

Sunset Beach Sanitary District Record Retention Policy

A. Purpose: The Sunset Beach Sanitary District (District) is dedicated to providing guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements. "Definitions for Records Retention and Disposal Policy" can be found in Appendix A and "Record Retention Summary" in Appendix B of this policy.

Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

B. Authorization: The District Clerk is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

C. Guidelines: Pursuant to the provisions of California Government Code §§60200 through 60204, State Controller's office guidelines, and the County of Orange Auditor-Controller's Office, the following qualifications will govern the retention and disposal of records of the Sunset Beach Sanitary District.

1. Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

2. Originals of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3. In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

4. Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

a) The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copies to an approved electronic media;

b) The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

c) The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions is made for preserving, examining, and using the same, together with documents stored via electronic media.

5. Any accounting record, except the journals and ledgers, which are more than five years old and which were prepared or received in any manner other than pursuant to State or Federal statute may be authorized for destruction, provided that:

a) There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc;

b) There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

c) Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

d) Said audit or audits contain the expression of an unqualified opinion.

6. Any accounting record created for a specific event or action may be destroyed five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

- a) Duplicated (original-subject to aforementioned requirements).
- b) Rough drafts, notes or working papers (except audit).
- c) Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

7. All assessment records may be destroyed after retention twelve years from lien date; however, assessment records may be destroyed three years after the lien date when said records are microfilmed as provided for section 4, above.

8. Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, should be retained until final payment, and thereafter may be destroyed in 10 years (or less if microfilmed as provided for in section 4 above). Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

9. Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form.

10. Construction contracts and agreements, including such records as bids, correspondence, change orders, etc., shall be kept for a minimum of ten years, unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus ten years. As-built plans, design, construction or conversion of any public facility or works shall be retained permanently.

11. Contracts and agreements other than construction should be retained for four years after termination/completion. Any unaccepted bid or proposal for the construction or

installation of any building, structure or other public work which is more than two (2) years old may be destroyed.

12. Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

D. Retention of Electronic Mail (E-Mail) Policy:

1. The purpose of this portion of the policy is to: provide guidelines to staff regarding the retention or disposal of the District's electronic mail ("e-mail") which generates correspondence and other documentation considered public records (hereinafter "Official District Records") in need of protection/retention in accordance with the California Public Records Act (Gov. Code §§ 6250-6276.48).

2. The District may receive requests for inspection or production of documents pursuant to the Public Records Act, as well as demands by subpoena or court order for documents. In the event a records request or court-issued demand is made for e-mail, the employees having control over such e-mail, once they become aware of the request or demand, shall use their best efforts, by any responsible means available, to temporarily preserve any e-mail which is in existence until it is determined whether such e-mail is subject to preservation, public inspection or disclosure.

3. The Public Records Act states that "public records" include "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics." (Gov. Code § 6252, subd. (e)). The Public Records Act also defines "writing" as "handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and any record thereby created,

regardless of the manner in which the record has been stored.” (Gov. Code § 6252, subd. (g))

4. According to the preceding definitions, e-mail messages and any attachments regardless of format are, in fact, public records and are subject to the provisions of the Public Records Act as well as legal requirements for retention of public records. The preceding definitions also include any messages sent through a cell phone or other electronic device that end up as e-mail to or from any District employee.

5. It is the responsibility of individual employees to determine if e-mail is an Official District Record which must be retained in accordance with the District's Records Retention Policy. Generally, an e-mail message and any attachments regardless of format may be considered an Official District Record if it: (1) is created or received in connection with official District business; (2) documents the formulation and implementation of District policies and decisions; or (3) initiates, authorizes or completes a transaction of official District business.

6. Preliminary drafts, notes or interagency or intra-agency memoranda which are not retained by the District in the ordinary course of business are generally not considered to be Official District Records subject to disclosure. Employees are encouraged to delete documents which are not otherwise required to be kept by law or whose preservation is not necessary or convenient to the discharge of your duties or the conduct of the District's business. Examples of e-mail messages that are not generally considered Official District Records may include: (1) personal messages and announcements not related to official District business; (2) messages with attached copies or extracts of documents distributed for convenience or reference (with the original documents being preserved according to the District's Records Retention Policy); and (3) messages that are essentially cover notes or distribution slips. The District's General Counsel can assist you in determining whether an e-mail message is required to be retained and/or is necessary or convenient to the discharge of your duties or the conduct of the District's business.

7. Any e-mail message, including any attachments regardless of format, which can be considered an Official District Record must be preserved in accordance with the retention periods specified in the District's Records Retention Policy. Generally, the District employee who sends an e-mail that qualifies as an Official District Record should be the person responsible for preserving that e-mail, but persons responsible for a particular program or project file shall also be responsible for preserving all e-mail they send or receive related to that program or project. District employees may print and file hard copies of e-mail messages that must be preserved. Employees may also save e-mail messages electronically, in electronic folders separate from their regular e-mail inboxes. However, all e-mail messages that are retained electronically must be easy to retrieve, view and print out, if necessary.

