



Wednesday, January 13, 2021
Citizens Advisory Committee - Revised Agenda

Time: 6:00 P.M.

IMPORTANT NOTICE REGARDING JANUARY 13, 2021 CITIZENS ADVISORY COMMITTEE MEETING
 This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

The livestream of the meeting can be viewed by clicking the "Video" icon on this page (which will be made available at the start of the meeting) or by visiting www.youtube.com/CostaMesaSanitary. In accordance with Executive Order N-29-20, the public may only view the meeting online and not in the District's Board Room.

To participate in the meeting by computer:

1. Copy and past the following into your browser - <https://us02web.zoom.us/join>
2. Enter the Meeting ID number - 818 3253 2858
3. Click "Join."

To join the meeting with a mobile device:

1. Download the Zoom app at the Google Play Store (for Android devices) or the App Store (for Apple devices)
2. Open the Zoom app. Select "Join a Meeting."
3. Enter Zoom Meeting ID. Select "Join Meeting."

To join the meeting by phone:

1. Call 1-669-900-6833.
2. You will be asked to enter the Meeting ID number. Dial 818 3253 2858#
3. Lastly, you will be asked to enter your Participant ID. Press the # symbol again to bypass this step.

Public Comments: Members of the public can submit any comments in writing for the Committee's consideration by sending them to the District Clerk, Noelani Middenway, at nmiddenway@cmsdca.gov. Those comments will be made part of the official public record of the meeting.

Obtaining Agenda Materials: The public is entitled to copies of all documents that are made part of the agenda packet. If any document or other writing pertaining to an agenda item is distributed to all or a majority of the Committee after the packet is prepared, a copy of that writing may be obtained from the District Clerk's Office.

In Compliance with ADA: Contact District Clerk, Noelani Middenway, at (949) 645-8400, 48 hours prior to meeting if assistance is needed (28 CFR 35.102.35.104 ADA Title II).

A. OPENING ITEMS

Subject	1. Call to Order
Meeting	Jan 13, 2021 - Citizens Advisory Committee - Revised Agenda
Access	Public

Type

A. OPENING ITEMS

Subject**2. Roll Call**

Meeting

Jan 13, 2021 - Citizens Advisory Committee - Revised Agenda

Access

Public

Type

Procedural

Member**PositionTerm**

Elodie Katz Chair 2019-2021

Daniel Baume Member 2020-2022

Adam C. Ereth Member 2020-2022

Dickie Fernandez Member 2020-2022

Monte Fields Member 2019-2021

Seth Greiner Member 2020-2022

Judith Gielow Member 2019-2021

Sue Lester Member 2019-2021

Phil Marsh Member 2020-2022

Andrew Nielson Member 2020-2022

Judith Takaya Member 2019-2021

A. OPENING ITEMS

Subject	3. Public Comments - Speakers will be limited to three minutes. The three minutes per speaker time allotted may be extended for good cause by a majority vote of the committee).
Meeting	Jan 13, 2021 - Citizens Advisory Committee - Revised Agenda
Access	Public
Type	Procedural

B. ITEM

Subject	1. Appoint Vice Chair
Meeting	Jan 13, 2021 - Citizens Advisory Committee - Revised Agenda
Access	Public
Type	Action
Recommended Action	That the Citizens Advisory Committee Appoint a Vice Chair

B. ITEM

Subject **2. Approve the Citizens Advisory Committee Meeting Minutes of November 18, 2020**

Meeting Jan 13, 2021 - Citizens Advisory Committee - Revised Agenda

Access Public

Type Action, Minutes

Recommended Action That the Citizens Advisory Committee approves the meeting minutes as presented.

Minutes [View Minutes](#) for Nov 18, 2020 - Citizens Advisory Committee

To: **Citizens Advisory Committee**

Via: **Scott Carroll, General Manager**

From: **Gina Terraneo, Management Analyst II**

Date: **January 13, 2021**

Subject: Approve the Citizens Advisory Committee Meeting Minutes of November 18, 2020

Summary

The recorded minutes of the November 18, 2020 Citizens Advisory Committee Meeting are hereby submitted to the Citizens Advisory Committee for review and approval.

