPS and other available tools.	1/19/2023	
42	For reporting purposes, what is considered a business day? (this is for people working alternate schedules)	1/11/2023	A business day is any day except Saturday, Sunday and official holidays.	1/19/2023	
43	If there is multiple LROs in your agency does each one need to Certify Continuation of Existing Regulatory Coverage? On the slide I see where the LRO and update info on Data submitters but not additional LROs.	1/11/2023	Only one LRO needs to certify the continuation of coverage for the system.	1/19/2023	
44	Per the new order, is Region 9 still mandated to report Private Sewer Lateral Spills?	1/11/2023	Yes. This General Order does not prohibit a Regional Water Board from issuing a region-specific Order.	1/19/2023	
45	Re Building Backup - Additional information : The cause of the building backup is caused by a blockage in the lower lateral or sewer main (both Enrollee owned in our case). Would Building Backup be reported as a spill category or lateral spill. If to be reported as a spill category, why is this different that	1/11/2023	A spill out of a lateral that is caused by a failure or blockage in the sanitary sewer system must be reported per the appropriate spill category because the cause of the spill was not due to a failure in the private portion of the lateral. If the cause of the spill is from the portion of the lateral that the Enrollee is not responsible to maintain, then the Enrollee is not required to report the spill.	1/19/2023	
46	In the old Order, the audit due dates were every two years, and the date of the old Order was 2006, so audits were due in even-numbered years. So why, with the audit now due every three years, is the first audit under the new Order due in 2024?	1/11/2023	Per the 2006 Order, audits were due every two years after the Sewer System Management Plan certification. The reissued Order continues the schedule for the Sewer System Management Plan update and audit established in the 2006 Order.	1/19/2023	
47	Can you clarify Element 7 in the SSMP requirement for "evaluation of whether a program is needed" assuming it is; are the program elements required to be documented within the SSMP Section 7, or a separate plan? The "program" elements can be described within the SSMP itself?	1/11/2023	The language in element 7 refers to the need for a sewer pipe blockage control program.	1/19/2023	
48	Clarification - I don't believe the audit reports ever had different deadlines based on system size, unlike the SSMPs.	1/11/2023	Correct. Audit schedule per the 2006 Order was not based on the population, but the Enrollee was required to audit their Sewer System Management Plan every two years.	1/19/2023	

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Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
49	For clarification everyones due date clock resets with the adoption for audit and re-certification.	1/11/2023	Sewer System Management Plan updates and audit schedules continue the previous Order schedules.	1/19/2023	
50	How many years do you need to keep the audit paper work?	1/11/2023	all records must be maintained for 5 years	1/19/2023	
51	If operator input is required on the audits.Why do operators not need be certified?	1/11/2023	The existing Order does not require operator certification. Therefore, the reissued Order maintains the existing.	1/19/2023	
52	I thought the first presentation indicated no updates would be required to the Plan prior to June 5, 2023, but just that your existing SSMP needed to be uploaded by then?	1/11/2023	That is correct.	1/19/2023	
53	So a category 2 spill does not discharge to surface water, but if it discharges to groundwater then it's considered as discharging to waters of the state so the reporting requirement to CalOES kicks in? And category 1 spills only apply to discharges to surface water, not to groundwater?	1/11/2023	Section 5.13.1 of the General Order defines Category 2 spill as a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water. CalOES notification is for spills of 1000 gallons or greater that discharges or probably will discharge into a water of the State. Correct. A Category 1 spills is any volume of spill to a surface water.	1/19/2023	
54	Sampling is within 18 hours of spill, not 12 hours (a change made on day of hearing 12/6/22)	1/11/2023	That is correct. Receiving water sampling for Category 1 spills of 50,000 gallons or greater is 18 hours after the Enrollee's knowledge of a potential discharge to a surface water.	1/19/2023	
55	I beleve sampling changed from 12 hours to 18 hours, correct?	1/11/2023	That is correct. Receiving water sampling for Category 1 spills of 50,000 gallons or greater is 18 hours after the Enrollee's knowledge of a potential discharge to a surface water.	1/19/2023	
56	Will the format of the graphical metrics be standardized?	1/11/2023	CIWQS will generate system performance analysis graphs. The Enrollee shall include the CIWQS-generated graphs in its Annual Report (Section 5.11 of the Order).	1/19/2023	
57	Seems like the Boundary map should be established by the Local Agency Formation Commission (LAFCO). Why not get the map from them?	1/11/2023	The Order requires the Enrollee to upload a spatial map of the service area boundary per the Specifications that the State Water Board will provide. If the LAFCO boundary map meets the Order specifications, the Enrollee may submit those maps.	1/19/2023	
58	Is the agency's boundary generally coterminous with it's boundaries (for example City limits) or is it the boundary of all parcels that are served by the current sewer system?	1/11/2023	Service Area Boundary Map must show the boundary of the area that the enrollee provides sewer service to. The boundary map does not have to show all parcels served by the sewer system. By June 5, 2023, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.	1/19/2023	
	But Element 6 must be retitled to Spill Emergency Response Plan and		Element 6 does not need to be updated until the next SSMP update is due.		

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Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
59	updated prior to June 5, 2023?	1/11/2023	Existing enrollees are required to update and implement their Emergency Response Plan by June 5, 2023. There is no requirement for uploading Emergency Response Plans into CIWQS. The enrollee is also required to certify in its annual report that its Emergency Response Plan is up to date (first annual report is due on April 1, 2024). All elements of the Sewer System Management Plan, including element 6, must be updated and uploaded into CIWQS by the due date per the reissued Order. Please see Section 3.11 of Attachment E1 of the General Order for the next Sewer System Management Plan update due dates based on the population served.	1/19/2023	
60	Where would be the designation for agencies to upload the Boundary map? THANKS	1/11/2023	Specifications for the uploading an electronic spatial map of the sewer system service area boundary map will be provided on the statewide Sanitary Sewer Systems program website by June 5, 2023.	1/19/2023	
61	What should the asset management component of the SSMP generally include?	1/11/2023	The reissued Order acknowledges that the SSMP and components of the SSMP are to be per the scale and complexity of the system. Very small system agencies may be already using a simple method of recording the management of their system; on the other extreme, large agencies have brought in asset management professionals for management that matches the complexity of their system(s). Generally speaking, the reissued Order is requiring that the Enrollee prioritize its operations changes and capital improvement projects to address the preventable spills that have the largest environmental consequences. How each Enrollee performs this element is up to the Enrollee, and the procedures included in the updated SSMP.	1/11/2023	
62	So we went from requiring to not requiring certifications for our operators?	1/11/2023	The existing Order does not require operator certification. Therefore, the reissued Order maintains the existing.	1/11/2023	
63	Can a few examples of "Ground Water" be given?	1/11/2023	Yes. Groundwater is the subsurface waterbodies that are part of our State's water supply for municipal supply, industrial uses, agriculture, etc. (see further information in Findings section of the Order) The largest example is our State's effort to capture stormwater in response to our drought and the need for storage of water for use during dry periods. Therefore, many storm drains are now plumbed to stormwater infiltration basins or other engineered groundwater infiltration basins. This is one example. Other examples include "Low Impact Development" features along public roadways, required in municipal stormwater regulations, that purposely route roadway drainage (which includes spilled sewage on roadways) to groundwater.	1/11/2023	
	For the purpose of infiltration/exfiltration in sewers, such as leaking pipe joints/points of connection, what does the WDR say?		Please see the definition of exfiltration in Attachment A and Section 3.2.4 of the General Order: <i>Portions of some sanitary sewer systems may leak, causing underground exfiltration</i>		

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Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
64		1/11/2023	<i>(exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.</i>	1/19/2023	
65	I am not confused about the requirement to notify CalOES about discharges to waters of the state, which can be groundwater or surface water. My question is about category 1 spills vs category 2. Category 1 only applies to discharges to surface water and not to groundwater?	1/11/2023	Waters of the State includes surface waters and groundwater. CalOES notification requirement is for spills of 1000 gallon or greater to waters of the State so it applies to Cat 1 spills of greater than 1000 gallons and Category 2 spills.	1/11/2023	
66	I understand the CalOES reporting requirement. I understand what waters of the state are. I am trying to get clarification on category 1 vs category 2. The definitions says that category 1 is discharges to surface water and category 2 is discharges over 1,000 gallons but not to surface water. So the only way a category 2 can get to a water of the state is if it goes to groundwater?	1/11/2023	Category 1 is a spill of any volume, that reaches a surface water body (regardless of spill size). Category 2, 3 and 4 are the exiting of sewage from the system, out of the system, regardless of whether the spill is to land, to a ditch that is not a surface water, to a field, to groundwater, etc. Please ask follow up questions if this is not clear.	1/11/2023	
67	Still confused about required reporting to OES. For a Cat 2 spill, fully contained with no potential to discharge to a water of the state, is notification required. How is "potential" defined? Is there any latitude to NOT report all cat 2 spills to OES?	1/11/2023	Category 2 spills, per the definition in the Order, are required to be reported to CalOES. The definition of "potential discharge" is included in Attachment A and reads: Potential to Discharge, Potential Discharge Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.	1/11/2023	
68	Please clarify, enrollee owned lateral spills, that are not cat 1, do not have to be reported individually, but in one report due by Feb of the next year?	1/11/2023	Yes, you are correct. Annual reporting for spills from Enrollee owned and/or operated laterals. Please make sure to understand the definition of the Enrollee owned/operated lateral in Attachment A.	1/11/2023	
69	How do we change our Agency name in CWIQS? I have sent a couple of emails and have gotten no response. Is this something that can be changed during the certification of continuation of existing coverage or does it require something separate?	1/11/2023	Thank you for asking this question. Walter will reach out to you to address this specific request.	1/11/2023	
70	Does that include perging previous LRO's ?	1/11/2023	The question is not clear	1/19/2023	
71	Is the CIWQS HELP Desk available by phone again. There was only e-mail communication for a long time?	1/11/2023	The CIWQS help center is unavailable to answer phone calls. Please continue emailing.	1/19/2023	

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Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
72	How do I register for a CIWQS account? As an LRO?		<p>Step 1: Go to https://ciwqs.waterboards.ca.gov/ Step 2: Click on "User Registration". Step 3: Select "I am the legally responsible person...." and then click on "Next." Step 4: Complete the rest of the application form. Items with red stars are required. Then, click on "Next."</p> <p>Step 5: The next page will need to be printed, signed and mailed to the indicated address. Once the CIWQS Help Center receives the document, they will complete your application.</p> <p>State Water Resources Control Board Division of Water Quality c/o DMR Processing Center / CIWQS Registration PO BOX 100 Sacramento, CA 95812-1000</p>	1/19/2023	CIWQS Frequently Asked Questions
73	How do I register for a CIWQS account? As a Data Submitter?		<p>Step 1: Go to https://ciwqs.waterboards.ca.gov/ Step 2: Click on "User Registration". Step 3: Select "I wish to be able to submit data on behalf of my facility or location, but am not the legally responsible person." Then click on "Next."</p> <p>Step 4: Complete the rest of the application form. Items with red stars are required. Then click on "Next."</p> <p>Step 5: Once the registration process is complete, an LRO at your facility needs to log into CIWQS, then go to "administer system" then, "pending registrations of other dischargers". There they will be able to approve data submitter registration requests. An automated email will then be sent to the requestor with login instructions.</p>	1/19/2023	CIWQS Frequently Asked Questions
74	How do I add a new facility in CIWQS if I already have a CIWQS account?		<p>Step 1: Login to your existing CIWQS account.</p> <p>Step 2: Select "view/change my personal information" and select "request an additional facility" at the bottom of the page. Step 3: Follow the prompts to register as an LRO or Data Submitter for the new facility.</p> <ul style="list-style-type: none"> • For LROs: Sign and mail the LRO form as instructed. Once received, your existing account will be upgraded to LRO status and you will be able to certify reports. • For Data Submitters: Notify the LRO of the new facility to approve your request. They can do this by navigating to Administer System > Pending Registrations of Other Dischargers > Approve 	1/19/2023	CIWQS Frequently Asked Questions
75	I signed up for a data submitter account on CIWQS, but I am still not able to log-in		When you sign up for a data submitter account, you are given a pending CIWQS account. To activate your account, have the LRO of the requested facility login to their account and approve your data submitter request by navigating to Main Menu > Administer System > Pending Registrations of Other Dischargers. If your request is approved, you will receive an email with your login information.	1/19/2023	CIWQS Frequently Asked Questions
76	I am an LRO and my staff signed up for a Data Submitter account in CIWQS. How do I approve their request?		You must log-in to your account and approve your data submitter request by navigating to Main Menu > Administer System > Pending Registrations of Other Dischargers.	1/19/2023	CIWQS Frequently Asked Questions
	My CIWQS account is locked, what do I do now?		If your account gets locked, contact the CIWQS helpdesk at CIWQS@waterboards.ca.gov		

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Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
77			There are two ways to get your account unlocked. The first is to remember the pin that you entered when creating your CIWQS account. If the correct pin is given to the helpdesk, your account will be automatically unlocked. If you cannot remember your pin, then the helpdesk will reset your account and an email will be sent about how to reactivate your account. If you are an LRO, this will involve resubmitting LRO authorization forms.	1/19/2023	CIWQS Frequently Asked Questions
78	What should I do if I forgot my CIWIQS username/password?		Use the links in the CIWQS Log in screen if you have forgotten your User ID or Password. You will need to put in your email to get your User ID. You will need to put in your User ID to get a temporary password. You may also be required to answer a security question that you created when setting up your account.	1/19/2023	CIWQS Frequently Asked Questions
79	In CIWIQS, why are the certify buttons on the report greyed out?		If you think that you should be able to certify reports, but the certify button is greyed out, then you do not have the correct user rights. Let the CIWQS helpdesk know that you are not able to certify reports even though you need to. They will assist you in getting the correct user righting.	1/19/2023	CIWQS Frequently Asked Questions
80	Who should I tell about CIWQS users that have changed jobs or retired?		Anytime a CIWQS user changes jobs or retires, the CIWQS helpdesk should be told of the change so that they can remove their account from CIWQS.	1/19/2023	CIWQS Frequently Asked Questions
81	What is the difference between an LRO and a Data Submitter?		The only difference between an LRO and a Data Submitter is that a Legally Responsible Official is able to certify and submit reports. A Data Submitter is only able to input the data and save drafts.	1/19/2023	CIWQS Frequently Asked Questions
82	What information is needed for spill reports?		If you have any questions on what needs to be put into a spill report, you may contact the statewide Sanitary Sewer Systems General Order Program Manager, Walter Mobley	1/19/2023	CIWQS Frequently Asked Questions
83	Who can withdraw spill reports that were submitted incorrectly?		Only the General Order Program Manager is able to withdraw or modify incorrect spill reports. Contact the Program Manager, Walter Mobley, when you need a spill report changed.	1/19/2023	CIWQS Frequently Asked Questions
84	Who should I talk to if the eSMR report I need to submit is not showing up?		The regional board staff person assigned to your permit should be able to correct any issues with report expectations. The CIWQS helpdesk can also fix this issue if the regional board staff person is not sure how to fix the problem.	1/19/2023	CIWQS Frequently Asked Questions
85	Who can withdraw eSMR reports that were submitted incorrectly?		Incorrect eSMR reports can be withdrawn by the regional board staff member assigned to your permit.	1/19/2023	CIWQS Frequently Asked Questions
86	How do I correct or update a previously submitted Self Monitoring Report?		The correct or update a previously submitted Self Monitoring Report, you must get the report withdrawn by the regional board staff assigned to your permit. Once the report is withdraw, you will be able to resubmit a correct version of the Self Monitoring Report.	1/19/2023	CIWQS Frequently Asked Questions
87	Why is the DMR tab on my report not working?		If you are having trouble with the DMR tab of your eSMR report, you should contact the DMR helpdesk for assistance.	1/19/2023	CIWQS Frequently Asked Questions

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Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
88	What to do about unexpected PET Tool errors?		If you are getting an unexpected error from the PET Tool. Email your PET Tool to the CIWQS helpdesk and also tell the helpdesk what error that you are getting.	1/19/2023	CIWQS Frequently Asked Questions
89	What to do if the PET Tool doesn't have the unit required for your permit?		If the unit you need is not in the PET Tool, you should contact the CIWQS helpdesk. They will be able to add the new unit, but it will take up to 45 days. In the mean time, you should talk to your regional board about how to submit data before the correct unit is added.	1/19/2023	CIWQS Frequently Asked Questions
90	Where can I get the newest verison of the PET Tool?		The most up to date verison of the PET Tool can be found here: https://www.waterboards.ca.gov/water_issues/programs/ciwqs/chc_pet_tool.html	1/19/2023	CIWQS Frequently Asked Questions
91	How do I find out who is connected to my facility in the CIWIQS database?		Use this link to create a facility at a glance report: https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/CiwqsReportServlet?reportName=facilityAtAGlance&inCommand=reset Type the name of your facility and click the "Run Reports" button Click the Place ID of your facility. Click the plus button for related parties to see everyone that is attached to your facility.	1/19/2023	CIWQS Frequently Asked Questions
92	Who do I need to talk to complete a notice of termination?		If you got a email saying that you need to complete a notice of termination, you need to contact the SMARTS helpdesk.	1/19/2023	CIWQS Frequently Asked Questions
93	Where should I go if I need data from CIWQS, but I do not have access to CIWQS?		If you need data from CIWQS, but do not a CIWQS account, you can go to the CIWQS public reports webpage: https://www.waterboards.ca.gov/ciwqs/publicreports.html . This webpage has all data that is available to the public. Including reports for specific facilities, spills, enforcement actions, etc.	1/19/2023	CIWQS Frequently Asked Questions
94	I am confused about the answer to question 59 stating that the SERP needs to be updated by the June 2023 deadline. But that Element 6 doesn't need to be updated until the SSMP update deadline in 2025/2026. So the SSMP that gets uploaded to CIWQS by June 5, 2023, will be compliant with the old WDR and include an oudated SERP?... And the Board is OK with that?	3/9/2023	The updating of the Emergency Response Plan is a stand-alone requirement, and not to be confused with either the requirement to upload the existing Sewer System Management Plan or update the entire Sewer System Management Plan. The reissued Order requires all Enrollees to update and implement its Emergency Response Plan by June 5, 2023.	3/21/2023	
95	Category 3 Additional Reporting requirements? In E-1 3.3 there are some requirements that are not in the Category 1 and Category 2. Those requirements are only found in the Technical Report requirements. Is that how CIWQS will be set up for Cat 3 Spills, more details than cat 1 & 2? Please advise what will be required for Cat 3 Spill Report Records, so that agencies collect the correct data for Category 3 spills.	3/9/2023	Enrollees are required to comply with the reporting requirements in the Board-adopted Order. For Category 3 certified spill reporting, the Enrollee is required to comply with the reporting requirements in Attachment E1, Section 3.3. of the reissued Order.		

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96	LRO? There are currently LROs in CIWQS that don't meet all of the requirements of the new order, specifically "must have	3/9/2023	The Order requires the LRO:	3/9/2023	
	responsibility over management of the Enrollee's entire sanitary sewer system, and		(1) To have responsibility over management of the entire sanitary sewer system, and	3/21/2023	
	must be authorized to make managerial decisions that govern the operation of the		(2) be authorized to make managerial decisions that govern the operatio of the sanitary sewer system, and		
	sanitary sewer system, including having the explicit or implicit duty of making major		(3) To have explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance.		
	capital improvement recommendations to ensure long-term environmental compliance." The question is, will the existing LROs have to certify that they meet the new requirements, or is it only the agency needs to have 1 LRO certify that he/she meets the new requirements? If the agency has 1 LRO that meets the new requirements, can the existing LROs that don't meet the requirements still certify Spill reports? In other words, if existing LROs don't meet the requirement, will they be removed from CIWQS or downgraded to Data Submitter?				
			The Order requires the Enrollee to have the necessary organizational structure (including to modify the existing organizational structure as necessary) to comply with Section 5.1. If the Enrollee currently does not have an LRO that holds the above responsibilities and authority, the Enrollee is required to give the required authority to a representative that has responsibility over management of the entire system, to make the managerial decisions and have the duties specified in this Section.		
	The process for an Enrollee to designate/change one or more LROs has not change from the existing regulatory requirements. If the Enrollee must designate different LRO(s) per the reissued Order, the newly designated LRO must obtain its own CIWQS account, and contact the CIWQS help desk at ciwqs@waterboards.ca.gov to further provide the necessary information for addition and/or the deletion of LROs for the subject Enrollee.				
	LRO user accounts and related information are not automatically removed. The removal of an LRO from CIWQS is per the request of the current or newly designated LRO to the CIWQS help desk.				

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			The above LRO designation process does not require an LRO to certify in CIWQS that they have the qualifications as required in Section 5.1 of the reissued Order.		
			A designated LRO manages and approves the designation of the data submitters through its CIWQS account.		
			Each LRO that certifies required submittals into CIWQS must individually meet all the qualifications in Section 5.1 of the reissued Order.		
97	If we treat and report Category 4 spills in CIWQS as they happen as if they are Category 3 spills, is the Category 4 spill annual report still necessary?	3/13/2023	CIWQS requires the legally responsible official to certify under the penalty of perjury that all the submitted information is correct. Reporting a Category 4 spill as a Category 3 spills is not correct. The Enrollee must monthly certify in CIWQS the number and volume of Category 4 spills and keep records for each spill per Attachment E1, Section 4.4 and submit the information annually. Additionally, reporting Category 4 spills as Category 3 spills will impact the Enrollee's annually reported performance analysis graphs.	3/21/2023	
98	#96 was answered before I finished typing the question, and does not answer the questions that were asked.	3/9/2023	Please see the the updated response to the response to the question #96.	3/21/2023	
99	Will you be able to provide an example of a pump emergency response plan?		This question should be answered by an expert on emergency response of the site-specific pumps.		
100	Are duly authorized representatives still permitted to certify data in CIWQS?		Please see sections 2.2.3 and 5.1 of the General Order. Only a Legally Responsible Official, as designated by the Enrollee, is permitted to certify data in CIWQS. A duly authorized representative must be designated by the Enrollee as an LRO to conduct the functions of an LRO.	3/21/2023	
101	What are agencies doing now that should be corrected in new spill response plans to avoid issues with enforcement?		Current emergency response plans are Enrollee-specific and system-specific. The Enrollee must update its current Overflow Emergency Response Plan, (as prepared per the 2006 Order) to comply with the elements in Attachment D, Section 6 of the reissued Order. The Enrollee is required to implement its updated Spill Emergency Response Plan per the reissued General Order, by June 5, 2023.	3/21/2023	
102	What are the sections/pages that are required to be updated in the Overflow Response Plan?		The Enrollee must update and implement their Spill Emergency Response Plan per Attachment D, Section 6 of the reissued General Order. Spill Emergency Response Plans are system specific plans.	3/21/2023	
103	What are the reporting requirements from non-Cat 1 spills from laterals?		Please clarify the question.	3/21/2023	

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104	If my agency is responsible for multiple WDIDs and there is a single SSMP for all the WDIDs must we submit the SSMP for each of the WDIDs?	3/22/2023			
105	Are owned/operated lateral spills required to be reported monthly like cat 4 spills?	3/22/2023			
106	Does the updated SERP need to upload in CIWQS by June 5, 2023? If CIWQS already has the SSMP, do we still need to upload it to CIWQS by June 5, 2023?				
107	How do you anticipate or suggest that Enrollees meet the requirements to train contractors on the Enrollee-specific SERP. Asking for a small sized Enrollee (both in population served and collective miles of sewer). For example, can we make a third party emergency response contractor or plumber aware of the site conditions during a briefing at the start of each workday, and count this as training?	3/22/2023			
108	Can the Beneficial Water uses be narrowed down to the most Beneficial during a time of Drought? If so, would this be in the form of a notification from SWRCB?	3/22/2023	The Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses and establish water quality objectives and policies to achieve those objectives. Any change to a Basin Plan needs to go through an extensive public process and be adopted by the Water Boards.	3/22/2023	
109	Can you elaborate on the requirement to coordinate with "other utility agencies" in addition to storm water agencies.	3/22/2023			
110	Does the training need to be completed prior to June 5 as well?	3/22/2023			
111	Is there a template that can be made available for agencies to develop their Spill Emergency Response Plans?	3/22/2023			
112	Are owner/operated lateral overflows not cat 1 required to be reported monthly like the cat 4 spills?	3/22/2023			
113	Can you please clarify if a SSO that percolates through the ground into a groundwater table is considered a Cat. 1 spill?	3/22/2023			
114	Does the updated Spill Emergency Response Plan need to be uploaded to CIWQS? To add to that would a SSO that goes into a storm water infiltration gallery that percolates into the ground be considered spills to waters of the State?	3/22/2023			
115	Does Spill Emergency Response Plan is different documentation than SSMP?	3/22/2023			

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116	In the FAQ document item 95, there is discussion of additional reporting requirements for Category 3 spills. Will there be any updates to the reporting requirements for CAT 3 spills?	3/22/2023			
117	in our district we have lots of bio swales on private properties are these considered routes to groundwater?	3/22/2023			
118	Just to confirm, if a spill is on a private lateral who is not an enrollee, we are required to report the spill as soon as we are made aware of it as an enrollee correct?	3/22/2023			
119	When can we expect to see the updated reporting items in CIWQS?	3/22/2023			
120	our city do not own private sewer laterals,who would be doing the reporting?	3/22/2023			
121	Are man-made lakes considered to be surface water under the SSS permit (e.g. are they waters of the State or US)?	3/22/2023			
122	if sewer laterals are owned and maintained by the property owners and not the agency and a spill occurs from the lateral or property's clean out, would that be reported?	3/22/2023			
123	How can we confirm if a SSO to land (Cat. 2) has the potential to reach groundwater?	3/22/2023			
124	Will City workers who work on easements be protected When trying to work on overflows on easements, if not how should the overflow be reported and to who should it be reported	3/22/2023			
125	If a spill ends up in a storm station or dedicated retention basin, is that considered a cat. 1 spill?	3/22/2023			
126	Will LRO be required to select the spill category or will CIWQS do this as currently?	3/22/2023			
127	Is the state planning to post an official Q/A document to help Enrollees once the Reissued SSS WDR becomes effective?	3/22/2023			
128	who's responsible for private lateral spill	3/22/2023			
129	During the rainy season, are temporary ponds occurring in low lying areas or infiltration basins considered to be surface waters?	3/22/2023			
130	category 3 don't need to report for each individual spills during the same month, just need to totalize and submit monthly certified spill report , is that right?	3/22/2023			
131	If a private lateral has spills chronically, what can be done to enforce the necessary maintenance upon the owner?	3/22/2023			
132	What if the agency doesn't own the lateral, but provides courtesy maintenance services to the homeowner?	3/22/2023			

Appendix D-7: Clean Water Summit Partners (FAQ)

Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
133	What if the resident refuses to repair their private lateral spill. And a fair amount of sewage is constantly flowing to the storm drain?	3/22/2023			
134	Where will the training videos be posted once they are available?	3/22/2023			
135	Can the required training be performed in house?	3/22/2023	Yes		
136	If a spill is 1000 gallons, but only 5 gallons reach Waters of the State, does Cal OES need to be contacted?	3/22/2023			
137	The organization that I work for implements a spill emergency plan in our SSMP, is this excepted? or should we do a spill plan seperatly?	3/22/2023			
138	Are there any changes to Region 9 regulations in this order?	3/22/2023			
139	Although we do our own SSMP/SSMP Audits in-house, would it be helpful to others if a list of consultants is developed who can provide these services or can help develop SERPs?	3/22/2023			
140	Does the photograph of spill condition mandatory required for all the category reporting or optional on CIWQS?	3/22/2023			
141	Are the CIWQS forms field forms? Will the forms be manditory to use or can we use our existing field forms with updated info feilds?	3/22/2023	The CIWQS forms are the electronic data entry forms used to report spills in CIWQS. You can use your own forms for collecting data being mindful to collect all of the new data items you will need for CIWQS reporting.	3/22/2023	
142	Please confirm that the timing for analytical water quality monitoring for a spill of 50,000 gallons or more is that the sample collection is to be conducted within 18 hours; or does sampling AND analysis need to be conducted within 18 hours?	3/22/2023	The sampling needs to be performed with 18 hours.	3/22/2023	
143	if the City already has an ELAP-certified lab under contract for potable water quality sampling, would you consider the monitoring requirements for the SERP under that contract or do a separate contract specifically for stormwater sampling? (in which case, how would you decide the contract amount for that?)	3/22/2023			
144	Table E2-2 Lists Category 2: Spills of 1,000 gallons or greater that Do Not Discharge to Surface Waters. Within the tables notification box it states "Category 2 spill of 1,000 gallons or greater, discharging to or threatening to discharge to waters of the state" Is this correct? Wouldn't this be considered a category 1 spill if it was over 1,000 gallons and discharged to waters of the state?	3/22/2023			
145	If an agency owns the lower lateral but is not responisible for the maintenance, would we still be required to report a private spill due to roots in the lower lateral?	3/22/2023	If an agency owns a pipe, they are responsible to mainatain it	3/22/2023	
146	If my agency has four WDID but a single SSMP that covers all four agencies must I upload the SSMP four times or will just one upload work?	3/22/2023			

Appendix D-7: Clean Water Summit Partners (FAQ)

Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
147	If an agency owns only a portion of the lateral but that portion is required to be maintained by the homeowner, is that required to be reported if there is an SSO from the lateral? In addition, if yes, what if there is an SSO from a lateral, but its not determined what portion of the lateral caused the spill, would that require a spill report (possibly unable to TV because no access for a camera)?	3/22/2023			
148	Are there new requirments to be a LRO?	3/22/2023			
149	Is it typical for certain regions to require notification to other agencies besides OES? if so what other agencies?	3/22/2023			
150	What is the State's definition of a bio swale vs a stormwater infiltraion basin or facility.	3/22/2023			
151	Does the LRO need to obtain a Collection System Certificate training or does having a SWRCB Wastewater Treatment Certification suffice?	3/22/2023			
152	Which Regions require notification to Health Dept? Is there a quick reference for that?	3/22/2023			
153	I'm sorry I missed how do you know if you need to notify other agencies such as health dept? I understand it is region specific but how do we know what is specific for our region?	3/22/2023			
154	Another private lateral question that you've touched on: if the spill comes from a private lateral but is caused by the enrollee's main, that is the responsibility of the city to report?	3/22/2023			
155	But someone within the agency does need to have the collection system certification?	3/22/2023			
156	Just clarification, if a spill is 900 gallons and reaches waters of the state (not surface water), its still just a Cat 3 and doesnt require Cal Oes notification?	3/22/2023			
157	In th Order, the definition of a Cat 1 spill says : "Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, UNLESS the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility." If the State could get clarification on this, we would appreciate it!	3/22/2023			
158	Under the new definitions, if a spill of over 1000 gallons ends up in a dry creek channel that pools up and has no expectation to contact surface water before being recovered, is that a Cat 1 or 2?	3/22/2023			
159	What is a vernal pond considered?	3/22/2023			
160	How 'threatening' is "threatening"? An immediate threat? An immediate threat if.... xyz ?	3/22/2023			

Appendix D-7: Clean Water Summit Partners (FAQ)

Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
161	Do you have suggestion to calculate spilled volume that percolate through the soil? sometime you can recover some on the soil but can't retrieve everything percolate through soil.	3/22/2023			
162	If a backup into a structure is caused by a blockage in the mainline or in the agency-owned portion of the lateral, but only backs up into the toilet or bathtub, is the sewage in the toilet or bathtub considered a spill and will it need to be reported? In the same situation, what if the sewage spills onto the bathroom floor?	3/22/2023			
163	Can we consider spill volume that evaporated as part of the recovery volume?	3/22/2023			
164	Afroz, you mentioned that earlier that bioswales are considered routes to groundwater, and thus would be threateing WOTS. However, in green infrasturcture language, a bioswale is defined as a pass through treatment system that is typically used when infiltration is not practicable on a site. I am with the OC Flood Control District and we have several infiltration and retention basins within our system; additionally we also have many private and public property which utilize bioswales. For this reason we would like to get better clarification. Not necessarily today! But at some point. Thank you!	3/22/2023			
165	Is a man-made lake or pond with standing water considered surface water? similarly is a storm water rention pond that maintains water in it constantly considered waters of the US?	3/22/2023			
166	How does the WDR apply to the thousands of private lateral spills (and the actions of their private plumbers) that constitute Cat 1 spills when the spill runs down the gutter to a nearby stormdrain?	3/22/2023			
167	For water quality sampling, are presence/absence tests appropriate for monitoring bacterial indicators?	3/22/2023			
168	<ul style="list-style-type: none"> • In section 2.3.2, the collection of samples is specified with two bullet points separated by an 'and/or' o Am I interpreting this correctly – § If the spill enters a water body through a storm drain, you sample at all four locations (or whatever is accessible/practicable?) § If the spill enters a water body (not via storm drain), you sample at RSW-001, RSW-001U, and RSW-001D only o I guess I am looking for clarification on when the 'and/or' is applied. 	4/19/2023			

Appendix D-7: Clean Water Summit Partners (FAQ)

Q&A Reference Number	Question	Question Date	Answer	Answer Date	Relevant Links
169	In the second to last paragraph of 2.2.3 it specifies 'post-spill (after the spill) compliance', does this mean the sample is collected prior to any remediation or after remediation? As I write this question, I guess it would say 'post-cleanup' if they wanted the sample after remediation.	4/19/2023			
170	I'm a data submitter; how can I know if the LRO enrolled in the new regulatory coverage?	4/19/2023			
171	For the first SSMP audit under the new order schedule (e.g. every three years instead of every two), should the SSMP be audited under the old SSMP requirements or the new?	4/26/2023			

APPENDIX E-1

**Office of Emergency Services
Emergency Release
Follow-up Notice Reporting Form**

EMERGENCY RELEASE FOLLOW - UP NOTICE REPORTING FORM

A	BUSINESS NAME	FACILITY EMERGENCY CONTACT & PHONE NUMBER () -						
B	INCIDENT DATE	MO	DAY	YR	TIME OES NOTIFIED	(use 24 hr time)	OES CONTROL NO.	
C	INCIDENT ADDRESS LOCATION			CITY / COMMUNITY	COUNTY	ZIP		
D	CHEMICAL OR TRADE NAME (print or type)					CAS Number		
E	CHECK IF CHEMICAL IS LISTED IN 40 CFR 355, APPENDIX A <input type="checkbox"/>				CHECK IF RELEASE REQUIRES NOTIFICATION UNDER 42 U.S.C. Section 9603 (a) <input type="checkbox"/>			
F	PHYSICAL STATE CONTAINED <input type="checkbox"/> SOLID <input type="checkbox"/> LIQUID <input type="checkbox"/> GAS		PHYSICAL STATE RELEASED <input type="checkbox"/> SOLID <input type="checkbox"/> LIQUID <input type="checkbox"/> GAS			QUANTITY RELEASED		
G	ENVIRONMENTAL CONTAMINATION <input type="checkbox"/> AIR <input type="checkbox"/> WATER <input type="checkbox"/> GROUND <input type="checkbox"/> OTHER			TIME OF RELEASE	DURATION OF RELEASE ___DAYS ___HOURS ___MINUTES			
H	ACTIONS TAKEN							
I	KNOWN OR ANTICIPATED HEALTH EFFECTS (Use the comments section for addition information)							
J	<input type="checkbox"/> ACUTE OR IMMEDIATE (explain) _____							
K	<input type="checkbox"/> CHRONIC OR DELAYED (explain) _____							
L	<input type="checkbox"/> NOTKNOWN (explain) _____							
M	ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS							
N	COMMENTS (INDICATE SECTION (A - G) AND ITEM WITH COMMENTS OR ADDITIONAL INFORMATION)							
O	CERTIFICATION: I certify under penalty of law that I have personally examined and I am familiar with the information submitted and believe the submitted information is true, accurate, and complete.							
P	REPORTING FACILITY REPRESENTATIVE (print or type) _____							
Q	SIGNATURE OF REPORTING FACILITY REPRESENTATIVE _____						DATE: _____	

EMERGENCY RELEASE FOLLOW-UP NOTICE
REPORTING FORM INSTRUCTIONS
(This form may be reproduced, as needed)

GENERAL INFORMATION:

Chapter 6.95 of Division 20 of the California Health and Safety Code requires that written emergency release follow-up notices prepared pursuant to 42 U.S.C. § 11004, be submitted using this reporting form. Non-permitted releases of reportable quantities of Extremely Hazardous Substances (listed in 40 CFR 355, appendix A) or of chemicals that require release reporting under section 103(a) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [42 U.S.C. § 9603(a)] must be reported on the form, as soon as practicable, but no later than 30 days, following a release. The written follow-up report is required in addition to the verbal notification.

BASIC INSTRUCTIONS:

- The form, when filled out, reports follow-up information required by 42 U.S.C § 11004. Ensure that all information requested by the form is provided as completely as possible.
- If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

SPECIFIC INSTRUCTIONS:

Block A: Enter the name of the business and the name and phone number of a contact person who can provide detailed facility information concerning the release.

Block B: Enter the date of the incident and the time that verbal notification was made to OES. The OES control number is provided to the caller by OES at the time verbal notification is made. Enter this control number in the space provided.

Block C: Provide information pertaining to the location where the release occurred. Include the street address, the city or community, the county and the zip code.

Block D: Provide information concerning the specific chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide best available information on quantity, time and duration of the release.

Block E: Indicate all actions taken to respond to and contain the release as specified in 42 U.S.C. § 11004(c).

Block F: Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use Block H for additional comments/information if necessary to meet requirements specified in 42 U.S.C. § 11004(c).

Block G: Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was made available to individuals exposed and to medical personnel, if appropriate for the incident, as specified in 42 U.S.C. § 11004(c).

Block H: List any additional pertinent information.

Block I: Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

MAIL THE COMPLETED REPORT TO:

**Chemical Emergency Planning and Response Commission (CEPRC) /
Local Emergency Planning Committee (LEPC)
Attn: Section 304 Reports
3650 Schriever Avenue
Mather, CA 95655**

NOTE: Authority cited: Sections 25503, 25503.1 and 25507.1, Health and Safety Code.
Reference: Sections 25503(b)(4), 25503.1, 25507.1, 25518 and 25520, Health and Safety Code.

Article 3. Minimum Standards for Area Plans

Section 2720. Proposed Area Plans.

The proposed area plan, as required by Section 25503(d) of the Health and Safety Code, shall include:

- (a) a description of the extent to which the administering agency has met the requirements of this Article, and a schedule for implementing the final area plan, by December 29, 1987, to include the provisions of Sections 2722-2736 of this Article;
- (b) provisions for integrating, in the final area plan, information from business plans submitted by handlers within the jurisdiction of an administering agency;
- (c) protocols for responses to pesticide drift exposure incidents; and
- (d) a form providing information on the elements within the area plan, substantially equivalent to the following optional model reporting form for area plans.

NOTE: Authority cited: Sections 25503 and 25517.5, Health and Safety Code, Section 12997.7, Food and Agricultural Code. Reference: Section 25503, Health and Safety Code, Section 12997.7, Food and Agricultural Code.

OPTIONAL MODEL REPORTING FORM - AREA PLAN

<p align="center">CHECKLIST for AREA PLAN ELEMENT and reference section</p>	<p align="center">ELEMENT ATTACHED</p>	<p align="center">ELEMENT NOT PROVIDED, JUSTIFICATION ATTACHED</p>	<p align="center">PROPOSED DATE FOR COMPLETION</p>
SECTION 2722 - EMERGENCY RESPONSE PROCEDURES			
Approach, Recognition & Evaluation			
Personnel Monitoring & Decontamination			
Equipment Monitoring & Decontamination			
SECTION 2723 - PREEMERGENCY PLANNING			
Pre-incident Site Surveys			
Planning & Coordination			
Emergency Funding Access			
Disposal Facility Access			
Emergency Response Contractor Access			
Integrated Response Management System			
SECTION 2724 - NOTIFICATION & COORDINATION			
Notification & Coordination			
Emergency Communications			
Responsibility Matrix			
OES Notification			
SECTION 2725 - TRAINING			
Emergency Response Personnel Training			
Training Documentation			
Training Exercises			
SECTION 2726 - PUBLIC SAFETY & INFORMATION			
Site Perimeter Security			
Safety Procedure Information			
Information Release Responsibility			
Medical Notification			
Evacuation Plans			
SECTION 2727 - SUPPLIES AND EQUIPMENT			
Listing & Description			
Testing & Maintenance			
SECTION 2728 - INCIDENT CRITIQUE AND FOLLOWUP			

APPENDIX F-1
Spill Response Evaluation

**APPENDIX F-1
MIDWAY CITY SANITARY DISTRICT
Post Spill Response Assessment**

Date of Spill: _____ **Date of Assessment:** _____

Location of Spill: _____

Category 1 (MCSD Sewer) - A spill of any volume of sewage that results in a discharge to a surface water (flow or no flow) or a drainage conveyance system that discharges to a surface water, when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Category 2 (MCSD Sewer) - A spill of 1,000 gallons or greater that does not discharge to a surface water (spills that enter the drainage conveyance system must be fully captured and recovered).

Category 3 (MCSD Sewer) - A spill equal to or greater than 50 gallons and less than 1,000 gallons that does not discharge to a surface water (spills that enter the drainage conveyance system must be fully captured and recovered).

Category 4 (MCSD Sewer) - A spill of less than 50 gallons that does not discharge to a surface water (spills that enter the drainage conveyance system must be fully captured and recovered).

MCSD Lateral Spill - A MCSD lateral spill is a spill of any volume that originates in a MCSD owned lateral associated with MCSD owned buildings/facilities

Private Spill - A private spill is a spill of any volume that originates in a private sewer system or private lateral. Private spills are the responsibility of the property owner.

Name(s) of Employee(s):

_____ Involved with Spill Response Involved with Post Response Assessment

_____ Involved with Spill Response Involved with Post Response Assessment

_____ Involved with Spill Response Involved with Post Response Assessment

_____ Involved with Spill Response Involved with Post Response Assessment

_____ Involved with Spill Response Involved with Post Response Assessment

_____ Involved with Spill Response Involved with Post Response Assessment

Spill Start Time: _____ am / pm **Spill Stop Time:** _____ am / pm

Total Spill Volume: _____ gal **Spill Calculation Methodology:** _____

Recovered Volume (Street): _____ gal **(Drainage Conveyance System):** _____ gal

Volume Discharged to Surface Water: _____ gal **Percentage Recovered:** _____ %

**Identify all procedures that were conducted during the spill event:
(Check all that Apply)**

- | | | |
|---|--|---|
| <input type="checkbox"/> Notification | <input type="checkbox"/> Containment | <input type="checkbox"/> Spill Volume Estimation |
| <input type="checkbox"/> Gravity Sewer Correction | <input type="checkbox"/> Lift Station Correction | <input type="checkbox"/> Forcemain Correction |
| <input type="checkbox"/> Monitoring | <input type="checkbox"/> Water Sampling | <input type="checkbox"/> Cleanup <input type="checkbox"/> Reporting |

1. Were all the necessary notifications made? (Yes / No)

If not, what prevented the notifications from being made? _____

Recommendations for improvement to notification procedures: _____

2. Was the total spill contained within the street? (Yes / No)

Was the total spill contained within the drainage conveyance system? (Yes / No)

If not, could anything have been done to contain the total spill? _____

Recommendations for improvement to containment procedures: _____

3. Do you feel that the spill volume estimate is accurate? (Yes / No)

How was the spill volume estimated? _____

Recommendations for improvement to volume estimation procedures: _____

4. How was the cause of the spill corrected? _____

Recommendations for improvement to correction procedures: _____

5. Was the total spill cleaned up? (Yes / No)

Recommendations for improvement to cleanup procedures: _____

6. Was water sampling required? (Yes / No)

If so, did the sampling get done per the WDR Order requirements? (Yes / No)

Recommendations for improvement to water sampling procedures: _____

7. Was all the necessary reporting completed? (Yes / No)

Recommendations for improvement to reporting procedures: _____

APPENDIX F-2
Annual Spill Response Evaluation

**APPENDIX F-2
MIDWAY CITY SANITARY DISTRICT
Annual Spill Response Evaluation**

Calendar Year _____ Date of Evaluation _____

Name(s) of Employee(s) Conducting Annual Spill Response Evaluation:

Category 1 (MCSD Sewer) - A spill of any volume of sewage that results in a discharge to a surface water (flow or no flow) or a drainage conveyance system that discharges to a surface water, when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Category 2 (MCSD Sewer) - A spill of 1,000 gallons or greater that does not discharge to a surface water (spills that enter the drainage conveyance system must be fully captured and recovered).