8. In addition, any e-mail messages that relate to a claim or a potential claim against the District must be preserved. Likewise, any e-mail messages that may relate to a lawsuit filed against the District, even if a subpoena or court order for such e-mail messages has not yet been issued, must be preserved. Under newly enacted federal rules regarding electronic discovery, any information stored electronically, including e-mail messages, must be produced for a requesting party. A court can impose severe penalties if e-mail messages relevant to a lawsuit are deliberately destroyed when it is known, or should have reasonably been anticipated, that a claim or lawsuit could be filed against the District. There are no penalties if electronic information is "lost" through "the routine operation of an electronic information system" (i.e., automatic deletion after a period of time; automatic overwriting of backup tapes, etc.). (Rule 37(f) of the Federal Rules of Civil Procedure.) However, the District has a duty to preserve any relevant data when there is even a hint of possible litigation. Therefore, when District employees become aware of a potential claim, an actual claim, or a lawsuit against the District, they must preserve any e-mail messages and attachments that have any information relevant to that matter. The District's General Counsel can provide you with guidance on these issues.

Appendix A
Definitions for Records Retention and Disposal Policy

- A. Authorization: Approval from the District Clerk, as authorized by the District's Board of Directors.
- B. Accounting Records: Include but are not limited to the following:
1. Source Documents:
 - a) Invoices
 - b) Bank Deposits/Receipts
 - c) Claims Transmitted for Payment to County Auditor-Controller
 - d) Bank Statements and Reconciliations
 - e) Checks
 2. Registers / Journals:
 - a) Petty Cash Disbursements/Receipts Register
 - b) Payroll Cash Disbursements/Receipts Register
 3. Ledgers
 - a) Balance Sheet Ledger Report
 - b) Revenue Ledger Report
 - c) Expenditure Ledger Report
 - d) Assets/Depreciation
 4. Trial Balance Reports
 5. Statements (Interim or Certified - Individual or All Fund)
 - a) Balance Sheet
 - b) Analysis of Changes in Available Fund Balance
 - c) Fixed Assets and Depreciation
 - d) Statements of Revenues and Expenses
 6. Payroll and personnel records include but are not limited to the following:
 - (1) Accident reports, injury claims and settlements
 - (2) Applications, changes or terminations of employees
 - (3) Earnings records and summaries
 - (4) Job Descriptions
 - (5) Medical Histories
 - (6) Retirements
 - (7) Time Cards

C. Record: Any paper, photograph, drawing, chart, blueprint, map, tape or microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

D. Record Copy: The official District copy of a document or file.

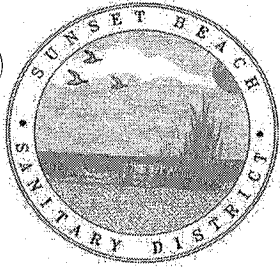
E. Records Disposal: The planning for and/or the physical operation involved in the authorized destruction of records pursuant to the approved Records Retention Schedule.

F. Records Retention Summary: The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

G. Vital Records: Records which, because of the information they contain, are essential to one or all of the following:

1. The resumption and/or continuation of operations;
2. The recreation of legal and financial status of the District, in case of a disaster;
3. The fulfillment of obligations to bondholders, customers, and employees.
4. Vital records include but are not limited to the following:

- a) Agreements
- b) As-built drawings
- c) Audits
- d) Deeds
- e) Depreciation schedule
- f) District insurance records
- g) Employee accident reports, injury claims & settlements
- h) Employee earning records
- i) Facility improvement plans
- j) Individual claims/settlements
- k) Ledgers
- l) Licenses & permits
- m) Loans & grants
- n) Maps
- o) Minutes of Board meetings
- p) Payroll register
- q) Policies, Ordinances, Rules & Regulations



Sunset Beach Sanitary District

Brown Act Policy

- A. Purpose:** The Sunset Beach Sanitary District (the District) is dedicated to providing access, public input and transparency regarding its meetings, operations and policies. Accordingly, the Sunset Beach Sanitary District is dedicated to adhering to the "Brown Act".
- B. Brown Act Defined:** The Brown Act is defined as the Ralph M. Brown Act as codified in California Government Code §54950 et seq. It is the intent of this law that the actions and deliberations of public agencies are conducted openly.
- C. Agendas:** The District Clerk will prepare and post an Agenda at least 72 hours prior to General Meetings of the Board, other than Special and Emergency Meetings as defined below. Agendas will be posted at the Sunset Beach Post Office bulletin board, the Surfside Colony Post Office bulletin board, and the District's website: www.sunsetbeachsd.org. The Agenda will also be emailed to Board Members and Staff, and any member of the public upon request.
1. Any Board member may request that a specific item be placed on the Agenda for discussion, review, and/or for possible action to be taken by contacting the District Clerk before posting.
 2. Any Staff member, including independent contractors of the District, may request that a specific item be placed on the Agenda for discussion, review, and/or for possible action to be taken by contacting the District Clerk before posting.
 3. Any member of the public may request that a specific item be placed on the Agenda for discussion, review, and/or possible action by contacting the District Clerk. However, if the District Clerk believes that a particular item is not within the District's jurisdiction, the District Clerk will contact the District President to decide whether or not to include such item on the Agenda. If a member of the public disagrees with a decision not to place an item on the Agenda, he or she may appeal to the Board of Directors during the Community Input section of the Agenda. If a majority of Board Members agree, the item may be placed on a future Board Meeting Agenda.