Analysis

Attached to the staff report are the minutes for the Citizens Advisory Committee Meeting on November 18, 2020.

Staff Recommendation

That the Citizens Advisory Committee approves the meeting minutes as presented.

Legal Review

Not applicable.

Environmental Review

Consideration of public meeting minutes is an administrative matter and is exempt from the requirements of the California Environmental Quality Act (CEQA) (Public Resources Code Section 21000 et. seq.). Section 15300.4 of CEQA allows an agency while establishing its own procedures "to list those specific activities which fall within each of the exempt classes", and the District has adopted "CEQA Guidelines and Implementing Procedures" that state on page 6 "Projects" does not include C. Continuing administrative or maintenance activities."

Financial Review

Not applicable.

Public Notice Process

Copies of this report are on file and will be included in the complete agenda packet for the January 13, 2021 Citizens Advisory Committee Meeting, held via teleconference. The agenda is posted on the District's website.

Alternative Actions

1. Do not approve the meeting minutes as presented.
2. Direct staff to report back with more information.

File Attachments
[minutes_2020_11_18_cac.pdf \(193 KB\)](#)

B. ITEM

Subject **3. Sewer System Management Plan (SSMP) Self Audit**

Meeting Jan 13, 2021 - Citizens Advisory Committee - Revised Agenda

Access Public

Type Action, Receive and File

Recommended Action That the Citizens Advisory Committee receive and file this report

Goals 1.1 Sewer Infrastructure - Prevent Sanitary Sewer Overflows (SSOs)
 1.0 Sewer Infrastructure
 1.4 Sewer Infrastructure - Audit and update the Sewer System Management Plan (SSMP)

To: **Citizens Advisory Committee**

Via: **Scott Carroll, General Manager**

From: **Nabila Guzman, Management Analyst I**

Date: **January 13, 2021**

Subject: **Sewer System Management Plan (SSMP) Self Audit**

Summary

Per the Statewide General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems (State Water Resources Control Board No. 2006-003-DWQ), the District developed and implemented a comprehensive Sewer System Management Plan (SSMP), with the primary objective of reducing and preventing Sanitary Sewer Overflows (SSO's). A key requirement of the SSMP is that every two years routine internal audits be performed to evaluate the effectiveness of the SSMP as well as the District's compliance with the SSMP elements. EEC Environmental has completed the 2020 audit and is ready to present their findings to the Board.

Recommendation

That the Citizens Advisory Committee receive and file this report.

Analysis

The last self-audit was performed in March 2018 and the findings were presented to the Board on March 25, 2018. In September 2020, staff solicited proposals for conducting an internal audit of the District's SSMP. The following firms responded to the District's RFP:

1. Environmental Engineering Consulting Services (EEC)
2. Dudek

Both firms demonstrated experience in conducting SSMP audits for various other agencies, however, EEC's proposal came in at \$11,500 which was significantly less expensive than Dudek's proposal at \$21,110. CMSD entered into an agreement with EEC Environmental to perform the 2020 self-audit of the District's SSMP.

Based on the 2020 SSMP audit, EEC Environmental identified five recommended corrective actions and nine recommended enhancements, which are described below:

Recommended Corrective Actions

1. Update the SSMP and supporting documents to reflect the District's current organizational structure.
2. Reevaluate the system-wide cleaning frequency to identify the necessary actions for the District to meet the sewer system cleaning commitment.
3. Create SSO Emergency Response Plans for the four remaining pump stations.
4. Update the SSMP to accurately reflect the Master Plan status and capacity assurance studies.
5. Address all nonconformances identified in the 2018 SSMP Audit.

Recommended Enhancements

1. Consider adding measurable goals to quantify the effectiveness of the SSMP.
2. Update the SSMP to reflect new rehabilitation projects planned for the next two fiscal years 2020/2021 and 2021/2022.
3. Identify or provide additional training opportunities for District Staff on key topics.
4. Update standards to include new technologies.