Category 3 (MCSD Sewer) - A spill equal to or greater than 50 gallons and less than 1,000 gallons that does not discharge to a surface water (spills that enter the drainage conveyance system must be fully captured and recovered).

Category 4 (MCSD Sewer) - A spill of less than 50 gallons that does not discharge to a surface water (spills that enter the drainage conveyance system must be fully captured and recovered).

MCSD Lateral Spill - A MCSD lateral spill is a spill of any volume that originates in a MCSD owned lateral associated with MCSD owned buildings/facilities

Private Spill - A private spill is a spill of any volume that originates in a private sewer system or private lateral. Private spills are the responsibility of the property owner.

List Training Dates and Topics During Calendar Year

Training Date _____ Training Topic _____

Training Date _____ Training Topic _____

Training Date _____ Training Topic _____

Training Date _____ Training Topic _____

**Is additional Office and/or Field training necessary. (Yes / No)
(Check all that Apply)**

- | | | |
|---|--|---|
| <input type="checkbox"/> Notification | <input type="checkbox"/> Containment | <input type="checkbox"/> Spill Volume Estimation |
| <input type="checkbox"/> Gravity Sewer Correction | <input type="checkbox"/> Lift Station Correction | <input type="checkbox"/> Forcemain Correction |
| <input type="checkbox"/> Monitoring | <input type="checkbox"/> Water Sampling | <input type="checkbox"/> Cleanup <input type="checkbox"/> Reporting |

Annual Spill Summary Table

Count	Spill Date	Category				Spill Volume (gallons)	Volume Discharged to a Surface Water (gallons)	Volume Recovered (gallons)	Recommendations from Assessment(s)
		1	2	3	4				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
	Total								

Total Spill Volume (Discharged and Recovered) _____

Percentage of Recovered Volume to Total Spill Volume (%) _____

1. Were recommendations made to improve notification procedures? (Yes / No)

What action was taken: _____

2. Were recommendations made to improve containment procedures (Yes / No)

What action was taken: _____

3. Were recommendations made to improve spill volume estimation procedures? (Yes / No)

What action was taken: _____

4. Were recommendations made to improve correction procedures (Yes / No)

What action was taken: _____

5. Were recommendations made to improve cleanup procedures? (Yes / No)

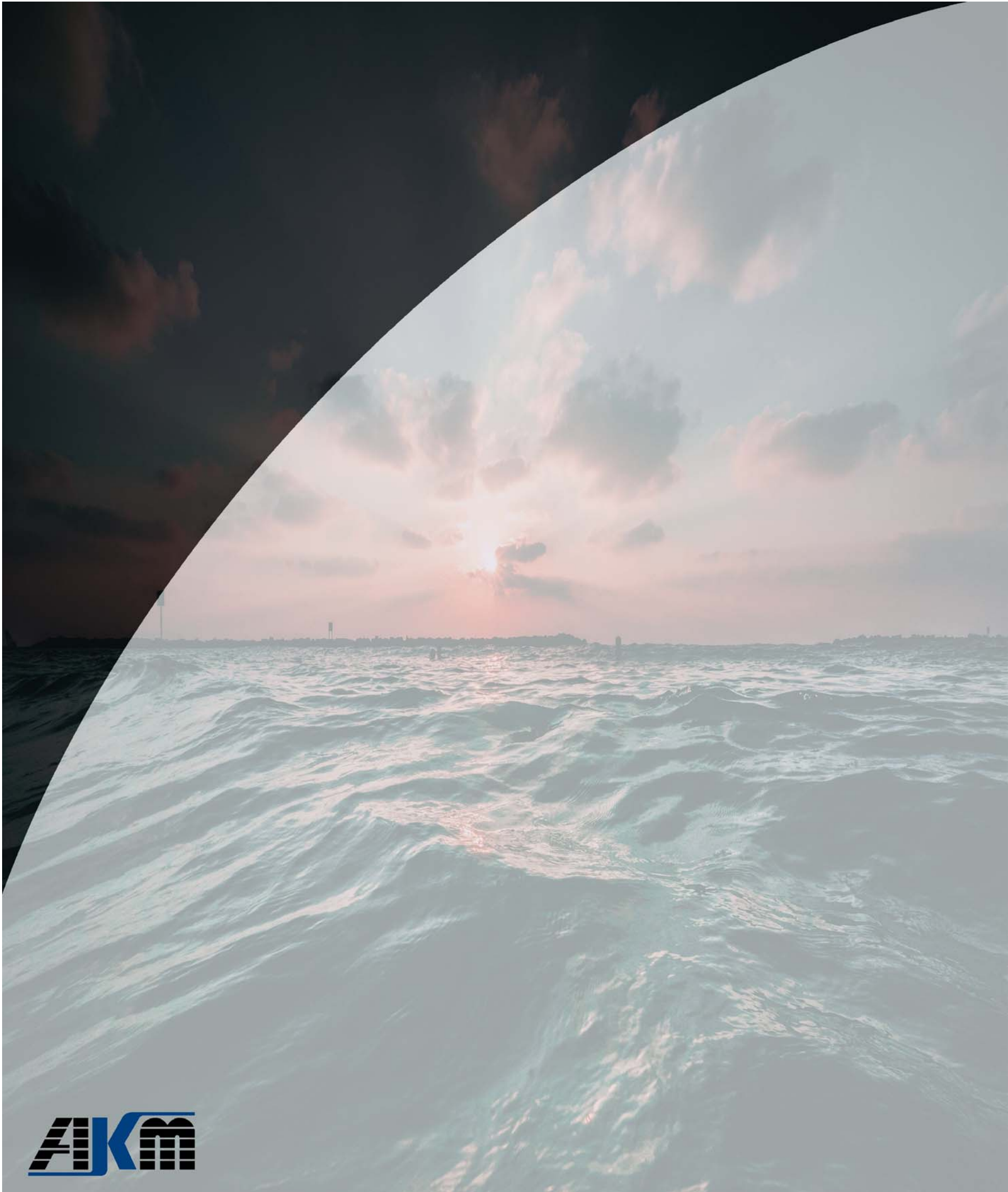
What action was taken: _____

6. Were recommendations made to improve water sampling procedures? (Yes / No)

What action was taken: _____

7. Were recommendations made to improve reporting procedures? (Yes / No)

What action was taken: _____



AKM

AGENDA ITEM 9B

Date: July 18, 2023

To: Board of Directors

Prepared by: Milo Ebrahimi, District Engineer

Subject: RESOLUTION NO. 2023-18 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY AUTHORIZING ABANDONMENT OF EASEMENTS FOR PUBLIC SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES DEDICATED ON PARCEL MAP NO. 2016-202

BACKGROUND

In 2018, the City of Westminster approved development of the Bolsa Row project on property located adjacent to the southeast corner of Bolsa Avenue and Brookhurst Street. OCSD does not allow private systems to connect directly to their mains; therefore, it was the initial plan that two MCSD-owned mains would connect to the OCSD system at Bolsa Avenue, with these MCSD sewer connecting pipes terminating at a new manhole located at the property boundary. Based on the original design, the developer/property owner dedicated easements to MCSD in two locations pursuant to Parcel Map No. 2016-202. The easement areas are located on private property and are 8 feet by 20 feet and 7 feet by 20 feet, respectively. On October 1, 2019, the Board of Directors adopted Resolution No. 2019-05 accepting the easement dedications, and a certificate of acceptance was recorded in conjunction with the final parcel map for the project.

Due to the design limitations and site restrictions, however, the sewer plan design for the project was changed significantly from a public gravitational sewer line to a private force main design to MCSD's manhole. The new design solved the engineering problem for the current and/or future development. As a result of this new design, there will be no public sewer lines in the two easement areas, and the easements previously dedicated on Parcel Map No. 2016-202 and accepted by the District are not needed the current or future development. Accordingly, the developer/property owner has requested that the District approve of the easements being abandoned. The developer is processing a new subdivision map with the City that will reflect this change. If the Board approves the easements being abandoned, this will be reflected on the new parcel map.

STAFF RECOMMENDATION

Staff recommends the Board adopt the attached Resolution authorizing abandonment of the easements dedicated to the Midway City Sanitary District on Parcel Map No. 2016-202 and authorizing the General Manager to take such further actions as are necessary to effectuate abandonment of the easements.

FISCAL IMPACT

None

Attachments:

1. Proposed Resolution
2. Resolution 2019-15 and Certificate of Acceptance
3. Parcel Map 2016-202
4. Current Development Sewer As-built Plans

RESOLUTION NO. 2023-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT OF ORANGE COUNTY AUTHORIZING ABANDONMENT OF EASEMENTS FOR PUBLIC SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES DEDICATED ON PARCEL MAP NO. 2016-202.

THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT FINDS AND DETERMINES AS FOLLOWS:

WHEREAS, on October 1, 2019, the Midway City Sanitary District Board of Directors adopted Resolution No. 2019-15 accepting an offer of dedication of certain easements for public sanitary sewer system and appurtenances purposes, as described and depicted on Parcel Map. No. 2016-202, in conjunction with the development of the Bolsa Row Project in the City of Westminster, and authorizing the General Manager to execute and cause recordation of a Certificate of Acceptance for said easement on behalf of the District; and

WHEREAS, the public sanitary sewer system for the Project has been redesigned, and the owner of the property has requested that the District approve abandonment of the easements dedicated to the District pursuant to Parcel Map. No. 2016-202; and

WHEREAS, the previously dedicated easements are no longer necessary for current or future public sanitary sewer purposes.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. Abandonment of the easements for public sanitary sewer system and appurtenances purposes in favor of the Midway City Sanitary District, as described and depicted on Parcel Map. No. 2016-202, and previously accepted by the District pursuant to Resolution No. 2019-15, is hereby approved.

SECTION 2. The abandonment of said easements may be effectuated through the filing and recordation of a new subdivision map in accordance with Government Code Section 66499.20.2, or as otherwise authorized by law.

SECTION 3. The General Manager for the District is authorized to take such further action as necessary to effectuate abandonment of said easements and to execute and/or cause the recordation of any related maps, deeds, or other related documents on behalf of the District.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 18th day of July, 2023.

Tyler Diep, President

ATTEST:

Andrew Nguyen, Secretary

CERTIFICATION

I, Andrew Nguyen, Secretary of the MIDWAY CITY SANITARY DISTRICT of Orange County, California, do hereby certify that the foregoing Resolution No. 2023-18 was duly adopted at a meeting of the Governing Board of said District held on the 18th day of July, 2023 by the following vote of the members of the Board:

AYES:

NOES:

ABSENT:

and I further certify that Tyler Diep, as President, and Andrew Nguyen, as Secretary, signed and approved said Resolution No. 2023-18 on the 18th day of July, 2023.

Andrew Nguyen, Secretary

(District Seal)

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Andrew Nguyen, Secretary of the Midway City Sanitary District of Orange County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2023-18 passed and adopted by the Board of Directors of said District at a meeting thereof held on the 18th day of July, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal of said District this 18th day of July, 2023.

Andrew Nguyen, Secretary

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RESOLUTION NO. 2019-15

A RESOLUTION NO. 2019-15 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT ACCEPTING AN EASEMENT FOR PUBLIC SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES DEDICATED ON PARCEL MAP NO. 2016-202.

The Board of Directors of the Midway City Sanitary District hereby finds, determines, declares, and resolves as follows:

WHEREAS, in conjunction with the development of the Bolsa Row Project in the City of Westminster, IP Westminster, LLC has offered to dedicate to the Midway City Sanitary District ("District") an easement for public sanitary sewer system and appurtenances purposes, as described and depicted on Parcel Map No. 2016-202; and


WHEREAS, the Board of Directors of the Midway City Sanitary District wishes to accept the proposed easement.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The easement for public sanitary sewer system and appurtenances purposes in favor of the Midway City Sanitary District, as described and depicted on Parcel Map No. 2016-202, is accepted.

SECTION 2. The General Manager for the District is authorized to execute and cause the recordation of a Certificate of Acceptance for said easement on behalf of the District, in a form approved by General Counsel for the District.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 1st day of October, 2019.



Chi Charlie Nguyen, President

ATTEST:



Andrew Nguyen, Secretary

1 CERTIFICATION

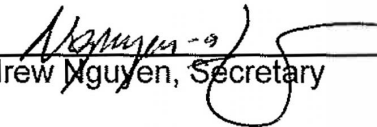
2
3 I, Andrew Nguyen, Secretary of the Midway City Sanitary District of Orange County,
4 California, do hereby certify that the foregoing Resolution No. 2019-15 was duly adopted at
5 a meeting of the Board of Directors of said District, held on the 1st day of October, 2019, by
6 the following vote of the members of the Board:

7 AYES: S. Contreras, A. Nguyen, and C. Nguyen

8 NOES:

9 ABSENT: A. Krippner and M. Rice

10 and I further certify that Chi Charlie Nguyen, as President, and Andrew Nguyen, as
11 Secretary, signed and approved said Resolution on the 1st day of October 2019.

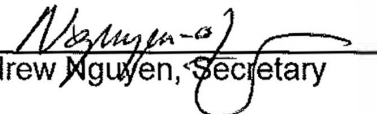
12
13 
14 Andrew Nguyen, Secretary

15 (District Seal)

16 STATE OF CALIFORNIA)
17) ss.
18 COUNTY OF ORANGE)

19 I, Andrew Nguyen, Secretary of Midway City Sanitary District of Orange County,
20 California, do hereby certify that the foregoing is a full, true and correct copy of Resolution
21 No. 2019-15 passed and adopted by the Board of Directors of said District at a meeting
22 thereof held on the 1st day of October, 2019.

23 IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal
24 of said District on the 1st day of October 2019.

25
26 
27 Andrew Nguyen, Secretary

28 (District Seal)

SUBJECT THE EASEMENT FOR PUBLIC SANITARY SEWER SYSTEM AND

UTILITY COMPANY

BY: _____

PRINT NAME: _____

PRINT TITLE: _____

OF THE MIDWAY CITY SANITARY DISTRICT, A PUBLIC
ACCORDANT TO ITS RESOLUTION NO. _____, DOES HEREBY
FOR SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES
BY AND BETWEEN THE MIDWAY CITY SANITARY DISTRICT AND THE
CERTIFY THAT THE GRANTEE CONSENTS TO THE RECORDATION OF

M.R., GENERAL MANAGER
SANITARY DISTRICT

THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE
PERSON(S) WHOSE SIGNATURE(S) IS ATTACHED, AND NOT THE
SUBSTANCE OF THE INSTRUMENT.

_____, A NOTARY PUBLIC,

I AM EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S)
I HAVE ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED
THE INSTRUMENT(S), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE
OTHER HALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE

IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING

MY PRINCIPAL PLACE OF BUSINESS IS IN

_____ COUNTY.

MY COMMISSION EXPIRES _____

MY COMMISSION NO. _____

CITY ENGINEER'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP FOR
CONFORMANCE WITH THE TENTATIVE MAP, IF REQUIRED BY THE
PLANNING COMMISSION; THAT ALL PROVISIONS OF
REGULATIONS HAVE BEEN COMPLIED WITH.

DATED THIS _____ DAY OF _____

MARWAN N. YOUSSEF, R.C.E. 44281
PUBLIC WORKS DIRECTOR/CITY ENGINEER OF THE CITY OF WESTMINSTER
EXPIRATION DATE: 6/30/2021

CITY CLERK'S CERTIFICATE:

(STATE OF CALIFORNIA)
(COUNTY OF ORANGE) SS
(CITY OF WESTMINSTER)

I HEREBY STATE THAT THIS MAP WAS PRESENTED
TO THE CITY OF WESTMINSTER AT A REGULAR MEETING THEREOF
ON _____, 2019 AND THAT THEREAFTER
AND ENTERED, APPROVED SAID MAP AND DID ALL
NECESSARY IMPROVEMENTS; THE DEDICATION IN FEE FOR STREET
CLOSURE.

AND DID ALSO ACCEPT ON BEHALF OF THE CITY OF WESTMINSTER
1. THE DOMESTIC WATER SYSTEM AND APPURTENANCES
2. THE VEHICULAR ACCESS RIGHTS TO BOLSA BOLSA
RELINQUISHED.

AND DID ALSO APPROVE SUBJECT MAP PURSUANT TO THE
SUBDIVISION MAP ACT.
WE ALSO HEREBY ABANDON PURSUANT TO SECTION 66400
PUBLIC EASEMENTS WITHIN THE BOUNDARY OF THE CITY OF
WESTMINSTER PER THE MAP OF TRACT NO. 104C
MAPS.
AND WE ALSO HEREBY ABANDON PURSUANT TO SECTION 66400
PUBLIC EASEMENTS WITHIN BOOK 3196 PAGE 17

DATED THIS _____ DAY OF _____

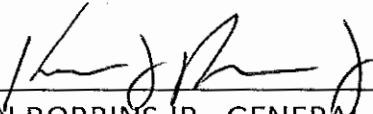
CHRISTINE CORDON
CITY CLERK OF THE CITY OF WESTMINSTER

COUNTY SURVEYOR'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP

CERTIFICATE OF ACCEPTANCE

THE UNDERSIGNED, BEING THE DULY APPOINTED AGENT OF THE MIDWAY CITY SANITARY DISTRICT, A PUBLIC CORPORATION OF ORANGE COUNTY, CALIFORNIA PURSUANT TO ITS RESOLUTION NO. 2019-15, DOES HEREBY ACCEPT ON BEHALF OF SAID DISTRICT, THE EASEMENT FOR SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES AS DEDICATED AND AS SHOWN ON THIS PARCEL MAP, BY AND BETWEEN THE MIDWAY CITY SANITARY DISTRICT AND THE OWNERS AS STATED HEREON, AND DOES HEREBY CERTIFY THAT THE GRANTEE CONSENTS TO THE RECORDATION OF SAID PARCEL MAP.



KEN ROBBINS JR., GENERAL MANAGER
MIDWAY CITY SANITARY DISTRICT

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RESOLUTION NO. 2019-15

A RESOLUTION NO. 2019-15 OF THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT ACCEPTING AN EASEMENT FOR PUBLIC SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES DEDICATED ON PARCEL MAP NO. 2016-202.

The Board of Directors of the Midway City Sanitary District hereby finds, determines, declares, and resolves as follows:

WHEREAS, in conjunction with the development of the Bolsa Row Project in the City of Westminster, IP Westminster, LLC has offered to dedicate to the Midway City Sanitary District ("District") an easement for public sanitary sewer system and appurtenances purposes, as described and depicted on Parcel Map No. 2016-202; and

WHEREAS, the Board of Directors of the Midway City Sanitary District wishes to accept the proposed easement.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MIDWAY CITY SANITARY DISTRICT DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The easement for public sanitary sewer system and appurtenances purposes in favor of the Midway City Sanitary District, as described and depicted on Parcel Map No. 2016-202, is accepted.

SECTION 2. The General Manager for the District is authorized to execute and cause the recordation of a Certificate of Acceptance for said easement on behalf of the District, in a form approved by General Counsel for the District.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of Midway City Sanitary District of Orange County, California, held this 1st day of October, 2019.



Chi Charlie Nguyen, President

ATTEST:



Andrew Nguyen, Secretary

1 **CERTIFICATION**

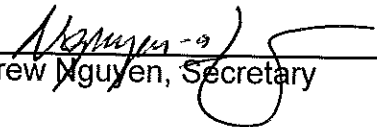
2
3 I, Andrew Nguyen, Secretary of the Midway City Sanitary District of Orange County,
4 California, do hereby certify that the foregoing Resolution No. 2019-15 was duly adopted at
5 a meeting of the Board of Directors of said District, held on the 1st day of October, 2019, by
6 the following vote of the members of the Board:

7 AYES: S. Contreras, A. Nguyen, and C. Nguyen

8 NOES:

9 ABSENT: A. Krippner and M. Rice

10 and I further certify that Chi Charlie Nguyen, as President, and Andrew Nguyen, as
11 Secretary, signed and approved said Resolution on the 1st day of October 2019.

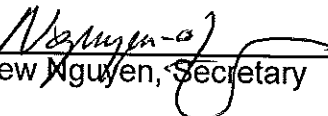
12
13 
14 Andrew Nguyen, Secretary

15 (District Seal)

16 STATE OF CALIFORNIA)
17) ss.
18 COUNTY OF ORANGE)

19 I, Andrew Nguyen, Secretary of Midway City Sanitary District of Orange County,
20 California, do hereby certify that the foregoing is a full, true and correct copy of Resolution
21 No. 2019-15 passed and adopted by the Board of Directors of said District at a meeting
22 thereof held on the 1st day of October, 2019.

23 IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official Seal
24 of said District on the 1st day of October 2019.

25
26 
27 Andrew Nguyen, Secretary

28 (District Seal)

DISTRICT THE EASEMENT FOR PUBLIC SANITARY SEWER SYSTEM AND

ABILITY COMPANY

BY: _____

PRINT NAME: _____

PRINT TITLE: _____

OF THE MIDWAY CITY SANITARY DISTRICT, A PUBLIC
ANT TO ITS RESOLUTION NO. _____, DOES HEREBY
FOR SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES
BY AND BETWEEN THE MIDWAY CITY SANITARY DISTRICT AND THE
IFY THAT THE GRANTEE CONSENTS TO THE RECORDATION OF

JR., GENERAL MANAGER
SANITARY DISTRICT

THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE
PERSON(S) WHOSE SIGNATURE(S) IS/ARE ATTACHED, AND NOT THE
SUBSTANCE OF THE INSTRUMENT.

_____, A NOTARY PUBLIC,

I AM EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S)
ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED
(S), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE
HALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE

I AM A NOTARY PUBLIC OF THE STATE OF CALIFORNIA THAT THE FOREGOING

MY PRINCIPAL PLACE OF BUSINESS IS IN

COUNTY.

MY COMMISSION EXPIRES _____

MY COMMISSION NO. _____

CITY ENGINEER'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP FOR
CONFORMANCE WITH THE TENTATIVE MAP, IF REQUIRED BY THE
PLANNING COMMISSION; THAT ALL PROVISIONS OF THE
REGULATIONS HAVE BEEN COMPLIED WITH.

DATED THIS _____ DAY OF _____

MARWAN N. YOUSSEF, R.C.E. 44281
PUBLIC WORKS DIRECTOR/CITY ENGINEER OF THE CITY OF WESTMINSTER
EXPIRATION DATE: 6/30/2021

CITY CLERK'S CERTIFICATE:

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF WESTMINSTER)

I HEREBY STATE THAT THIS MAP WAS PRESENTED
OF WESTMINSTER AT A REGULAR MEETING THEREOF
OF _____, 2019 AND THAT THEREAFTER
AND ENTERED, APPROVED SAID MAP AND DID ALL
IMPROVEMENTS; THE DEDICATION IN FEE FOR STR
STREET.

AND DID ALSO ACCEPT ON BEHALF OF THE CITY
1. THE DOMESTIC WATER SYSTEM AND APPURTENANCES
2. THE VEHICULAR ACCESS RIGHTS TO BOLSA BOLSA
RELINQUISHED.

AND DID ALSO APPROVE SUBJECT MAP PURSUANT TO
THE SUBDIVISION MAP ACT.

WE ALSO HEREBY ABANDON PURSUANT TO SECTION 66000
PUBLIC EASEMENTS WITHIN THE BOUNDARY OF THE CITY OF
WESTMINSTER PER THE MAP OF TRACT NO. 104C
MAPS.

AND WE ALSO HEREBY ABANDON PURSUANT TO SECTION 66000
PUBLIC EASEMENTS WITHIN BOOK 3196 PAGE 17

DATED THIS _____ DAY OF _____

CHRISTINE CORDON
CITY CLERK OF THE CITY OF WESTMINSTER

COUNTY SURVEYOR'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP FOR CONFORMANCE WITH THE TENTATIVE MAP, IF REQUIRED BY THE PLANNING COMMISSION; THAT ALL PROVISIONS OF THE REGULATIONS HAVE BEEN COMPLIED WITH.

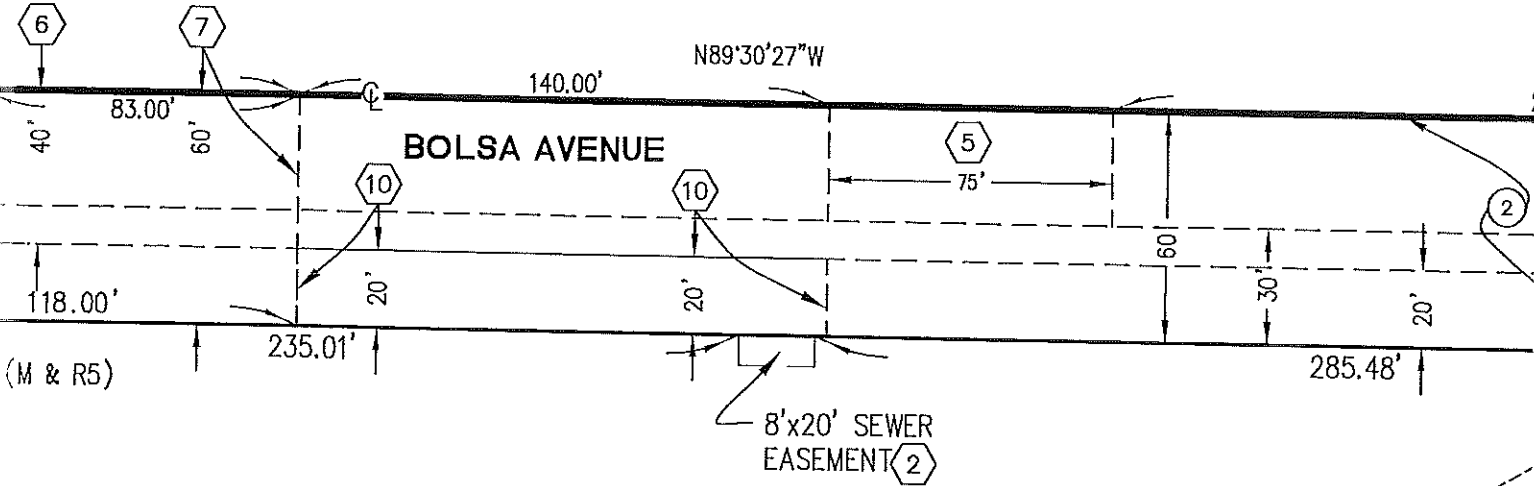
WESTMINSTER FOR STREET AND HIGHWAY PURPOSES RECORDED BOOK 14295, PAGE 734 OF OFFICIAL RECORDS.

WESTMINSTER FOR RIGHT OF WAY FOR STREET AND HIGHWAY DISTRICT NO. 19970405623 OF OFFICIAL RECORDS.

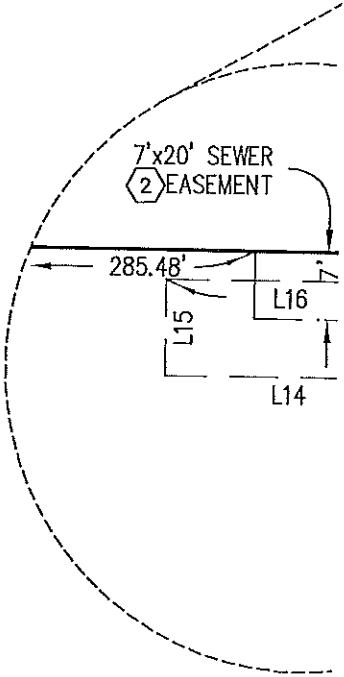
FOR UTILITY PURPOSES TO THE CITY OF WESTMINSTER.

FOR HIGHWAY PURPOSES TO THE CITY OF WESTMINSTER.

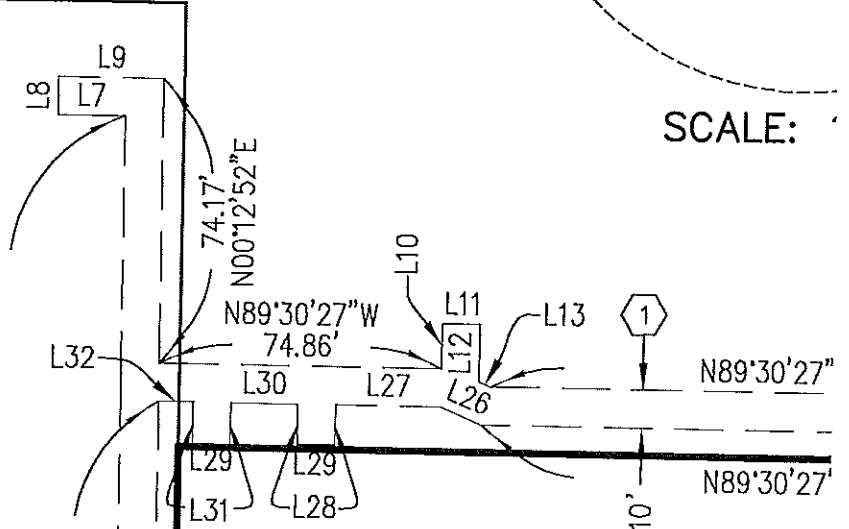
L10	N00°29'33"E	11.70'
L11	N89°30'27"W	10.00'
L12	N00°29'33"E	15.02'
L13	N67°00'27"W	3.18'
L14	N89°47'18"W	26.34'
L15	N00°12'42"E	10.00'
L16	N89°47'18"W	26.34'
L17	N00°12'42"E	2.97'
L18	N89°30'27"W	10.00'
L19	N44°30'27"W	8.13'
L20	N45°29'33"E	10.00'



PARCEL 1

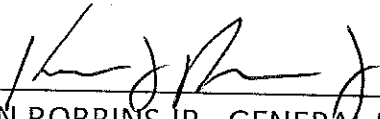


SCALE:



CERTIFICATE OF ACCEPTANCE

THE UNDERSIGNED, BEING THE DULY APPOINTED AGENT OF THE MIDWAY CITY SANITARY DISTRICT, A PUBLIC CORPORATION OF ORANGE COUNTY, CALIFORNIA PURSUANT TO ITS RESOLUTION NO. 2019-15, DOES HEREBY ACCEPT ON BEHALF OF SAID DISTRICT, THE EASEMENT FOR SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES AS DEDICATED AND AS SHOWN ON THIS PARCEL MAP, BY AND BETWEEN THE MIDWAY CITY SANITARY DISTRICT AND THE OWNERS AS STATED HEREON, AND DOES HEREBY CERTIFY THAT THE GRANTEE CONSENTS TO THE RECORDATION OF SAID PARCEL MAP.



KEN ROBBINS JR., GENERAL MANAGER
MIDWAY CITY SANITARY DISTRICT

SHEET 1 OF 4 SHEETS
2 NUMBERED PARCELS
7.739 ACRES GROSS
6.029 ACRES NET
DATE OF SURVEY OCTOBER, 2016
(ALL OF TENTATIVE PARCEL MAP
NO. 2016-202)

PARCEL MAP NO. 2016-202

IN THE CITY OF WESTMINSTER, COUNTY OF ORANGE, STATE OF CALIFORNIA

BEING A SUBDIVISION OF LOTS 1 THROUGH 9 OF TRACT NO. 1040, AS SHOWN ON A MAP FILED IN BOOK 33, PAGE 50 OF MISCELLANEOUS MAPS, TOGETHER WITH PARCEL 1 AS SHOWN ON A MAP FILED IN BOOK 73, PAGES 44 AND 45 OF PARCEL MAPS, ALSO TOGETHER WITH THOSE PORTIONS OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 17, IN TOWNSHIP 5 SOUTH, RANGE 10 WEST, IN THE RANCHO LAS BOLSAS, AS SAID SECTION IS SHOWN ON A MAP THEREOF FILED IN BOOK 51, PAGE 12 OF MISCELLANEOUS MAPS, ALL RECORDS OF SAID COUNTY

FUSCOE ENGINEERING, INC. KURT R. TROXELL, P.L.S. 7854
OCTOBER 2016

ACCEPTED AND FILED AT THE
REQUEST OF

CHICAGO TITLE COMPANY
DATE January 13, 2020
TIME 10:53 AM FEE \$ 87.00
INSTRUMENT NO. 2020000013017
BOOK 403 PAGE 1-4 PM

HUGH NGUYEN
COUNTY CLERK-RECORDER
BY [Signature]
DEPUTY

OWNERSHIP CERTIFICATE:

WE, THE UNDERSIGNED, BEING ALL PARTIES HAVING ANY RECORD TITLE INTEREST IN THE LAND COVERED BY THIS MAP, DO HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF SAID MAP, AS SHOWN WITHIN THE DISTINCTIVE BORDER LINE.

WE ALSO HEREBY DEDICATE IN FEE TO THE PUBLIC FOR STREET PURPOSES: BOLSA AVENUE AND BROOKHURST STREET.

WE ALSO HEREBY DEDICATE TO THE CITY OF WESTMINSTER:

1. THE DOMESTIC WATER SYSTEM AND APPURTENANCES AS SHOWN ON THE IMPROVEMENT PLANS FOR THIS PARCEL MAP.

WE ALSO HEREBY RELEASE AND RELINQUISH TO THE CITY OF WESTMINSTER ALL VEHICULAR ACCESS RIGHTS TO BOLSA AVENUE AND BROOKHURST STREET EXCEPT AT APPROVED ACCESS LOCATIONS.

WE HEREBY DEDICATE TO MIDWAY CITY SANITARY DISTRICT THE EASEMENT FOR PUBLIC SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES.

IP WESTMINSTER, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

BY: [Signature]

PRINT NAME: JOANN PHAM
PRINT TITLE: MANAGER/MEMBER

CERTIFICATE OF ACCEPTANCE

THE UNDERSIGNED, BEING THE DULY APPOINTED AGENT OF THE MIDWAY CITY SANITARY DISTRICT, A PUBLIC CORPORATION OF ORANGE COUNTY, CALIFORNIA PURSUANT TO ITS RESOLUTION NO. 2019-15, DOES HEREBY ACCEPT ON BEHALF OF SAID DISTRICT, THE EASEMENT FOR SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES AS DEDICATED AND AS SHOWN ON THIS PARCEL MAP, BY AND BETWEEN THE MIDWAY CITY SANITARY DISTRICT AND THE OWNERS AS STATED HEREON, AND DOES HEREBY CERTIFY THAT THE GRANTEE CONSENTS TO THE RECORDATION OF SAID PARCEL MAP.

[Signature]
KENT ROBBINS JR., GENERAL MANAGER
MIDWAY CITY SANITARY DISTRICT

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA }
COUNTY OF Orange } SS
ON December 2nd 2019 BEFORE ME, David J. O'Reilly, A NOTARY PUBLIC,

PERSONALLY APPEARED Joann Pham
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:
SIGNATURE [Signature] MY PRINCIPAL PLACE OF BUSINESS IS IN
NOTARY PUBLIC IN AND FOR SAID STATE Orange COUNTY.
PRINT NAME David J. O'Reilly MY COMMISSION EXPIRES Nov 12, 2021
MY COMMISSION NO. 2221737

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA }
COUNTY OF _____ } SS
ON _____ BEFORE ME, _____, A NOTARY PUBLIC,

PERSONALLY APPEARED _____
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:
SIGNATURE _____ MY PRINCIPAL PLACE OF BUSINESS IS IN
NOTARY PUBLIC IN AND FOR SAID STATE _____ COUNTY.
PRINT NAME _____ MY COMMISSION EXPIRES _____
MY COMMISSION NO. _____

SEE SHEET 2 FOR BENEFICIARY CERTIFICATE
SEE SHEET 3 FOR SIGNATURE OMISSION NOTES

SURVEYOR'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF IP WESTMINSTER, LLC IN OCTOBER 2016. I HEREBY STATE THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED, OR THAT THEY WILL BE SET IN SUCH POSITIONS WITHIN 90 DAYS AFTER COMPLETION OF IMPROVEMENTS; AND THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY.

[Signature] 12/2/2019
KURT R. TROXELL, P.L.S. 7854 DATE
LICENSE EXPIRES 12/31/20



CITY ENGINEER'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND IT TO BE SUBSTANTIALLY IN CONFORMANCE WITH THE TENTATIVE MAP, IF REQUIRED, AS FILED WITH, AMENDED AND APPROVED BY THE CITY PLANNING COMMISSION; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND CITY SUBDIVISION REGULATIONS HAVE BEEN COMPLIED WITH.

DATED THIS 4th DAY OF December, 2019

[Signature]
MARWAN N. YOUSSEF, R.C.E. 44281
PUBLIC WORKS DIRECTOR/CITY ENGINEER OF THE CITY OF WESTMINSTER
EXPIRATION DATE: 6/30/2021



CITY CLERK'S CERTIFICATE:

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF WESTMINSTER)

I HEREBY STATE THAT THIS MAP WAS PRESENTED FOR APPROVAL TO THE CITY COUNCIL OF THE CITY OF WESTMINSTER AT A REGULAR MEETING THEREOF HELD ON THE 13th DAY OF December, 2019 AND THAT THEREUPON SAID COUNCIL DID, BY AN ORDER DULY PASSED AND ENTERED, APPROVED SAID MAP AND DID ALSO ACCEPT ON BEHALF OF THE PUBLIC, SUBJECT TO IMPROVEMENTS; THE DEDICATION IN FEE FOR STREET PURPOSES OF: BOLSA AVENUE AND BROOKHURST STREET.

AND DID ALSO ACCEPT ON BEHALF OF THE CITY OF WESTMINSTER.

1. THE DOMESTIC WATER SYSTEM AND APPURTENANCES AS DEDICATED.
2. THE VEHICULAR ACCESS RIGHTS TO BOLSA STREET AND BROOKHURST AVENUE AS RELEASED AND RELINQUISHED.

AND DID ALSO APPROVE SUBJECT MAP PURSUANT TO THE PROVISIONS OF SECTION 66436 (a)(3)(A) OF THE SUBDIVISION MAP ACT.

WE ALSO HEREBY ABANDON PURSUANT TO SECTION 66445(j) OF THE SUBDIVISION MAP ACT, THE PUBLIC EASEMENTS WITHIN THE BOUNDARY OF THIS MAP WHICH WERE ACQUIRED BY THE CITY OF WESTMINSTER PER THE MAP OF TRACT NO. 1040, FILED IN BOOK 33 PAGE 50 OF MISCELLANEOUS MAPS.

AND WE ALSO HEREBY ABANDON PURSUANT TO SECTION 66445(j) OF THE SUBDIVISION MAP ACT, THE PUBLIC EASEMENTS WITHIN BOOK 3196 PAGE 17 OF OFFICIAL RECORDS.

DATED THIS 19th DAY OF DECEMBER, 2019

CHRISTINE CORDON [Signature] BY: _____
CITY CLERK OF THE CITY OF WESTMINSTER DEPUTY



COUNTY SURVEYOR'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND THAT ALL MAPPING PROVISIONS OF THE SUBDIVISION MAP ACT HAVE BEEN COMPLIED WITH AND I AM SATISFIED SAID MAP IS TECHNICALLY CORRECT.

DATED THIS DAY OF 8th DAY OF January, 2020.

KEVIN R. HILLS, COUNTY SURVEYOR
L.S. 6617
[Signature]
BY: LILY M. N. SANDBERG, DEPUTY COUNTY SURVEYOR
P.L.S. 8402



COUNTY TREASURER - TAX COLLECTOR'S CERTIFICATE

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS

I HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF MY OFFICE, THERE ARE NO LIENS AGAINST THE LAND COVERED BY THIS MAP OF ANY PART THEREOF FOR UNPAID STATE, COUNTY, MUNICIPAL OR LOCAL TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES, EXCEPT TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES NOT YET PAYABLE.

AND DO CERTIFY TO THE RECORDER OF ORANGE COUNTY THAT THE PROVISIONS OF THE SUBDIVISION MAP ACT HAVE BEEN COMPLIED WITH REGARDING DEPOSITS TO SECURE PAYMENT OF TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND COVERED BY THIS MAP.

DATED THIS 31st DAY OF DECEMBER, 2020.

SHARI L. FREIDENRICH [Signature] BY: _____
COUNTY TREASURER - TAX COLLECTOR TREASURER - TAX COLLECTOR

SHEET 2 OF 4 SHEETS
2 NUMBERED PARCELS
7.739 ACRES GROSS
6.029 ACRES NET
DATE OF SURVEY OCTOBER, 2016
(ALL OF TENTATIVE PARCEL MAP
NO. 2016-202)

PARCEL MAP NO. 2016-202

IN THE CITY OF WESTMINSTER, COUNTY OF ORANGE, STATE OF CALIFORNIA

FUSCOE ENGINEERING, INC. KURT R. TROXELL, P.L.S. 7854
OCTOBER 2016

ROYAL BUSINESS BANK, AS BENEFICIARY UNDER DEED OF TRUST RECORDED DECEMBER 3, 2019 AS INSTRUMENT NO. 2019000504018 OF OFFICIAL RECORDS.