4. All information made available to Board members (except confidential information allowed by State law per legal counsel authority) shall be available for public review through the District Clerk.

5. Every Agenda will include instructions on how to contact the District Clerk to arrange for special accommodations which may be required in order to attend a Board Meeting.

6. Every Agenda will include Community Input as Item number one, in order to allow members of the public to bring matters within the District's jurisdiction to the Board. However, no action will be made on these items until they have been included on a future Agenda.

7. In the rare situation whereby the Board President, or a majority of Board Members, determines that immediate action needs to be taken, an Agenda for a Special Meeting will be posted at least 24 hours before the meeting. If such situation is deemed to be an Emergency as defined below, an Agenda will be posted at least one hour before the Emergency Meeting.

C. Board Meetings:

1. **General Meetings of the Board:** Members of the Board will generally meet on the second Thursday of each month at 6:30 p.m. The regular meeting place is at the Sunset Beach Woman's Club, located at 16812 Bayview Drive, Sunset Beach, CA 90742. However, due to the regular meeting facility being unavailable on the second Thursday in the month of December, this monthly meeting date will be set during the November General Meeting of the Board.

2. **Special Meetings:** The Board President, or a majority of the Board, may call for a Special Meeting in the rare instance in which it is determined that immediate action pertaining to a certain item is required. No other items shall be considered by the Board at these meetings.

3. **Emergency Meetings:** In the occurrence of an emergency situation, whereby the public's safety or health is threatened and immediate action is required, the Board may hold an Emergency Special Meeting without complying with the 24-hour Special Meeting notice. An emergency situation occurs when environmental, operational or medical situations create an immediate need for action in order to minimize detrimental effects to the District's public. An emergency situation will be declared the Board President or a majority of the Board. The notice of the Emergency Meeting will be posted by the District Clerk

on the District's website at least one hour before the meeting. Any action taken by the Board will be posted on the Sunset Beach Sanitary District's website: www.sunsetbeachsd.org as soon as it's feasible.

4. Closed Sessions: Closed sessions of the Board of Directors will be included on Board Meeting Agendas after the item for Adjournment. Closed sessions will only be held when the business of the Board of Directors meets the criteria set forth in the Ralph M. Brown Act (California Government Code §54950 through §54963). Closed session matters may include litigation or potential litigation, labor negotiations, real estate negotiations, or matters relating to the employment status of public employees. No business other than that announced on the public agenda may be discussed in the closed session. After the Closed Session has concluded, the General Meeting of the Board will be re-opened by the Board President, and the Board Secretary will announce what, if any, actions were taken during the closed session. The General Meeting of the Board will then re-adjourn.

5. Annual Board of Equalization Meeting: Once a year, an Annual Board of Equalization Meeting of the District's Board of Directors will be held in order to hear public comment, review, discuss, and possibly accept the Assessor's Annual Assessment Roll of sewerage, trash collection and additional restaurant sewer-cleaning fees. This meeting will occur after the Board has set and published the annual fees in either May or June, and the Assessor has prepared the preliminary Assessment Roll for presentation. The meeting will immediately precede the monthly General Meeting of the Board and will have a separate agenda to be posted in the same manner as general meeting agendas.

D. Quorum Required: In order for any action to be taken at a meeting, a minimum of three out of five Board Members must be present.

E. Majority Vote: Action can only be taken by a majority vote of the Board Members present.

F. Recording of Votes: Board members may either vote Aye, Noe, or Abstain on an Agenda item. If Board members unanimously vote on an item, the Board Meeting minutes will record so. If a vote is not unanimous, all Ayes, Noes, and Abstentions will be recorded.

G. Abstentions: A Board member may abstain from any vote, and such abstention will be so noted in the minutes. Moreover, if any Board Member appears to have a Conflict of Interest, as determined by a majority vote of the Board members, as it relates to a specific Agenda Item, then such Board Member will be required to Abstain from voting. This abstention due to a conflict of interest will also be noted in the minutes.

H. Action by Consensus: The Board of Directors, by consensus and without formal action, may give directions or instructions to the District Clerk.

I. Open-Meeting Law: Under provisions of California's Ralph M. Brown Act open-meeting law, all meetings of the Board are open to the public except for closed sessions. Meetings which are not preceded by the posting of an official Agenda as outlined above are strictly prohibited and may result in the removal of a Board member from office.

1. The term Meeting is broadly defined as a gathering of a majority of Board members discussing District business and/or operations.

2. A Meeting is also broadly defined as "serial or chain" conversations, when one Board member speaks to another, whom speaks to another, regarding District business and/or operations, either via telephone or electronically.

3. The only allowable type of Board Meeting is one which is properly noticed with the posting of an Agenda as described above.

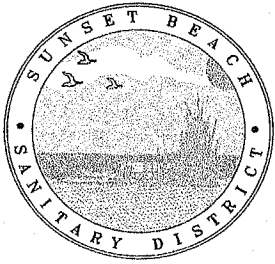
4. The Brown Act does allow Board members to individually engage with members of the public.

5. The District Clerk will provide adequate accessibility as requested by Board members, Staff and the public.

J. Teleconferencing: Effective September 16, 2021, due to the Covid-19 pandemic, the Brown Act has been amended to allow for the District to meet via teleconference through January 1, 2024. The following procedures regarding meetings held via teleconference are outlined below:

1. At least 72 hours before a scheduled meeting, the Board President or a majority of Board members will declare whether a teleconference meeting is required due to public health concerns.

2. Agendas will be posted following the procedures noted above. However, in addition, the Agenda will include instructions for the public to join the teleconference meeting either via the internet or a call-in.



Sunset Beach Sanitary District

P.O. Box 1185
Sunset Beach, CA 90742
(562) 493-9932
www.sunsetbeachsd.org

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Todd Healy, Asst. Supt. (714) 818-2987 c surffrog6@yahoo.com
17191 Autumn Cir.
Huntington Beach, CA 92647

Eric Schlange, Asst. Supt. (562) 786-7639 c schlangeeric@gmail.com
P.O. Box 1264
Sunset Beach, CA 90742

Chris Montana, Clerk (714) 840-7077 h blueskyhb@aol.com
3842 Montego Drive (714) 889-8150 c
Huntington Beach, CA 92649

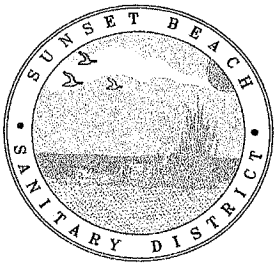
Thomas M. Dawes, District Engineer (714) 655-4811 c jeantom3@verizon.net
6901 Vista Del Sol Drive (714) 847-7826 h jeantom714@gmail.com
Huntington Beach, CA 92647

Wes Beverlin, District Counsel (213) 680-5111 w beverlin@lbbslaw.com
Lewis Brisbois Bisgaard & Smith LLP
633 W. Fifth St., Suite 4000
Los Angeles, CA 90071

Republic Services (Rainbow Disp.) (714) 465-7971 work cell
Armando Duarte, Primary Contact (714) 469-4995 personal cell
Debbie Killey, Municipal Mgr (714) 330-3069
(714) 847-3581 customer service

Flo-Services, Inc. (818) 847-2188 corporate
John Krukowski, owner (818) 262-8392 owner's personal cell
3010 Floyd St. owner's personal email:
Burbank, CA 91504 john@flo-servicesinc.com

Performance Pipeline (714) 536-7386 corporate
Gene Glassburner, owner (714) 350-2131 owner's personal cell
5305 Industrial Drive owner's personal email:
Huntington Beach, CA 92649 geneppt@aol.com



Sunset Beach Sanitary District

P.O. Box 1185
Sunset Beach, CA 90742
(562) 493-9932
www.sunsetbeachsd.org

ROSTER – January 1, 2022

Board of Directors:

Telephone

E-mail address

Graham K. Hoad, President
P.O. Box 1692
Sunset Beach, CA 90742

(562) 230-0007 c graham90742@gmail.com

John H. Woods, Secretary
P.O. Box 262
Sunset Beach, CA 90742

(562) 592-5681 h omageorgia2@yahoo.com

Bernard H. Hartmann, Treasurer
P.O. Box 292
Sunset Beach, CA 90742

(562) 665-2894 c hartmannsb@gmail.com

Dave Evans
P.O. Box 342
Surfside, CA 90743

(714) 373-3960 w dave.evans@lgesales.com
(714) 336-1128 c

K.C. Coultrup
P.O. Box 381
Surfside, CA 90743

(562) 884-5480 c coultrup@hotmail.com

Staff and Outside Contractors:

Brad Vanmalsen, Superintendent
P.O. Box 344
Surfside, CA 90743

(714) 330-3728 – District Cell Phone
(562) 637-3362 c bradvanmalsen@icloud.com

Rolf Pridham, Superintendent II
P.O. Box 1098
Sunset Beach, CA 90742

(714) 206-3617 c rolf.pridham@yahoo.com

SUNSET BEACH SANITARY DISTRICT

SSMP Appendix O Accidental Sewage Spill Procedures May, 2023

Introduction.

There are three things to do promptly in the event of a Sanitary Sewer Overflow (SSO): (1) Stop the spill; (2) Clean up the overflow; and (3) notify the proper authorities. After these three things are accomplished, there are other things to do. Failure to comply can result in fines over \$10,000 per day per violation. **Read the Spill Emergency Response Plan, Element 6 of this SSMP.**

Stop the Spill.

If it's a plugged line, call out a line cleaner. Use the one who can get out the fastest. If the pump station is malfunctioning, and lack of SCE or generator power is not the problem, call out one of the private companies that work on our stations for help. You may have to call line cleaners to set up a vacuum truck bypass of the plug or pump station. Stop the sewage from entering the storm drains, and the receiving waters as soon as possible.

Clean up the Overflow.

Call out assistant superintendents to help secure the spill (i.e., place sand or sand bags to contain the sewage). You can call a line cleaner with a vacuum truck to suck up sewage. Consider disinfection using hypochlorite. It's best to call the Orange County Health Department before using disinfection if that disinfected sewage will reach the bay or ocean; if it's a small discharge they may prefer not to use disinfection.

Notify the Proper Authorities.