BY: [Signature]
PRINT NAME: WAI HUNG LEE PRINT NAME:
PRINT TITLE: First Vice President PRINT TITLE:

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA }
COUNTY OF Orange } SS
ON 20 December 2019 BEFORE ME, Barbara Parker Fox, A NOTARY PUBLIC,

PERSONALLY APPEARED Wai Hung Lee
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:
SIGNATURE [Signature] MY PRINCIPAL PLACE OF BUSINESS IS IN
NOTARY PUBLIC IN AND FOR SAID STATE Orange COUNTY.
Barbara Parker Fox MY COMMISSION EXPIRES May 19, 2023
PRINT NAME MY COMMISSION NO. 2285982

SHEET 3 OF 4 SHEETS
2 NUMBERED PARCELS
7.739 ACRES GROSS
6.029 ACRES NET
DATE OF SURVEY OCTOBER, 2016
(ALL OF TENTATIVE PARCEL MAP
NO. 2016-202)

PARCEL MAP NO. 2016-202

IN THE CITY OF WESTMINSTER, COUNTY OF ORANGE, STATE OF CALIFORNIA

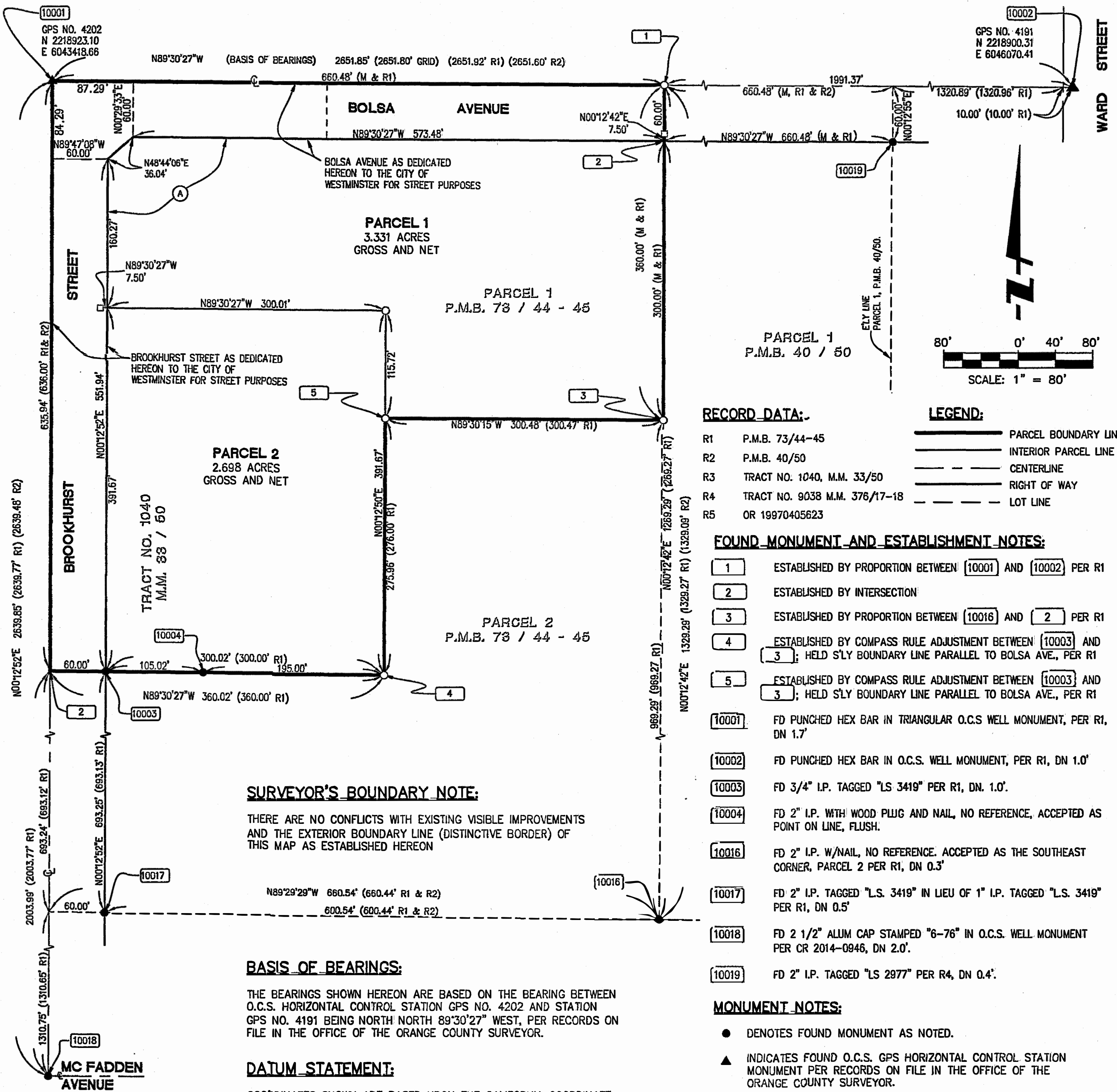
FUSCOE ENGINEERING, INC. KURT R. TROXELL, P.L.S. 7854
OCTOBER 2016

BOUNDARY & PARCEL ESTABLISHMENT

SIGNATURE OMISSIONS:

PURSUANT TO THE PROVISIONS OF SECTION 66436(a)(3)(A) OF THE SUBDIVISION MAP ACT, THE FOLLOWING SIGNATURES MAY BE OMITTED:

- AN EASEMENT IN FAVOR OF ALFRED ROBINSON TRUSTEE OF SAN FRANCISCO CALIFORNIA FOR ROADS, RAILROADS, AND DITCHES AS RESERVED IN A DEED RECORDED AUGUST 22, 1885 IN BOOK 142, PAGE 378 OF DEEDS, LOS ANGELES COUNTY RECORDS.
 - RESERVATION IN FAVOR OF GLADE W. FULLER AND FAE FULLER FOR ROADS, RAILROADS AND DITCHES PER DOCUMENT RECORDED FEBRUARY 25, 1931 IN BOOK 458, PAGE 396 OF OFFICIAL RECORDS.
 - AN EASEMENT IN FAVOR OF SOUTHERN CALIFORNIA EDISON COMPANY FOR POLE LINE PURPOSES RECORDED DECEMBER 13, 1950 AS INST. NO. 59710, IN BOOK 2115, PAGE 422 OF OFFICIAL RECORDS.
 - AN EASEMENT IN FAVOR OF SOUTHERN CALIFORNIA EDISON COMPANY FOR POLE LINE PURPOSES RECORDED DECEMBER 13, 1950 AS INST. NO. 59711, IN BOOK 2115, PAGE 424 OF OFFICIAL RECORDS.
 - AN EASEMENT IN FAVOR OF DWAIN N. RICHARDSON AND CLYDE G. RICHARDSON FOR PIPE LINE PURPOSES RECORDED SEPTEMBER 28, 1954 AS INST NO. 78167, IN BOOK 2828, PAGE 72 OF OFFICIAL RECORDS.
 - AN EASEMENT IN FAVOR OF THE COUNTY OF ORANGE FOR THE RIGHT OF WAY FOR WIDENING BOLSA AVENUE RECORDED NOVEMBER 23, 1954 AS INST NO. 97943, IN BOOK 2876, PAGE 544 OF OFFICIAL RECORDS.
 - AN EASEMENT IN FAVOR OF THE COUNTY OF ORANGE FOR STREET AND HIGHWAY PURPOSES RECORDED NOVEMBER 19, 1965 AS INST. NO. 16343, IN BOOK 7747, PAGE 434 OF OFFICIAL RECORDS.
 - AN EASEMENT GRANTED TO THE CITY OF WESTMINSTER FOR STORM DRAIN LINE PURPOSES RECORDED MARCH 02, 1973 AS INST NO. 2183, IN BOOK 10578, PAGE 950 OF OFFICIAL RECORDS.
 - AN EASEMENT IN FAVOR OF THE CITY OF WESTMINSTER FOR STREET AND HIGHWAY PURPOSES RECORDED JUNE 15, 1979 AS INST NO. 21395, IN BOOK 13188, PAGE 342 OF OFFICIAL RECORDS.
 - AN EASEMENT IN FAVOR OF THE CITY OF WESTMINSTER FOR STREET AND HIGHWAY PURPOSES RECORDED NOVEMBER 18, 1981 AS INST NO. 21213, IN BOOK 14295, PAGE 734 OF OFFICIAL RECORDS.
 - AN EASEMENT IN FAVOR OF THE CITY OF WESTMINSTER FOR RIGHT OF WAY FOR STREET AND HIGHWAY PURPOSES RECORDED AUGUST 21, 1997 AS INST NO. 19970405623 OF OFFICIAL RECORDS.
 - EASEMENT IN FAVOR OF THONER, BIRMINGHAM, LINDLEY, AND SMITH, A GENERAL PARTNERSHIP FOR VEHICULAR AND PEDESTRIAN, INGRESS AND EGRESS PURPOSES RECORDED JULY 27, 2018 AS INST NO. 2018000275430 OF OFFICIAL RECORDS. (SAID EASEMENT IS NOT PLOTTABLE AS DESCRIBED)
- (A) ALL VEHICULAR ACCESS RIGHTS TO BOLSA AVENUE AN BROOKHURST STREET STREET ARE RELEASED AND RELINQUISHED TO THE CITY OF WESTMINSTER AT APPROVED ACCESS LOCATIONS



RECORD DATA:

- R1 P.M.B. 73/44-45
- R2 P.M.B. 40/50
- R3 TRACT NO. 1040, M.M. 33/50
- R4 TRACT NO. 9038 M.M. 376/17-18
- R5 OR 19970405623

LEGEND:

- PARCEL BOUNDARY LINE
- INTERIOR PARCEL LINE
- CENTERLINE
- RIGHT OF WAY
- LOT LINE

FOUND MONUMENT AND ESTABLISHMENT NOTES:

- 1 ESTABLISHED BY PROPORTION BETWEEN 10001 AND 10002 PER R1
- 2 ESTABLISHED BY INTERSECTION
- 3 ESTABLISHED BY PROPORTION BETWEEN 10016 AND 2 PER R1
- 4 ESTABLISHED BY COMPASS RULE ADJUSTMENT BETWEEN 10003 AND 3; HELD S'LY BOUNDARY LINE PARALLEL TO BOLSA AVE., PER R1
- 5 ESTABLISHED BY COMPASS RULE ADJUSTMENT BETWEEN 10003 AND 3; HELD S'LY BOUNDARY LINE PARALLEL TO BOLSA AVE., PER R1
- 10001 FD PUNCHED HEX BAR IN TRIANGULAR O.C.S. WELL MONUMENT, PER R1, DN 1.7'
- 10002 FD PUNCHED HEX BAR IN O.C.S. WELL MONUMENT, PER R1, DN 1.0'
- 10003 FD 3/4" I.P. TAGGED "LS 3419" PER R1, DN 1.0'
- 10004 FD 2" I.P. WITH WOOD PLUG AND NAIL, NO REFERENCE, ACCEPTED AS POINT ON LINE, FLUSH.
- 10016 FD 2" I.P. W/NAIL, NO REFERENCE. ACCEPTED AS THE SOUTHEAST CORNER, PARCEL 2 PER R1, DN 0.3'
- 10017 FD 2" I.P. TAGGED "LS. 3419" IN LIEU OF 1" I.P. TAGGED "LS. 3419" PER R1, DN 0.5'
- 10018 FD 2 1/2" ALUM CAP STAMPED "6-76" IN O.C.S. WELL MONUMENT PER CR 2014-0946, DN 2.0'.
- 10019 FD 2" I.P. TAGGED "LS 2977" PER R4, DN 0.4'.

SURVEYOR'S BOUNDARY NOTE:

THERE ARE NO CONFLICTS WITH EXISTING VISIBLE IMPROVEMENTS AND THE EXTERIOR BOUNDARY LINE (DISTINCTIVE BORDER) OF THIS MAP AS ESTABLISHED HEREON

BASIS OF BEARINGS:

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING BETWEEN O.C.S. HORIZONTAL CONTROL STATION GPS NO. 4202 AND STATION GPS NO. 4191 BEING NORTH NORTH 89°30'27" WEST, PER RECORDS ON FILE IN THE OFFICE OF THE ORANGE COUNTY SURVEYOR.

DATUM STATEMENT:

COORDINATES SHOWN ARE BASED UPON THE CALIFORNIA COORDINATE SYSTEM (CCS83), ZONE VI, 1983 NAD (2007.00 EPOCH O.C.S. GPS ADJUSTMENT).

ALL DISTANCES SHOWN ARE GROUND UNLESS OTHERWISE NOTED. TO OBTAIN GRID DISTANCE, MULTIPLY GROUND DISTANCE BY COMBINATION FACTOR (CF) 0.99998291. COMBINATION FACTOR IS PROJECT SPECIFIC BASED ON POINT 10001 (GPS NO. 4202).

MONUMENT NOTES:

- DENOTES FOUND MONUMENT AS NOTED.
- ▲ INDICATES FOUND O.C.S. GPS HORIZONTAL CONTROL STATION MONUMENT PER RECORDS ON FILE IN THE OFFICE OF THE ORANGE COUNTY SURVEYOR.
- THE FOLLOWING MONUMENTS ARE TO BE SET 90 DAYS AFTER ACCEPTANCE OF IMPROVEMENTS:
- 2" I.P. TAGGED "LS. 7854" OR A LEAD & TAG STAMPED "LS. 7854 SET IN CONCRETE; OR AN 8" SPIKE & WASHER STAMPED "LS. 7854" IN ASPHALT; OR A TAG "LS. 7854" SECURED WITH EPOXY TO BE SET AS SHOWN.
- LEAD, TACK & TAG "LS. 7854" IN CONCRETE TO BE SET AS SHOWN.

403 3

SHEET 4 OF 4 SHEETS
2 NUMBERED PARCELS
7.739 ACRES GROSS
6.029 ACRES NET
DATE OF SURVEY OCTOBER, 2016
(ALL OF TENTATIVE PARCEL MAP
NO. 2016-202)

PARCEL MAP NO. 2016-202

IN THE CITY OF WESTMINSTER, COUNTY OF ORANGE, STATE OF CALIFORNIA

FUSCOE ENGINEERING, INC. KURT R. TROXELL, P.L.S. 7854
OCTOBER 2016

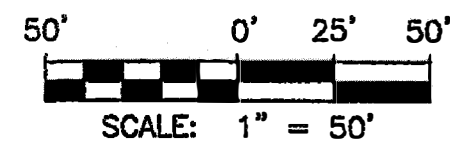
EASEMENT PLAT

EASEMENT NOTES

- ① AN EASEMENT FOR DOMESTIC WATER SYSTEM AND APPURTENANCES PURPOSES DEDICATED HEREON IN FAVOR OF THE CITY WESTMINSTER.
- ② AN EASEMENT FOR SANITARY SEWER SYSTEM AND APPURTENANCES PURPOSES DEDICATED HEREON IN FAVOR OF MIDWAY CITY SANITARY DISTRICT.
- ③ AN EASEMENT IN FAVOR OF ALFRED ROBINSON TRUSTEE OF SAN FRANCISCO CALIFORNIA FOR ROADS, RAILROADS, AND DITCHES AS RESERVED IN DEED RECORDED AUGUST 22, 1885 IN BOOK 142, PAGE 378 OF DEEDS, LOS ANGELES COUNTY RECORDS.
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- ⑤ AN EASEMENT PIPE LINE PURPOSE RECORDED SEPTEMBER 28, 1954 AS INST NO. 78167, IN BOOK 2828, PAGE 72 OF OFFICIAL RECORDS
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LEGEND:

- PARCEL BOUNDARY LINE
- INTERIOR PARCEL LINE
- - - - CENTERLINE
- RIGHT OF WAY
- - - - LOT LINE
- - - - EASEMENT LINE

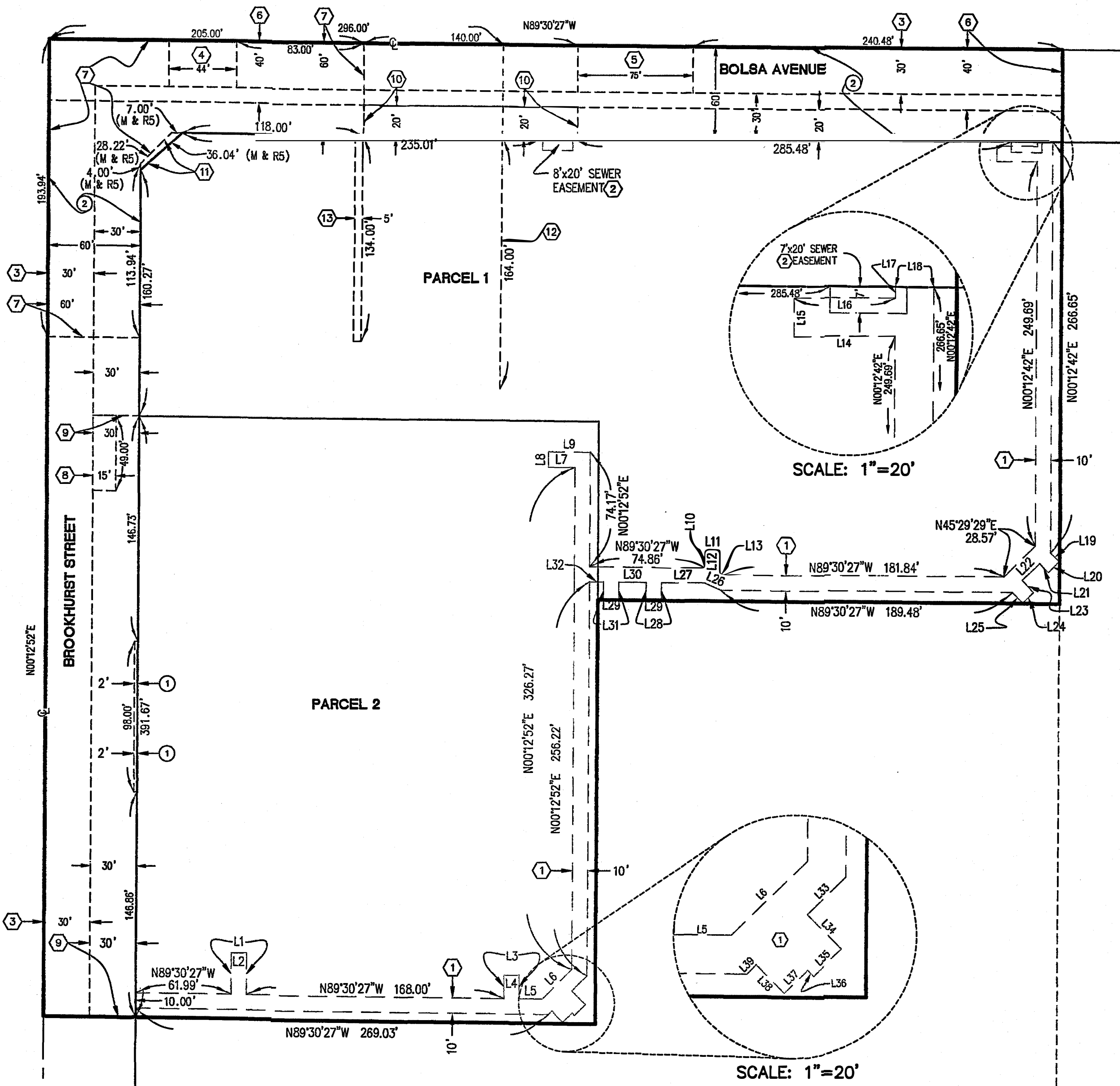


DEDICATIONS:

- ① INDICATES A 2.0' WIDE DEDICATION FOR ROADWAY AND UTILITY PURPOSES TO THE CITY OF WESTMINSTER.
- ② INDICATES A DEDICATION IN FEE FOR STREET AND HIGHWAY PURPOSES TO THE CITY OF WESTMINSTER.

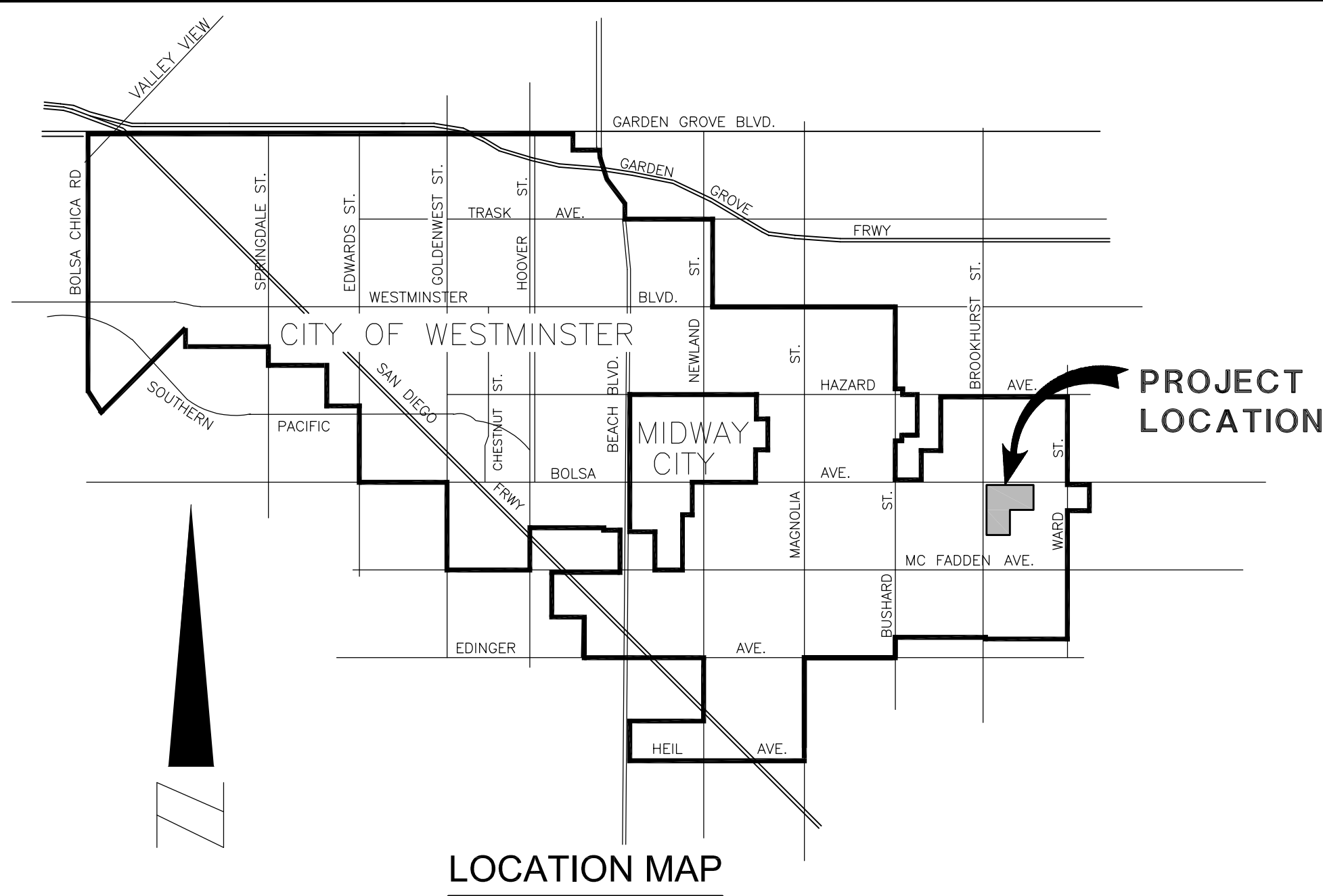
LINE TABLE		
NO.	BEARING	LENGTH
L1	N00°29'21"E	26.89'
L2	N89°30'39"W	10.00'
L3	N00°30'30"E	15.32'
L4	N89°30'27"W	10.00'
L5	N89°30'27"W	14.95'
L6	N45°28'32"E	27.66'
L7	N89°30'27"W	17.66'
L8	N00°29'33"E	10.00'
L9	N89°30'27"W	27.61'
L10	N00°29'33"E	11.70'
L11	N89°30'27"W	10.00'
L12	N00°29'33"E	15.02'
L13	N67°00'27"W	3.18'
L14	N89°47'18"W	26.34'
L15	N00°12'42"E	10.00'
L16	N89°47'18"W	26.34'
L17	N00°12'42"E	2.97'
L18	N89°30'27"W	10.00'
L19	N44°30'27"W	8.13'
L20	N45°29'33"E	10.00'

LINE TABLE		
NO.	BEARING	LENGTH
L21	N44°30'27"W	8.04'
L22	N45°29'29"E	15.90'
L23	N44°30'27"W	10.73'
L24	N45°29'33"E	10.00'
L25	N44°30'27"W	9.65'
L26	N67°00'27"W	11.85'
L27	N89°30'27"W	27.89'
L28	N00°29'33"E	10.42'
L29	N89°30'27"W	10.00'
L30	N89°30'27"W	17.79'
L31	N00°29'33"E	11.24'
L32	N89°30'27"W	9.13'
L33	N45°28'32"E	13.94'
L34	N44°30'27"W	12.60'
L35	N45°29'33"E	10.00'
L36	N44°30'27"W	2.23'
L37	N45°29'33"E	8.58'
L38	N44°30'27"W	10.37'
L39	N45°28'32"E	3.46'



SEE SHEET 3 FOR MONUMENT NOTES, BASIS OF BEARINGS, DATUM STATEMENT AND BOUNDARY PROCEDURE.

MIDWAY CITY SANITARY DISTRICT BROOKHURST STREET & BOLSA AVENUE PUBLIC SEWER CONNECTION PLAN



LOCATION MAP

ABBREVIATIONS

DW	DOMESTIC WATER
DWG	DRAWING
FW	FIRE WATER
G	GAS
HP	HIGH PRESSURE
INV	INVERT
MCSO	MIDWAY CITY SANITARY DISTRICT
OCSD	ORANGE COUNTY SANITATION DISTRICT
PL	PROPERTY LINE
PROP	PROPOSED
R/W	RIGHT OF WAY
S	SLOPE
SMH	SEWER MANHOLE
SS	SANITARY SEWER
ST	STREET
STA	STATION
STD	STANDARD
SP&P	SEPARATE PLAN AND PERMIT

LEGEND:

---	PROPERTY LINE
---	PROPOSED LOTLINE
---	EXISTING STREET CENTERLINE
---	EXISTING GAS
---	EXISTING DOMESTIC WATER
---	EXISTING WATER
---	EXISTING STORM DRAIN
---	EXISTING SANITARY SEWER
---	PROPOSED 12" SEWER
---	PROPOSED 8" SEWER

UTILITY PROVIDERS

SEWER PROVIDER:
MIDWAY CITY SANITARY DISTRICT
14451 CEDARWOOD AVENUE
WESTMINSTER, CA. 92683
PHONE: 714.893.3553

WATER PROVIDER:
CITY OF WESTMINSTER
8200 WESTMINSTER BLVD.
WESTMINSTER, CA. 92683
PHONE: 714.898.3311

GAS PROVIDER:
SOUTHERN CALIFORNIA GAS
1919 S. STATE COLLEGE BLVD
ANAHEIM, CA. 92806
PHONE: 800.427.2200

ELECTRIC PROVIDER:
SOUTHERN CALIFORNIA EDISON
1325 S. GRAND AVE
SANTA ANA, CA. 92705
PHONE: 800.655.4555

TELEPHONE PROVIDER:
TIME WARNER CABLE
7142 CHAPMAN AVE
GARDEN GROVE, CA. 92841
PHONE: 714.591.4869

TELEPHONE PROVIDER:
TIME WARNER CABLE
7142 CHAPMAN AVE
GARDEN GROVE, CA. 92841
PHONE: 714.591.4869

OC SANITATION DISTRICT
10844 ELLIS AVE.
FOUNTAIN VALLEY, CA 92708
PHONE: 714.962.2411

ATTENTION CONTRACTORS:

THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY PIPES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. THESE LOCATIONS ARE APPROXIMATE AND SHALL BE CONFIRMED IN THE FIELD BY THE CONTRACTOR SO THAT ANY NECESSARY ADJUSTMENTS CAN BE MADE IN ALIGNMENT AND/OR GRADE OF THE PROPOSED IMPROVEMENTS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PREVENT DAMAGE TO ANY EXISTING UTILITY LINES SHOWN, NOT SHOWN OR NOT OF RECORD. ACTUAL THICKNESS OF BASE MATERIALS TO BE REPLACED IS TO BE DETERMINED BY THE SOILS TEST AND RECOMMENDED BY THE SOILS ENGINEER. R-VALUES, SAND EQUIVALENTS AND STRUCTURAL SECTION OF STREETS SHALL BE SUBMITTED TO THE CITY FOR APPROVAL UPON COMPLETION OF ROUGH GRADING, CARE SHOULD BE TAKEN TO PREVENT GRADED DITCHES AND SWALES FROM UNDERMINING STREET IMPROVEMENTS.

CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AND SHALL REPORT ALL DISCREPANCIES TO THE ENGINEER OF RECORD PRIOR TO THE COMMENCEMENT OF WORK.

OWNER

IP WESTMINSTER, LLC
11542 MONTCLAIR DRIVE
GARDEN GROVE, CA. 92841

SHEET INDEX

TITLE SHEET	1
PUBLIC SEWER PLAN & PROFILE	2

LEGAL DESCRIPTION

BEING LOTS 1 THROUGH 9 OF TRACT 1040, RECORDED IN BOOK 33, PAGE 50 OF MISCELLANEOUS MAPS AND PORTIONS OF THE NW $\frac{1}{4}$, NW $\frac{1}{4}$ OF SECTION 17, T5S, R10W, SBBM, IN THE RANCHO LAS BOLSAS AS SHOWN ON A MAP RECORDED IN BOOK 51, PAGE 12 OF MISCELLANEOUS MAPS AND PARCEL 1 AS SHOWN ON THAT CERTAIN MAP FILED IN BOOK 73, PAGES 44 & 45 OF PARCEL MAPS.

CONSTRUCTION NOTE:

THE IMPROVEMENTS OF THE FOLLOWING WORK TO BE DONE ACCORDING TO THESE PLANS AND THE FOLLOWING SPECIFICATIONS AND STANDARD DRAWINGS:

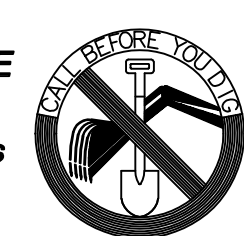
- DESIGN AND CONSTRUCTION REQUIREMENTS FOR SANITARY SEWERS, MIDWAY CITY SANITATION DISTRICT, LATEST EDITION
- STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION ("GREENBOOK"), LATEST EDITION

PUBLIC SEWER CONSTRUCTION NOTES

NO.	DESCRIPTION	QUANTITIES	UNITS
1	CONSTRUCT 10" PVC DR14 SEWER LINE WITH TRENCH & BEDDING PER MIDWAY CITY SANITARY DISTRICT STD DWG. S-010 WITH MINIMUM 2' LONG SERVICE STUB ON UPSTREAM SIDE OF MANHOLE.	6	LF
2	CONSTRUCT PVC-LINED SEWER MANHOLE, A=48", B=PER PLAN, C=26", D=24" PER MIDWAY CITY SANITARY DISTRICT STD DWG. S-050A	1	LF
3	CORE DRILL INTO EXISTING SEWER MANHOLE PER ORANGE COUNTY SANITATION DISTRICT STD DWG. S-057	1	EA
4	INSTALL BRICK & MORTAR PLUG IN END OF SERVICE STUB	1	EA
5	INSTALL GAS FLAP PER ORANGE COUNTY SANITATION DISTRICT STD DWG. S-056	2	LF
6	CONSTRUCT TWO (2) 2'-FT VCP STUBS PER ORANGE COUNTY SANITATION DISTRICT STD DWG. S-049	1	LF

DIG ALERT

DIAL TOLL FREE
1-800-227-2600
AT LEAST TWO DAYS
BEFORE YOU DIG



UNDERGROUND SERVICE ALERT
OF SOUTHERN CALIFORNIA

BASIS OF BEARING

THE CENTERLINE OF BROOKHURST STREET BEING N07°48'46"W AS SHOWN ON THE PARCEL MAP RECORDED IN BOOK 73, PAGES 44 AND 45. (CITY OF WESTMINSTER PARCEL MAP NO. 116)

BENCH MARK

B.M.: GG-153, ELEV: 55.437 FT. (NAVD 88)
CITY OF GARDEN GROVE BENCHMARK. 2 1/2" BRONZE DISK WITH PUNCH IN TRIANGLE, SET IN THE SOUTH END OF A 20 FOOT BY 4 FOOT CONCRETE CATCH BASIN. MONUMENT IS LOCATED IN THE SOUTHEAST CORNER OF THE INTERSECTION OF BOLSA AVE. AND WARD ST., 25 FEET SOUTH OF THE BCR AND 4 FEET EAST OF THE CURB FACE. ELEVATION: 55.437 FT., YEAR LEVELED 2012.



16795 Von Karman, Suite 100, Irvine, California 92606
tel 949.474.1960 • fax 949.474.5315 • www.fuscoe.com

80066
ENGINEER RCE NO. DATE



REVISIONS

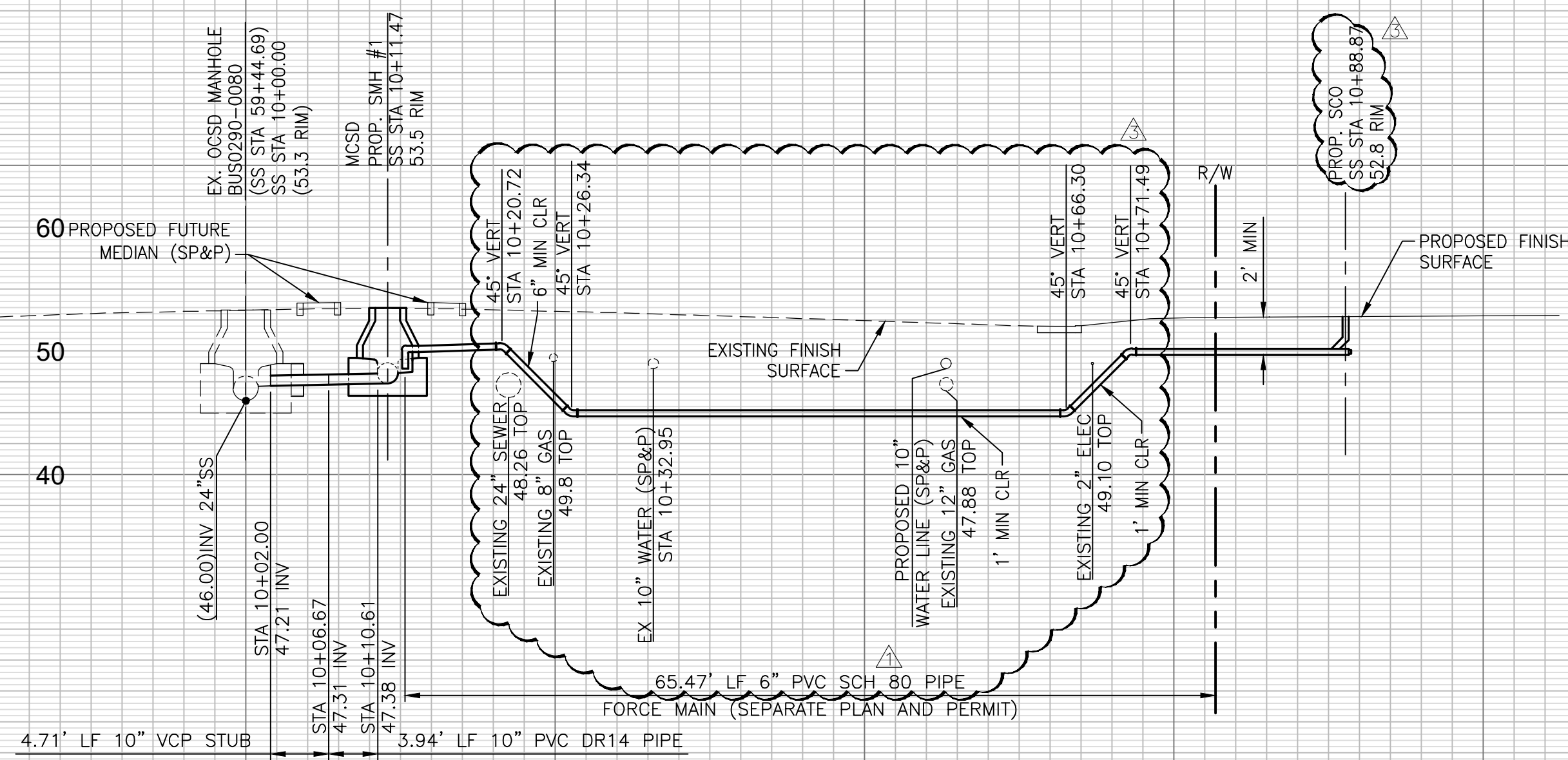
NO.	DESCRIPTION	APPVD	DATE
1	ADJ. CONNECTION INV. AT OCSD TO CLEAR WATER MAIN, RE-ALIGNED PUBLIC SEWER CONNECTION #2 TO CONNECT TO EX. MANHOLE; ADDED OC SANITATION DISTRICT CONSTRUCTION NOTES, REVISED PROFILES.		
2	REVISED CONNECTION FOR NEW FORCE MAIN DESIGN TO CLEAR EXISTING UTILITIES. LOCATIONS ADJUSTED DUE TO EXCAVATION DISCOVERY. FIELD VERIFIED EXISTING UTILITIES NOW SHOWN ON PLAN. UNIFIED TWO SEWER CONNECTIONS TO A SINGLE CONNECTION.		
3	REVISED FORCE MAIN FOR WATER CLEARANCE REQUIREMENTS		

MIDWAY CITY SANITARY DISTRICT

BROOKHURST STREET & BOLSA AVENUE
PUBLIC SEWER CONNECTION PLAN

TITLE SHEET

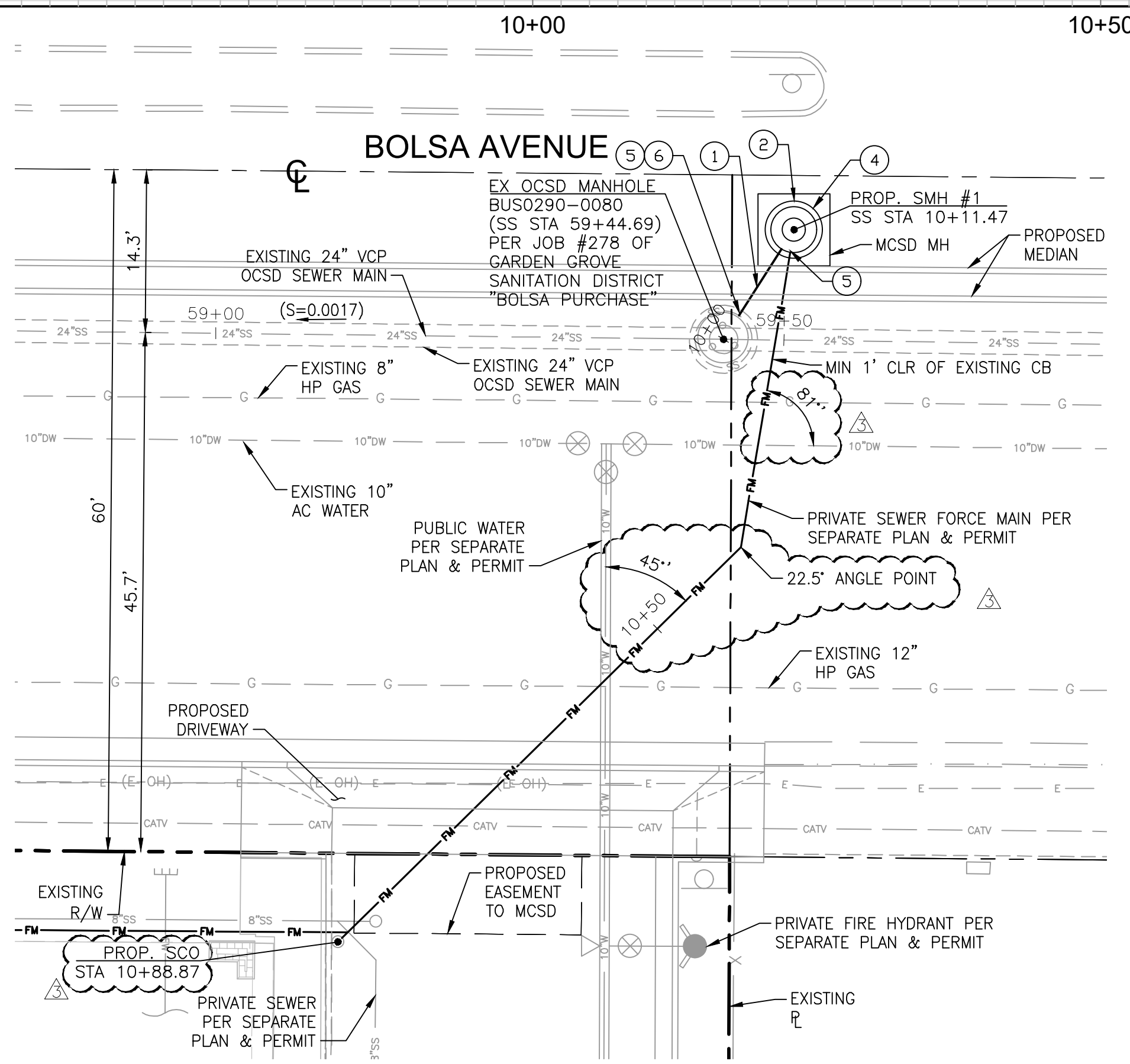
SHEET 1 OF 2 SHEETS



PUBLIC SEWER CONNECTION

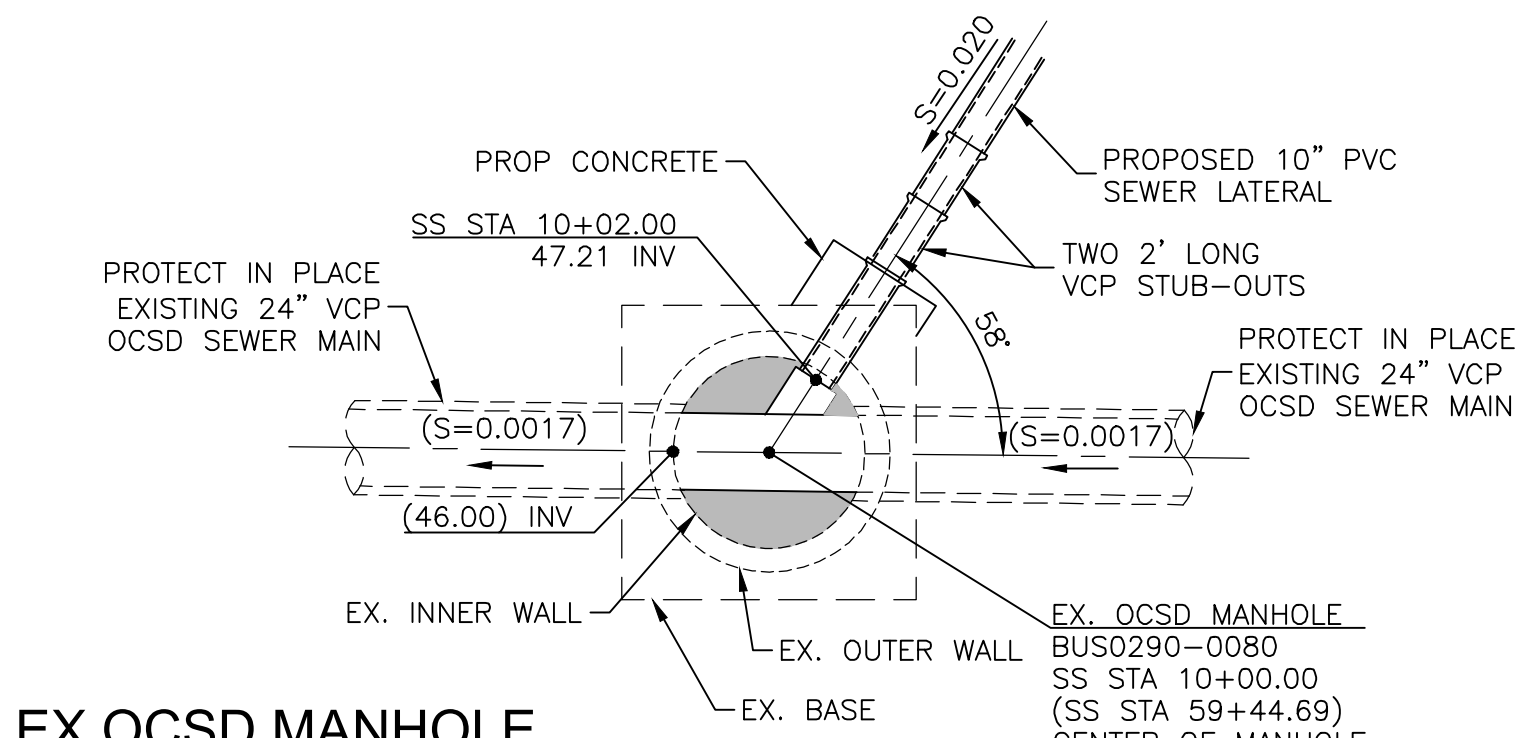
SCALE: 1"=10'

PROFILE
HORIZ 1"=10'
VERT 1"=10'



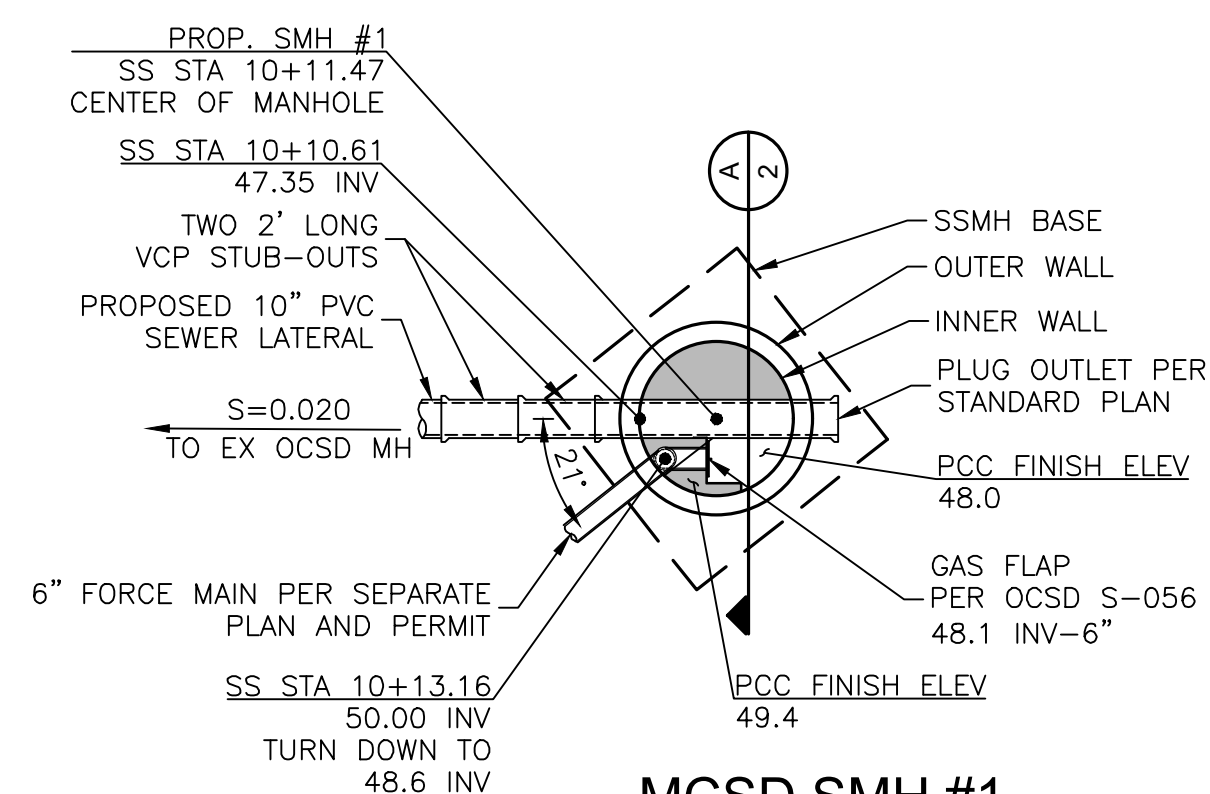
PUBLIC SEWER CONNECTION

SCALE: 1"=10'



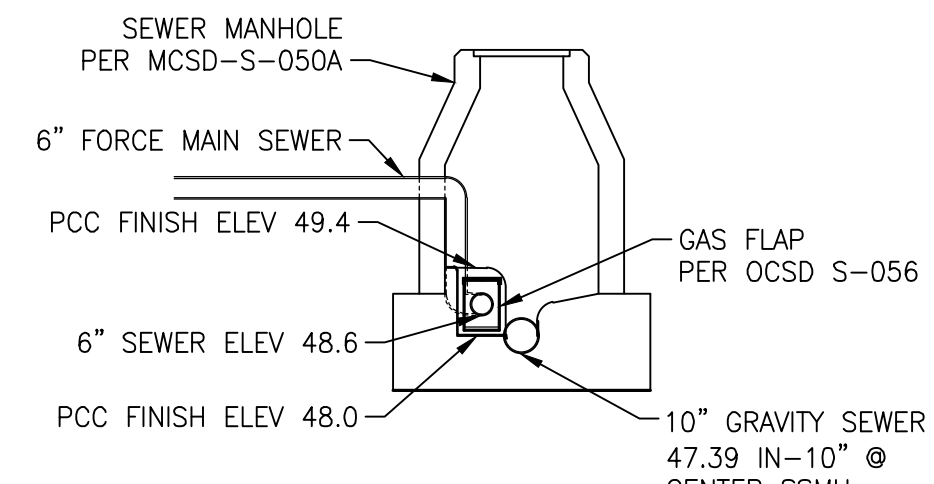
EX OCSD MANHOLE

SCALE: 1"=5'



MCSM SMH #1

SCALE: 1"=5'



MCSM SMH #1 SECTION

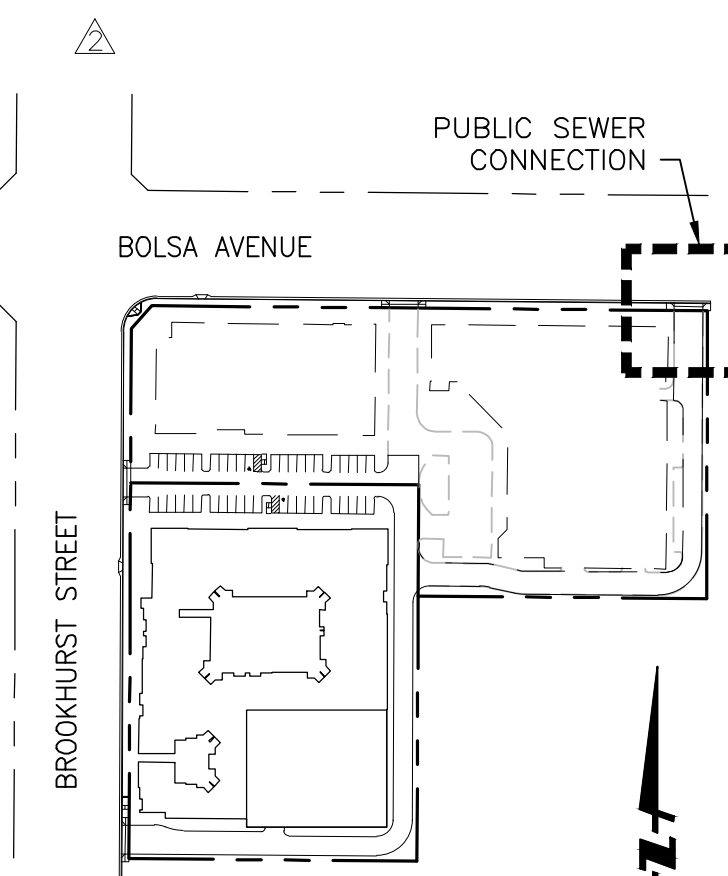
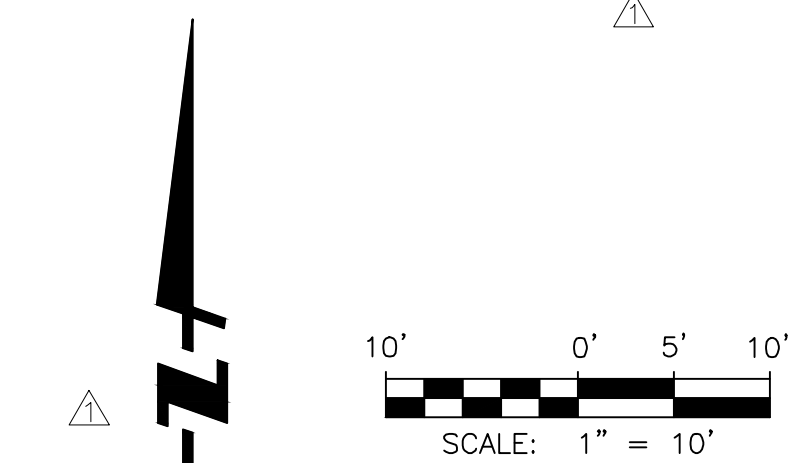
SCALE: 1"=5'

PUBLIC SEWER CONSTRUCTION NOTES

- | NO. | DESCRIPTION |
|-----|---|
| 1 | CONSTRUCT 10" PVC DR14 SEWER LINE WITH TRENCH & BEDDING PER MIDWAY CITY SANITARY DISTRICT STD DWG. S-010 WITH MINIMUM 2' LONG SERVICE STUB ON UPSTREAM SIDE OF MANHOLE. |
| 2 | CONSTRUCT PVC-LINED SEWER MANHOLE, A=48", B=PER PLAN, C=26", D=24" PER MIDWAY CITY SANITARY DISTRICT STD DWG. S-050A |
| 3 | CORE DRILL INTO EXISTING SEWER MANHOLE PER ORANGE COUNTY SANITATION DISTRICT STD DWG. S-057 |
| 4 | INSTALL BRICK & MORTAR PLUG IN END OF SERVICE STUB |
| 5 | INSTALL GAS FLAP PER ORANGE COUNTY SANITATION DISTRICT STD DWG. S-056 |
| 6 | CONSTRUCT TWO (2) 2'-FT VCP STUBS PER ORANGE COUNTY SANITATION DISTRICT STD DWG. S-049 |

ATTENTION CONTRACTORS:

CONTRACTOR SHALL CONTACT OCSD INSPECTOR AT LEAST 48 HOURS PRIOR TO CONSTRUCTION AND 72 HOURS PRIOR TO INSPECTION. PLEASE CONTACT BILL GILBERT 714-478-6465 OR DAN CHEMOTTI 714-430-4180.



INDEX MAP

SCALE: 1"=200'

DIG ALERT
DIAL TOLL FREE
1-800-227-2600
AT LEAST TWO DAYS
BEFORE YOU DIG

UNDERGROUND SERVICE ALERT
OF SOUTHERN CALIFORNIA

BASIS OF BEARING
THE CENTERLINE OF BROOKHURST STREET BEING N00°48'46"W AS SHOWN ON THE PARCEL MAP RECORDED IN BOOK 73, PAGES 44 AND 45. (CITY OF WESTMINSTER PARCEL MAP NO. 116)

BENCH MARK
B.M.: GG-153, ELEV: 55.437 FT. (NAVD 88)
CITY OF GARDEN GROVE BENCHMARK, 2 1/2" BRONZE DISK WITH PUNCH IN TRIANGLE, SET IN THE SOUTH END OF A 20 FOOT BY 4 FOOT CONCRETE CATCH BASIN. MONUMENT IS LOCATED IN THE SOUTHEAST CORNER OF THE INTERSECTION OF BOLSA AVE. AND WARD ST., 25 FEET SOUTH OF THE BCR AND 4 FEET EAST OF THE CURB FACE. ELEVATION: 55.437 FT., YEAR LEVELED 2012.

FUSCOE ENGINEERING
16795 Von Karman, Suite 100, Irvine, California 92606
tel 949.474.1960 • fax 949.474.5315 • www.fuscoe.com

80066
RCE NO.
10/09/2020
DATE



REVISIONS		
NO.	DESCRIPTION	APPVD DATE
1	ADJ. CONNECTION INV. AT OCSD TO CLEAR WATER MAIN, RE-ALIGNED PUBLIC SEWER CONNECTION #2 TO CONNECT TO EX. MANHOLE; ADDED OC SANITATION DISTRICT CONSTRUCTION NOTES, REVISED PROFILES.	
2	REVISED CONNECTION FOR NEW FORCE MAIN DESIGN TO CLEAR EXISTING UTILITIES. LOCATIONS ADJUSTED DUE TO EXCAVATION DISCOVERY. FIELD VERIFIED EXISTING UTILITIES NOW SHOWN ON PLAN. UNIFIED TWO SEWER CONNECTIONS TO A SINGLE CONNECTION.	
3	REVISED FORCE MAIN FOR WATER CLEARANCE REQUIREMENTS	

MIDWAY CITY SANITARY DISTRICT
BROOKHURST STREET & BOLSA AVENUE
PUBLIC SEWER CONNECTION PLAN
PUBLIC SEWER PLAN & PROFILE
SHEET 2 OF 2 SHEETS

AGENDA ITEM 9C

Date: July 18, 2023

To: Board of Directors

Prepared by: Robert Housley, General Manager

Subject: Consider Proposals for Purchase and Installation of New Office Furniture for Remodeled District Building and Award of Contract to Systems Source, Inc. in the Amount of \$107,561.56

BACKGROUND / DISCUSSION

The District is currently undergoing a remodeling project of the District’s buildings and offices. New office furniture was not included in the scope of the construction contract awarded to the general contractor, as this is not typically something included in construction; it was always intended to be bid out separately.

With the assistance of an interior designer, Studio E Interiors, each office space, the lobby, conference room, and employee training/breakroom in the main building was evaluated, then a Request for Bids / Proposal (RFP) was prepared and sent to potential vendors in accordance with the District’s adopted Purchasing Policy and Procedures. The boardroom is not included in the request for proposals, due to the customization of the dais. The boardroom will be bid separately.

Five proposals were received and evaluated by Staff and Studio E Interiors. The lowest responsive bid was submitted by Systems Source, Inc.. Staff has evaluated the proposal from Systems Source, Inc. and recommends going with this vendor.

Below is a table of the companies that submitted proposals, along with their proposed bids / cost proposals. Bidders were advised that installation of some of the furniture requires the payment of prevailing wage, and the pricing in the proposals reflects this. Some companies offered an ‘alternative bid’ with alternative options to help lower cost from their main proposal. Even for those companies that offered an alternative solution, the proposal from Systems Source continued to be at the lowest cost and meets the District’s needs. Under Systems Source’s proposal, installation will be performed by another company, Modular Furniture, Inc., which will be System Source’s subcontractor.

Company	Manufacturer/Brand	Bid	Cost	Difference
System Source	Hayworth Masters	Main	\$ 107,561.56	
United Interiors	Deskmasters	Alternate	\$ 112,658.88	\$ 5,097.32
GMBI	Maverick	Alternate	\$ 117,840.10	\$ 10,278.54
United Interiors	Kimball Priority	Main	\$ 122,119.82	\$ 14,558.26
GMBI	Knoll Reff	Main	\$ 133,642.46	\$ 26,080.90

RECOMMENDATION

Staff recommends that the Board of Directors authorize the General Manager to negotiate and enter into an agreement with Systems Source, Inc. on behalf of the District for the purchase and installation of new office furniture pursuant to its June 14, 2023 proposal, in a form approved by General Counsel. \.

FISCAL IMPACT

Per the proposal submitted by Systems Source, Inc., the cost for purchase and installation of the furniture is anticipated to be \$107,561.56. Pursuant to Section 4.B. of the District's Purchasing Policy and Procedures, the General Manager is authorized to approve change orders up to the cumulative amount of 10% of the initial contract amount, or \$10,756.15, if needed.

The District has budgeted a total of \$250,000 for new office furniture and equipment.

Attachments:

1. Request for Bids (RFP)
2. Furniture Bid Cost Analysis
3. System Source Furniture RFP Response (Haworth Masters)
4. United Interiors RFP Response (Kimball Priority & Deskmakers)
5. GMBI RFP Response (Knoll Ref & Maverick)

INVITATION TO BID



Midway City Sanitary District

Serving the Community of Westminster and Midway City since 1939

APPROXIMATELY 7,450 SF OFFICE SPACE

June 6, 2023

"Company Name"

Any deviation or substitution from specified product line will not be allowed. Alternatives may be submitted for consideration at a lower price point, in addition to the bid for specified product.

Submit bid set electronically to Studio E Interiors. Include plans, drawings, renderings, forms.

Bids will be received no later than **9:00am, June 14, 2023**

Submit (1) half-size furniture plan to:

Studio E Interiors
859 S Cedarwood Street
Orange, CA 92869-5301
ATTN: Tracy Ettinger
tettinger@studioegroup.com

Midway City Sanitary District
14451 Cedarwood Street
Westminster, CA 92683
ATTN: Robert Housley
rhousley@mcsandst.com

NO BID WILL BE ACCEPTED AFTER JUNE 14TH @ 9:00 a.m.

SECTION 1: INSTRUCTIONS TO BIDDERS

A. GENERAL

Midway City Sanitation District (MCSD) is inviting a list of Bidders to submit a Proposal for the purchase of new casegoods and ancillary furniture for their newly remodeled facility, located at 14451 Cedarwood St, Westminster, CA.

B. SCHEDULE / LEAD TIME

New systems, casegoods and ancillary: **October 23, 2023 – November 1, 2023**
Furniture punchlist: **November 3, 2023**

C. DUE DATE

Responses must be delivered and emailed by **9:00am on Tuesday, June 14, 2023**.
See cover sheet for requirements.

D. REQUEST FOR INFORMATION

Any questions regarding the specifications or terms of the Contract shall be submitted to Tracy Ettinger / Studio E Interiors, **before 5:00pm on Monday, June 12, 2023**. Please submit via email: tettinger@studioegroup.com

Answers will be issued to all Bidders.

E. PURCHASING

Bidders shall provide a Contract that will be used for purchases, along with 1-year project discounting and service and installation mark-up guarantee on all systems and office furniture net costs.

F. DIRECTION OF WORK

Dealer will operate under the direction of Studio E Interiors, and will refer matters pertaining to the work to Studio E Interiors.

G. BASIS OF RFP

All proposals submitted must be based on the terms outlined:

1. Instructions to Bidders
2. Scope of Services
3. Systems Furniture Specifications
4. Seating Specifications
5. Definitions
6. Furniture Drawings
7. Pricing Forms

Enclosed, you will find Pricing Forms and Floor Plans. The information provided is the property of Studio E Interiors, and may not be distributed without consent.

H. RFP REQUIREMENTS

By submitting a Proposal, Bidder acknowledges liability to MCSD for any impairment or inconvenience MCSD may suffer, if the Proposal is accepted and the Bidder fails to enter a Contract. Copies of the documents are not to be distributed to any other party.

No additions, changes, deletions or modifications to the Proposal are permitted, unless mutually agreed upon by MCSD.

Please include the following in your Proposal:

1. Pricing

NOTE: Bid pricing total shall be less than \$125,000, including tax, delivery, installation and all fees

Option 1

Provide pricing for the Project, as specified, without changes or modifications. Complete the Pricing Form, and do not modify the form.

Option 2

Provide alternate pricing for private offices, with Value Engineering applied to the specification; alternates must maintain design integrity and intent. Use the Pricing Form, and identify reductions. For task seating, Bidders are requested to submit a "high", "medium" and "low" option. The "medium" option is per specifications.

Pricing to include:

- a) Percentage mark-ups for ancillary products (must be included or bid could be eliminated)
- b) Private Office pricing, and a percentage discount of the net cost of all system furniture items
- c) Project management and installation costs for the entire project
- d) Hourly rates for technical and project management services
- e) Freight or service fees
- f) Additional fees related to supply chain availability, or fuel surcharge
- g) Storage fees, if applicable, to be charged for delays incurred beyond 45 days, or storage required during installation requirements
- h) Provide cable capabilities for CAT6 cable routing for product
- i) Indicate any private office enhancements or developments your product offers that may benefit MCSD
- j) Use of government contracts that are available to MCSD; indicate which government contract was used for discount pricing

2. Plans & Drawings

- a. *Private Offices*: Provide a plan view and 3-dimensional drawing
- b. *Task Seating*: Provide brochures and imagery for high, medium and low options
- c. *Guest, Conference, Training*: Provide brochures and imagery for base bid, plus any alternates
- d. *Conference Table*: Provide brochures and imagery for base bid, plus any recommended alternates

Provide brochures and imagery to support design intent for all bid items.

3. Company Overview

- a. Provide names of the project team, including Project Coordinator, Installation Supervisor, and a statement of their qualifications. See Section 2: Scope of

Services (Personnel). Indicate if the installation team is permanent staff or subcontracted.

- b. Bidder must submit a list of all subcontractors who will perform work on the project. MCSD reserves the right to approve or reject indicated subcontractors.
- c. Provide information on company history
- d. Provide client and project references with similar size and scope of work

4. Services

Provide a list of services offered, and a list of ancillary product lines offered

5. Warranties

Provide proof of service warranties related to services, installation and repair. Bidder must also submit warranty information provided by the manufacturers on all products specified, including product non-obsolescence policy.

6. Insurance

Contractor / Bidder, subcontractor and installer performing work at the installation site must carry comprehensive general liability, workers' compensation, automotive and occupational disease insurance. Provide copies of certificates and endorsements.

I. REJECTION OF PROPOSALS

MCSD reserves the right to reject any and all Proposals, and to award the Contract to other than the lowest cost Bidder, according to its judgment in its own best interest.

J. NOTIFICATION OF AWARD

MCSD will make the final award decision. The selected Bidder will be expected to promptly execute a Contract containing the provisions outlined herein. Please indicate in your Proposal order dates to meet MCSD's schedule.

SECTION 2: SCOPE OF SERVICES

The Scope of Services to be performed by the successful Contractor are:

- Procurement, delivery, storage and installation of the product
- Acquisition of all necessary permits, drawings and documents, and all services necessary to perform the work
- Performance of all General Conditions, completion, repair and warranty work described in these Contract Documents

A. PRODUCT SPECIFICATIONS

The Contractor will prepare complete and detailed installation drawings for all aspects of the furniture system, including panels, components, connectors, etc., and general furnishings. Contractor will provide the necessary parts, components and connectors to ensure the system is sturdy, well-constructed, and meets all functional requirements designated by the Designer.

The furniture dealer is required to field verify all as-built conditions, and confirm critical dimensions that may affect furniture installation / specification.

B. INSTALLATION DRAWINGS

1. Designer will issue 1/8" scale furniture plans. Contractor is required to prepare final CAD-generated installation drawings.
2. Contractor will secure scaled shop drawings for approval by Designer and Owner
3. Contractor will visit the installation site and field verify all affected dimensions, and make necessary adjustments in product specifications and installation drawings. Contractor will secure Designer and Owner approval prior to revising order.
4. Upon completion of the project, the Contractor will provide final approved installation drawings ("as-builts") to Designer and Owner.

C. PRODUCTION, DELIVERY AND INSTALLATION SCHEDULES

Based on project move-in schedule, Contractor will develop detailed schedules identifying major milestones, with relation to order entry, production, delivery and installation. Identify the following dates:

1. Delivery to project site
2. Installation commences
3. Installation completed

D. TRANSPORTATION AND HANDLING

Contractor will deliver Product to the project site, and will assume risk of loss and damage to the product until it is delivered, installed and accepted. Contractor is responsible for the following:

1. Wrap or crate furniture to prevent damage during shipping and installation. Provide equipment and personnel to handle products by methods to prevent soiling or damage to products by packaging.
2. Arrange deliveries of products according to project schedules; coordinate to avoid conflict with site work and conditions. Do not deliver furniture to the project site until the space is ready for installation, or until an alternate space has been made available.
3. Deliver products in undamaged condition, in manufacturer's original containers or packaging, with identifying labels intact and legible.
4. Immediately inspect the shipments upon delivery, to assure compliance with the requirements. Examine merchandise upon delivery and notify MCSD of any damaged items. Notify Designer and MCSD immediately if replacement will delay installation schedule.

E. REPLACEMENT

Contractor is responsible for replacement due to freight damage, manufacturing defect, or omitted/incorrect furniture component or product. Owner to be notified of new delivery schedule within (10) working days from the time the defect is identified.

F. STORAGE

Contractor agrees to warehouse, at no extra charge, product prior to installation, for up to 30 days.

1. Provide insurance for furniture until is it installed
2. Store products according to specifications and instructions, with seals and labels intact and legible
3. Provide easy access for inspection, and make periodic inspections of stored products, to ensure products are maintained under protected conditions and free from damage or deterioration

G. INSTALLATION

Contractor must coordinate with the General Contractor and Owner to establish building access, and use of elevators and/or hoists, if needed. Contractor shall take steps necessary to prevent damage to the office space and building site.

Contractor is responsible for the following:

1. Coordination of telephone and electrical core locations
2. Installation of furniture according to approved installation drawings and manufacturer's instructions. Contractors to use workers skilled and familiar with furnishings installation.
3. Setting furniture level, plumb, square and true – hairline joints, without gaps or spaces
4. Supplying electrical connection/base in-feed "whips" to the electrician. Electrician to provide final connection. Coordinate with Owner's cabling vendor for telephone and data cabling.
5. Clean furniture, including sides, backs, hardware, and vacuum fabrics. Repair loose fabric pulls and threads properly.
6. Remove crating and wrapping materials on the same day as delivery to an offsite location
7. Test electrical components to ensure they function correctly

8. Protect interior finishes during delivery, staging and installation. Masonite floor covering and wall corner protection required.

H. WARRANTIES

Contractor shall submit all original warranties, in notebook form, to Owner upon completing installation, keeping one set on file for a period of not less than one year.

Contractor shall be responsible for the repair or replacement of any faulty products in accordance with manufacturers' warranties.

I. PERSONNEL

1. Project Manager

- Orchestrates and ensures timely performance and execution of requirements and commitments during all phases of the project
- Maintains communication between the factory, General Contractor, Owner and Designer
- Understands and help administers the contract, including acting as liaison with all personnel directly involved in executing the contract
- Performs final specifications review to ensure accuracy
- Reviews purchase order entry, confirmation, shop drawings and manufacturing schedule. Coordinates with Designer and Owner to provide accurate information on order status, shipping, etc.

2. Installation Supervisor

- Responsible for timely and quality installation
- Supervises installation process from receipt of furniture to final tune-up
- Oversees installation personnel, jobsite performance, change orders
- Works with Project Manager for effective and timely project completion
- Establishes schedule for completion of Punch List, and personally directs activity necessary for final project acceptance
- Reviews installation and maintenance procedures with Owner

SECTION 3: SYSTEMS FURNITURE GENERAL SPECIFICATIONS

A. GENERAL REQUIREMENTS

1. Flexibility for reconfiguration after initial installation is required: Common and interchangeable componentry; universal connectors; minimal parts required for assembly; and non-handed worksurfaces. Interchangeable components include worksurfaces and pedestals. These minimal requirements may be enhanced by manufacturers, who may offer additional features for flexibility.
2. All components, parts and finish materials shall be manufactured according to the Environmental Protection Administration Guidelines.
3. The warranty period for all components and parts of the system furniture shall be lifetime – defined as the length of time the product is owned by MCSD.

B. PANELS **[N/A]**

1. Heights indicated on the workstation Typical. Desk height is 30”.
2. Steel frame construction with structural acoustical core, integral raceway and leveling guides
3. Ability to support future overheads
4. Upholstered panels shall be in accordance with ASTM-E64-B5, ANSI and UBC flammability test or equivalent. Finish fabric shall be color-fast, fade resistant in high humidity, and cleanable with simple solvents.
5. Provide metal to metal panel connections, to ensure strength, stability and to allow flexibility and durability during reconfiguration.
6. All exposed finish parts shall have scratch-resistant finishes, and must be able to take impact from nominal office application.
7. Include in bid all finished filler posts, end caps and T-connectors.

C. ELECTRICAL / CABLING **[N/A, EXCEPT FOR #5 BELOW]**

1. Electrical, data and voice raceways shall be integral to the panel structure/design
2. Base raceways and belt-line raceways shall have the capability to house a minimum of (25) CAT6 cables and (4) 20A circuits. Raceway construction shall allow for unobstructed lay-in wiring of all power cords/data cables from panel to panel. Provide 120V electrical wiring, outlets and data/voice ports.
3. Provide non-electrified base raceway to accommodate future electrical needs if no electrified panel is required.
4. Electrical requirement is for not less than a 3-circuit programmable receptacle system with (3) duplexes (six plugs) per workstation.
5. **Cable management shall be provided to hide cables and power cords.** Describe in detail cable management options provided for baseboard and belt-line.
6. Provide one or more electrical furniture feeds for every workstation cluster. If cluster consists of more than six, provide a feed for every six stations.

D. WORK SURFACES

1. Plastic laminate, minimum 1 ¼” thick, 3-ply construction with T-mold or thermafoil eased edge to match laminate
2. Underside of worksurface: smooth and clear of rough edges
3. Built-in metal grommets and wire management system

E. STORAGE / PEDESTALS

1. Full depth, metal construction, full extension drawers, steel ball-bearing movement
2. Locking mechanism, keyed alike within each workstation; and. each workstation keyed uniquely.
3. Non-handed, with interchangeable drawers
4. Fixed pedestals shall be able to support the worksurface. Provide a continuous seamless look in free-standing applications.
5. Anti-tip mechanism
6. Box to box construction for durability

SECTION 4: SEATING GENERAL SPECIFICATIONS

A. TASK SEATING GENERAL REQUIREMENTS

Bidders shall submit a task chair option that adheres to the specification below (per bid documents). Bidders may submit (1) lower and (1) higher cost alternate, indicating which features are included.

Sample chairs to be delivered to site for testing prior to awarding bid.

Task Seating Specification

- Mesh high-back
- Adjustable lumbar support
- Fully adjustable arms
- Upholstered seat, Grade 2
- Enhanced Synchro w/seat depth adjustment
- Pneumatic height adjustability
- Standard cylinder
- 5-Star polished aluminum base
- Carpet casters
- 300 lb capacity

SECTION 5: DEFINITIONS

For the purposes of this RFP, the following definitions apply:

Bidder: Furniture manufacturers / dealers invited to submit a Proposal to MCSD

Contractor: The Bidder who is awarded the Contract

Documents: Instructions to Dealers, Scope of Services, Pricing Form, Specifications and Drawings provided by Designer, and approved by Owner

Designer: Studio E Interiors, and Rengel Architects

Drawings and Specifications: Defined as drawings and specifications for the product, as prepared by Designer, and approved by Owner

Floor Plan: Plans for the building that Owner will occupy, for which product will be manufactured, delivered and installed

Installer: Person or entity installing the products

Owner: The building owner, Midway City Sanitation District (MCSD), who holds the Contract for purchasing furniture

Product: General office furnishings to be procured by the Bidder per the Drawings and Specifications

Punch List: The written list compiled after the installation of product and inspection by Designer and Owner, stating which product is incomplete, incorrect, damaged or otherwise imperfect. Contractor shall promptly complete, repair or replace as appropriate each item on the Punch List.

RFP: Request for Proposal

MIDWAY CITY SANITARY DISTRICT
FURNITURE BID ANALYSIS
7/10/23

MAIN BID	GMBI - KNOLL REFF		SYSTEMS SOURCE - HAWORTH MASTERS		UNITED INTERIORS - KIMBALL PRIORITY	
PRIVATE OFFICE	\$	86,343.44		\$	51,757.04	\$ 67,649.23
TASK SEATING	\$	5,122.66		\$	4,550.48	\$ 5,391.76
GUEST SEATING	\$	4,973.16		\$	8,404.92	\$ 5,688.90
CONFERENCE SEATING	\$	2,503.28		\$	2,483.80	\$ 2,752.00
STACK CHAIR	\$	4,505.90		\$	4,470.84	\$ 4,593.60
CONFERENCE TABLE	\$	3,256.32		\$	2,111.47	\$ 2,546.00
TRAINING TABLE	\$	7,865.91		\$	7,804.65	\$ 8,019.00
LUNCH TABLE	\$	605.10		\$	600.38	\$ 616.88
INSTALL/FREIGHT/PM	\$	9,541		\$	19,008.75	\$ 17,325.00
	SUBTOTAL	\$ 124,716.34		SUBTOTAL	\$ 101,192.33	SUBTOTAL \$ 114,582.37
	SALES TAX	\$ 8,926.12		SALES TAX	\$ 6,369.23	SALES TAX \$ 7,537.45
	GMBI TOTAL	\$ 133,642.46		SYSTEMS SOURCE TOTAL	\$ 107,561.56	UNITED INTERIORS TOTAL \$ 122,119.82

ALTERNATE BID	GMBI - MAVERICK		SYSTEMS SOURCE		UNITED INTERIORS - DESKMAKERS	
PRIVATE OFFICE ALT	\$	71,677.68	NO ALTERNATE SUBMITTED			\$ 58,868.78
TASK SEATING	\$	5,122.66				\$ 5,391.76
GUEST SEATING	\$	4,973.16				\$ 5,688.90
CONFERENCE SEATING	\$	2,503.28				\$ 2,752.00
STACK CHAIR	\$	4,505.90				\$ 4,593.60
CONFERENCE TABLE	\$	3,256.32				\$ 2,546.00
TRAINING TABLE	\$	7,865.91				\$ 8,019.00
LUNCH TABLE	\$	605.10				\$ 616.88
INSTALL/FREIGHT/PM	\$	9,541				\$ 17,325.00
	SUBTOTAL	\$ 110,050.58			SUBTOTAL	\$ -
	SALES TAX	\$ 7,789.53		SALES TAX	\$ -	SALES TAX \$ 6,856.96
	GMBI ALT TOTAL	\$ 117,840.10		SYSTEMS SOURCE ALT TOTAL	\$ 107,561.56	UNITED INTERIORS TOTAL \$ 112,658.88

SYSTEMS SOURCE RFP RESPONSE FOR

Midway City Sanitary District

JUNE 14, 2023

Systems Source.



June 14, 2023

Midway City Sanitary District
c/o Tracy Ettinger Studio E Interiors

Subject: Response to RFP – Midway City Sanitary District

Dear Tracy,

On behalf of Systems Source, thank you for the opportunity to present our furniture and service solutions for the Midway City Sanitary District.

We/I (Jackie) would be grateful and excited to have the opportunity to work with you. Systems Source's technology is like nothing I have ever seen before in our industry. Honestly, the value I believe it can add to any municipality is extraordinary. It is a free service we provide to our clients; we offer a fully customizable portal per office/location where we can house all the District's information per project. You can track every location so you can see in real time what product and parts and pieces you have in every building and office. I can't wait to show it to you if it is something you feel would benefit from.

A BRIEF DESCRIPTION OF THE PRODUCTS AND SOLUTIONS WE RECOMMEND BASED ON THE BID SPEC:

One of the most flexible casegoods line, Haworth Masters offers countless configurations and options that allow you to individualize your workspace. Masters Series is designed to integrate with all levels of your organization. Price and aesthetic scalability make this line the perfect option throughout.

The modular construction and minimalistic characteristics lend Masters Series a style that reflects simple, clean architecture, while the multitude of configurations make it easy to integrate and build upon. We have also partnered with SitOnIt and 9to5 for your chair and ancillary needs. Both industry leaders in function, durability, and price performance.

Systems Source's approach to each project is inspired by innovative product solutions, hence several options for you to ponder. We are dedicated to creating and maintaining long-term partnerships with our clients. Our proven process is thoughtfully customized to support each of our clients' unique goals. We have reviewed your project in detail and have assembled a dedicated Systems Source team that will support you through the initial order, installation, and future requirements. SSI is committed to providing technical support for the installation to answer any questions your facilities team may have, and we will both be involved in providing product training for your team once your installation is complete and occupied.

At Systems Source, we believe that teamwork and communication are key to a successful project. We have a history of successful projects with both Studio E Interiors and City entities and look forward to continuing that history as we build a new relationship with Midway City Sanitary District. Thank you for your consideration.

Kind Regards,

Jackie Zaccagna
Director, Account Development | (949) 880-9213
jzaccagna@systemsource.com

ORANGE COUNTY

LOS ANGELES
SAN DIEGO
SEATTLE
PORTLAND

SYSTEMS SOURCE

4685 MACARTHUR COURT
NEWPORT BEACH, CA 92660

SYSTEMSOURCE.COM

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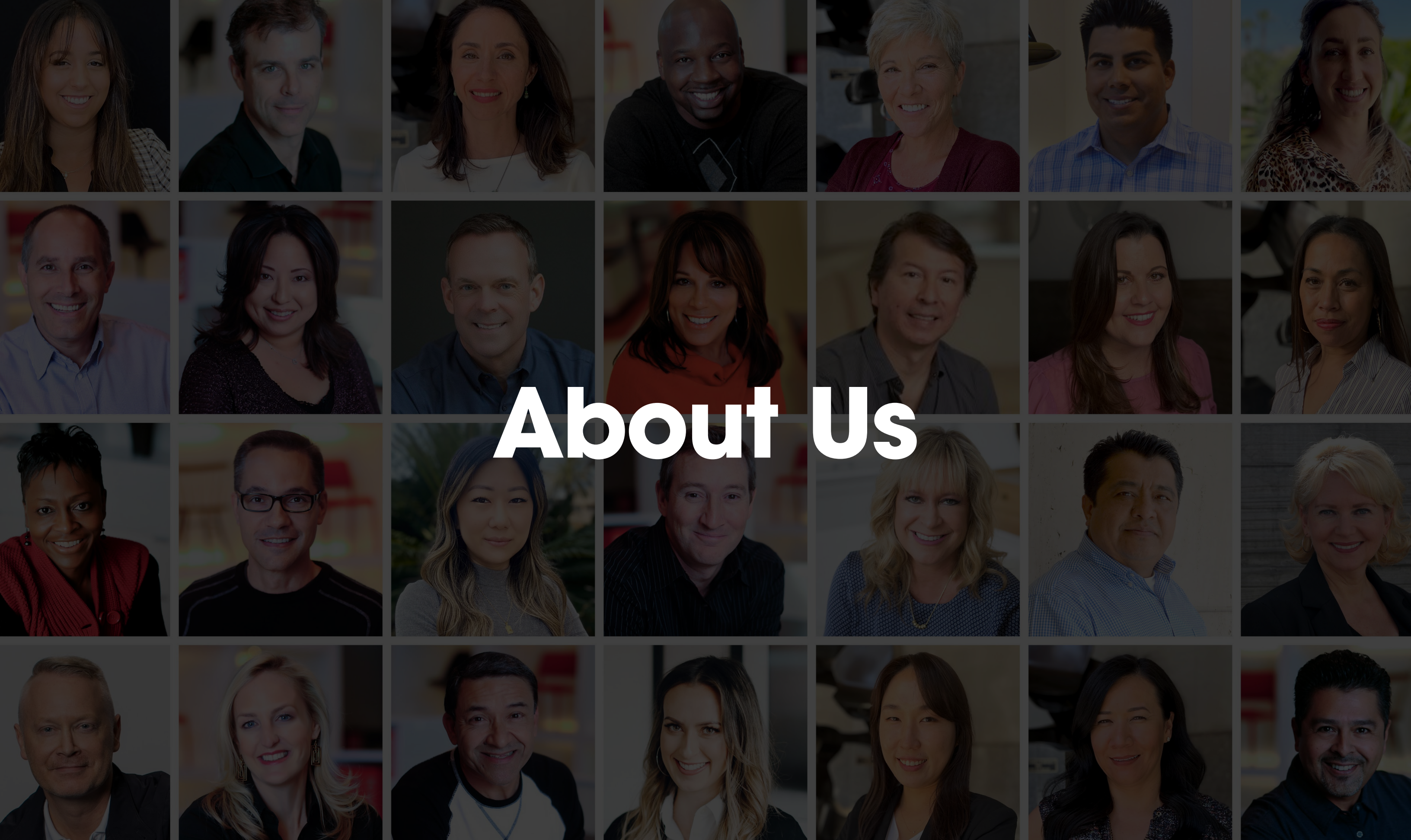
- 01** About Us
- 02** Project Team
- 03** Our Solutions
- 04** Pricing
- 05** Warranties



THIS IS AN INTERACTIVE PDF.

Click the sections above or the navigation bar below to access your destination. Click the arrow on the bottom right corner to return to this page.





About Us



ABOUT US

Systems Source.



64%

OF OUR WORKFORCE
ARE WOMEN

20+

YEARS IN
BUSINESS

1,479

NATIONAL
INSTALLATIONS

OFFICE LOCATIONS

Orange County

4685 MacArthur Court
Newport Beach, CA 92660

Los Angeles

601 W 5th Street
Los Angeles, CA 90071

San Diego

101 W Broadway, Suite 1350
San Diego, CA 92101

Portland

1111 NW Flanders Street
Portland, OR 97209

Seattle

1200 5th Avenue, Suite 2000
Seattle, WA 98101

KEY DIFFERENTIATORS

Woman-Owned Business

As a woman-owned business, we add diversity to your portfolio.

A Fluid Network of Support

We collaborate across geographical lines (from our 5 offices and remotely), providing your team with access to resources that are able scale with your needs. Additionally, each account lead has at least 8 people supporting them for any given project = reliable support to better service you.

Global Account Specialists

Our in-depth industry knowledge, breadth of experience, and proprietary technology are some reasons why clients trust us to manage their projects both locally, nationwide, and internationally- some for over 20 years.

On-Staff Design Expertise

Our team of licensed designers, architects, and LEED AP (throughout our design, project, and sales teams) leads to highly creative solutions that meet any budget or design goal.

Continuous Innovation

Our proprietary technology provides you with project information, quick budgets, e-commerce capabilities, and a wide range of metrics (depending on what you want to track). We continue to evolve this technology to better service our clients.



Core Services

What sets us apart is our ability to manage all aspects of an interiors project from conceptual design to procurement to installation to day 2 services. We offer our clients a wide range of workplace solutions and comprehensive value-added services that anticipate and support the client's needs.



Design Expertise

- On-Staff Degreed Designers & Ancillary Specialists
- In-House Custom Designers
- Proven Track Record of Innovative
- Tailored Solutions



Visual Tools

- 3D Renderings
- Mock-Ups
- Fly-Throughs
- Virtual Reality
- Isometric, Plan, Elevation Drawings
- Product Lookbooks



Technology Services

- Help Desk
- Budgeting Tool
- Real-time Order Tracking
- Reports for Continual Improvement
- Online Standards & Ordering



Architectural Elements

- Wall Systems
- Millwork
- Sound Masking & Other Acoustical Solutions
- Floor Coverings



Warehousing & Installation

- Union, Prevailing Wage, and Standard Labor Options
- In-House Refurbisher
- Full-time, On-Site Lead Installer
- "Happy Crew" or adjustments



Project Management

- Coordination of All Dealer Communications
- Collaboration with Client's Design Team
- Space Planning
- Budgetary Pricing
- Scheduling
- Site Verifications
- Logistics Study of Building Elevator and Loading Docks
- Contingency Planning
- Quality Assurance
- Discount Negotiations
- Inventory Management
- Asset Management
- Signage Coordination
- Artwork
- Punch List Resolution



Move Management

- Client Move Clinics
- RFP Development & Management
- Complex Move Phasing Scenario Workshops
- Contingency Planning
- IT/Data Migration
- Sensitive Equipment Handling



Additional Value-Adds

- Rental Furniture
- Product Cleaning & Maintenance
- Furniture Refurbishing
- Reupholstery
- Laser-to-CAD support
- Product Disposition
- Value Engineering





Value-Add Services

Refresh Package

Systems Source will coordinate an annual cleaning crew to refresh the apartments and touch up your furniture investment.

Ancillary & Custom Specialists

Systems Source's design division is dedicated to providing support and expertise in all phases of the design process. Our degreed designers and ancillary research specialists have various backgrounds in mixed use (residential) design, sustainable design (LEED AP-accredited professional), 3D/CET rendering experience, and industrial design training.

COM Specialist

Our specialists understand the complicated nature of coordinating a specified COM fabric. They will take care of getting the fabrics approved on all ancillary furniture and making sure the correct yardage is specified and ordered.

Reset/Close Out Books

It's natural for furniture to be moved around, making it impossible to remember where the ancillary furniture may have come from. We make it easy with a reset book which includes interactive floor plans and product details including the care and maintenance of fabrics and finishes.

Architectural Elements

We continue to expand our list of specialty items we offer in our Architectural Elements division. We continually work to provide Architects and Contractors a one-stop shop for specialty items. Our Architectural Elements Division offers Demountable/Modular Walls, Interior Glass solutions, Flexible Space Division and Acoustical Solutions.



Day 2 Management via Systems Source Technology

We are dedicated to the longevity and success of the products within your workspace.