Again, be familiar with Element 6 of this SSMP and Attachment E1 and E2 of the order (Appendix A). There are 4 Categories of sewage spills, briefly summarized as follows:

<u>Spill Category</u>	<u>Description</u>
1	Spill of any volume that results in a Discharge to a surface water and not recovered. All category 1 spills must be reported within 3 business days and a certified spill report submitted in 15 calendar days.
2	Spill of 1,000 gallons or more that does not discharge to a surface water. All category 2 spills must be reported within 3 business days and a certified spill report submitted min 15 calendar days.

- 3 Spill of 50 gallons to 1,000 gallons that does not discharge to a surface water. All category 3 spills must be reported within 30 calendar days.
- 4 Spill of less than 50 gallons. All category 4 spills must be reported annually.

The above table highlights the spill requirements. The reporting requirements are detailed in Appendix E-1 and E-2 of the 2022 Order (See Appendix A). For a category 1 spill, a spill greater than 1,000 gallons, the reporting requirements vary with the spill size. There are numerous and significant reporting requirements for all four categories detailed in the 2022 Order. All reporting is done in the California Integrated Water Quality System (CIWQS). The California Office of Emergency Services (OES) must be notified: 800-852-7550.

Private Lateral Sewage Discharge (PLSD): Try to contact the owner, and get them to act. If they will not act, or contact unavailable, act, and stop the spill and clean it up. Document your efforts and cost and take plenty of pictures. We will bill them for the cost. Follow notification and reporting as described above.

Other Notifications

The Santa Ana Regional Water Quality Control Board should be notified by the California OES. That is probably not true for the Orange County Health Care Agency (OCHCA). Therefore, it will be the policy of the SBSB to notify the following agencies, as appropriate:

1. Notify the OCHCA. Mike Fennessy, 714-433-6280; or Dan Yokoyama, 714-433-6288, or Larry Brennier, 714-433-6284, or Larry Honeybourn, 714-433-6015. After hours, call Control 1, 714-628-7008.
2. City of Seal Beach. 562-431-2527.
3. City of Huntington Beach. 714-960-8861.
4. Caltrans. 949-559-7888.

If you cannot get the help you need, you can call the business office of the city police or fire department, or CHP.

Notify the District Clerk, Chris Montana, at once (714-840-7077, cell 714-889-8150). She is the District's official reporter to the OES and it is best if she notifies the OES. If she is unavailable, call the OES yourself (800-852-7550).

Notify the District Engineer, Tom Dawes (home 714-847-7826, cell 714-655-4811) and the Board President, Graham Hoad (714-230-0007). You may wish to contact the RWQCB at 951-782-4130, although OES is supposed to do that.

Report Information

Write down every action and the time it happened. Our 'Fill in the blanks' Spill Worksheet should be helpful for this.

Estimating the Volume of the Spill

Estimate the size of the spill. Note the duration of the spill, and the SSO rate. If the spill is contained, estimate the wet area and the depth. We have some methods available to help calculate flow rate and the volume of the spill that can best be used after the spill is dealt with if you take pictures and make good notes on the area, depth, flow rate, time etc.

We will file the necessary reports in accordance with the monitoring and reporting program contained above. Review this document to help you take down the necessary information and data to aid in the filing of the report.

Contact Information

See Appendix N.



COUNTY OF ORANGE
HEALTH CARE AGENCY

PUBLIC HEALTH SERVICES
ENVIRONMENTAL HEALTH

MARK A. REFOWITZ
DIRECTOR

RICHARD SANCHEZ, MPH
ASSISTANT DIRECTOR

DAVID M. SOULELES, MPH
DEPUTY AGENCY DIRECTOR

LARRY HONEYBOURNE, REHS, MS
PROGRAM MANAGER
ENVIRONMENTAL HEALTH

MAILING ADDRESS:
1241 E. DYER RD., #120
SANTA ANA, CA 92705-5611

TELEPHONE: (714) 433-6000
FAX: (714) 754-1732
E-MAIL: ehealth@ochca.com

Excellence
Integrity
Service

UNAUTHORIZED DISCHARGES OF SEWAGE OR OTHER WASTE

The State of California Water Resources Control Board (SWRCB) amended the Monitoring and Reporting Program (MRP) for Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems (SSS) which became effective on September 9, 2013.

Although new notification, reporting, monitoring and record keeping requirements have been adopted for the WDR, the criteria is in addition to and does not preclude other emergency notification requirements and time frames mandated by the California Health & Safety Code.

In order to prevent the transmission of disease, assess the degree of hazard to the public and take appropriate precautionary measures, Section 5411.5 of California Health & Safety Code requires the responsible party to ***immediately*** notify the local health officer of ***any*** unauthorized discharges of sewage from the collection, treatment or disposal system as soon as that person has knowledge of the discharge. In addition, Section 5411.5 of the California Health & Safety Code authorizes penalties for any person who fails to provide immediate notice of any unauthorized sewage discharge.

Since the Orange County Health Care Agency's Environmental Health Division represents the local health officer when it comes to the protection of public health from an unauthorized sewage discharge, the responsible party is required to notify Environmental Health ***immediately*** of any such discharges.

As a result, Orange County Environmental Health is requesting that sanitation agencies review and amend, if necessary, their sewage spill reporting requirements and sewage spill contingency plans in order to continue to provide immediate notification to Environmental Health in the event of any unauthorized discharge of sewage or other waste in their service area.