As a result, we have invested in technology to effectively manage day-2 and new project requests. Systems Source's work flow process is monitored and managed each step of the way through our proprietary (CAP-based) database system that is scalable for client needs. The system provides transparent, quantifiable, on-demand real-time reporting data. It monitors performance and identify areas for ongoing process improvement and cost-savings measures.

Within our database system, you would have access to the following:

Budgeting Tool

Quick and accurate budgets can be critical to the planning process. Determine the budget for a project without having to spend up to thousands of dollars.

Project Tracking

We understand our customers want real-time information on demand; orders are always entered electronically into our system. Each order contains anticipated milestone event dates, which automatically populate our project tracking timeline.

Online Ordering

We provide online purchasing and order tracking through our user-friendly online system, backed by a team of professionals constantly improving usability.

Our team can create customized websites composed of all products within your different project locations. This site allows your team to order new product whether it be workstations, private offices, task seating, ergonomics, or ancillary with the click of a button.

Help Desk

We created the HelpDesk to support clients who manage multiple locations or buildings. The HelpDesk ensures consistent service levels over time for customers. This tool gives facility managers complete visibility of ongoing requests and projects.

Reports

Our reporting capabilities are customizable to client needs at no charge; we will track data that's important to you. We help customers manage their workspaces through data and reporting. We monitor contracts against actual products ordered to ensure our customers have the most advantageous discount structures and buying agreements.

Project Status Reports

- Installation Progress Reports
- Value-adds/Cost Savings
- Ancillary Procurement
- Ergo Procurement
- Inventory Status
- Invoice Status
- Warranty Processing
- Workplace Management Reports



Project Approach



Understanding the Environment

During the initial onboarding process, we identify any potential issues or concerns effected by the following areas:

- Site loading docks
- Parking
- Security check-in and badging
- On-site/off-site facility storage
- Internal database of building requirements, contacts, and floorplans
- PPE
- OAC site walks to I.D. potential issues
- Site measures
- Box walk
- Core locations
- Window heights
- Ceiling heights
- Power capacity



Track & Measure

- Utilize SSI proprietary project management database software and identify project metric tracking tools



Design Techniques

- Use standard products wherever possible from established furniture manufacturer partners for cost-savings and quality assurance
- We have a history of creating innovative solutions out of standard and custom product if needed
- Room type guideline development
- Kit-of-parts for room types
- Development of stocking program for specific components



Minimizing Impact to Client Operations

- Weekly project status reports
- Install deployment plan
- Pre-build where necessary
- Outside vendor for IT move services

Manufacturer Partner List*

*Partial list

3form	Darran	Howe	Nevins
9 to 5 Seating	Dauphin	HPFI	Nienkamper
9/20 Sign Systems	David Edward	Houston Installation	Nightingale
	Davis	Humanscale	Nucraft
Aceray	Decca		
AGI	DellaRobbia	ICF Group	OCI
Alea Office Furniture	Design Within Reach	Indiana Desking	Office Master
Allermuir	Designtex	Innovant	OFS
Allseating	Desk Makers	Innovations	
Amcase		Integra	Peter Danko
Anderson Audio Visual	ECD	Intellaspace	Peter Pepper Products
Anzea	Egan Visual	InterfaceFLOR	Poltrona Frau
Appenx	Ekitta Table	ISI	Prismatique
Arc Com	Emeco		
Arcadia Chair	Encore seating	Jane Hamely Wells	Republic
Architex	Enworks	Janus et Cie	Resturation Hardware
Arconas	Erg International	Jasper	Richard Schultz
	ESI Ergonomic Solutions	JSI	
Baker	Eurotech	Just Sit Down	Sandler Seating
Benchmark Design Group	Eurotrend		Schiavello
Berco		Keilhauer	Segis
Bernhardt	Falcon Companies, The	KI	Sit-on-it Seating (Exemplis)
Boss	Fermob	Kimball Office	Sittris
Boyd Lighting	Fillip Metal	Krug	Source International
BuzziSpace	Forma Design		Sparta
	Forms + Surfaces	Lacasse	Spec
c f stinson	Fritz Hansen, Republic of	Landscape Forms	Stylex
CCN International	Furniture Installation Solution	Leland International	Synergy
Cabot Wrenn	Furniture Lab, The	Loewenstein	
Caluco		LUNA Textiles	
Cappellini	Garrett Leather		Takeform
Carnegie	Global Office / Care	Magnuson Group	Trendway
Carolina	Gordon International	Maharam	Trinity
Cassina	Grand Rapids Chair	Malik	Tuohy
Cherry Man	Grand Stands	Martin Brattrud	
Chromcraft	Great American Art	MASH	Versteel
Circa Lighting	Great Openings	MFI	Via
Claridge	Guilford of Maine	Modern Living	Vitra
Coalesse	Gunlocke	Modern Outdoor	
Connectrac		Momentum	Watson Desking
Coriander Designs		Muraflex	WCI
Craftsman	Halcon		Wilkhahn
Creative Wood	Haworth	Nanimarquina	Workrite Ergonomics
Cumberland	HBF & HBF Textiles	National Office Furniture	
	Hi5 Furniture	NeutralPosture	
	HighTower		



Meet Our Installation Partner

Modular Furniture, Inc.

Modular Furniture, Inc. was established on April 1st. of 2008. By Jesus G Carvajal and Saul Soto, before becoming a Corporation we worked as a partnership under Modular Furniture Installations which was opened on 9/22/2002. Our firm is Certified as a Minority Business with the State of California.

Jesus G Carvajal and Saul Soto have been in the industry since the late 80's and early 90's, since both of us started from the bottom of the industry it enables us to understand all the different aspects of managing the company, such as the completion of projects on time, dealing with employees, customers, etc.

Integrity, honesty and dedication have always been some of the main keys to our success, from the owners to the crew/personnel doing the work at the sites.

Our experience, systems we've worked with:

- Herman Miller (Ethospace, AO1, AO2, Vivo, etc.)
- Hon (Concensys, Simplicity, Terrace, etc.)
- Knoll (Morrison, Equity, Network, Reff, Dividends, Currents, Autostrada)
- Kimball (Cetra, Footprints, X-site, Interworks)
- Harpers
- Haworth (Unigroup, Premise, Places)
- Steelcase (Avenir, 9000, Pathways, Answer, Montage, Context)
- Teknion
- Unicore, Crescendo
- Century 200 (PIA)
- Casegoods: National, Paoli, Neinkamper, etc.



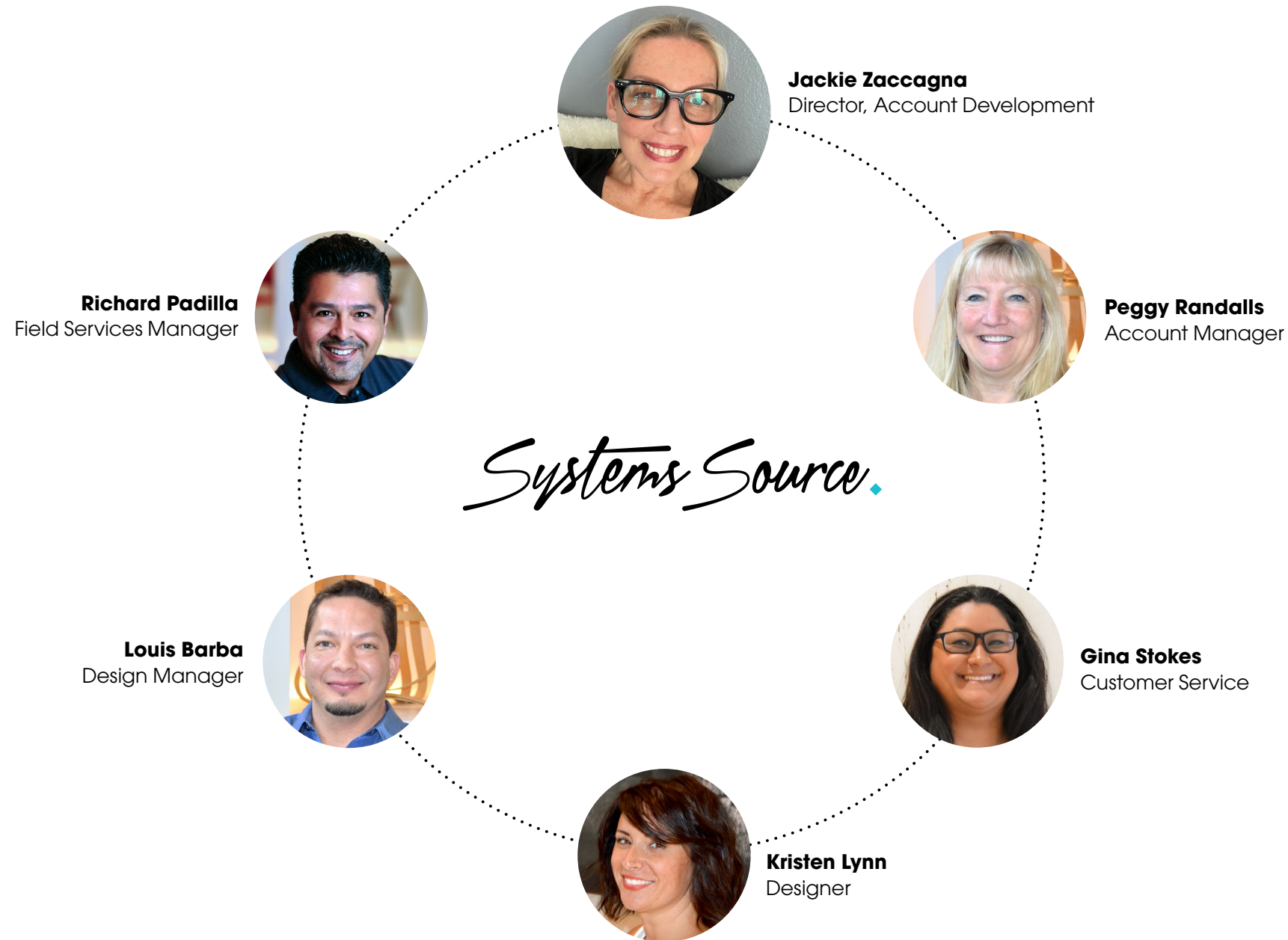
Project Team



Project Team

Systems Source's support team is unlike any other in the industry; we provide an **8:1 Ratio**. This means that for every salesperson, there is always a team of eight people to support them.

As a practice, we invest in highly qualified people who possess years of experience in and a thorough understanding of corporate facilities and the commercial furniture industry in order to better support and address the needs of our customers.



We find incredible talent and provide them strong, reliable support so they can better service you.

– Executive Oversight

- Rosemarie Smith**
President & CEO
- Jeremy Bowman**
Executive Vice President

Additional Resources

Our dedicated team can expand or contract based on your needs. We have a history of extraordinary staff collaborating remotely (even before the pandemic) in order to best service our clients.

79 Account Managers	8 Ancillary Specialists	35 CAD Designers	46 Customer Service	25 Field Services	5 Technology Services
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Project Team Experience



Jackie Zaccagna

Account Success Management

Jackie has over 20 years of experience in the industry helping clients create environments that provide well-being, culture, change, and innovation. Before joining Systems Source, she worked at a major furniture dealership for 6 years. She has been establishing accounts with corporations, cities, and colleges in the Orange County and Riverside areas. More so than doing great business, Jackie places importance on building long-term relationships based on integrity and loyalty. As the Professional Development Chair for IIDA SoCal, she is always thinking of ways to give back to future generations.



Peggy Randalls

Project Lead & Point of Contact

Peggy is an experienced professional in all facets of Project Management and operations with 27 years of experience. She has an exceptional ability to interface with all levels of internal and external contacts, as well as excellent analytical and problem-solving skills, utilizing a practical and common-sense approach combined with a global perspective of what is in the best interest of the company and the customer.



Gina Stokes

Customer Service

Gina has over 20 years of customer service experience with the skillset to effectively prioritize and execute tasks with a sense of urgency. She is responsible for developing and maintaining a detailed order schedule. Gina is responsible for reviewing proposals, tracking proposal changes, and team communication.



Kristen Lynn

Design & Space Planning

Kristen has received Bachelor of Arts Degree in Interior Design in 2002 and has over fifteen years of CAD experience. Her first job in commercial design was at Salem Wolfe, a dealership in Fullerton, California. Kristen has worked designing model home interiors and worked at National Office Furniture for over five years in each. She then took about two and a half years off to start a family and returned to the workforce as a part time CAD Designer. Kristen has been with Systems Source since 2016.



Louis Barba

Design Oversight

Louis organization and communication skills are a key asset to managing not only his team of designers but the projects he works on. He is meticulous when reviewing projects and carries great knowledge and experience in product design, features and user-friendly solutions. As Manager of the CAD department, these attributes are vital in seeing a project through to a successful completion. In his 20+ years in the contract furniture industry, Louis has been in many departments widening his understanding of all departments. He has worked in systems furniture installation, receiving, inventory control, customer service and CAD.



Richard Padilla

Installation Oversight

Richard takes pride in his projects being completed with a Zero Punch List. He has been with Systems Source since 1997 and his 30+ years of experience in furniture installation and dedication to ensuring complete client satisfaction make him a valuable member of the team. He has been an installation technician, a field supervisor, and a project manager and currently manages our entire installation team, including monthly training with field service to improve their carpentry, basic touch up, and custom modification skills.

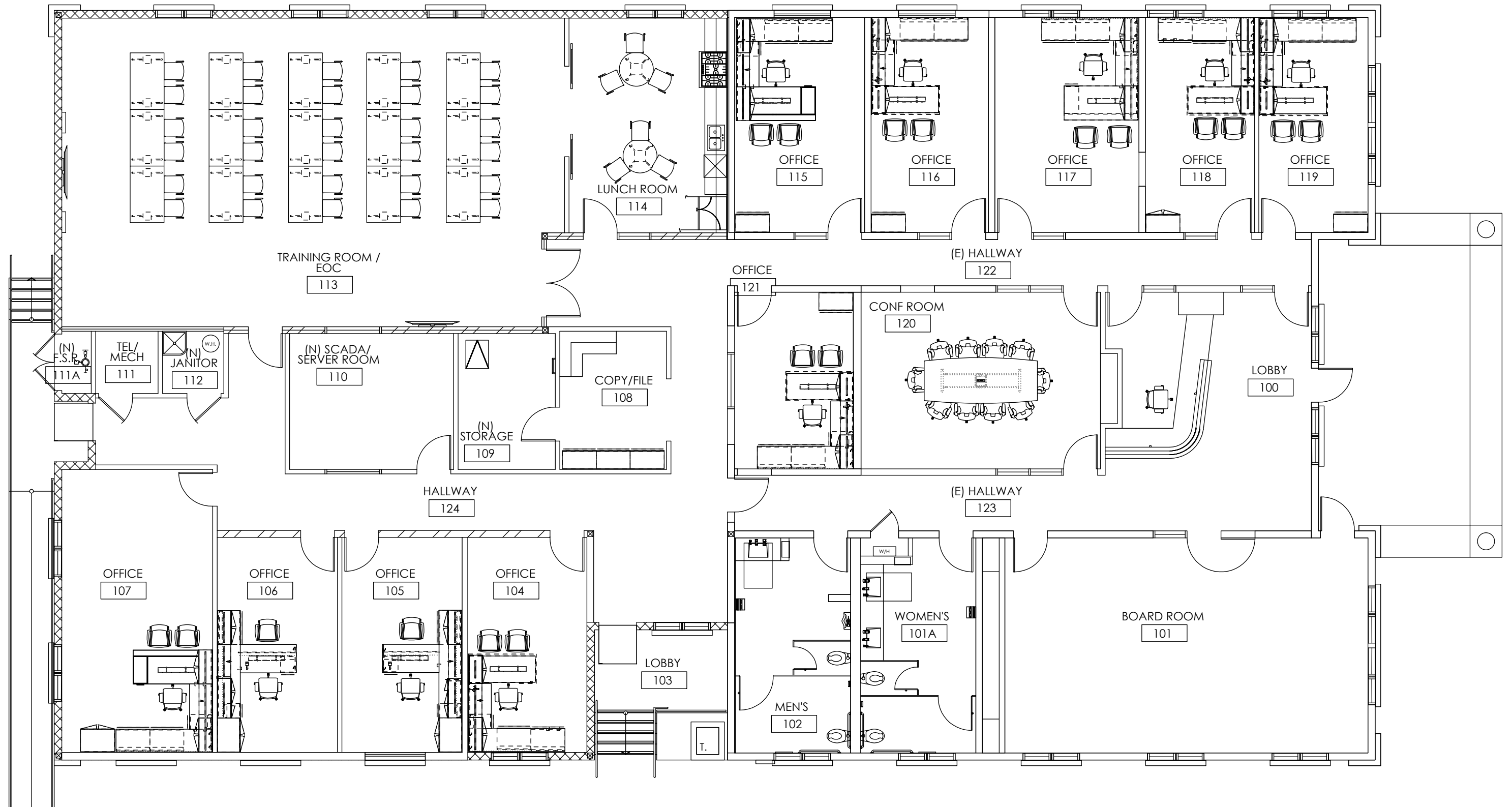




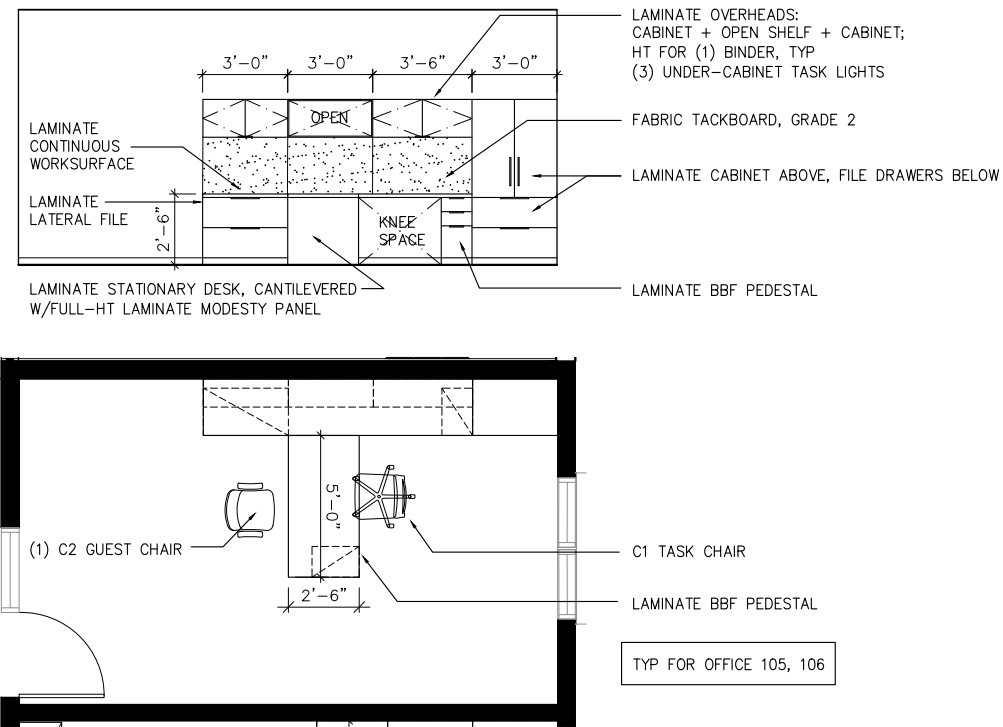
Our Solutions



Floorplan



Private Office TYP 1

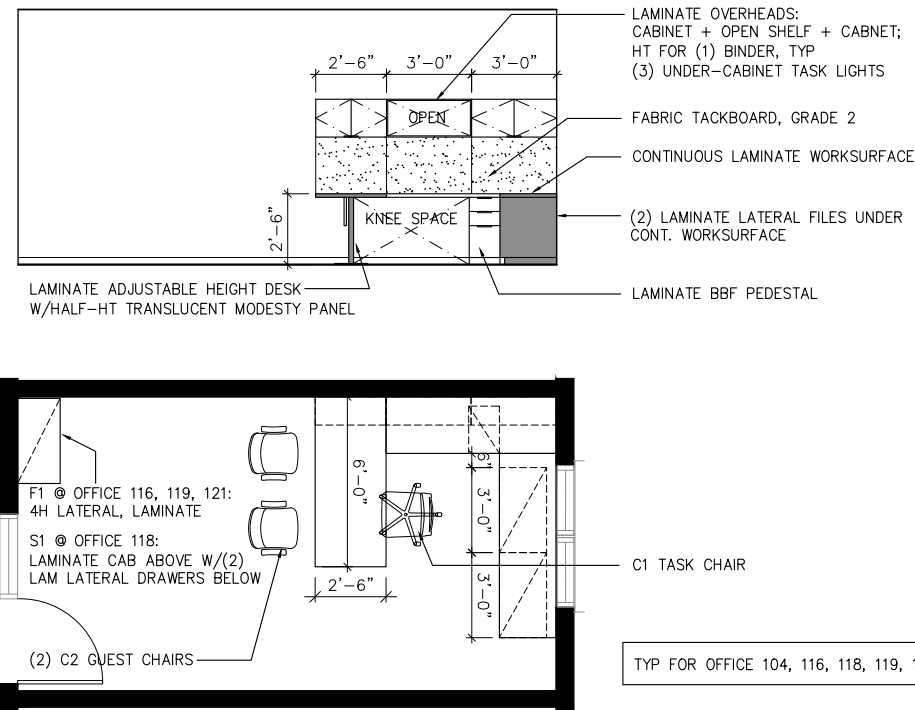


Haworth Masters

Click thumbnail to view product brochure.



Private Office TYP 2A

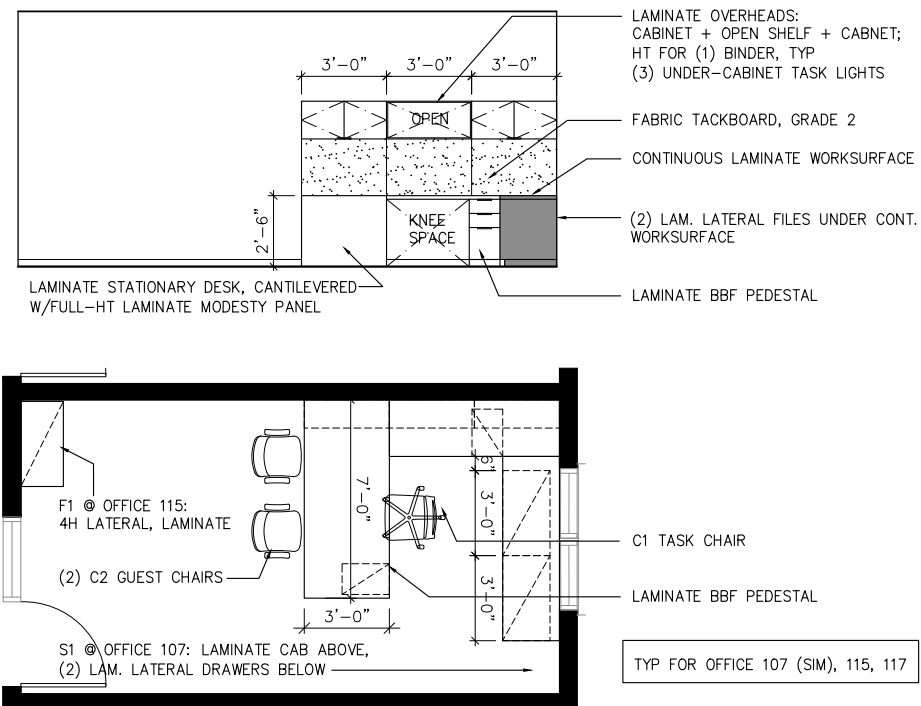


Haworth Masters

Click thumbnail to view product brochure.



Private Office TYP 2B



Haworth Masters

Click thumbnail to view product brochure.



Task Seating C1 - High



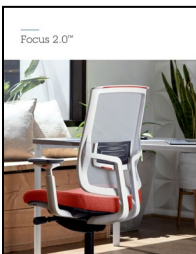
9to5 Seating Luna

Click thumbnail to view product brochure.

LEAD TIME: 2-4 WEEKS



Task Seating C1 - Med



SitOnIt Focus 2.0

Click thumbnail to view product brochure.

LEAD TIME: 3 WEEKS



Task Seating C1 - Low



Global Factor

Click thumbnail to view product brochure.

LEAD TIME: 2-4 WEEKS



Guest Chair C2



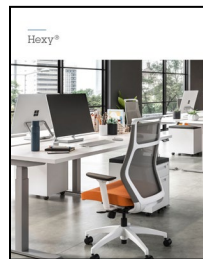
9to5 Seating Link

Click thumbnail to view product brochure.

LEAD TIME: 2-4 WEEKS



Conference Chair C3



SitOnIt Hexy

Click thumbnail to view product brochure.

LEAD TIME: 3 WEEKS



Stack Chair C4



SitOnIt Rio

Click thumbnail to view product brochure.

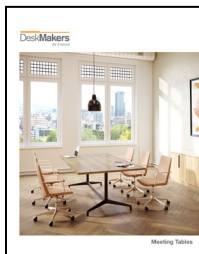
LEAD TIME: 3 WEEKS



Conference Table T1



Boat-shape with Surfside base.



DeskMakers Surfside

Click thumbnail to view product brochure.



Training Table T2



SitOnIt Parallon

Click thumbnail to view product brochure.

LEAD TIME: 3 WEEKS



Training Table T2 (Alternate)

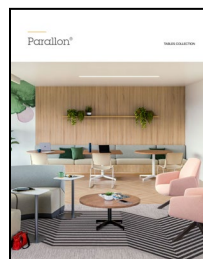


Haworth Jive

Click thumbnail to view product brochure.



Lunch Table T3



SitOnIt Parallon

Click thumbnail to view product brochure.

LEAD TIME: 3 WEEKS



Lunch Table T3 (Alternate)



Haworth Jive

Click thumbnail to view product brochure.



Pricing





Midway City Sanitary District

Serving the Community of Westminster and Midway City since 1939

MCS D FURNITURE BID PRICING FORM

JUNE 6, 2023

PRIVATE OFFICE:

MANUFACTURER Haworth
 DEALER Systems Source
 PRODUCT NAME Master's series
 OPTION _____

PRIVATE OFFICE	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
TYP 1	2	\$ 37,654.54	65%,70%,82%	\$ 4,165.23			\$ 8,330.46	
TYP 2A	5	\$ 81,579.45	65%,70%,82%	\$ 3,627.11			\$ 18,135.55	
TYP 2B	3	\$ 49,415.73	65%,70%,82%	\$3,666.45			\$ 10,999.35	
S1	2	\$ 9,557.30	67%	\$1,855.24			\$ 3,710.48	
F1	7	\$ 27,254.57	67%	\$1,511.60			\$ 10,581.20	

Over all installation with
 Prevailing wage
 Normal Business hours

\$ 16,115.00

CASE GOOD PRODUCT MARK-UP

LEAD TIMES 4 Weeks

NOTE: PROVIDE PRICING BASED ON AWARD FOR ENTIRE PROJECT, PER DRAWINGS





Midway City Sanitary District

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MCS D FURNITURE BID PRICING FORM

JUNE 6, 2023

TASK CHAIR:

MANUFACTURER (HIGH) 9 to 5
 MANUFACTURER (MED) Sit on it
 MANUFACTURER (LOW) Global
 DEALER _____

PRODUCT NAME (HIGH) Luna 3460
 PRODUCT NAME (MED) Focus 2.0
 PRODUCT NAME (LOW) 5540 High Back

TASK CHAIR	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
C1 (HIGH - OPTIONAL)	11	\$ 1,060.00	46%	\$ 673.41			\$ 7,407.51	
C1 (MED - PER BID)	11	\$ 966.00	63.60%	\$ 413.68			\$ 4,550.48	
C1 (LOW - OPTIONAL)	11	\$ 738.00	64%	\$ 312.56			\$ 3,438.16	

ANCILLARY PRODUCT MARK-UP

LEAD TIMES 9 to 5 2-4 Weeks Sit on it 3 Weeks Global 2-4 Weeks

NOTE: PROVIDE PRICING BASED ON AWARD FOR ENTIRE PROJECT, PER DRAWINGS





Midway City Sanitary District

Serving the Community of Westminster and Midway City since 1939

MCSO FURNITURE BID PRICING FORM

JUNE 6, 2023

GUEST CHAIR:

MANUFACTURER 9 to 5
 PRODUCT NAME Link
 DEALER Systems Source

CONFERENCE CHAIR:

MANUFACTURER Sit on it
 PRODUCT NAME Hexy

STACK CHAIR:

MANUFACTURER Sit on it
 PRODUCT NAME Rio

GUEST CHAIR	QUANTITY	LIST PRICE	MANUF.	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
		TOTAL	DISCOUNT				TOTAL	
C2	18	\$ 735.00	46%	\$ 466.94	\$ 79.38		\$ 9,833.76	

CONFERENCE CHAIR	QUANTITY	LIST PRICE	MANUF.	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
		TOTAL	DISCOUNT				TOTAL	
C3	10	\$ 580.00	63.60%	\$ 248.38			\$ 2,483.80	

STACK CHAIR	QUANTITY	LIST PRICE	MANUF.	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
		TOTAL	DISCOUNT				TOTAL	
C4	36	\$ 290.00	63.60%	\$ 124.19			\$ 4,470.84	

ANCILLARY PRODUCT MARK-UP

LEAD TIMES 9 to 5 2-4 Weeks Sit on it 3 Weeks

NOTE: PROVIDE PRICING BASED ON AWARD FOR ENTIRE PROJECT, PER DRAWINGS





Midway City Sanitary District

Serving the Community of Westminster and Midway City since 1939

MCS D FURNITURE BID PRICING FORM

JUNE 6, 2023

CONFERENCE TABLE:

MANUFACTURER Desk Maker
 PRODUCT NAME Boat Shape with Surf Side base
 DEALER Systems Source

LUNCH TABLE:

MANUFACTURER Sit on it
 PRODUCT NAME Parallen

TRAINING TABLE:

MANUFACTURER Sit on it
 PRODUCT NAME Parallen

CONFERENCE TABLE	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
T1	1	\$ 4,786.00	62.50%	\$ 2,111.47	\$ 125.63		\$ 2,237.10	

TRAINING TABLE	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
T2	15	\$ 1,215.00	63.60%	\$ 520.31			\$ 7,804.65	
ALT Haworth Jive	15	\$ 1,028.11	63%	\$ 447.53			\$ 6,712.95	

LUNCH TABLE	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
T3	2	\$ 701.00	63.60%	\$ 300.19			\$ 600.38	
ALT Haworth Jive	2	\$ 873.30	63%	\$ 380.14			\$760.28	

ANCILLARY PRODUCT MARK-UP

LEAD TIMES sk Makers 4-5 Weeks Sit on it 3 Weeks Haworth 3 Weeks

NOTE: PROVIDE PRICING BASED ON AWARD FOR ENTIRE PROJECT, PER DRAWINGS



A. PRICE AND TERMS

1. Purchaser agrees to pay for goods 50% before placement of initial purchase order and 40% before delivery and 10% upon completion.
2. All sums due in accordance with the provisions herein shall be due and payable notwithstanding partial delivery of an entire order.
3. Purchaser agrees to pay a service charge of one and one-half percent (1½%) per month (an annual rate of eighteen percent, 18%) on all delinquent invoices, as well as costs and expenses, including reasonable attorney's fees, which Seller incurs by reasons of Purchaser's default, but in no event to exceed the maximum amount allowed by law.
4. The purchase price herein stated is exclusive of any and all sales, use, excise or manufacturer's taxes levied or imposed by any governmental authority upon the goods and merchandise herein described unless otherwise noted. Purchaser agrees to pay any and all such taxes and/or charges which will be invoiced by Seller unless satisfactory and appropriate tax exemption certificates are furnished to Seller at time of execution of this order.
5. Purchaser's credit approval is required at Seller's sole option and discretion prior to the acceptance of any offers and shipment or delivery of any goods or merchandise. Once given, credit approval is subject to revocation by Seller at any time without notice and, in such event, Seller may either require payment prior to delivery to Purchaser or C.O.D. In no event shall credit be granted for the additional costs of installation that may be required.
6. It is understood and agreed by the Purchaser that, unless otherwise specified and stated in the purchase price, all labor furnished is non-union. Should non-union labor become economically unavailable within 30 miles of the installation premises, Seller will fulfill the existing labor component of this agreement with union labor at a higher cost.

B. DELIVERY AND INSTALLATION

In the event that delivery and/or installation is to be provided by Systems Source, Inc. the following provisions shall apply:

1. In the event Purchaser encounters a delay which compels Purchaser to delay installation of the goods as outlined in paragraph four (4) of this section, and Seller is required to store said goods, a charge of \$30.00 per standard pallet per month, or any part thereof, will be invoiced from date goods are received by Seller. Purchaser agrees to promptly pay same as hereinafter set forth. Any charges incurred by Seller for storage including additional freight charges, transportation costs, extra sorting or handling shall be paid by Purchaser.
2. Purchaser agrees to have premises available on the requested date of installation and for a reasonable period of time thereafter for installation during regular business days, as stated in paragraph three (3) herein. Purchaser further agrees to reasonably aid in any manner to facilitate the efficient and expeditious completion of installation. In the event installation cannot be completed and the goods must be left on the premises or, if the Purchaser directs Seller to leave goods with any third party, then the Purchaser assumes full responsibility and risk of loss or damage for said goods. Purchaser agrees that at the time of installation, the job site shall be clean and free of debris. If installation is to be placed over carpeting, tiles or other floor covering, Purchaser hereby assures Seller all such coverings will be completed prior to time installation is scheduled. Further, any costs incurred by Seller as a result of reliance thereon, Purchaser will be invoiced for said costs and Purchaser agrees to pay such invoices promptly.
3. The purchase price stated herein includes installation of goods, unless otherwise stated, by Seller's personnel during regular business hours only (Monday through Friday, 8 a.m. to 4:30 p.m.). Installation that is required at any time other than as herein stated is subject to additional charges, including but not limited to overtime and travel costs, which Purchaser agrees to pay upon invoice as herein above set forth. Any Purchaser requiring installation by other than Seller's personnel shall be directly responsible for hiring and expense of said personnel (union or non-union). Purchaser shall be responsible for removal of all trash, including packaging of items purchased within this contract.
4. In reliance upon Purchaser's requested date of installation, Seller shall order from the appropriate manufacturers and suppliers all the goods and merchandise herein described in order to deliver and/or install the same on or about the requested date of installation, provided, however, the Seller shall not be liable for any delays in delivery or installation which are occasioned by causes beyond the control of the Seller, including but not limited to the unavailability of the premises for installation; labor disputes, fire, accident, floods, acts of God, war, civil disturbances, unavailability shortages of labor, supplies, materials or equipment from Seller's regular or contract sources at reasonable market prices, unavailability of transportation, or any other cause, contingency or circumstance beyond Seller's control.
5. Should installed product require electrical current, the Purchaser is responsible for engaging a licensed electrician to accomplish necessary wiring for hook-ups, outlets, wiring, etc. Should installation require heat, hoisting and/or elevator service, such service shall be furnished without charge to Seller. Purchaser shall cause to be provided adequate facilities for offloading, staging, moving and handling of goods. Purchaser shall be responsible for all mechanical, plumbing, telephone requirements, etc.
6. If special packaging or handling is required that is not provided in the specifications, Purchaser agrees to pay costs of same.

7. After arrival of the merchandise at the site, any loss or damage by weather, trades working at the site, fire, or otherwise shall be the responsibility of Purchaser.
8. Seller carries public liability, property damage, automobile and workmen's compensation insurance and will deliver certificates thereof to Purchaser upon request. Purchaser shall be responsible for all other insurance at the job site.
9. Should this quotation provide for direct shipment to Purchaser, the Purchaser will have necessary receiving personnel and will be responsible for contacting the delivering carrier for inspection on any freight-damaged merchandise and filing of the claim for damaged or lost merchandise. Purchaser will not withhold payment to Seller because of freight damage.

C. CANCELLATION AND CHANGES

1. Upon acceptance by Purchaser, this quotation constitutes an Agreement, and Purchaser understands that it cannot be cancelled unless done so in writing with mutual consent and signature of both parties hereto.
2. Goods included in this order are not returnable without prior written consent and approval of Seller. Should goods be approved for return, the Purchaser agrees to pay a restocking charge as determined by Seller on any goods so returned which may be as high as 100%.
3. Changes requested by Purchaser subsequent to factory confirmation are subject to Seller's ability to initiate said change(s) and obtain factory written agreement and approval. All such requests shall be delivered to Seller in writing. Any resulting additional charges shall be paid by Purchaser.

D. CLAIMS AND WARRANTIES

1. The only warranties hereby given are those given by a manufacturer of the goods. NO WARRANTY IS INCLUDED AGAINST ANY EXPENSE FOR REMOVAL, REINSTALLATION, LOSS OF VALUE OF USE, LOST PROFITS, OR OTHER CONSEQUENTIAL DAMAGES ARISING FROM ANY DEFECT. THE WARRANTY SET FORTH ABOVE IS THE ONLY WARRANTY MADE BY SELLER AND IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
2. Purchaser shall inspect the goods and notify within three (3) days after the delivery of goods to Purchaser to determine whether said goods are conforming goods and shall immediately notify Seller, in writing, particularly describing any nonconformities and Seller shall have a reasonable time to cure said nonconformities.

E. SECURITY INTEREST

1. Title to the products sold hereunder will be deemed to pass to Purchaser upon delivery. However, Purchaser hereby grants to Seller, and agrees that Seller shall retain, a purchase money security interest in all products sold by Seller to Purchaser, and to all products now or hereafter acquired by Purchaser and to any proceeds thereof, until the purchase price and any other charges due to Seller shall have been paid in full. Purchaser agrees to execute any financing statements or other documents that Seller may request in order to protect and/or perfect Seller's security interest. Purchaser grants Seller the authority to submit and file National Financing Statements (UCC-1) on product purchased. Upon any default by Purchaser hereunder, Seller shall have all rights and remedies of a secured party under the Uniform Commercial Code, which rights and remedies shall be cumulative and not exclusive.

F. MISCELLANEOUS

1. Purchaser and Seller represent and warrant that each has the full power and authority to execute and deliver this agreement and to perform its duties hereunder, and that this agreement constitutes a valid and binding obligation for each of the parties hereto in accordance with its terms. This Agreement or any part thereof, cannot be modified, amended, altered, terminated or waived in any way except in writing and signed by the parties hereto.
2. If any clause of this Agreement is held unenforceable or invalid by any court or competent jurisdiction, the clause shall be deleted from this Agreement. The balance of this Agreement shall be binding on the parties as though the clause deleted had never been a part of this Agreement.
3. Purchaser has read the foregoing Agreement and knows and understands the contents thereof and has no understanding, agreement or arrangement, oral or written, regarding this transaction other than recited in this Agreement.
4. This Agreement and all rights and obligations of the parties shall be as governed in the State of California by the California Uniform Commercial Code.



Warranties




Thank you!

Jackie Zaccagna

Director, Account Development
(949) 880-9213
jzaccagna@systemsource.com

Peggy Randalls

Account Manager
(858) 229-2693
prandalls@systemsource.com

System Source 

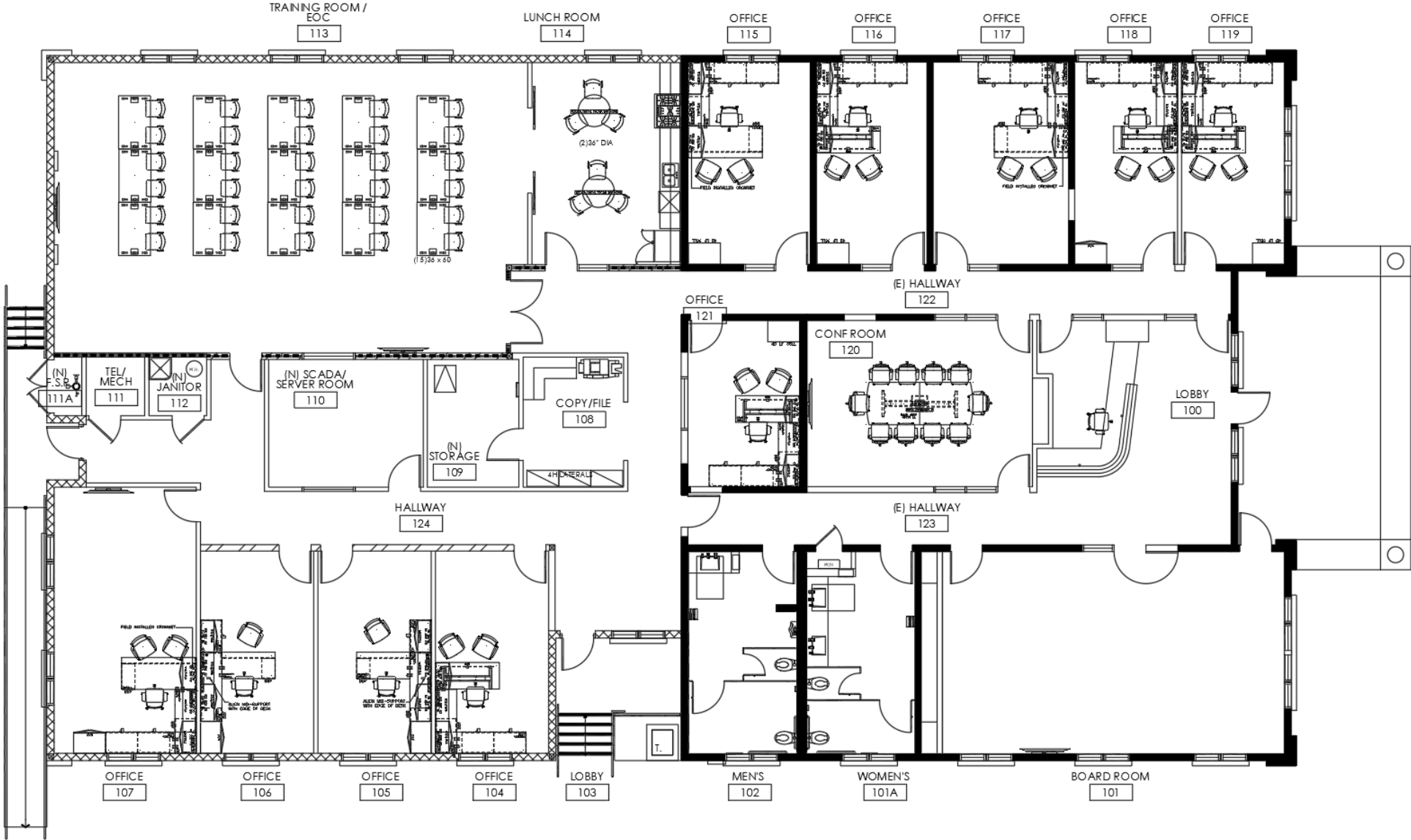
MIDWAY CITY SANITARY DISTRICT

14451 CEDARWOOD STREET
WESTMINSTER, CA 92683

6/2023

BID SUBMITTAL





MIDWAY CITY SANITARY DISTRICT

CONFERENCE ROOM



MIDWAY CITY SANITARY DISTRICT

TYPICAL OFFICE 1 (OFFICES 105 & 106)

VIEW 1



VIEW 2



MIDWAY CITY SANITARY DISTRICT

TYPICAL OFFICE 2A (OFFICES 104, 116, 118, 119 & 121)



MIDWAY CITY SANITARY DISTRICT

TYPICAL OFFICE 2B (OFFICES 107, 115 & 117)



BOX/BOX/FILE PEDESTAL

MIDWAY CITY SANITARY DISTRICT

ADDITIONAL STORAGE



4H LATERAL FILE:
OFFICES 115, 116, 119 & 121



STORAGE CABINET:
OFFICES 107 & 118

MIDWAY CITY SANITARY DISTRICT

SEATING



- TASK CHAIR, FOCUS 2.0:
- UPHOLSTERED SEAT, GRADE 2
 - MESH HIGH-BACK
 - FULLY ADJ ARMS
 - ENHANCED SYNCHRO W/SEAT DEPTH ADJUSTMENT
 - 5-STAR POLISHED ALUMINUM BASE
 - CARPET CASTERS
 - STD CYLINDER



- CONFERENCE ROOM CHAIR, HEXY:
- MESH MID-BACK
 - UPHOLSTERED SEAT, GRADE 2
 - FIXED ARMS
 - 5-STAR NYLON BASE, CARPET CASTERS
 - STD CYLINDER
 - NO LUMBAR



- GUEST CHAIR, LINK:
- FULLY UPHOLSTERED, GRADE B
 - METAL FRAME
 - ARMS



- STACK CHAIR, RIO:
- FULLY UPHOLSTERED, GRADE B
 - METAL FRAME
 - ARMS

MIDWAY CITY SANITARY DISTRICT

TABLES



TRAINING TABLE, PARALLON:
- 36"X60"
- NO FLIP TOP, NON-NESTING, NON-POWERED
- T-LEG BASE, W/O CASTERS



LUNCH ROOM TABLE, PARALLON:
- 36" ROUND TABLE
- LAMINATE TOP
- X-BASE

ABOUT UNITED INTERIORS



FURNISHING ENVIRONMENTS THAT **WORK**



QUICK FACTS

UI is a privately owned company.

**Southern California Showrooms
Woodland Hills & Costa Mesa**

Experts in our field

with over 175 years of combined design & project management experience

Kimball Office Select Dealer

Commercial Dealer | Connection Dealer | Federal Government Dealer | State Contract Dealership

**2 million+ square feet furnished
around the world**

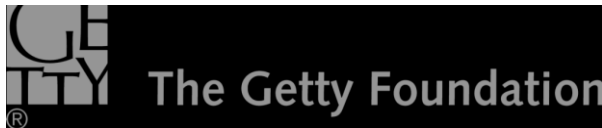
Your resource for any project.

UI has been in business for over 30 years

- **Financial stability**
- **Regional, State, National and Global projects**
- **Company diversity – 4 Divisions**
- **Employee retention**
- **Environmentally conscious**
- **Supporting the Real Estate Industry**

CUSTOMER SNAP SHOT

FRAGOMEN



UI SERVICES

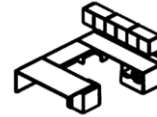


MOVE MANAGEMENT & INSTALLATION



PROJECT MANAGEMENT

- Reconfiguration
- Standards Program
- Sustainability Design
- Workplace Strategy
- Collaboration
- Contract Assistance
- Art Consultation
- Asset Management
- Data Phone Cabling



PRODUCT SPECIFICATION



FACILITIES PLANNING

- Energy Conservation
- Ergonomic Consultation
- Flooring
- Furniture Cleaning Furniture Maintenance
- Furniture Leasing
- Furniture Refinishing
- Furniture Rental
- Furniture Reupholstering



LEASING & CONTRACTS



TECHNOLOGY SERVICES

- General Contracting
- Interior Architecture
- IT Consulting
- IT Services
- Lighting Consultation
- Move Management
- Storage
- Aftercare
- And More

YOUR DEDICATED TEAM

The UI staff works in teams to ensure the success of your project. Your account representative is your primary contact and gives you hands-on project management. Our designers provide the field measurements, space planning, CAD drawings, computer renderings, product specifications, finish specifications, and installation drawings.

Our designers are familiar with code issues; we have Certified Interior Designers on staff. We have also been involved in many projects in which we have support from the architect with furniture layouts, furniture specifications and furniture finishes.



Michael Cohen

President

P. 818.716.1515

mcohen@uiinteriors.com

Mr. Cohen has over 30 years of experience in the B2B industry. Founding UI in 1980 and currently employees 95 full time employees. Mr. Cohen's primary responsibility is overseeing day-to-day operations of UI.



Tim Hoffman

Senior Sales Executive

C. 310.283.4139

thoffman@uiinteriors.com

Tim has accumulated over 19+ years of financial & furniture experience, including 12 years specifically in the furniture industry. Tim ensures a positive experience for his clients with his service-oriented personality, high level of motivation, and extensive product knowledge. He never falters in finding and implementing the utmost satisfactory solutions for all of his clients.



Molly Rodi

Senior Designer

P. 818-716-1515

mrodi@uiinteriors.com

Molly has 9 years experience in contract furnishings. She has designed large scale projects for GSA, Military, Healthcare and Higher Education. Molly brings her expertise in Steelcase and Kimball products, CET, AutoCAD, CAP Studio and SketchUp to ensure a furnished environment that works. Molly graduated from California State University, Northridge with a Bachelor of Science in Interior Design, Cum Laude and was President of the ASID Student Chapter.

THANK YOU!

We look forward to working with you.

Tim Hoffman
thoffman@uiinteriors.com
(310) 283-4139
www.uiinteriors.com

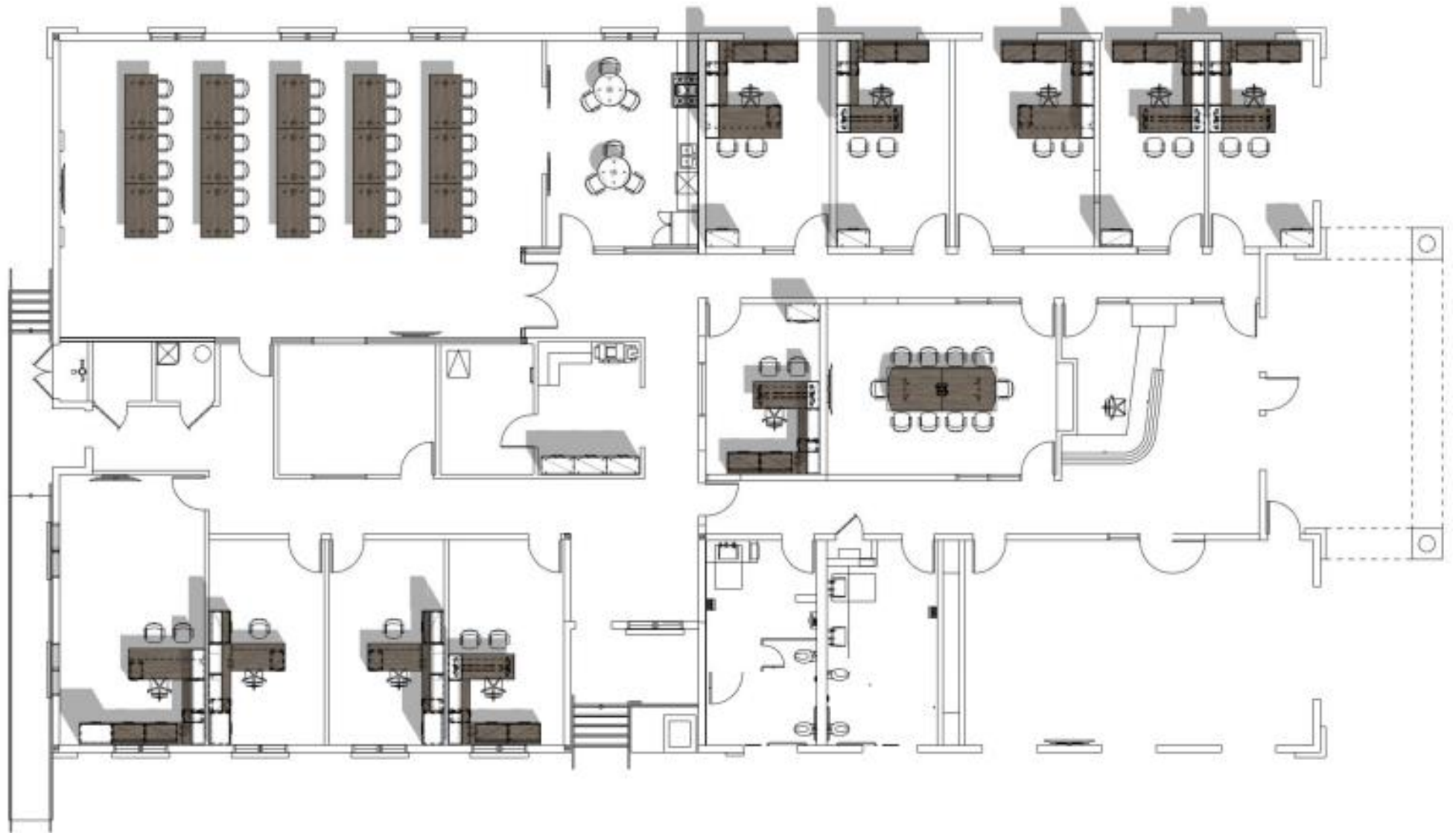
MIDWAY CITY SANITARY DISTRICT

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WESTMINSTER, CA 92683

6/2023

ALTERNATE BID SUBMITTAL





MIDWAY CITY SANITARY DISTRICT

CONFERENCE TABLE



MIDWAY CITY SANITARY DISTRICT

TYPICAL OFFICE 1 (OFFICES 105 & 106)

VIEW 1



VIEW 2



MIDWAY CITY SANITARY DISTRICT

TYPICAL OFFICE 2A (OFFICES 104, 116, 118, 119 & 121)



MIDWAY CITY SANITARY DISTRICT

TYPICAL OFFICE 2B (OFFICES 107, 115 & 117)



MIDWAY CITY SANITARY DISTRICT

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4H LATERAL FILE:
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MIDWAY CITY SANITARY DISTRICT

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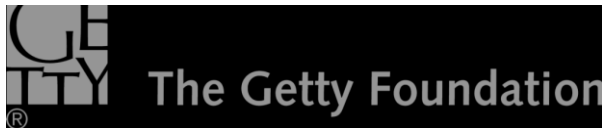
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CUSTOMER SNAP SHOT

FRAGOMEN



MIDWAY CITY SANITARY I



UI SERVICES

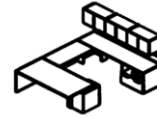


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Senior Sales Executive

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Molly Rodi

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THANK YOU!

We look forward to working with you.

Tim Hoffman
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Human
centered,
future
forward

Midway City Sanitation District

New Casegoods And Ancillary Furniture



CONFIDENTIALITY NOTICE

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It is understood that portions of this proposal, namely pricing documents, are public domain and may be divulged. However, intellectual property shall remain confidential. Documents considered intellectual and confidential include but are not limited to; financial information, client reference and contract information, client case studies and testimonials, and proprietary internal operations and training collateral. All items subject to this notice will be marked as confidential and proprietary.

Dear Mr. Housley,

GJM Business Interiors would like to thank you for the opportunity to bid on your upcoming office remodel. We appreciate your time and consideration for being your potential partner!

Highlights of our Bid Package include:

- Our pricing utilizes special contract discounting on MillerKnoll product, in addition if you choose to change any of the specifications, this special pricing allows you to focus on the right design solution knowing your budget.
- We included an alternate Manufacturer, Maverick, who is a Sothern California company to help bring down the cost of the offices to hit your budget. Maverick helps keep the project under budget and has an amazing manufacturing plant in Los Angels that we can tour so you can see the quality you would be receiving. Bringing down the cost of each office allows more flexibility with the other product options within your space.

Why Select GJM and MillerKnoll?

At GJM we believe the only way to provide great service is by walking in our customers shoes. We have outlined what we feel our key differentiators between our GJM – MillerKnoll solutions:

- 1) **Highest Quality Service.** More than just another furniture dealership, we truly care about our customers and always think like you! Our GJM Promise is to provide our clients a redefined, world-class furniture buying experience.
- 2) **Vertically Integrated Team.** Our highly trained team is prepared to provide project excellence. The key ingredient in our team is caring. We promise our team will do whatever it takes to ensure your happiness, on any day at any time.
- 3) **Partnering with the Right Major.** GJM began our Herman Miller partnership in 1989 and in those 34 years we have witnessed excellence that our clients should care about. Along with beautiful and reliable product, Herman Miller’s incredible Toyota system based 99.80% on-time and accurate deliveries, sets them far ahead of all the other “majors”.

Since joining GJM in 2020, I have worked with several local government companies. To-date, I have completed projects with City of Irvine, Irvine Ranch Water District, Laguna Beach Water District and many others in orange County! I recognize how incredibly important your work is and understand that your workplace success depends on the success of your furniture dealer. We would be extremely honored to work alongside Studio E Interiors on this exciting project and thank you for the opportunity.

Dedicated to your workplace success,



Brian Ogden
Account Executive
GJM Business Interiors



Jason Stierl
Corporate Vice President of Sales
GJM Business Interiors



Lauri Easley
Owner & President
GJM Business Interiors



Contents

01 | **Company Overview**
We believe in looking forward with relentless passion to create workplaces which engage your team, inspire greatness and fuel success!

02 | **Service**
We understand how critical proper delivery and installation are to your schedules, people, and work activities. We manage delivery and installation every step of the way.

03 | **Plans, Drawing & Warranties**
We believe that success starts with an intelligently planned workplace which support our client's modes of work.

04 | **Pricing**
We believe in being our client's advocate by negotiating on their behalf to provide the best value at the lowest price.

05 | **Experience & References**
Receiving a client testimonial is our Superbowl. Our job is not complete until you are happier, healthier and higher performing!

06 | **Insurance**
Includes certificate of liability insurance, commercial general liability, and other documents

01

Company Overview



Account & Project Team



Brian Ogden
Account Executive
bogden@gmbi.net
(949) 299-6068



Estela Rubio
Job Captain Manager
erubio@gmbi.net
(800) 686-6583



Alex Martinez
Design Dept. Manager
amartinez@gmbi.net
(800) 686-6583



Eladio Saucedo
Chief Installation Manager
esauceda@gmbi.net
(951) 288-1530

Lauri Easley
Principal | CEO
leasley@gmbi.net
(909) 856-4975

Jason Stierl
Corporate VP of Sales
jstierl@gmbi.net
(619) 302-8714

Shellie Bollenbach
Dir. of Client First Sales Ops
sfbollenbach@gmbi.net
(800) 686-6583

Bob Hunt
Vice President of MAC Services
rhunt@gmbi.net
(619) 252-1100

Josie Donley
CFO | VP of Accounting
jdonley@gmbi.net
(909) 587-7076

Stephen L Easley
Principal | COO
seasley@gmbi.net
(909) 856-4974

Jason Evers
VP of Workplace Excellence
jeverson@gmbi.net
(949) 491-2912

Bobby Dillon
Project Management Director
rdillon@gmbi.net
(619) 893-3202

Danette Ferretti
VP of Interior Construction
dferretti@div13.com
(619) 990-5485

Jeff Zimmerman
Dir. of Operations Warehouse & Installation
jzimmerman@gmbi.net
(619) 200-3761

BRIAN OGDEN

ACCOUNT EXECUTIVE

To grow and learn within G | M Business Interiors. To be a helpful asset in every aspect of my position.

PROFESSIONAL EXPERIENCE

- > **G | M Business Interiors** | Irvine, CA
Account Executive, 2020-Present
- > **Pivot Interiors** | Costa Mesa, CA
Account Executive, 2006-2020
- > **Humanscale** | Costa Mesa, CA
Account Executive, 2005-2006

EDUCATION

California State University of Fullerton
B.A. Marketing
Fullerton, CA
2002

Esperanza
Anaheim, CA
1998

PROJECT EXPERIENCE

- American First Credit Union
- City of Newport Beach
- City of Westminster
- CSU Northridge
- El Camino Community College
- Golden West College
- Irvine Ranch Water District
- Orange Coast College
- Orange County Transportation Authority
- Speedo



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949.299.6068
bogden@gmbi.net
www.gmbi.net

G | M Business Interiors
9750 Irvine Blvd, Ste 108
Irvine, CA 92618



elevate your workplace™

ESTELA RUBIO

JOB CAPTAIN MANAGER

I seek to grow and learn new skills within G/M so that I can become a resource and asset to the team. While providing outstanding customer service to our clients and continue to build relationships.

PROFESSIONAL EXPERIENCE

- > **G | M Business Interiors** | Irvine, CA
Job Captain Manager, 2021-Present
Job Captain, 2019-2021
- > **Access Financial** | Chino Hills, CA
Sales Training Manager, 2017-2019
- > **Fallas/Paredes** | Highland, CA
Store Manager, 2013-2016

EDUCATION

American Intercontinental University
BA of Fine Arts
Los Angeles, CA
2010

Jurupa Valley High School
Riverside, CA
2006

PROJECT EXPERIENCE

- City of Moreno Valley
- County of Riverside Environmental Health
- County of Riverside Dept. Child Support Services
- County of Riverside EDA
- County of Riverside Workforce
- County of San Bernardino Auditor Controller
- County of San Bernardino Arrowhead Medical Center
- County of San Bernardino Fleet Management Dept.
- County of San Bernardino Public Works
- County of San Bernardino Board of Supervisors
- Edwards Airforce Base
- Riverside County Business and Community Services
- Seamless Care, Inc.



800.686.6583
951.522.5004
erubio@gmbi.net
www.gmbi.net

G | M Business Interiors
9750 Irvine Blvd, Ste 108
Irvine, CA 92618



elevate your workplace™

ALEXANDRIA MARTINEZ

DESIGN DEPARTMENT MANAGER

To continue to learn and challenge myself with product until their use and specification have become second nature.

To rigorously improve as a team member and help G|M grow in any way possible.

PROFESSIONAL EXPERIENCE



G|M Business Interiors | Riverside, CA
Design Department Manager, 2023-Present
Designer, 2017-Present



Granite & Cabinet Depot | Ontario, CA
Senior Designer & Sales Associate, 2013-2017



Party City | Chino, CA
Sales Associate, 2009-2013

EDUCATION

Art Institute of California

BS Interior Design
San Bernardino, CA
2012

Montclair High School

Montclair, CA
2009

PROJECT EXPERIENCE

Cal Poly Pomona University
City of Rancho Cucamonga
City of Glendora
County of San Bernardino
County of Riverside
County of Orange
Corona-Norco Unified School District
Riverside Unified School District
Victor Valley College
San Manuel Indian Bingo & Casino
SPAWAR



800.686.6583
951.684.0837
amartinez@gmbi.net
www.gmbi.net

G|M Business Interiors
1099 W La Cadena Dr
Riverside, CA 92501



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ELADIO SAUCEDA

ASSISTANT INSTALLATION MANAGER - LEVEL 11

Collaborating with my team and making sure we communicate at all times as we constantly strive towards project success.

PROFESSIONAL EXPERIENCE



G|M Business Interiors | Riverside, CA
Assistant Installation Manager, 2016-Present
Installation Technician, 2005-2016

EDUCATION

Katella High School

Anaheim, CA
1994

PROJECT EXPERIENCE

Arrowhead Regional Medical Center
City of Riverside - Customer Resource Center
City of Vista Fire Station
College of Education
County of Riverside Department Mental Health
County of Riverside Sheriff Department
County of San Bernardino Public Health
County of San Bernardino Sheriff Department
ESRI Redlands
Inland Regional Center
Internal Revenue System - San Diego
Loma Linda Medical Center
Naval Air Station - China Lake
Perris Fire and Forestry Protection



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esauceda@gmbi.net
www.gmbi.net

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1099 W La Cadena Dr
Riverside, CA 92501



elevate your workplace™

Why G|M Business Interiors

G|M creates exciting & dynamic spaces for people to work, heal, learn, and thrive. We solve the really tough problems facing organizations today including workflow, space utilization, collaboration, and rightsizing. Our experience & knowledge make the difference. With Pride, Passion, and Performance; we listen, we execute, and we have fun doing it! High performance organizations need every edge; our job is not complete until your team is happier, healthier, and higher performing!



Our History

Creating a passionate, educated and professional office furniture dealership.

With humble roots dating back to 1944, GJM Business Interiors first got its start as a small office equipment supplier in San Bernardino, CA. Arrowhead Office Equipment was a one-stop-shop for customers office equipment needs. Soon thereafter, the business was incorporated as Goforth & Marti Office Supply Inc. and in 1987, it was purchased by William F. Easley.

In 1989, William's son, Stephen L Easley, noticed a serious need for a more passionate, educated and professional office furniture dealer in the project delivery ecosystem. He envisioned an organization that embraced design and that could better serve clients by creating excellent projects and controlling all steps of the service process with in-house professionally-trained team members. Steve joined the firm as President, and the Contract Interiors division was re-named GJM Business Interiors, a division of Goforth & Marti, also becoming a Herman Miller dealership.

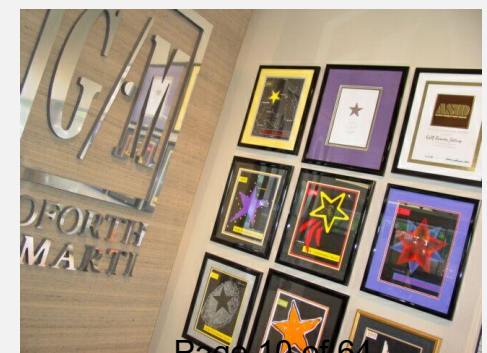
In 2003, GJM Business Interiors expanded and relocated its operation from San Bernardino to Riverside, opening a new 36,000 sq ft facility. Four years later, GJM opened an additional showroom

in downtown San Diego and a warehouse in Sorrento Valley. This was followed by two expansions of the San Diego Showroom as well as the new 40,000 square foot Client Experience Center in Sorrento Valley.

In 2018, a new member was welcomed to the GJM family, DIV13, a DIRT partner. DIV13's mission to create custom prefabricated interior spaces is harmonious with GJM's mission to create exciting workspaces that promote happiness, health and higher performance.

In 2020, GJM Business Interiors continues expanding throughout the Southern California market and has opened a new 44,000 sq ft location in Irvine, CA.

As one of the top contract furniture dealerships in the region with locations in Riverside, San Diego and Irvine, GJM serves more than 10 Southern California Counties and countless organizations seeking a business partner that will aide them in elevating their workplace.



Our Promise

To provide our treasured clients a redefined, world class furniture buying experience.



Elevating your Workplace™

It is our trademark...we believe no amount of great furniture can make up for sub-par design, therefore we are not order takers, we are a workplace leader and innovator. We employ a talented Workplace Excellence Team of over 40 interior designers whose mission is to ensure your workplace is happy, healthy and higher performing. We help you and your design partners create a facility that supports the work of your teams and your processes, while enhancing engagement and productivity.

Technology

Why is it important that we invest in our own proprietary technology? It supports all G|M processes throughout our organization enabling accuracy, efficiency and teamwork. Elev8 and ePortfolio speed the process for discovery and programming the best solutions. Visualization software makes the furniture buying experience fast, fun and simple. MyWindow allows G|M to be the only dealer to provide unprecedented transparency in our transactions.

Products + Price Value

Value is not the lowest price today, but the lowest price over the life of the product. We contemplate long term costs to ensure you pay the least per year for top quality, performance products that will last the test of time. This ensures you pay the lowest price over the expected and warranted life of your products. We are 99.80% error free in our specifications, so you don't pay for our mistakes. We are your advocate, negotiating on your behalf with factories, allowing you to maximize benefit from our collective purchasing power.

Service

Our clients are all different but they all expect 100% service. We believe great service starts by walking in your shoes to understand your specific needs. We are full service, meaning we offer a complete suite of 37 services including; planning, workplace strategy, consultation, interior construction, delivery, installation, move management, reconfigurations, flooring and refurbishment services. G|M employs its own 150 member client services division, all badged, trained and uniformed. We believe in continuity and will assign team members to clients to streamline processes.

Caring

When asked what is the number 1 reason behind G|M's success...we answer that it's our caring team members. Caring is what makes the difference. Greatness requires caring at its highest level, to go above and beyond, set the bar and do what's right. Our highly engaged team members are passionate about being there for our clients, no matter the time of day or day of week. You will see it in every G|M department, every day. Our team's goal is to continually earn your trust and be your relied upon business partner. We won't stop working until you are completely satisfied and 100% happy.



General Financial Overview

Updated January 20, 2023

G|M Business Interiors is the dba of Goforth & Marti, established in 1944 is a private, minority and woman owned enterprise with 261 employees.

Vertically integrated, G|M is one of the few office furniture dealers in California with its own showrooms, warehouses, fleets of service vehicles and our own fully trained Interior Construction, Design, Storage and Installation divisions - making G|M uniquely qualified and positioned to handle large clients with significant project needs.

G|M currently holds over 60 on-going major contracts with government, healthcare and education entities throughout Southern California as well as; Federal Government Contract GS-28F-0022X for Office Package, US Navy Contract #N0018917A0052 and multi-year contracts with: Orange, Riverside, San Bernardino and Riverside Counties, Sempra Energy, SDGE, Pfizer, Esri, Illumina and Becton Dickinson.

G|M possesses a California Contractor's Licenses for C61 for pre-fabricated equipment and D34 license for prefabricated modular office, laboratories, medical equipment & cabinetry.

Key Financial Highlights

(Under current ownership since 1989)

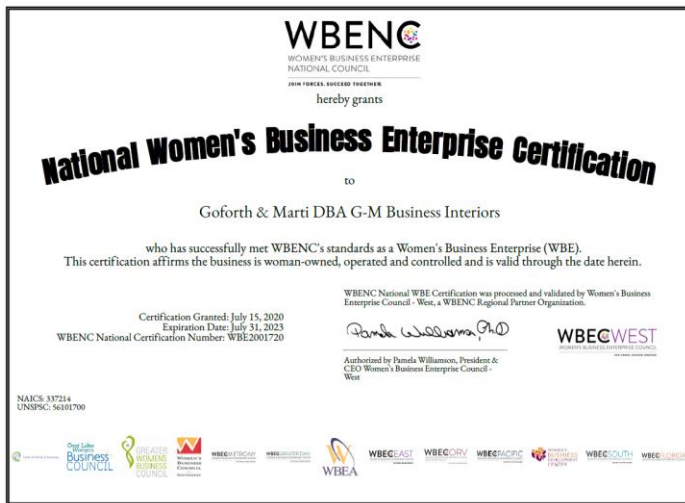
- Since 2000, G|M has sold over \$1.57B of office furniture products, interior construction and services.
- G|M has an excellent, uninterrupted 33-year (under same ownership) track record of sales growth and paying its bills on time through all economic cycles.
- Our D&B Commercial Credit Score Class is '1', which is the best possible score.
- Our credit line of \$10.0M in concert with our significant retained earnings of \$21,376,251, affords G|M the financial capacity to deliver extremely large projects, worry free to our very important clients.
- G|M has invested over \$ 12.5MM since 1995 in the development of proprietary software to deliver exceptional services and technology to our Clients.
- Our technology infrastructure and capability is unmatched in our industry.
- G|M's retained earnings of \$21.4MM at FY22 year end demonstrates the dedication of our ownership to financially strengthen the business and continues to invest and fund for our future growth and success.
- Our 2022 sales were \$ 109M or 28% higher than 2021. G|M's fiscal year is January 1 through December 31.
- G|M has an excellent proven track record of handling projects of all sizes and complexities from \$5M to over \$20M. Please see our attached exhibits of single largest purchase order to see the size and complexity of four projects. For the past 33 years, we have maintained documentation of references in all vertical markets, Client satisfaction survey scores and records of all our highest single project purchase orders.
- G|M maintains excellent relationships with our vendors and we hold the highest rankings for enhanced purchase power with each manufacturer we represent. G|M is a Diamond, Platinum, Preferred, Key or Premium dealer for each of our manufacturers. This gives you peace of mind that you will receive the lowest possible pricing on any product you should desire.
- G|M is a top 10 Platinum member of the Herman Miller Certified Global Network. G|M has continually exceeded the stringent financial qualifications required for membership upon annual renewal certification. MillerKnoll, overall has 50 Certified Dealers in the United States.
- G|M has demonstrated that it possesses a diversified client base in healthcare, education, government and private enterprise, thus providing the economic continuity to be there for our clients in the future.
- G|M Currently banks with American Business Bank a MillerKnoll

Woman & Minority Owned Business

It is has always been G|M's policy to provide equal employment opportunities for all – and now G|M is proud to be a woman and minority owned business.



NAICS: 337214
UNSPSC: 56101700
Cert# WOSB201098
Exp: 07/31/2023



NAICS: Various
UNSPSC: 56101700
Cert# AZ15186
Exp: 02/22/2024



02

Services



G|M Services Menu

G|M is skilled in providing specialized products & services to our customers in government, healthcare, education and private enterprise.

Complete G|M Service Offering

Planning Services

Our professional team utilizing advanced listening and data gathering tools will identify key visions and develop an office to Elevate your Workplace™.

Assembly + Installation

G|M Client Services Group is renowned in the industry as the best. Uniformed, trained and polished to provide the most professional services!

Wall Coverings

G|M is equipped to coordinate all aspects of your project, including wall coverings, painting and other vertical surface needs, providing a turnkey solution.

Moves, Adds + Changes

Our very experienced G|M MAC Team takes pride in making our clients happy! They have an amazing satisfaction record and extensive testimonial collection.

Refurbishment

Maximizing your investment and doing the smart thing now and for the future are the cornerstones of determining the scope of your re-use of assets. We will always verify the most cost effective solution for you.



eAsset Inventory Management

Store your additional product or office equipment with G|M at our secure warehouse facilities. It will cost you less for the long run with G|M transporting the product immediately to you versus traveling to a third party location.

Data Cabling Coordination

Systems Furniture can only be installed as fast as data cabling is installed after we build the frames or panels. G|M can handle the scheduling and coordination of data cabling for our clients as another service to enhance project efficiency and speed the process.

Specialized Accessories

Accessories are almost always a serious afterthought. This needs to stop. A great project needs the small details to be thoughtful and on target or it can ruin and otherwise great design.

Flooring

Coordinating a successful project requires all team members to be in sequence. Many of our Clients have come to realize that more services G|M provides the smoother the project. Getting flooring in time is critical to all weekend projects. Let G|M manage this for you!

G|M Installation Team

With over 140 in-house client service team members, G|M is equipped to successfully manage delivery and installation every step of the way.

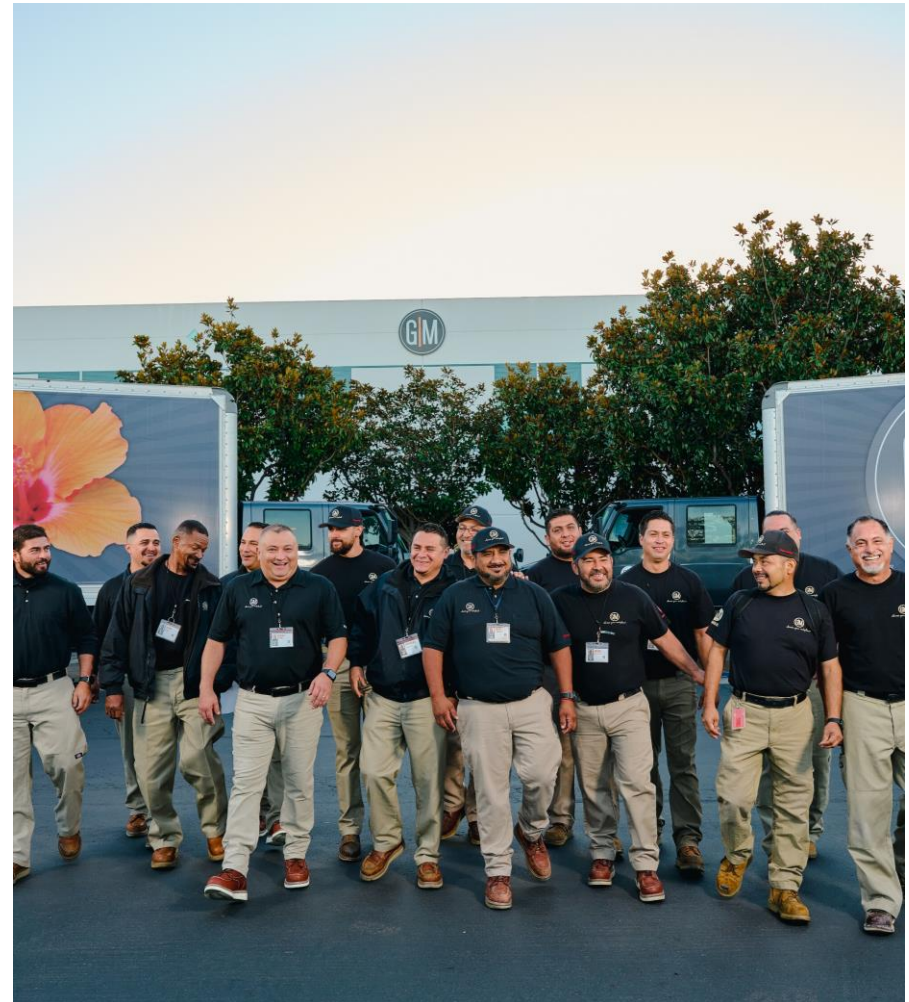
We ensure that all product is delivered according to schedules and coordinated with the site manager and tradespeople. We provide supervision, equipment, and all the necessary permits to proceed quickly and safely. And we verify the product against the delivery ticket with a commitment to clean, repair, or replace damaged product.

Our installation services don't just start when product is delivered. We plan the installation, prepare the site, and disassemble and remove any existing furniture. If desired, we'll move existing furniture and reinstall it in a new location.

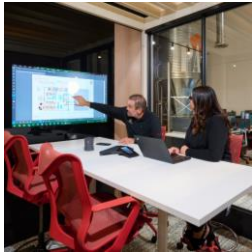
Our installers are also Herman Miller Certified—meaning they complete a series of training programs and demonstrate a thorough knowledge of installation practices. We follow prescribed procedures and adhere to plans and drawings. When the product arrives, our installers unpack, stage, and assemble it in compliance with the manufacturer's standards—and restore the area to broom clean condition.

Once installed, we check the product carefully to make sure it's level, aligned, and working properly. Then we clean and polish it as instructed by the manufacturer. Even after installation is complete, our service isn't. We also train your people to use the product, follow up to assure you're satisfied, and make any necessary changes.

[View our G|M Services Video >>](#)



Project Management Cycle



Phase 1 Discovery

During this phase we will gain a clear understanding of all project goals and all macro/micro problems to solve. We will discuss the desired move-in date and will cultivate evidence based data that will allow for informed decision making.



Phase 2 Deliverable Development

A Project Timeline will be created outlining key milestones to ensure project success. Once criteria (function, performance, aesthetic, budget and value) for product selection is clearly established, options are presented. State of the art visualization aides are developed to help make educated decisions.



Phase 3 Final Quote Package

A final quote package will be provided that includes; pricing with complete bill of materials, drawings, visualization aides, and fabric and finish selections. To ensure project management efficiency and the lowest service price, your orders will be organized for optimal installation organization.



Phase 4 Project Management

Utilizing our Project Organization Principals (POP) methodology we can ensure your project is G|M quality. PlanGrid software is utilized in the field for access to current documents with real-time updates and seamless file synchronization, leaving out guesswork and mistakes due to outdated paperwork.



Phase 5 Quality Control & Execution

Your Project Team will do a number of verifications to ensure your order is accurate and will arrive complete and on-time. Your Project Manager will become a valued part of your team and will attend all planning meetings, verify field measurements, mark electrical locations and coordinate all jobsite activities to include a final punch walk and order completion.



Phase 6 Value Added Services

Additional services included in our project management offering include a "Move-In Kit", post move-in ergonomic training, MyWindow custom web portal, custom online catalogs for purchasing and quality audit services during interval visits.

Our Product Lines

GJM only partners with manufacturers who share our values of providing world class quality.

3-Form	Artek	Child Care Depot	Foxxman	Kellex	Norix Group Inc	Tab Products
9 To 5 Seating	August Inc.	Coalesse	Full Bright	Ki Krueger Intl	Nucraft	Table Topics
Abco Office Furniture	Aurora Storage	Concept Seating	Geiger	Kiika	Office Master	Taylor
Access Distributors	Axxessari	Connectrac	Ghent	K-Log	Office Star Products	Techno Design
Aceray Llc	B3W Inc.	Councill Contract	Global Equipment Co.	Knoll	Ofs Brands	Tennsco
Adden Furniture	Bainbridge	Country Casual	Global Industries	Kron Design	Ormess Design Group	Terra Universal, Inc
Adjustable Shelving	Baker Tables	Covey Studios	Gordon International	Krug	Pacific Tablepad Co.	The Brewer Company
Adm Intl., Inc.	Basyx	Cramer	Grand Rapids Chair Co	La Z Boy	Padre Janitorial	The Furniture Lab
Agati	Bausman & Company	Creative Wood	Groupe Lacasse	Lampa + Mobler	Pan American	Thomasville Contract
Aico Office Systems	Bellacor	Cube Care Co	Gunlocke	Landscape Forms	Paoli	Thonet
Akins	Belson	Cumberland	Hag	Le Dimora	Patrician	Tiffin Metal Product
Alea/Panoffice	Berco Tables	Darran	Harden Contract	Leland International	Pediapals	Topstar Seating
Allan Copley	Bernhardt Design	DatesWeiser	Harter	Lencore Acoustics	Penco Products Inc.	Tru Furniture Group
Allermuir	Biomorph Desk	Datum Filing Systems	Hbf	Lighting Showplace	Products	United Chair
Allied Materials	Bluestar	Dauphin	Herman Miller	Lista International	Refined Signs	United Stationers
Allseating Corp	Bms Michigan	David Edward	Hi5	Loewenstein	Restoration Hardware	Versare Solutions, Inc.
Allyn Bank Equipment	Borroughs	Davis Furniture	Hickory Chair	Magna Design	Rfm Seating	Versteel
Altro Floors	Boss Office Products	Design-Tec	Highmark	Magnuson Group	Richards-Wilcox	Via
Alur Walls	Bottega Montana	Deskmakers	Hightower Group Llc	Malik Gallery	Richelieu	Virco
Amazon	Brandrud	Dsi Industries	Hile Studio	Manufacturing	Rightangle Ergonomic	Vitra
American Fitness	Brayton International	Easels Direct	Hon Company	Mark White Fine Art	Safco	Wabash Valley
American Furniture	Bretford	Ecd	Howe	Martin Bratrud	Salman	Watson Desking
Systems	Brewer Design Gsa	Egan Teamboard	Humanscale	Maverick Desk	Salsbury Industries	Westcoast Industries
American Hotel Registry	Bright Chair Company	Egan Visual	Icf	Mcf Workstations	Sandler Seating Inc.	Westin-Nielsen
American Of Martinsville	Brodart	Encore Seating	Ideon	Mckesson Medical	Segis Usa	Westwood Interiors
American Olean	Brueton	Enwork	In2Design	Metal Works Inc	Sensory Edge	Willow Tex
American Recycled	Business Accessories	Erg Intl	Indiana Furniture	Mfc Workstations	Sitmatic	Wmc, Inc.
American Seating	C.R. Laurence Co Inc	Esi Ergo Solutions	Inmod.Com	Mity-Lite	Sitonit	Wolf Gordon
American Trading Co	Cabot Wrenn	Eurotech	Intellaspace	Montel	Sitwell Inc	Woodard Furniture
Anatome	Caddo Solutions Gsa	Falcon Products	loa Healthcare	Mti	Smartdesks, Inc	Woodtech
Andreu World America	Cal Panel & Veneer	FilzFelt	Ise	Mutto	Source International	Workrite
Apg Office Furniture	Calif. Countertop	Fireking Intl	J Thomas Associates	National Office Furn	Spaceco Gsa	Wright Line, Llc
Arc	California House	First Office	Jack Cartwright	Nemschoff Healthcare	Spec Furniture	Zoom Seating
Arcadia	Campbell Contract	Fitness Master	Janus Et Cie	Neocase	Spinneybeck	
Archetype Intl	Cape Contract Furn	Fixtures Furniture	Jdd Furniture	Nevers	Studio Q	
Architectural Brass	Carolina Furniture	Flexsteel	Jofoo	Nevins	Stylex	
Arconas	Chair Choice	Forms+Surfaces	John A. Marshall Co.	Newport Greenhouses	Surfaceworks	
	Cherry Man	Fortress, Inc.	Kardex Remstar	Nienkamper	Symbiote	



Our Technology

An industry leader in technology development – GJM offers our proprietary software offering at no additional cost to our clients.

MyWindow

Our client portal provides each client access to order information, tracking and documents in a simple web search format. Clients will also enjoy links to project specific documentation, various GJM publications, websites, ePortfolio and eAsset accounts.

ePortfolio

GJM's proprietary furniture finding search engine provides access to view thousands of product images, create brochures and generate complete project budgets!

Web-Based Questionnaires

Customized web-based questionnaires are available for group census. GJM believes that people support what they help to create and these web-based questionnaires provide the opportunity to gain feedback in a concise and organized manner. All results are provided by question in a pie chart graphic and all results remain on file for future audits or review.

eAssets & eProcurement

Your personal inventory management and eProcurement system! After each project, our clients will receive a complimentary online catalog of all standard products (eProcure). Products may be re-ordered or simply viewed for budgeting purposes. This program also boasts features to enable either GJM housed or on-site asset management electronically (eAssets).

Custom Reporting & Performance Metrics

Customized order and accounting reports as well as Key Performance Indicator (KPI) reporting.