Orange County Environmental Health is available on-call 24 hours a day for notification and response to any unauthorized sewage discharge. Environmental Health staff can be reached at (714) 433-6419 during normal business hours and through Orange County Communications – Control 1 at (714) 628-7008 after business hours and during holidays.

Sunset Beach Sanitary District
Collection System Spill Containment, Cleanup & Notification Worksheet

1. Report of Sewage Spill

a. How and time was report of sewage spill reported to District? _____

b. Time and Date of Spill _____

c. Estimated amount of wastewater in spill _____

d. Is any private property affected? If so, describe in detail. Has property owner been notified? _____

2. Cause of spill - Describe in detail - Is spill related to pump station or sewer problem?

3. Sewer Line Spill

a. Location of spill _____

b. Cause of spill _____

c. Action taken to contain spill _____

d. Describe in detail how sewer spill was contained and removed, action taken to mitigate health hazard/risk - did spill enter storm drain system? _____

4. Pump Station Spill

a. Determine cause of pump station spill (wet well overflow, Power failure, etc)

5. Notification

	<u>Normal Hours</u>	<u>After Hours</u>
a. Orange County Health Care Agency		
Monica Mazur	(714) 667-3751	(800) 852-7550 OES
Pager	(714) 834-PAGE #5210	
Larry Honeybourne	(714) 667-3751	(714) 628-7008

Time & Date for Notification to County Health (record message & comments) _____

b. Regional Water Quality Control Board - Region #8		
Steve Mayville	(909) 782-4992 951 782-4130	(800) 852-7550 OES (714) 782-4130 P.S.Y

Time & Date for Notification to Regional Water Quality Control Board (record message and comments) _____

6. Comments (Use space below for any further comments, sketches, etc.)

SUNSET BEACH SANITARY DISTRICT

Training Record

Event: _____

Date: _____

Who Attended: _____

Subject: _____

Who Sponsored: _____

How Long: _____

Notes:

SUNSET BEACH SANITARY DISTRICT

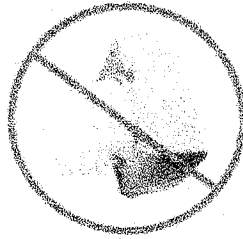
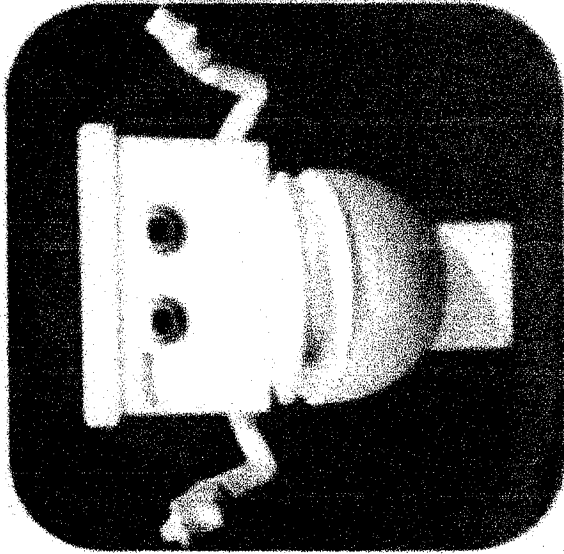
APPENDIX P

EXAMPLES OF PUBLIC OUTREACH

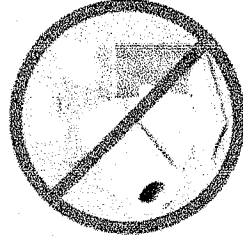
<u>DATE</u>	<u>COMMUNICATION</u>	<u>SUBJECT</u>
February 14, 2019	Newspaper Ad	Wipes
April 2, 2019	Letter to Customers	I & I
February, 2020	Letter to Customers	Wipes
February, 2010	Newspaper Ad	Wipes

A Message from the Sunset Beach Sanitary District:

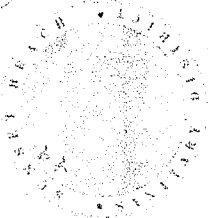
**Hey! No Wipes in My Pipes.....
You're Killin' Me! Flushable Wipes Clog My Pipes!!**



+



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5/1/12

Sunset Beach Sanitary District

P.O. Box 1185

Sunset Beach, CA 90742

(562) 493-9932

www.sunsetbeachsd.org

April 2, 2019

Subject: Illegal Discharge of Rain and Surface Water to the Sewer

Dear Property Owner:

We are writing to you because your property is served by the Sunset Beach Sanitary District (District), which provides you with sanitary sewer and refuse collection and disposal services. The District has a very serious problem we need to make you aware of; the illegal discharge of rain and surface water to the sewer and associated liabilities.

Nearly all of the District's sanitary sewer system, as well as your own sewer lateral (the pipe that connects your property to the District line), was installed in 1935. The sewer collection system was designed to collect only sewage. State and Regional regulatory agencies that govern the District, as well as the District's sewer ordinances, do not allow rain water or other outdoor surface water to enter the sewer collection system.