03

Plans, Drawings & Warranties

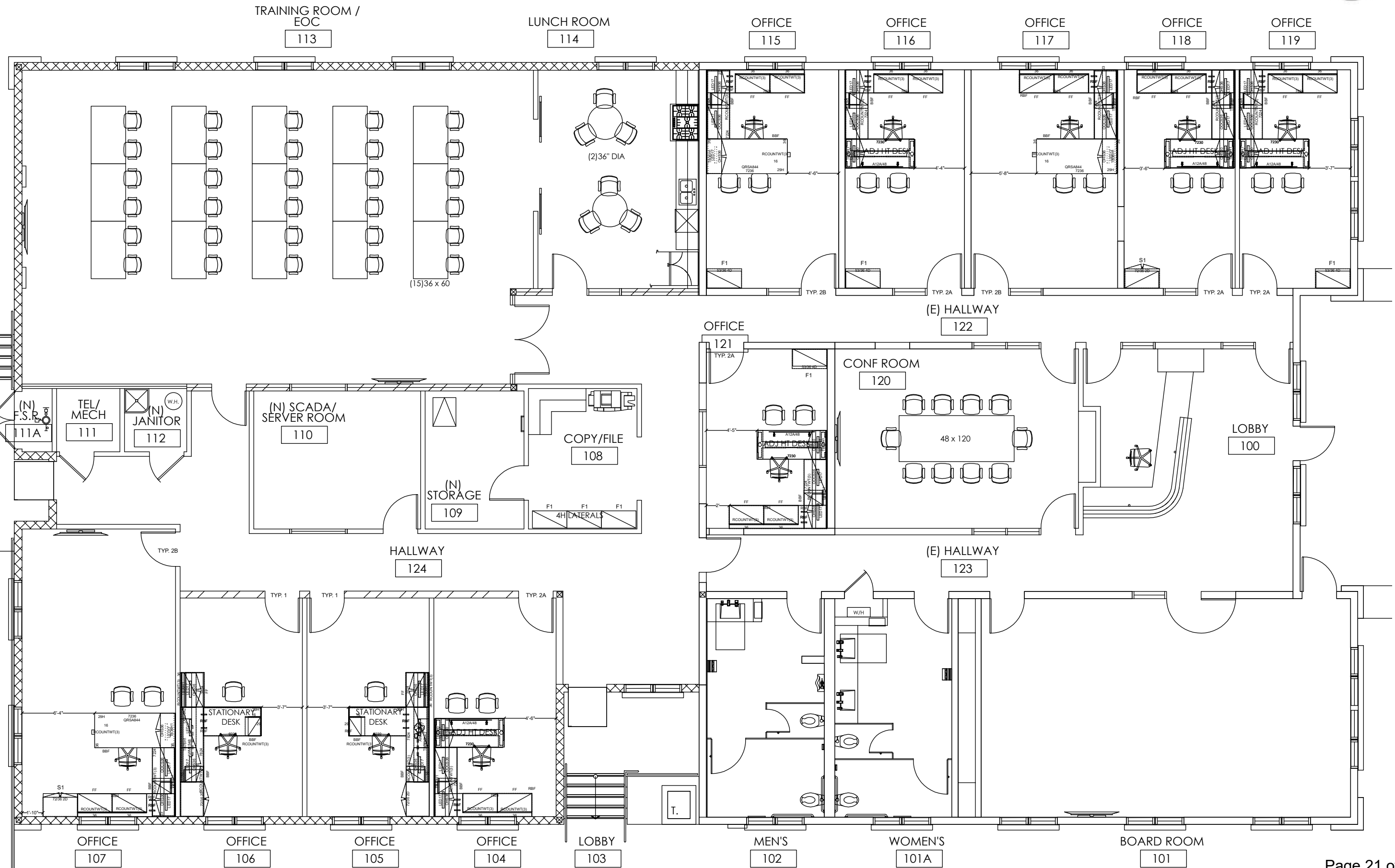


Overall Plan

APPROVED, INITIAL HERE
 NAME (Please Print)
 DATE



elevate your workplace



MIDWAY SANITATION DISTRICT
 14451 CEDARWOOD ST.
 WESTMINSTER, CA 92683
 FLOOR: 1

PROJECT: 217783
 DATE: 06/13/2023
 AE: BRIAN OGDEN
 DESIGNER: A.M.
 DRC:
 DRAWING: 217783-MID-14451-1

REVISIONS:

001
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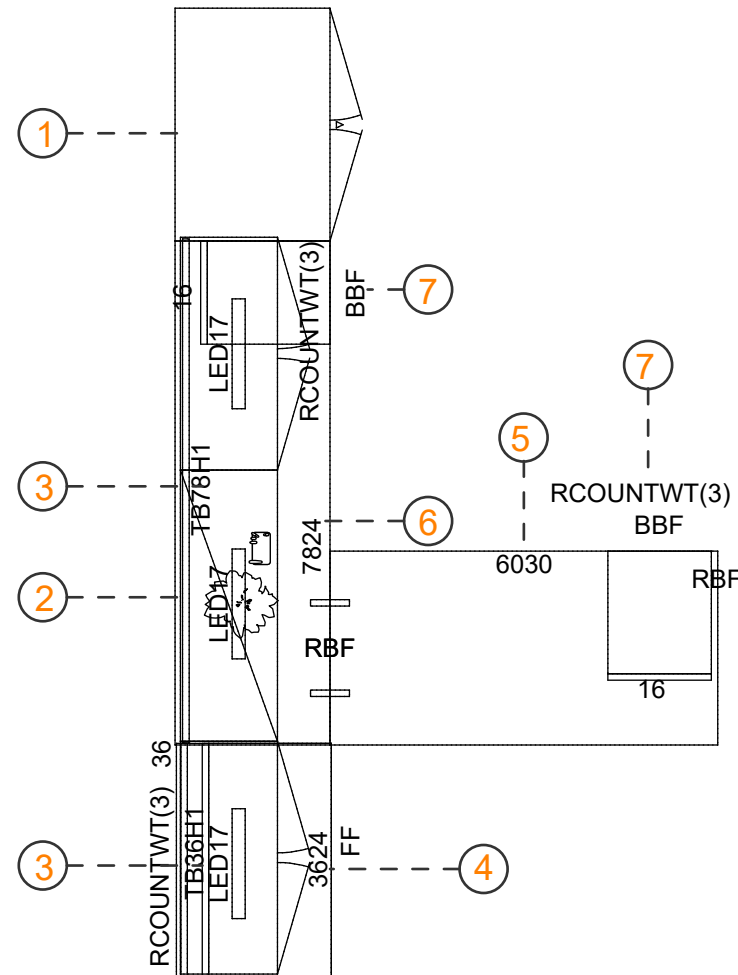
DRAWING TITLE:
 FURNITURE PLAN
 SCALE:
 1/8"=1'-0"
 SHEET #:

IF101

Typical 1

Private Offices 105 & 106
Knoll Reff Profiles

2D VIEW



Furniture Specification Legend

- | | |
|----------------|---|
| 1. Storage | Cabinet 2H Lateral File below with hinged doors above 72Hx36Wx24D |
| 2. Storage | Overhead storage hinged doors and open cubby with led task lights |
| 3. Accessories | Tackboard 24H |
| 4. Storage | 2H File/File lateral 36Wx24D |
| 5. Surface | 30Dx60W Static surface with full modesty |
| 6. Surface | 24DX78W Static surface |
| 7. Storage | Box/Box/File storage |

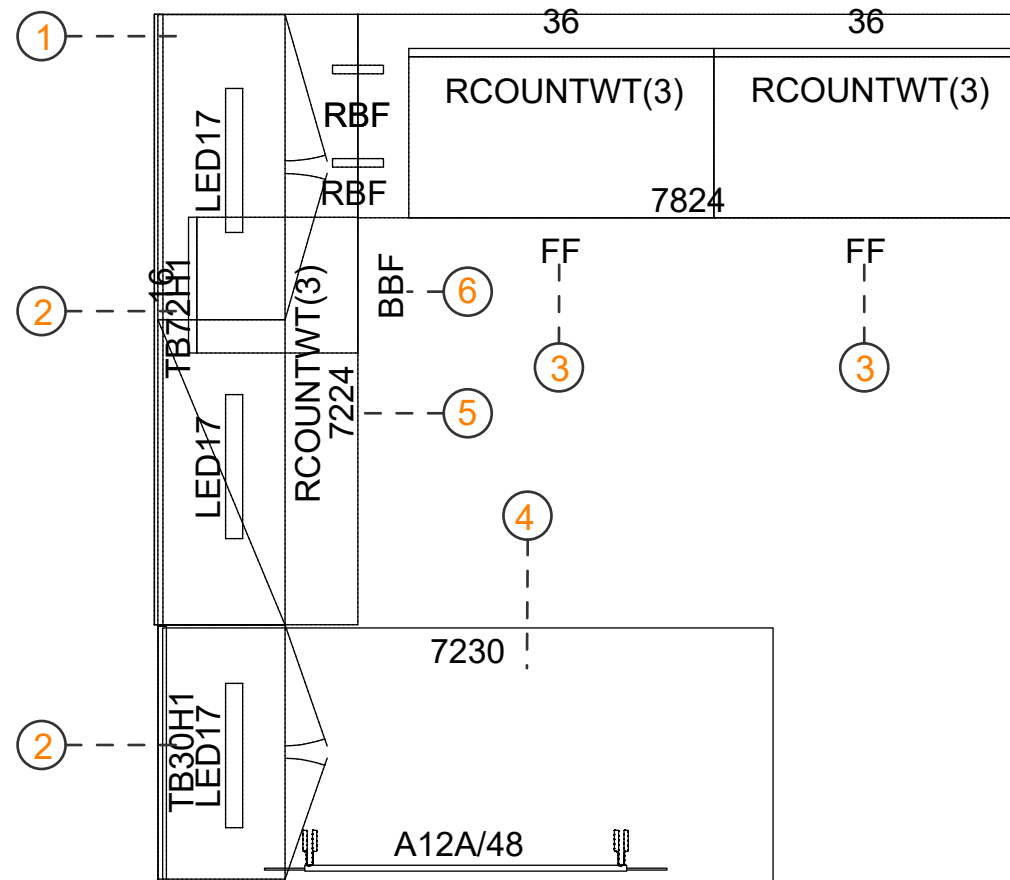
RENDERING



Typical 2A

Private Offices 104,116,118,119,121
Knoll Reff Profiles

2D VIEW



Furniture Specification Legend

- | | |
|----------------|--|
| 1. Storage | Overhead storage hinged doors and open cubby with led task lights |
| 2. Accessories | Tackboard 24H |
| 3. Storage | 2H File/File lateral 36Wx24D |
| 4. Surface | 30Dx72W Height adjustable surface with shrouds and frosted modesty |
| 5. Surface | 24DX72W Static surface |
| 6. Storage | Box/Box/File storage |

RENDERING

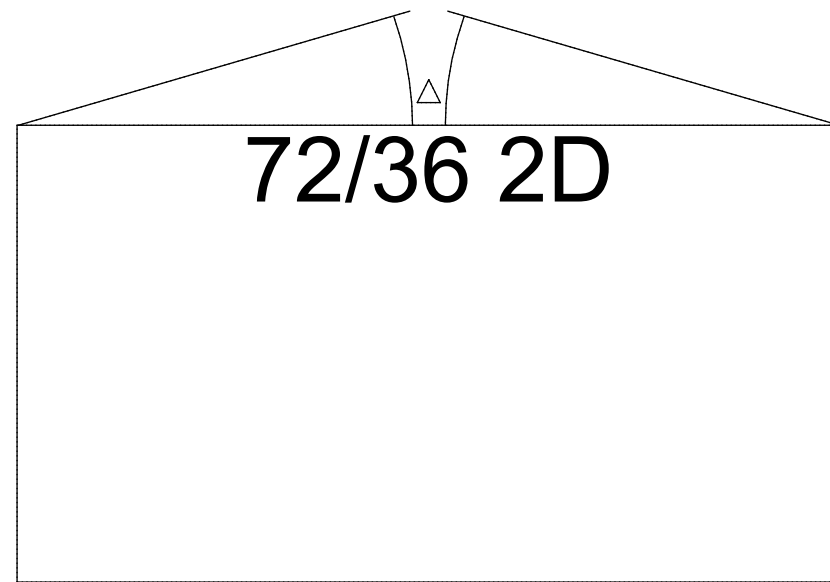


Storage

S1,F1

Reference plan for storage location(s)

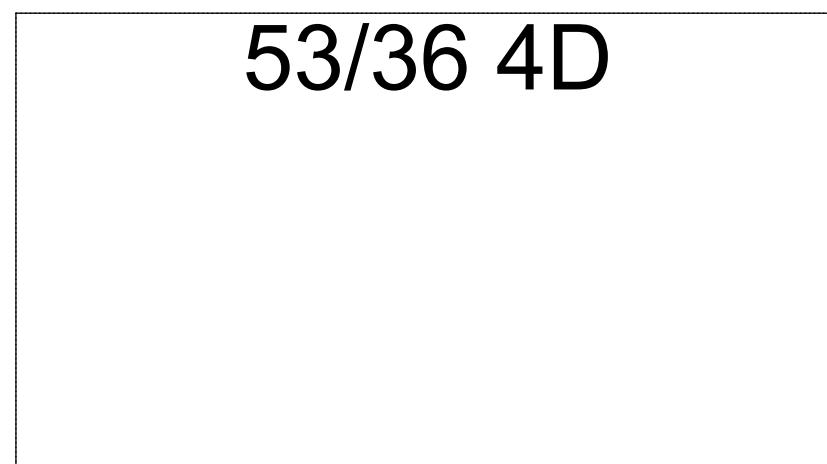
2D VIEW



RENDERING



2D VIEW



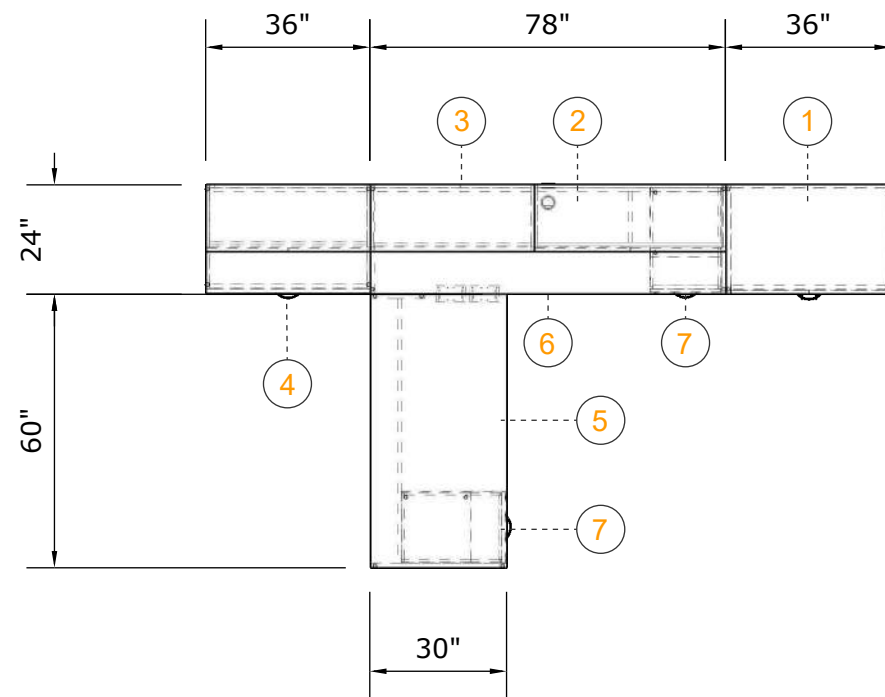
RENDERING



Typical 1

Private Offices 105 & 106
Maverick Office Solutions

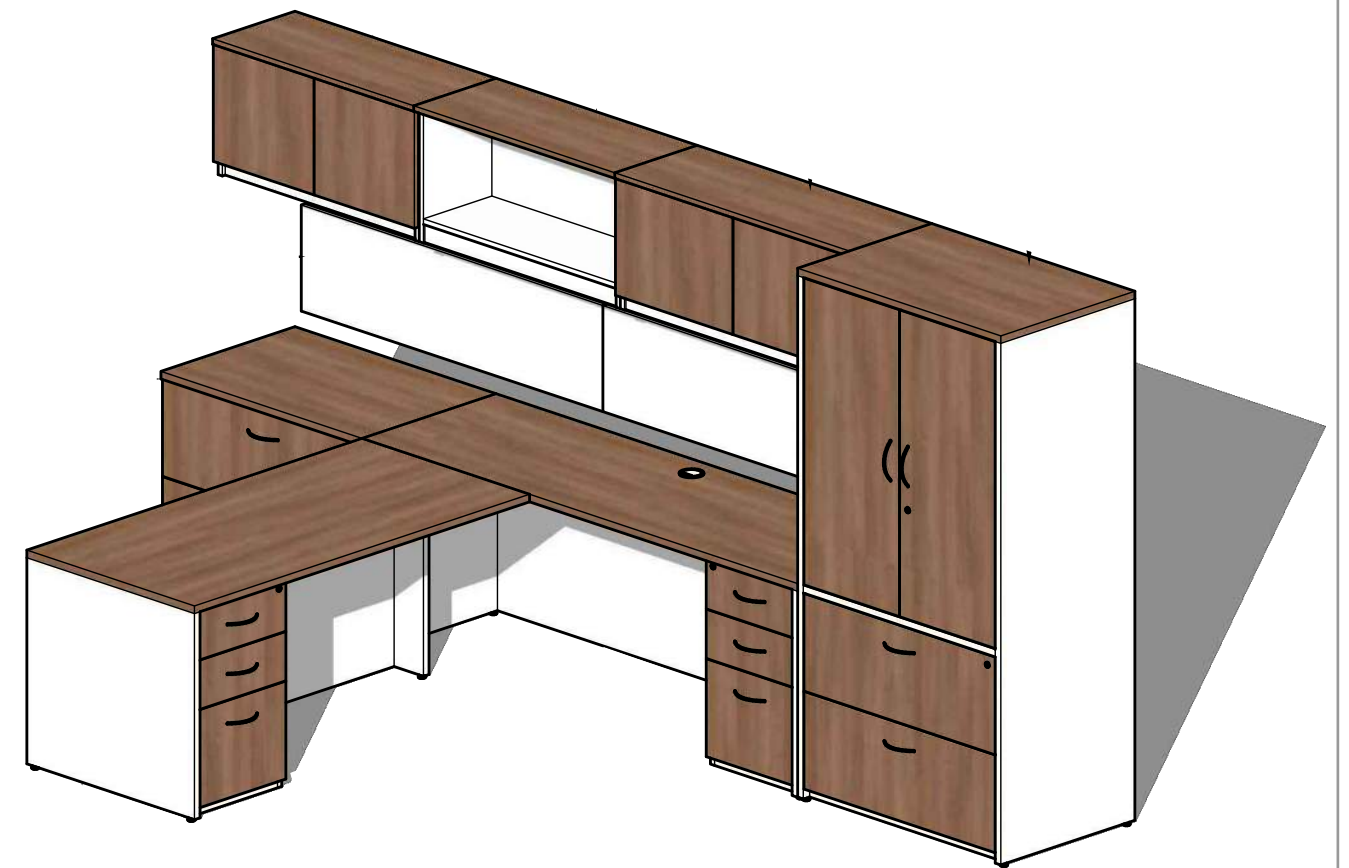
2D VIEW &/OR ELEVATION



Furniture Specification Legend

- | | |
|----------------|---|
| 1. Storage | Cabinet 2H Lateral File below with hinged doors above 72Hx36Wx24D |
| 2. Storage | Overhead storage hinged doors and open cubby |
| 3. Accessories | Tackboard |
| 4. Storage | 2H File/File lateral 36Wx24D |
| 5. Surface | 30Dx60W Static surface with full modesty |
| 6. Surface | 24DX78W Static surface |
| 7. Storage | Box/Box/File storage |

RENDERING

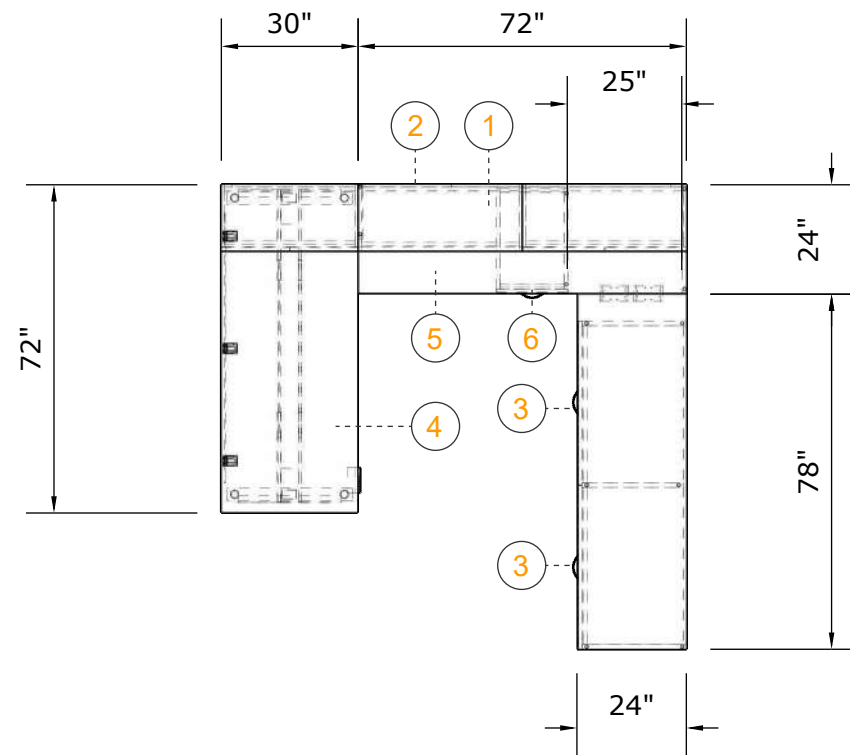


Typical 2A

Private Offices 104,116,118,119,121
Maverick Office Solutions



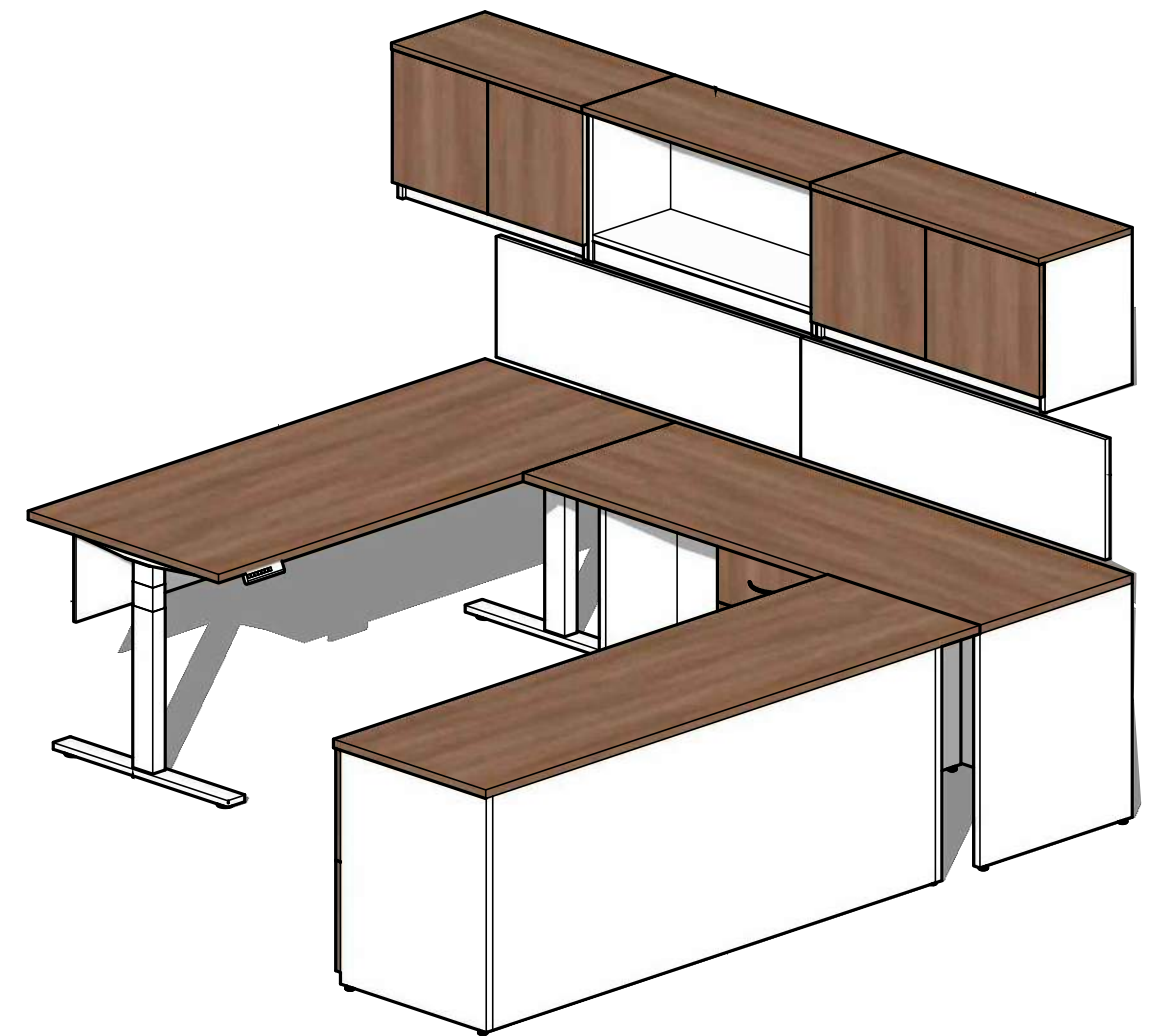
2D VIEW &/OR ELEVATION



Furniture Specification Legend

- | | |
|----------------|--|
| 1. Storage | Overhead storage hinged doors and open cubby |
| 2. Accessories | Tackboard |
| 3. Storage | 2H File/File lateral 36Wx24D |
| 4. Surface | 30Dx72W Height adjustable surface with modesty |
| 5. Surface | 24DX72W Static surface |
| 6. Storage | Box/Box/File storage |

RENDERING

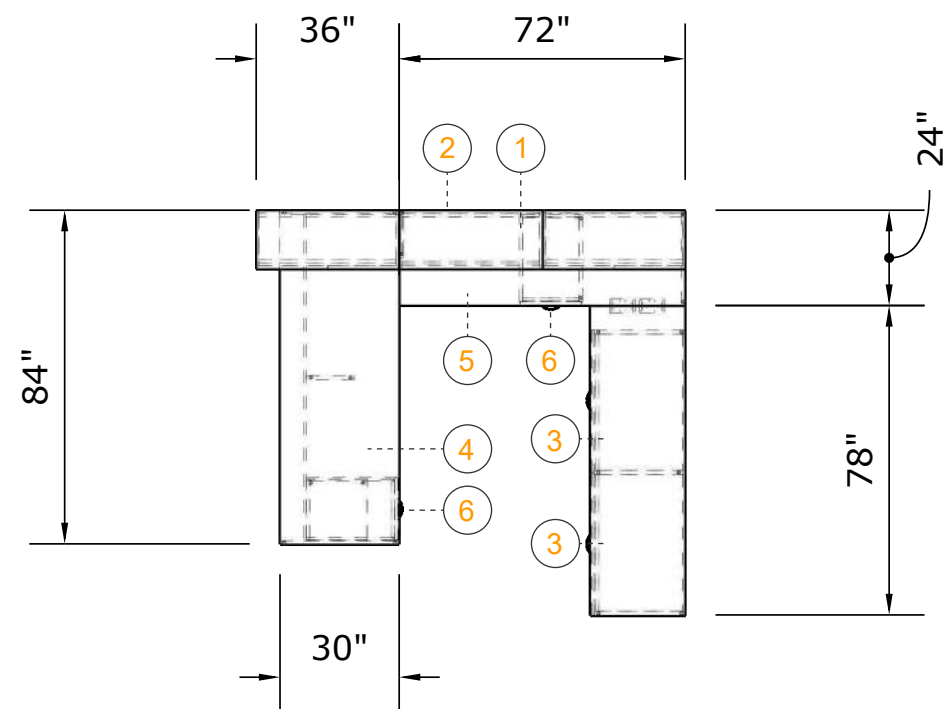


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Typical 2B

Private Offices 107,115,117
Maverick Office Solutions

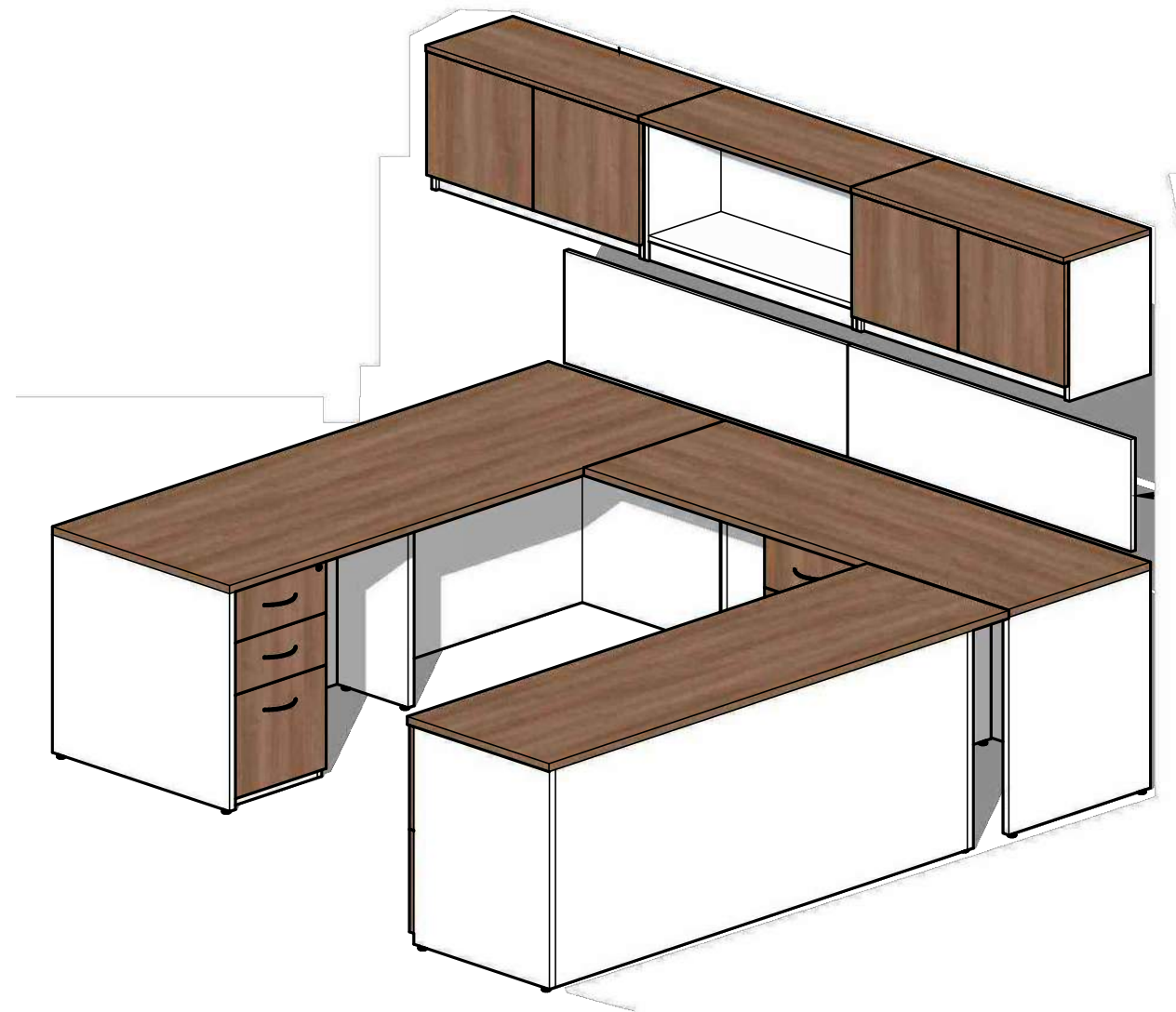
2D VIEW &/OR ELEVATION



Furniture Specification Legend

- | | |
|----------------|--|
| 1. Storage | Overhead storage hinged doors and open cubby |
| 2. Accessories | Tackboard |
| 3. Storage | 2H File/File lateral 36Wx24D |
| 4. Surface | 30Dx72W Static surface with full modesty |
| 5. Surface | 24DX72W Static surface |
| 6. Storage | Box/Box/File storage |

RENDERING



Product Information - Brochures

Midway City Sanitation District
New Facility



<u>Manufacturer</u>	<u>Brochures</u>
Elevate	Elevate Brochure
9 To 5 Seating	9 To 5 Seating Brochure
Sit On It Seating (Focus 2.0)	Sit On It Focus 2.0 Brochure
Sit On It Seating (Cora)	Sit On It Cora Brochure
Sit On It Seating (Hexy)	Sit On It Hexy Brochure
Sit On It Seating (Rio)	Sit On It Rio Brochure
Sit On It Seating (Parallon)	Sit On It Parallon Brochure
Deskmakers	Deskmakers Meeting Tables Brochure
Knoll (Reff)	Reff Profiles Brochure
Maverick Desking	Maverick Desk Brochure
Herman Miller (Aeron)	Herman Miller Aeron Brochure
Herman Miller (Storage)	Herman Miller Meridian Brochure

Product Information - Warranty

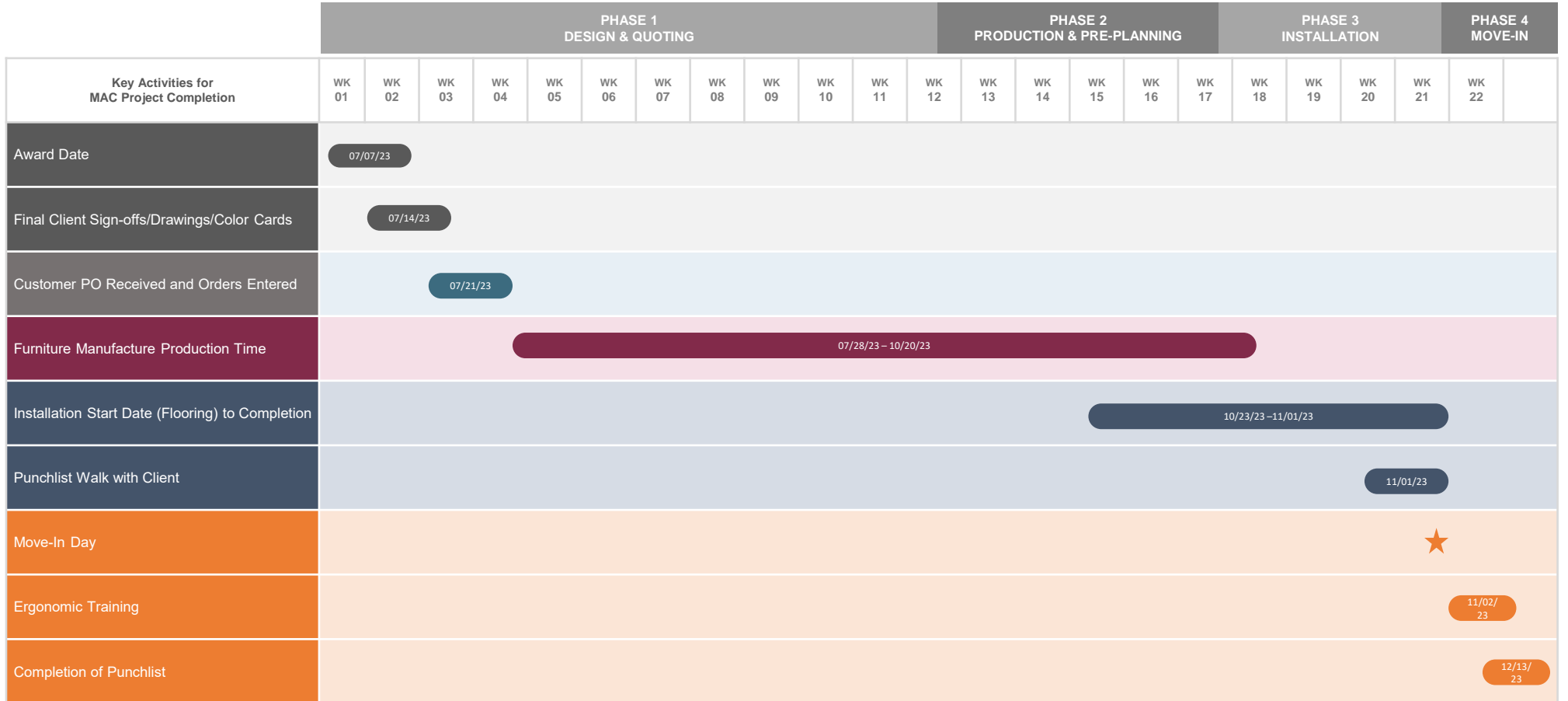
Midway City Sanitation District
New Facility



<u>Manufacturer</u>	<u>Lead Time</u>	<u>Environmental Certifications</u>	<u>Warranty</u>
Elevate	4-6 Weeks	Elevate Certifications	Elevate Warranty
9 To 5 Seating	10-12 Weeks	9 to 5 Sustainability	9 To 5 Seating Warranty
Sit On It Seating	10-12 Weeks	Sit On It Sustainability	Sit On It Warranty
Knoll	10-12 Weeks	Knoll Sustainable Design	Knoll Warranty
Maverick Desk	10-12 Weeks	Maverick Environmental	Maverick Desk Warranty
Deskmakers	10-12 Weeks	Deskmakers Sustainability	Deskmakers Warranty
Herman Miller	6-8 Weeks	Herman Miller Sustainabilty	Herman Miller Warranty

Contract Start Date: **July 7, 2023**

Move-In Date: **November 1, 2023**



04

Pricing





Midway City Sanitary District

Serving the Community of Westminster and Midway City since 1939

MCS D FURNITURE BID

PRICING FORM

JUNE 6, 2023

PRIVATE OFFICE:

MANUFACTURER Knoll
 DEALER G|M Business Interiors
 PRODUCT NAME Reff
 OPTION Maverick Desk

PRIVATE OFFICE	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
TYP 1	2	\$ 59,212.00	74.05%	\$ 15,364.33	\$ -	\$ 990.00	\$ 16,354.33	
TYP 2A	5	\$ 164,865.00	74.07%	\$ 42,754.44	\$ -	\$ 2,704.00	\$ 45,458.44	
TYP 2B	3	\$ 83,733.00	74.05%	\$ 21,729.55	\$ -	\$ 1,622.00	\$ 23,351.55	
S1	2	\$ 10,778.00	74.14%	\$ 2,787.19	\$ -	\$ 257.00	\$ 3,044.19	
F1	7	\$ 7,066.92	69.52%	\$ 2,153.86	\$ -	\$ 257.00	\$ 2,410.86	

PRIVATE OFFICE (OPT)	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
TYP 1	2	\$ 31,950.00	58.02%	\$ 13,412.61	\$ -	\$ 990.00	\$ 14,402.61	
TYP 2A	5	\$ 70,280.00	58.02%	\$ 29,503.54	\$ -	\$ 2,704.00	\$ 32,207.54	
TYP 2B	3	\$ 41,910.00	58.02%	\$ 17,593.82	\$ -	\$ 1,622.00	\$ 19,215.82	
S1	2	\$ 7,448.00	58.02%	\$ 3,126.67	\$ -	\$ 257.00	\$ 3,383.67	
F1	7	\$ 19,236.00	58.20%	\$ 8,041.03	\$ -	\$ 257.00	\$ 8,298.03	

CASE GOOD PRODUCT MARK-UP AVERAGE MARKUP = 18.94%

LEAD TIMES: 4-6 WEEKS

NOTE: PROVIDE PRICING BASED ON AWARD FOR ENTIRE PROJECT, PER DRAWINGS

MCS D FURNITURE BID
PRICING FORM
 JUNE 6, 2023

TASK CHAIR:

MANUFACTURER (HIGH) Herman Miller
 MANUFACTURER (MED) Sit On It
 MANUFACTURER (LOW) 9 to 5 Seating
 DEALER G | M Business Interiors

PRODUCT NAME (HIGH) Aeron
 PRODUCT NAME (MED) Focus 2.0
 PRODUCT NAME (LOW) Neo

TASK CHAIR	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
C1 (HIGH - OPTIONAL)	11	\$ 26,554.00	52.00%	\$ 12,745.92	\$ -	\$ 370.00	\$ 13,115.92	
C1 (MED - PER BID)	11	\$ 11,869.00	56.84%	\$ 5,122.66	\$ -	\$ 370.00	\$ 5,492.66	
C1 (LOW - OPTIONAL)	11	\$ 10,428.00	62.41%	\$ 3,919.89	\$ 78.40	\$ 370.00	\$ 4,368.28	

ANCILLARY PRODUCT MARK-UP	AVERAGE MARKUP = 16.91%
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LEAD TIMES: 4-6 WEEKS

NOTE: PROVIDE PRICING BASED ON AWARD FOR ENTIRE PROJECT, PER DRAWINGS

MCS D FURNITURE BID
PRICING FORM
 JUNE 6, 2023

GUEST CHAIR:

MANUFACTURER H-Knoll, M-9to5 Seating, L-Sit On It
 PRODUCT NAME H-Remix, M-Link, L-Cora
 DEALER G|M Business Interiors

CONFERENCE CHAIR:

MANUFACTURER H-Knoll, M-Sit On It, L-9To5 Seating
 PRODUCT NAME H-ReGeneration, M-Hexy, L-Bella

STACK CHAIR:

MANUFACTURER H-Knoll, M-Sit On It, L-9To5 Seating
 PRODUCT NAME H-MultiGeneration, M-Rio, L-Vox

GUEST CHAIR	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
C2 (HIGH - OPTIONAL)	18	\$ 15,786.00	56.74%	\$ 6,829.02	\$ -	\$ 330.00	\$ 7,159.02	
C2 (MED - PER BID)	18	\$ 13,230.00	62.41%	\$ 4,973.16	\$ 99.46	\$ 330.00	\$ 5,402.62	
C2 (LOW - OPTIONAL)	18	\$ 9,108.00	56.84%	\$ 3,931.01	\$ -	\$ 330.00	\$ 4,261.01	

CONFERENCE CHAIR	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
C3 (HIGH - OPTIONAL)	10	\$ 13,010.00	56.74%	\$ 5,628.13	\$ -	\$ 367.00	\$ 5,995.13	
C3 (MED - PER BID)	10	\$ 5,800.00	56.84%	\$ 2,503.28	\$ -	\$ 367.00	\$ 2,870.28	
C3 (LOW - OPTIONAL)	10	\$ 6,810.00	62.41%	\$ 2,559.88	\$ 51.20	\$ 367.00	\$ 2,978.08	

STACK CHAIR	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
C4 (HIGH - OPTIONAL)	36	\$ 13,464.00	56.74%	\$ 5,824.53	\$ -	\$ 550.00	\$ 6,374.53	
C4 (MED - PER BID)	36	\$ 10,440.00	56.84%	\$ 4,505.90	\$ -	\$ 550.00	\$ 5,055.90	
C4 (LOW - OPTIONAL)	36	\$ 10,620.00	62.41%	\$ 3,992.06	\$ 79.84	\$ 550.00	\$ 4,621.90	

ANCILLARY PRODUCT MARK-UP	AVERAGE MARKUP = 16.54%
LEAD TIMES: 4-6 WEEKS	

NOTE: PROVIDE PRICING BASED ON AWARD FOR ENTIRE PROJECT, PER DRAWINGS

MCS D FURNITURE BID
PRICING FORM
 JUNE 6, 2023

CONFERENCE TABLE:

MANUFACTURER Deskmakers
 PRODUCT NAME Sufside
 DEALER G|M Business Interiors

LUNCH TABLE:

MANUFACTURER Sit On It
 PRODUCT NAME Parallon

TRAINING TABLE:

MANUFACTURER Sit On It
 PRODUCT NAME Parallon

CONFERENCE TABLE	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
T1	1	\$ 7,550.00	56.87%	\$ 3,256.32	\$ 227.94	\$ 342.17	\$ 3,826.43	

TRAINING TABLE	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
T2	15	\$ 18,225.00	56.84%	\$ 7,865.91	\$ -	\$ 1,283.00	\$ 9,148.91	

LUNCH TABLE	QUANTITY	LIST PRICE TOTAL	MANUF. DISCOUNT	NET SELL TOTAL	FREIGHT / DELIVERY	PROJ MGMT, INSTALLATION	TOTAL	COMMENTS
T3	2	\$ 1,402.00	56.84%	\$ 605.10	\$ -	\$ 141.00	\$ 746.10	

ANCILLARY PRODUCT MARK-UP	AVERAGE MARKUP = 13.95%
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LEAD TIMES: 4-6 WEEKS

NOTE: PROVIDE PRICING BASED ON AWARD FOR ENTIRE PROJECT, PER DRAWINGS

05

Experience & References



Experience Brings Success | Project Portfolio



Experience Brings Success | Project Portfolio



Experience Brings Success | Project Portfolio



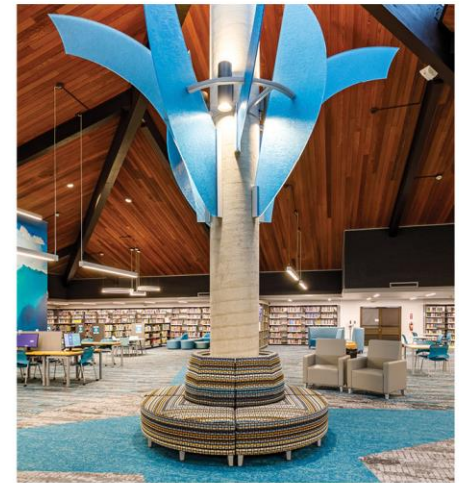
Experience Brings Success | Project Portfolio



Experience Brings Success | Project Portfolio



Experience Brings Success | Project Portfolio



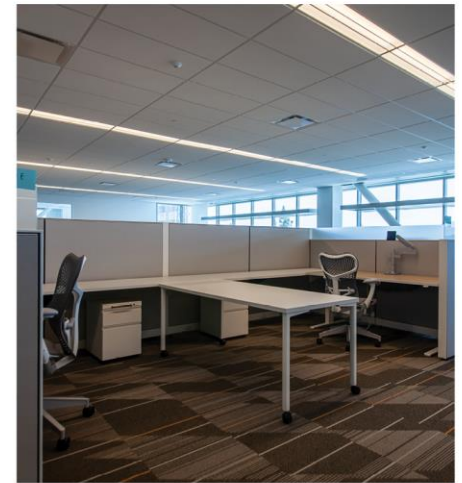
Experience Brings Success | Project Portfolio



Experience Brings Success | Project Portfolio



Experience Brings Success | Project Portfolio



Experience Brings Success | Project Portfolio



Experience Brings Success

Major On-Going Contracts | Local Government

County of Riverside

Client Since: 1990
 Sales to date: \$149,388,335
 Contact: Suzanna Hinckley
 Assistant Director
 (951) 955-4937
 shinckley@rivco.org
 Scope of Work: Full scope of services. 6 buildings and event center completed.