During the recent rains, the District's sewer collection system experienced sudden and severe overloading. We know that many of the private sewer laterals leak rainwater as it slowly seeps through the ground; however, as soon as the rain storms started, the District experienced a nearly instantaneous increase of water in the sewage collection system. This means some properties have direct rain connections to the sewage collection system. These direct connections could be the connection of rain gutters or yard drains to the sewer system.

The sewage collection system cannot handle rain water and it is against the law to discharge rain water or other surface water to the sewage collection system. Doing so presents a liability risk.

If our system overflows, we would almost certainly receive a citation and a large financial penalty from the regulatory agencies. One of our neighboring sewer agencies received more than a \$360,000 penalty for a sewage discharge.

If you have such an illegal connection, please take steps to plug it permanently at once. We will soon begin an inspection program to find illegal surface water connections to the sewer system. Thank you for your attention to this matter, and if you have questions, please call the number above and we will respond.

Very truly yours,



Graham Hoad, President



Sunset Beach Sanitary District

P.O. Box 1185

Sunset Beach, CA 90742

(562) 493-9932

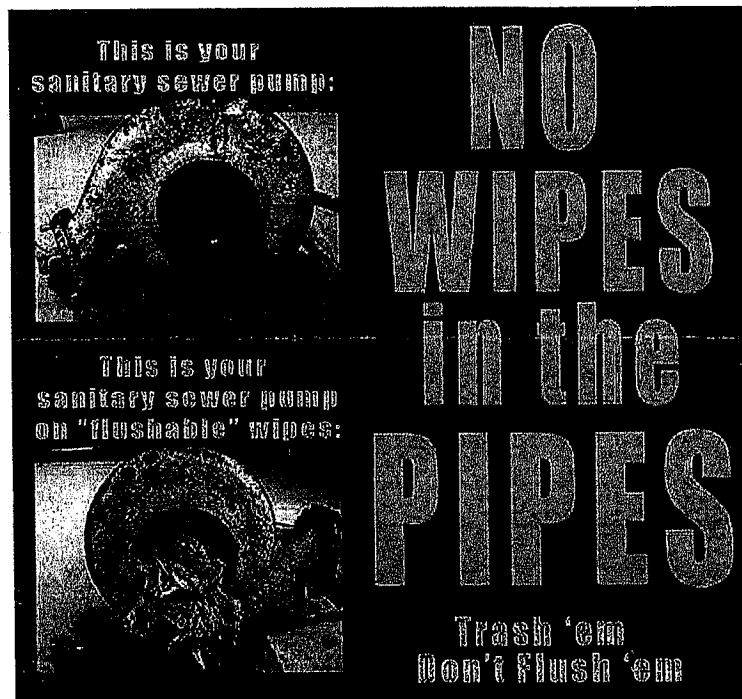
www.sunsetbeachsd.org

FLUSHABLE WIPES CLOG OUR PIPES!!

Dear Customer,

The Board of Directors and Staff of the Sunset Beach Sanitary District would like to remind you that "flushable" wipes clog our pipes!

Our Sanitary District spends thousands of dollars annually clearing our pump station's check valves of these wipes in order to prevent a costly sewer spill. So please, remember:



Sincerely,

The Board and Staff of the Sunset Beach Sanitary District

Mayor's mind. "Another challenge is the increasing amount of trash that has washed down the San Gabriel River onto our beach. Thank you to Mayor Pro Tem Joe Kaimick for his efforts, working with Congressmen Harley Rouda, State Senator Tori Umberg, Assemblyman Tyler Diep and their staffs to try to tackle this issue," Sustrasie said.

She also addressed an issue that directly affects College Park East. "In 2020, the I-405 Improvement Project advances and work on the project will begin to move into our area. The Almond Avenue sound wall planning process continues and construction is scheduled to begin this fall. Preliminary work in preparation for this project will begin this spring or summer, along Almond Avenue," Sustrasie said.