City of Riverside

Client Since: 1998
 Sales to date: \$16,251,765
 Contact: Christina Guerrero
 Facilities
 (951) 826-5927
 cguerrero@riversideca.gov
 Scope of Work: Systems furniture, freestanding desking, files, tables, seating, design, delivery & installation.

County of San Bernardino

Client Since: 1993
 Sales to date: \$133,764,938
 Contact: Leo Gomez
 Purchasing
 (909) 387-2060
 lgomez@pur.sbcounty.gov
 Scope of Work: Systems furniture, freestanding desking, files, tables, seating, design, delivery & installation.

City of San Diego

Client Since: 2011
 Sales to date: \$8,515,497
 Contact: Karen Johnson
 Facilities Manager
 (619) 236-6191
 kkjohnson@sandiego.gov
 Scope of Work: Systems furniture, freestanding desking, files, tables, seating, design, delivery & installation.

County of Orange

Client Since: 2011
 Sales to date: \$45,199,179
 Contact: Debra Doerr
 Building Manager
 (714) 667-9683
 debra.doerr@ocgov.com
 Scope of Work: Systems furniture, freestanding desking, files, tables, seating, design, delivery & installation.

Inland Regional Center

Client Since: 2004
 Sales to date: \$3,476,485
 Contact: Sandra Guzman
 Executive Assistant
 (909) 890-3416
 sguzman@inlandrc.org
 Scope of Work: Full scope of services, (2) buildings.

Experience Brings Success

Major On-Going Contracts | Private Enterprise

San Diego Gas & Electric

Client Since: 2001
 Sales to date: \$48,529,219
 Contact: Linda Jacobs
 Real Estate Planning Manager
 (619) 676-9156
 ljacobs@sdge.com
 Scope of Work: Full scope of furniture services, Moves, Adds and Changes, ServiceNet Client.

BD

Client Since: 2012
 Sales to date: \$16,177,908
 Contact: Joyce Olsen
 Facilities Director
 (858) 617-1510
 joyce.Olsen@bd.com
 Scope of Work: Full scope of furniture services, ServiceNet Client.

Pfizer

Client Since: 2012
 Sales to date: \$3,067,128
 Contact: Xavier Porlas
 Facilities Director
 (858) 622-3242
 Xavier.porlas@pfizer.com
 Scope of Work: Full scope of furniture services, Moves, Adds, & Changes

Illumina

Client Since: 2012
 Sales to date: \$15,301,443
 Contact: Fernando Parra
 Facilities Director
 (858) 336-7899
 fparra@illumina.com
 Scope of Work: Full scope of services. Strategic Workplace Services. Multi-building campus.

Tandem Diabetes Care

Client Since: 2008
 Sales to date: \$5,172,762
 Contact: Nichole Alvarado
 Supervisor, Corp. Space Planning
 (858) 255-6513
 naguinaga@tandemdiabetes.com
 Scope of Work: Systems furniture, freestanding desking, files, tables, seating, design, delivery & installation.

Griffin Structures

Client Since: 2019
 Sales to date: \$11,688,511
 Contact: Roger Torriero
 CEO
 (949) 497-9000
 rtorriero@griffinholdings.net
 Scope of Work: Systems furniture, freestanding desking, files, tables, seating, design, delivery & installation.

Esri

Client Since: 1999
 Sales to date: \$230,399,198
 Contact: Glenn Fearon
 Project Manager
 (909) 793-2853
 gfearon@esri.com
 Scope of Work: Full scope of services. 16 locations nationwide, ServiceNet client.

HUB International

Client Since: 2006
 Sales to date: \$4,699,583
 Contact: Danna Baker
 Purchasing
 (951) 779-8611
 danna.baker@hubinternational.com
 Scope of Work: Systems furniture, freestanding desking, files, tables, seating, design, delivery & installation.

State Compensation Insurance Fund

Client Since: 2019
 Sales to date: \$10,194,032
 Contact: Ana Borboa
 Director of Real Estate
 (714) 550-4870
 danna.baker@hubinternational.com
 Scope of Work: Full scope of services, offices nationwide.

Experience Brings Success

Largest Single Purchase Orders

Client Name	Project Name	Year Installed	Purchase Order Amount
Naval Medical Center San Diego	Lobby & Clinic Renovations	2008	\$ 20,000,000
Los Angeles Air Force Base	New Base Buildings Furnishings and Move	2005	\$ 19,000,000
US Navy	SPAWAR (Single Year Renovation)	2011	\$ 16,000,000
Naval Medical Center San Diego	Exam Room Renovation Project	2009	\$ 15,000,000
City of San Diego	New Contract	2019	\$ 12,000,000
San Diego Gas & Electric	New Contract	2019	\$ 12,000,000
SPAWAR San Diego	Furniture Systems and Furniture Management Services	2017	\$ 9,500,000
County of Orange	SSA Santa Ana Regional Center Building	2020	\$ 9,000,000
Illumina, Inc.	i3 Campus Project	2017	\$ 8,900,000
Sempra Energy	New Headquarter's Tower	2015	\$ 8,500,000
USCIS US Citizen's Immigration Service	New Dallas Texas Campus	2019	\$ 7,500,000
Griffin Structures/Swinerton Construction	New Building 16 Project for County of Orange	2019	\$ 6,000,000
Zovio, Pheonix	Div13 Interior Construction and Furniture	2019	\$ 6,000,000
California Administrative Office of the Courts	New San Bernardino State Courthouse Building	2014	\$ 5,500,000
US Navy Marines	Camp Pendleton Replacement Hospital Project	2013	\$ 5,500,000
Arrowhead Regional Medical Center	Complete New Campus	1998	\$ 5,000,000
Rudolph & Sletten	San Bernardino Justice Center	2015	\$ 4,400,000
City of Riverside	City Hall Renovation Project	2004	\$ 4,000,000
Loma Linda University Medical Center	Loma Linda University AHSC IT Dept/Bldg 197	2019	\$ 4,000,000
San Diego Gas & Electric	CP 1 Refresh Project	2020	\$ 4,000,000
Cricket Communications	New San Diego/Denver Wall Bid Award	2009	\$ 3,800,000
Riverside University Health System	Medical Surgery Center Tower Project	2020	\$ 3,650,000
County of Orange	Social Services Agency Building	2019	\$ 3,600,000
Mission Federal Credit Union	New San Diego Headquarters Project	2018	\$ 3,600,000
Riverside County Regional Medical Center	Complete New Campus/Facilities Complex	1996	\$ 3,500,000
San Diego Gas & Electric	Lightwave Project	2012	\$ 3,500,000
San Diego Gas & Electric	CP1 Refresh	2020	\$ 3,400,000
San Diego Gas & Electric	CP East Project	2017	\$ 3,400,000
Becton Dickinson (BD)	Tempe, Idea Buidling	2020	\$ 3,300,000
Bridgepoint Education	Chandler Arizona DIRT Project	2019	\$ 3,200,000
Co of Orange	District Attorney	2020	\$ 3,000,000
County of Riverside DPSS	Lake Elsinore Project	2011	\$ 3,000,000
Esri	New Headquarters Building - Bldg Q, Redlands, CA	2011	\$ 3,000,000
Esri	Bldg E Offices, Redlands, CA	2020	\$ 3,000,000
GreatCall	GreatCall New Location/Expansion	2017	\$ 3,000,000
Scripps Health	4S Ranch Renovation Project	2016	\$ 3,000,000
Scripps Health	Oceanside Coastal Medical Center/78 & Jefferson	2020	\$ 3,000,000
Sharp Healthcare	Copley Project	2018	\$ 3,000,000
County of San Bernardino HSS	San Bernardino/Rancho Cucamonga TAD	2014	\$ 2,900,000
Scripps Health	Prebys Cardiovascular Institute	2015	\$ 2,750,000
County of Riverside	County Administration Center Renovation/Annex	2009	\$ 2,600,000
MedImpact	New San Diego Headquarters	2010	\$ 2,600,000
City of Vista	New Civic Center	2011	\$ 2,500,000
Loma Linda University Medical Center	LLUHSAC Administration Center	2012	\$ 2,500,000
Kaiser Permanente	Kaiser School of Medicine - Pasadena	2020	\$ 2,450,000
Bridgepoint Education	Chandler Arizona Phase One Furniture	2019	\$ 2,400,000
County of San Bernardino	Auditor Controller Renovation	2006	\$ 2,400,000
Scripps Health	La Jolla AMB/MOB	2016	\$ 2,400,000

Client Name	Project Name	Year Installed	Purchase Order Amount
Scripps Health	Recho Road Project, North & South Bldg	2016	\$ 2,400,000
Los Angeles Air Force Base	Building 270 + 271 Re-Stack Project	2013	\$ 2,300,000
San Diego Gas & Electric	Greencraig Facility	2018	\$ 2,300,000
US Federal Deposit Insurance Corporation	New Irvine Complex	2009	\$ 2,300,000
CareFusion	Chicago Location	2013	\$ 2,200,000
County of San Bernardino	County Administration Center Renovation	2010	\$ 2,200,000
ResMed Corporation	New Kearny Mesa Campus Project	2009	\$ 2,200,000
City of Lake Forest	New City of Lake Forest Civic Center	2020	\$ 2,100,000
Sharp Healthcare	Chula Vista OVT Patient Rooms	2019	\$ 2,050,000
California Baptist University	CBU School of Business Project	2012	\$ 2,000,000
Illumina, Inc.	Building 6 High Density Filing & Ancillary	2016	\$ 2,000,000
Petco	New San Antonio Headquarters Project	2012	\$ 2,000,000
City of Escondido Police & Fire	New Police & Fire Building	2009	\$ 1,900,000
Neurocrine Biosciences, Inc.	New San Diego Building TI Project	2019	\$ 1,800,000
University of San Diego Health Systems	Lightwave Contact Center Project	2018	\$ 1,800,000
US Citizen's Immigration Service	New Laguna Beach Renovation	2014	\$ 1,800,000
Biomed Realty, L.P.	San Diego HQ Office	2020	\$ 1,700,000
County of San Bernardino	CFS E Street Relocation Project	2019	\$ 1,700,000
County of Riverside DPSS	Norco DPSS Furniture & Relocation Project	2015	\$ 1,600,000
County of San Bernardino	HSS New Location, Little Mountain TAD	2020	\$ 1,600,000
ESRI	New Denver, CO Office	2020	\$ 1,600,000
County of San Bernardino	Colton TAD Relocation Project	2016	\$ 1,500,000
Neurocrine Biosciences, Inc.	Jump Space & Junction Building Project	2018	\$ 1,500,000
San Diego Gas & Electric	CP 6-2 Call Center	2017	\$ 1,500,000
San Manuel Band of Mission Indians	San Manuel Village TI	2009	\$ 1,500,000
Irvine Company	Los Olivos	2020	\$ 1,400,000
Cal State University Dominguez Hills	New Library	2010	\$ 1,400,000
County of San Bernardino	Highland TAD Project	2017	\$ 1,400,000
Loma Linda University Medical Center	Murrieta Physicians Hospital	2011	\$ 1,400,000
Naval Surface Warfare Center	Port Hueneme Bldg 1387 Systems Furniture Project	2004	\$ 1,300,000
Perkins Coie LLP	Torrey Reserve Project	2019	\$ 1,300,000
Riverside University Health System	Jurupa Outpatient Clinic	2019	\$ 1,300,000
County of Riverside DCSS	New Hunter Park Building	2020	\$ 1,200,000
County of Riverside DPSS	Desert Hot Springs DPSS New Location	2017	\$ 1,200,000
County of San Bernardino	Tax Collector 4th Floor Project	2016	\$ 1,200,000
Palm Springs United School District	New District Admin Bldg	2018	\$ 1,200,000
Riverside University Health System	Corona Outpatient Clinic	2018	\$ 1,200,000
City of San Diego	Engineering Relocation	2016	\$ 1,100,000
City of San Diego	101 Ash Project	2016	\$ 1,100,000
County of Riverside DPSS	Coachella DPSS New Location	2019	\$ 1,100,000
Sanford Consortium for Regenerative Medicine	New La Jolla Campus	2011	\$ 1,100,000
Scripps Health	Oceanside Coastal Medical Center/Plaza 76	2012	\$ 1,100,000
County of Riverside	DPSS Coachella	2020	\$ 1,000,000
HUB International Insurance Services, Inc.	New San Diego Location	2018	\$ 950,000
County of Orange	Public Works	2020	\$ 930,000
Clark Construction Group	San Diego State University EIS Complex	2018	\$ 900,000
University of California at San Diego	TPCS 3rd Floor IT Dept.	2018	\$ 900,000

06

Insurance



DESCRIPTIONS (Continued from Page 1)

respects to General Liability, Auto Liability and Workers' Compensation as required by written contract; All policies contain a 30 day notice of cancellation (10 days for non-pay) subject to policy terms and conditions; GL additional insured endorsements include ongoing and completed operations.

ENDORSEMENT

This endorsement, effective 12:01 A.M. 03/01/2023 forms a part of

policy No. CA 2961606 issued to GOFORTH & MARTI - DBA: GM BUSINESS INTERIORS

by NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - WHERE REQUIRED UNDER CONTRACT OR AGREEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

SCHEDULE

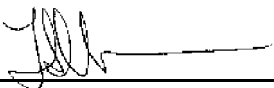
ADDITIONAL INSURED:

ANY PERSON OR ORGANIZATION FOR WHOM YOU ARE CONTRACTUALLY BOUND TO PROVIDE ADDITIONAL INSURED STATUS BUT ONLY TO THE EXTENT OF SUCH PERSON OR ORGANIZATIONS LIABILITY ARISING OUT OF THE USE OF A COVERED AUTO.

I. SECTION II - LIABILITY COVERAGE, A. Coverage, 1. - Who Is Insured, is amended to add:

d. Any person or organization, shown in the schedule above, to whom you become obligated to include as an additional insured under this policy, as a result of any contract or agreement you enter into which requires you to furnish insurance to that person or organization of the type provided by this policy, but only with respect to liability arising out of use of a covered "auto". However, the insurance provided will not exceed the lesser of:

- (1) The coverage and/or limits of this policy, or
- (2) The coverage and/or limits required by said contract or agreement.



Authorized Representative or
Countersignature (in States Where
Applicable)

ENDORSEMENT

This endorsement, effective 12:01 A.M. 03/01/2023 forms a part of

policy No. CA 296-16-06 issued to GOFORTH & MARTI - DBA: GM BUSINESS INTERIORS

by NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

INSURANCE PRIMARY AS TO CERTAIN ADDITIONAL INSURED

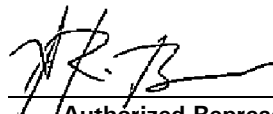
This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

Section IV - Business Auto Conditions, B., General Conditions, 5., Other Insurance, c., is amended by the addition of the following sentence:

The insurance afforded under this policy to an additional insured will apply as primary insurance for such additional insured where so required under an agreement executed prior to the date of accident. We will not ask any insurer that has issued other insurance to such additional insured to contribute to the settlement of loss arising out of such accident.

All other terms and conditions remain unchanged.



Authorized Representative or
Countersignature (in States Where
Applicable)

ENDORSEMENT

This endorsement, effective 12:01 A.M. 03/01/2023 forms a part of

policy No. CA 296-16-06 issued to GOFORTH & MARTI - DBA: GM BUSINESS INTERIORS

by NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

Section IV - Business Auto Conditions, A. - Loss Conditions, 5. - Transfer of Rights of Recovery Against Others to Us, is amended to add:

However, we will waive any right of recover we have against any person or organization with whom you have entered into a contract or agreement because of payments we make under this Coverage Form arising out of an "accident" or "loss" if:

- (1) The "accident" or "loss" is due to operations undertaken in accordance with the contract existing between you and such person or organization; and
- (2) The contract or agreement was entered into prior to any "accident" or "loss".

No waiver of the right of recovery will directly or indirectly apply to your employees or employees of the person or organization, and we reserve our rights or lien to be reimbursed from any recovery funds obtained by any injured employee.



AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
ANY PERSON OR ORGANIZATION WHOM YOU BECOME OBLIGATED TO INCLUDE AS AN ADDITIONAL INSURED AS A RESULT OF ANY CONTRACT OR AGREEMENT YOU HAVE ENTERED INTO.	PER THE CONTRACT OR AGREEMENT.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that

which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**EARLIER NOTICE OF CANCELLATION
PROVIDED BY US**

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- LIQUOR LIABILITY COVERAGE PART
- POLLUTION LIABILITY COVERAGE PART
- PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Number of Days' Notice 90

(If no entry appears above, information required to complete this Schedule will be shown in the Declarations as applicable to this endorsement.)

For any statutorily permitted reason other than nonpayment of premium, the number of days required for notice of cancellation, as provided in paragraph 2. of either the CANCELLATION Common Policy Condition or as amended by an applicable state cancellation endorsement, is increased to the number of days shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**PRIMARY AND NONCONTRIBUTORY - OTHER
INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your

policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

<p>Name Of Person Or Organization: PURSUANT TO APPLICABLE WRITTEN CONTRACT OR AGREEMENT YOU ENTER INTO.</p>
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Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV - Conditions**:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

ENDORSEMENT

This endorsement, effective 12:01 A.M. 03/01/2023 forms a part of

policy No. GL 518-01-77 issued to GOFORTH & MARTI - DBA: GM BUSINESS INTERIORS

by NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**AMENDMENT OF LIMITS OF INSURANCE
(Per Project or Per Location Aggregate Limit)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

I. Your policy is amended to include either a Per Project General Aggregate Limit, a Per Location General Aggregate Limit or a Per Project and Per Location General Aggregate Limit. Please select only *one* of the following:

- Per Project General Aggregate Limit** \$ 2,000,000
- Per Location General Aggregate Limit** \$
- Per Project and Per Location General Aggregate Limit** \$

IF NEITHER OF THESE BOXES ARE CHECKED, THIS ENDORSEMENT IS VOID. IF MORE THAN ONE OF THE THESE BOXES ARE CHECKED, THIS ENDORSEMENT IS VOID.

II. **SECTION III - LIMITS OF INSURANCE** , is amended to include the following:

1. The Limits of Insurance and the rules below fix the most we will pay regardless of the number of:
 - a. Insureds;
 - b. Claims made or "suits" brought; or
 - c. Persons or organizations making claims or bringing "suits".
2. The General Aggregate Limit is the most we will pay for the sum of:
 - a. Medical expenses under Coverage C;
 - b. Damages under Coverage A, except damages because of "bodily injury" or "property damage" included in the products-completed operations hazard"; and
 - c. Damages under Coverage B.
3. The Products-Completed Operations Aggregate Limit is the most we will pay under Coverage A for damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard".
4. Subject to 2. above, the Personal and Advertising Injury Limit is the most we will pay under Coverage B for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization.
5. Subject to 2. or 3. above, whichever applies, the Each Occurrence Limit is the most we will pay for the sum of:
 - a. Damages under Coverage A; and
 - b. Medical expenses under Coverage C

because of all "bodily injury" and "property damage" arising out of any one "occurrence".

6. Subject to 5. above, the Damage to Premises Rented To You Limit is the most we will pay under Coverage A because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, while rented to you or temporarily occupied by you with permission of the owner.
7. Subject to 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person.
8. Subject to 2., 4., 5., 6., and/or 7. above, the Per Project Aggregate Limit is the most we will pay under Coverages A, B, and C combined for the sum of:
 - a. Damages under Coverage A;
 - b. Damages under Coverage B; and
 - c. Medical Expenses under Coverage C

arising out of any single Project described above.

9. Subject to 2., 4., 5., 6., and/or 7. above, the Per Location Aggregate Limit is the most we will pay under Coverages A, B, and C combined for the sum of:
 - a. Damages under Coverage A;
 - b. Damages under Coverage B; and
 - c. Medical expenses under Coverage C

arising out of the any single Location described above.

The Limits of Insurance of this Coverage Part apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.


III. The Limits of Insurance shown in the Declarations are deleted in their entirety and replaced by the Limits of Insurance set forth below.

	Limits of Insurance
General Aggregate Limit	\$ 10,000,000
Each Occurrence Limit	\$ 1,000,000
Products-Completed Operations Aggregate Limit	\$ 2,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
Damage to Premises Rented to You	\$ 300,000
Medical Expense Limit	\$ 25,000
Per Project General Aggregate Limit, Per Location General Aggregate Limit or Per Project and Per Location General Aggregate Limit	\$ 2,000,000

IV. SECTION V - DEFINITIONS, is amended to include the following:

23. "Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway, or right-of-way railroad.

All other terms and conditions of this policy remain the same.



Authorized Representative or
Countersignature (in States Where
Applicable)

BLANKET WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy).

This endorsement, effective 12:01 AM 03/01/2023 forms a part of Policy No. WC 080-75-6387

Issued to GOFORTH & MARTI - DBA: GM BUSINESS INTERIORS

By NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA.

We have a right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against any person or organization with whom you have a written contract that requires you to obtain this agreement from us, as regards any work you perform for such person or organization.

The additional premium for this endorsement shall be 2.00 % of the total estimated workers compensation premium for this policy.

Countersigned by _____



Authorized Representative



AGENDA ITEM 9D

Date: July 18, 2023

To: Board of Directors

Prepared by: Milo Ebrahimi, District Engineer

Subject: Approval of Maintenance Service Agreement with PumpMan, LLC to Provide Planned Maintenance Services and Necessary Replacement Parts for the District’s Pump Stations for Fiscal Year 2023/2024

BACKGROUND / DISCUSSION

The District’s sewage operations changed in 2009 with the completion of the Lift Station Facility Improvement Project. WEMCO Hydrostal Pumps are specialty pumps that not many maintenance contractors are able to provide service for.

Periodic lift station maintenance helps limit the District’s liabilities in the event of a lift station failure. The State Water Board looks at all pro-active steps taken by agencies in the event of a failure when determining whether to assess fines.

PumpMan, LLC has provided maintenance services for the District’s four pump stations for several years. In addition to PumpMan, Staff requested cost proposals from two other companies; however, PumpMan is the only company that responded.

<u>Bidders</u>	<u>Cost Per Year</u>
PumpMan	\$46,144 includes wet-well cleaning
Flo-Services	No bid “Bid requested – No response”
Orange County Pump	No bid “Bid requested – No response”

The annual cost for planned maintenance per PumpMan’s proposal will be \$46,144. This is a 5% increase over the previous year. PumpMan’s rate was last increase in 2020. Costs for needed parts and equipment would be extra. Other than the small cost increase, the terms of the proposed Agreement are similar to those in the prior year’s agreement.

RECOMMENDATION

Staff recommends that the Board approve the attached Maintenance Services Agreement with PumpMan, LLC to ensure proper maintenance of all pumps and electrical components at all four lift stations.

FISCAL IMPACT

\$46,144 for the fiscal year of 2023/2024 planned maintenance services. Minor additional amounts for necessary replacement parts and equipment.

Attachment

1. Proposed Agreement and PumpMan, LLC Proposal for FY 2023/2024.

MAINTENANCE SERVICES AGREEMENT

THIS AGREEMENT is made and entered into as of July 18, 2023, by the **MIDWAY CITY SANITARY DISTRICT**, ("DISTRICT") and **PumpMan, LLC.**, a California limited liability company ("CONTRACTOR").

RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Midway City Sanitary District Board authorization dated July 18, 2023.
2. CITY desires to utilize CONTRACTOR to **Provide Maintenance Services and Necessary Replacement Parts for the District's Pump Stations.**
3. CONTRACTOR is qualified by virtue of experience, training, education and expertise to accomplish services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term and Termination.** This Agreement shall cover services rendered from July 1, 2023 through June 30, 2024. This Agreement may be terminated by the DISTRICT or CONTRACTOR without cause upon thirty (30) days written notice. In such event, the DISTRICT will compensate CONTRACTOR for work performed to date in accordance with Section 3.4 of this Agreement. CONTRACTOR is required to present evidence to support performed work completion.
2. **Services to be Provided.** CONTRACTOR shall provide the services, parts and equipment described in the **Proposal (Attachment "A")**, which is attached hereto and incorporated herein by reference. To the extent that there are any conflicts between the provisions described in Attachment "A" and those provisions contained within the main body of this Agreement, the provisions in the main body of this Agreement shall control. The Proposal and this Agreement do not guarantee any specific amount of work. CONTRACTOR warrants that all services and work shall be performed in a competent, professional, and satisfactory manner in accordance with all standards prevalent in the industry.
3. **Compensation.** CONTRACTOR shall be compensated as follows:
 - 3.1 **Amount.** Compensation under this agreement shall be as provided in the Proposal (Attachment "A").

- 3.2 Payment. For work under this Agreement, payment shall be made per invoice for work completed. For extra work not a part of this Agreement, a written authorization by DISTRICT will be required, and payment shall be based on schedule included in the Proposal (Attachment "A"). All work shall be in accordance with the Proposal, and payable in arrears.
- 3.3 Records of Expenses. CONTRACTOR shall keep complete and accurate records of all costs and expenses incidental to services covered by this Agreement. These records will be made available at reasonable times to DISTRICT.
- 3.4 Termination. DISTRICT and CONTRACTOR shall each have the right to terminate this Agreement, without cause, by giving thirty (30) days written notice of termination. If the Agreement is terminated by DISTRICT, then the provisions of paragraph 3 would apply to that portion of the work completed and DISTRICT will compensate CONTRACTOR for work performed to date in accordance with the Proposal (Attachment "A").

4. Insurance requirements.

- 4.1 Commencement of Work. CONTRACTOR shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the DISTRICT. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the DISTRICT of any material change, cancellation, or termination at least thirty (30) days in advance.
- 4.2 Workers Compensation Insurance. During the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.
- 4.3 Insurance Amounts. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:
 - (a) Commercial general liability in an amount of \$1,000,000.00 per occurrence: **claims made and modified occurrence policies are not acceptable**; Insurance companies must be acceptable to DISTRICT and have a Best's Guide Rating of A- Class VII or better, as approved by the DISTRICT.
 - (b) Automobile liability in an amount of \$1,000,000.00 combined single limit: **claims made and modified occurrence policies are not acceptable**; Insurance companies must be acceptable to DISTRICT and have a Best's Guide Rating of A- Class VII or better, as approved by the DISTRICT.

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section 4.3 (a) shall designate DISTRICT, its officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to DISTRICT proof of insurance and endorsement forms that conform to DISTRICT's requirements, as approved by the DISTRICT. DISTRICT acknowledges that CONTRACTOR has provided DISTRICT with acceptable proof of insurance and endorsement forms.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate DISTRICT, its officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to DISTRICT proof of insurance and endorsement forms that conform to DISTRICT's requirements, as approved by the DISTRICT. DISTRICT acknowledges that CONTRACTOR has provided DISTRICT with acceptable proof of insurance and endorsement forms.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respect to DISTRICT, it's officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the DISTRICT, its officers, officials, employees, agents, and volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

If CONTRACTOR maintains higher insurance limits than the minimums shown above, CONTRACTOR shall provide coverage for the higher insurance limits otherwise maintained by the CONTRACTOR.

5. **Non-Liability of Officials and Employees of the District.** No official or employee of DISTRICT shall be personally liable to CONTRACTOR in the event of any default or breach by DISTRICT, or for any amount which may become due to CONTRACTOR.
6. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.
7. **Independent Contractor.** It is understood and agreed to that CONTRACTOR, including CONTRACTOR's employees, shall act and be an independent contractor(s) and not an agent(s) or employee(s) of the DISTRICT, and shall obtain no rights to any benefits which accrue to DISTRICT'S employees, and that no relationship of employer-employee exists between the parties. CONTRACTOR's assigned personnel shall not obtain or be entitled to any rights or benefits that accrue to, or are payable to, DISTRICT employees, and CONTRACTOR shall so inform each employee

organization and each employee who is hired or retained under this Agreement. DISTRICT is not required to make any deductions or withholdings from the compensation payable to CONTRACTOR under the provisions of this Agreement, and is not required to issue W-2 Forms for income and employment tax purposes for any of CONTRACTOR's assigned personnel. CONTRACTOR hereby expressly assumes all responsibility and liability for the payment of wages and benefits to its assigned personnel, and all related reporting and withholding obligations. CONTRACTOR hereby agrees to indemnify and hold DISTRICT harmless from any and all claims or liabilities that DISTRICT may incur arising from any contention by any third party, including, but not limited to, any employee of CONTRACTOR or any federal or state agency or other entity, that an employer-employee relationship exists by reason of this Agreement, including, without limitation, claims that DISTRICT is responsible for retirement or other benefits allegedly accruing to CONTRACTOR's assigned personnel.

8. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government. CONTRACTOR shall comply with, and shall be responsible for causing all contractors and subcontractors performing any of the work pursuant to this Agreement to comply with, all applicable federal and state labor standards, including, to the extent applicable, the prevailing wage requirements promulgated by the Director of Industrial Relations of the State of California Department of Labor.
9. **Notices.** All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.

(CONTRACTOR)

PumpMan, LLC.
Attention: General Manager
5020 Bleecker Street
Baldwin Park, CA 91706

(DISTRICT)

Midway City Sanitary District
Attention: General Manager
14451 Cedarwood Avenue
Westminster, CA 92863

(WITH COPY TO)

Midway City Sanitary District
Attention: General Counsel
14451 Cedarwood Avenue
Westminster, CA 92863

10. **Contractor's Proposal.** This Agreement shall include CONTRACTOR'S proposal or bid which shall be incorporated herein by reference. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

11. **Licenses, Permits, and Fees.** At its sole expense, CONTRACTOR shall obtain all permits, and licenses as may be required by this Agreement.
12. **Familiarity with Work.** By executing this Agreement, CONTRACTOR warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of the work under this Agreement. Should CONTRACTOR discover any latent or unknown conditions materially differing from those inherent in the work or as represented by DISTRICT, it shall immediately inform DISTRICT of this and shall not proceed, except at CONTRACTOR'S risk, until written instructions are received from DISTRICT.
13. **Time of Essence.** Time is of the essence in the performance of this Agreement.
14. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability, and reputation of CONTRACTOR, its principals and employees were a substantial inducement for DISTRICT to enter into this Agreement. CONTRACTOR shall not contract with any other entity to perform the services required without written approval of the DISTRICT. This Agreement may not be assigned voluntarily or by operation of law, without the prior written approval of DISTRICT. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to DISTRICT for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and DISTRICT. All persons engaged in the work will be considered employees of CONTRACTOR. DISTRICT will deal directly with and will make all payments to CONTRACTOR.
15. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.
16. **Prevailing Wages.** The DISTRICT has been advised that the Prevailing Wages Law applies to the work. CONTRACTOR and its subcontractors must be registered with the California Department of Industrial Relations pursuant to Labor Code Section 1725.5. This Agreement shall not be effective until CONTRACTOR provides proof of registration to the DISTRICT. CONTRACTOR shall be responsible for CONTRACTOR's compliance in all respects with the Prevailing Wage Law, including the payment of the prevailing wage rates to all the laborers involved, and with California Labor Code Section 1770 et seq., including the keeping of all records required by the provisions of Labor Code Section 1776 and the implementing administrative regulations. CONTRACTOR shall submit payroll records to the Labor Commissioner pursuant to Labor Code section 1771.4(a)(3) and shall comply with the job site notices posting requirements established by the Labor Commissioner pursuant to Title 8,

California Code of Regulations Section 16461(e) or other regulation promulgated pursuant to Labor Code Section 1771.4(a)(2). Pursuant to Labor Code Section 1771.4, this Project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations. The DISTRICT shall be a third party beneficiary of the forgoing covenant with rights to enforce the same as against the CONTRACTOR.

17. **Indemnification.** CONTRACTOR agrees to protect, defend, and hold harmless DISTRICT and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages, for injury or death of any person, or damage to property, or interference with use of property, arising out of performance of the Agreement by CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR. The only exception to CONTRACTOR'S responsibility to protect, defend, and hold harmless DISTRICT, is due to the negligence of DISTRICT, or any of its elective or appointive boards, officers, agents, or employees.

18. **Limitation of Liability.** CONTRACTOR'S total liability to DISTRICT under this Agreement, including indemnity, liquidated damages, actual damages, special damages and consequential damages, is limited to (a) the coverage offered and paid by the Seller's insurers under the insurance policies issued by Catlin Specialty Insurance Company (\$2 Million General Aggregate for General Liability, Products/Completed Operations), Financial Pacific Insurance Company (\$1 Million Excess Liability and \$1 Million Automobile Liability), and State Compensation Insurance Fund (Workers Compensation) for risks or damages covered by such insurance; and (b) a maximum of 30% of the compensation payable to CONTRACTOR under this Agreement for all other liabilities, including liquidated/actual damages, due to delivery delays.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS THEREOF, these parties have executed this Agreement on the day and year shown below.

Date: _____

**"DISTRICT"
MIDWAY CITY SANITARY DISTRICT**

By: _____
Tyler Diep
Board President

ATTESTED:

Andrew Nguyen
Board Secretary

Date: _____

Date: _____

**"CONTRACTOR"
PumpMan, LLC.**

By: _____
Gabriel Carbajal
General Manager

State Lic. 1024442
DIR No. 1000007580
Tax ID No. 95-4131831

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to District.

APPROVED AS TO FORM:

General Counsel
Midway City Sanitary District

Date: _____

ATTACHMENT "A"
CONTRACTOR'S PROPOSAL



PUMP SYSTEM PLANNED MAINTENANCE AGREEMENT



DATE 6/30/23 TERM OF AGREEMENT IS FROM 7/1/23 TO 7/1/24

St. Lic. 1024442

AUTOMATICALLY RENEWABLE AND MAY BE CANCELLED BY EITHER PARTY WITH A 60 DAY WRITTEN NOTICE

Billing Information		Job Information	
Name	Midway City Sanitary District	Name	Same
Address	14451 Cedarwood Ave.	Address	
City	Westminster, CA 92683	City	
Phone	714-893-3553	Phone	
Contact	Robert Housley	Contact	

General terms and conditions on page 3.

The basic purpose of this agreement is for customer to retain PumpMan to provide a predetermined number of planned maintenance service calls during the agreed upon time interval, utilizing PumpMan service personnel to clean, inspect, calibrate and service customer's equipment. A full description of these services and rates are set forth below. If customer's equipment requires additional repairs or maintenance beyond the scope of this agreement, the customer will be notified in advance and PumpMan will provide a quotation for the needed work, upon customers approval PumpMan will perform the repairs. PumpMan will also provide customer with 24-hour emergency service on a preferred customer basis. Costs will be quoted at time of service.

PUMPMAN AGREES TO PROVIDE THE FOLLOWING SERVICES:

- 1) **Clean** and remove any buildup of debris in wet well and on equipment (pumps, floats and controls).
- 2) **Inspect** and check all equipment described, to be in proper working order, including lubrication, if necessary.
- 3) **Calibrate** and check controls to ensure that the equipment is functioning at the right times and intervals specific to their application.
- 4) **System Check List** Complete planned maintenance checklist and system test. A copy of completed Maintenance Report will be sent to customer following each service.

Notes regarding cleaning: For storm water receptors, removal of up to 20 (twenty) gallons of debris is included. Any additional debris removal, if necessary, will be at additional cost, customer will be notified in advance.

For sewage receptors, if the need arises to evacuate sewage from the receptor for service and/or to repair pump, vacuum truck charges will be additional to this agreement, unless stated otherwise. Customer will be notified in advance if such cost becomes necessary.

If hazardous waste such as car oil, paint, cleaning fluids, battery acid, etc., are present in debris of any receptor for storm water or sewage, removal will be handled by a licensed hazardous waste removal company. The cost of such removal will be in addition to this agreement. Customer will be notified in advance if such cost becomes necessary.

Should replacement of parts or equipment be required, the customer will be notified and will receive a separate invoice.

System 1	
Location	Hammon Pump Station
Description	Duplex sewage pump system w/control panel.

System 2	
Location	Willow Pump Station
Description	Duplex sewage pump system w/control panel.

Maintenance Interval		
<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Biannual		
Approximate Service Months	July	October
	January	April
Annual Planned Maintenance Cost		\$46,144.00

I have read and understand the general terms and conditions.

Name _____

Title _____

Signature _____

Date _____

Authorized Signature -Scott Houchins- PumpMan

24 hours 7 days

(877)PUMPMAN 786-7626 Fax: (626)939-0346

5020 Bleecker St, Baldwin Park, California 91706-1706

Scott Houchins



PUMP SYSTEM PLANNED MAINTENANCE AGREEMENT



DATE 6/30/23 TERM OF AGREEMENT IS FROM **7/1/23 TO 7/1/24**

St. Lic. 1024442

AUTOMATICALLY RENEWABLE AND MAY BE CANCELLED BY EITHER PARTY WITH A 30 DAY WRITTEN NOTICE

Billing Information		Job Information	
Name	Midway City Sanitary District	Name	Same
Address	14451 Cedarwood Ave.	Address	
City	Westminster, CA 92683	City	
Phone	714-893-3553	Phone	
Contact	Robert Housley	Contact	

General terms and conditions on page 3.

The basic purpose of this agreement is for customer to retain PumpMan to provide a predetermined number of planned maintenance service calls during the agreed upon time interval, utilizing PumpMan service personnel to clean, inspect, calibrate and service customer's equipment. A full description of these services and rates are set forth below. If customer's equipment requires additional repairs or maintenance beyond the scope of this agreement, the customer will be notified in advance and PumpMan will provide a quotation for the needed work, upon customer's approval PumpMan will perform the repairs. PumpMan will also provide customer with 24-hour emergency service on a preferred customer basis. Costs will be quoted at time of service.

PUMPMAN AGREES TO PROVIDE THE FOLLOWING SERVICES:

- 5) **Clean** and remove any buildup of debris in wet well and on equipment (pumps, floats and controls).
- 6) **Inspect** and check all equipment described, to be in proper working order, including lubrication, if necessary.
- 7) **Calibrate** and check controls to ensure that the equipment is functioning at the right times and intervals specific to their application.
- 8) **System Check List** Complete planned maintenance checklist and system test. A copy of completed Maintenance Report will be sent to customer following each service.

Notes regarding cleaning: For storm water receptors, removal of up to 20 (twenty) gallons of debris is included. Any additional debris removal, if necessary, will be at additional cost, customer will be notified in advance.

For sewage receptors, if the need arises to evacuate sewage from the receptor for service and/or to repair pump, vacuum truck charges will be additional to this agreement, unless stated otherwise. Customer will be notified in advance if such cost becomes necessary.

If hazardous waste such as car oil, paint, cleaning fluids, battery acid, etc., are present in debris of any receptor for storm water or sewage, removal will be handled by a licensed hazardous waste removal company. The cost of such removal will be in addition to this agreement. Customer will be notified in advance if such cost becomes necessary.

Should replacement of parts or equipment be required, the customer will be notified and will receive a separate invoice.

System 3	
Location	Brookhurst Pump Station
Description	Duplex sewage pump system w/control panel.

System 4	
Location	Westminster Pump Station
Description	Duplex sewage pump system w/control panel.

Maintenance Interval		
<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Biannual		
Approximate Service Months	July	October
	January	April
Annual Planned Maintenance Cost		\$See page 1

I have read and understand the general terms and conditions.

Name _____
 Title _____
 Signature _____
 Date _____

Authorized Signature -Scott Houchins- PumpMan

24 hours 7 days

(877)PUMPMAN 786-7626 Fax: (626)939-0346

5020 Bleecker St, Baldwin Park, California 91706-1706

Scott Houchins

GENERAL TERMS AND CONDITIONS

1. PumpMan makes the following warranties:
 - a. All work performed by PumpMan will be done in accordance with applicable codes and applicable trade standards and practices.
 - b. All parts utilized by PumpMan shall be warranted for 60 (sixty) days from the date of installation. Any further warranting of parts will be in accordance with the warranty passed on by the manufacturer of the parts.PumpMan limits its liability under this agreement to the providing of parts and labor to correct any work not performed as described above. In no event shall PumpMan be liable to the customer, with or without notice, for any form of incidental, consequential, or other indirect damages. Except as provided for herein, there are no other warranties, express or implied, including without limitation warranties of merchantability or fitness for an express purpose.
2. Customer agrees to pay all charges within 30 (thirty) days. Should customer be late in the payment of any invoice, late charges of 1½% per month (18% annually) will be applied to the unpaid balance, said delay is also deemed to be a material breach of this agreement.

It is also understood that in the event of any alterations to customer's equipment during the term of the agreement that necessitates an increase in the number of service and maintenance hours required of PumpMan under this agreement, or a similar increase in the cost of materials to perform these services. PumpMan may amend costs by giving written notice of the change. Such necessary changes will be billed to customer and customer will pay for it on the first applicable invoice. This paragraph shall prevail over any other paragraph or provision of this agreement relating to rates and charges.

3. Customer warrants to PumpMan that they will follow all user maintenance prerequisites and use their own applicable good judgment in regards to protection and care of equipment described herein.
4. In no event shall PumpMan be responsible for events beyond their reasonable control, including but not limited to strikes, riots, acts of the public enemy, fire, floods, windstorms, earthquakes, power failures or other such natural phenomena.
5. This agreement constitutes the entire agreement between the parties. Nothing contained in any other document unless expressly referred to in this agreement shall modify this agreement. There are no other terms and conditions, express or implied, written or oral, except as set forth in this agreement. This agreement may only be modified by written agreement between the parties when signed by an authorized representative.
6. This agreement and its terms and conditions automatically renew and shall continue for a like period and on the same terms, conditions and rates as provided for herein, unless either party provides written notice to the other within 60 (sixty) days of the expiration of this agreement that the services are not to be continued for the next similar term. Either party may limit the term of any extension by the same 60 (sixty) day written notice.

Should PumpMan deem it necessary to change any of the rates set forth, it may do so by this 60 (sixty) day written notice. If after receipt of notice or increase in rates customer does not wish to continue the services, the customer must notify PumpMan in writing within 30 (thirty) days of receipt of the notice on increase in rates.

Failure by any party to give required notice of a non-renewal, cancellation, change in rates or non-acceptance thereof shall automatically extend this agreement on the same terms and conditions set forth herein and with such rates as may have been submitted by PumpMan to the customer.

7. Customer expressly authorizes PumpMan to undertake emergency repairs without any further prior authorization from customer should such repairs or services be required. In such event, customer will pay PumpMan at their usual rates.
8. In the event of any conflict between these terms and conditions and any order or request submitted by customer to PumpMan, these terms and conditions shall prevail.

Customer Signature

Contractors are required by law to be licensed and regulated by the Contractors' State License Board, which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violations. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, PO Box 26000, Sacramento, CA 95826.