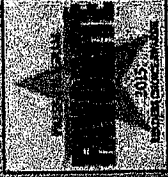
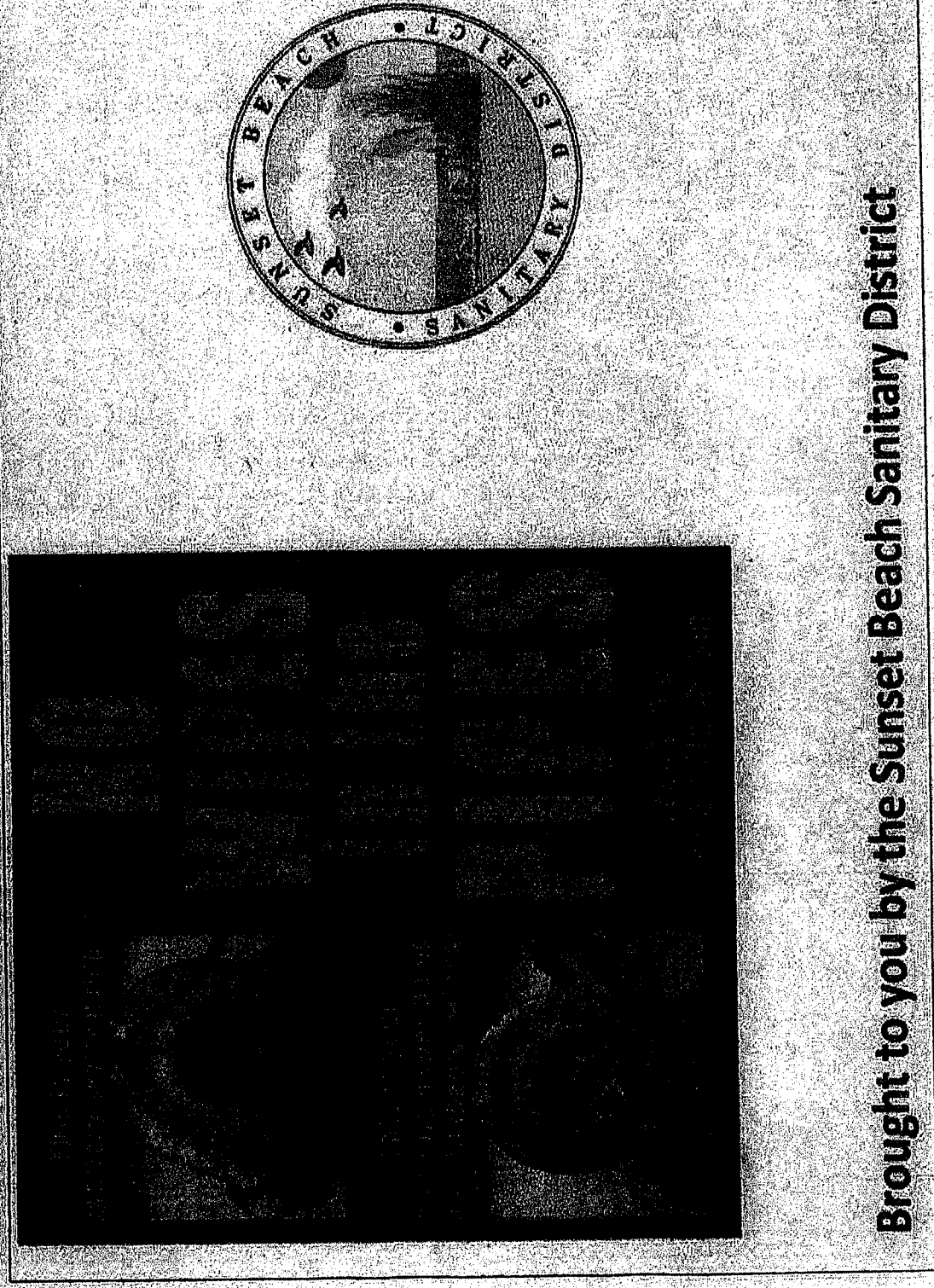
"A barrage of new state laws that affect housing and zoning have recently been enacted. These are the state's attempt to increase the housing supply in California. Unfortunately, these laws erode local control. A series of laws on Accessory Dwelling Units are now in place which could contribute to increased parking problems in our neighborhoods. (SB 50 was put on hold last year but will be back; it would allow four-plexes in single-family neighborhoods and apartment houses near transit lines). The state is also requiring a very large number of additional homes to be planned for in the next decade, which would definitely be a challenge since our city is nearly built out," she said.

"Other challenges include issues of homelessness, traffic safety, changing laws for trash and recycling, increasing pension and retirement health costs for the city, and how

4500 East Pacific Coast Highway, Suite 120 Long Beach, CA 90804 | 562-225-8106
www.washingtonangels.com
 1-800-447-0022

can't property left by a living system and terminates the trials

for further information contact
Elizabeth Mozzelle
 Attorney at Law
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Brought to you by the Sunset Beach Sanitary District

RESOLUTION NO. 2023-05-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SUNSET BEACH SANITARY DISTRICT
CERTIFYING THE SEWER SYSTEM MANAGEMENT PLAN
AS COMPLETE**

On December 6, 2022, the State of California Water Resources Control Board approved Order WQ 2022-0103-DWQ (2022 Order) requiring, in part, that all publicly owned sanitary systems greater than one mile in length, must redevelop and implement a Sewer System Management Plan (SSMP) by June 5, 2023, replacing the SSMP initially required by a 2006 Order. The new SSMP must address certain required elements and requirements contained in the 2022 Order.

NOW THEREFORE BE IT RESOLVED:

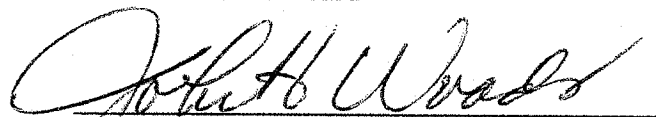
1. The Board of Directors finds that the completed SSMP meets the requirements of the 2022 Order and complies with the required completion date of June 5, 2023; and,
2. The Board of Directors hereby certifies the SSMP as complete and directs the staff to implement said SSMP; and,
3. The District Clerk and the District Engineer are directed to transmit the 2023 SSMP to the State of California, WRQB in accordance with SWRCB Order WQ-2022-0103-DWQ.

Passed by the Board of Directors of the Sunset Beach Sanitary District at their regular meeting of May 16th, 2023.

SUNSET BEACH SANITARY DISTRICT



President of the Board



Secretary of the Board