5. Conduct emergency bypass training at selected "high risk" pump stations.
6. Conduct periodic SSO simulation training at the District Yard.
7. Standardize the term for Hot Spots throughout the SSMP.
8. Develop a standard operating procedure for plan review and interactions with the City of Costa Mesa.
9. Continue residential education program, particularly for those areas associated with enhanced maintenance locations.

Overall, CMSD has developed a comprehensive SSMP in compliance with the State WDR. EEC Environmental staff will be giving a brief PowerPoint presentation to the CAC regarding their findings in the 2020 self-audit. Attached is the 2020 SSMP audit report.

Legal Review

Not Applicable.

Environmental Review

Preparation of a self-audit of the District's Sewer System Management Plan (SSMP) is an administrative matter, and administrative matters are exempt under CEQA and the District's CEQA Guidelines. The SSMP assists the District in providing comprehensive sewer system management, including protection of the environment by eliminating sanitary sewer overflows.

Financial Review

The contract to perform the Sewer System Management Plan Internal Audit by EEC Environmental for \$11,500 was included in the FY 2020-21 adopted budget.

Public Notice Process

Copies of this report are on file and will be included with the entire agenda packet for the January 13, 2021 Citizen Advisory Committee meeting at District Headquarters and on District website.

Alternative Actions

Refer item back to staff with further instructions.

File Attachments
[CMSD SSMP Audit Report - 1-6-2021.pdf \(1,808 KB\)](#)
[SSMP Presentation.pdf \(556 KB\)](#)

B. ITEM

Subject **4. Amendments to the Sewer System Management Plan**

Meeting Jan 13, 2021 - Citizens Advisory Committee - Revised Agenda

Access Public

Type Action

Recommended Action That the Citizen Advisory Committee recommends the Board of Directors approve the amendments and recertification of the Sewer System Management Plan

Goals 1.0 Sewer Infrastructure
 1.1 Sewer Infrastructure - Prevent Sanitary Sewer Overflows (SSOs)

To: Citizens Advisory Committee

From: Scott Carroll, General Manager

Date: January 13, 2021

Subject: Amendments to the Sewer System Management Plan

On May 2, 2006, the State Water Regional Control Board (SWRCB) adopted Order No. 2006-0003 (Order), Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. This Order requires that owners of wastewater collection systems with more than a mile of pipeline have in place a Sewer System Management Program (SSMP) to comply with the terms of this Order, which is to reduce the number and severity of Sanitary Sewer Overflows (SSOs), to audit the program every two years, and revise the SSMP every five years.

Recommendation

That the Citizen Advisory Committee recommends the Board of Directors approve the amendments and recertification of the Sewer System Management Plan

Analysis

On September 9, 2020, a draft amended SSMP was submitted to the Citizens Advisory Committee for review and comments. The CAC was also informed that staff will be soliciting proposals from private consulting firms to perform an audit of the SSMP to determine the effectiveness of the Plan.

After soliciting and receiving proposals from qualified firms, the District hired EEC Environmental because their cost was the lowest and the firm has demonstrated past experience performing SSMP audits. From November through December 2020 EEC performed its audit and presented their findings at tonight's meeting.

Since the draft amended SSMP was presented to the CAC, staff has made additional amendments to the Plan in response to the audit's corrective action and recommended enhancements. The additional amendments include:

1. Measurable goals to quantify the effectiveness of the SSMP. The additional goals that were added to the SSMP include:
 - o Number of SSO's per 100 miles is below the number of SSO's per 100 miles statewide
 - o Percent of sewage gallons spilled reached surface water is below percent of sewage gallons spilled reached surface water statewide
 - o SSO response time is within one hour
 - o Complete 140 training hours annually for the entire wastewater staff.
2. Reevaluate the system-wide cleaning frequency to meet the District's sewer system cleaning commitment.
3. Identified additional training opportunities for District staff.
4. Standardized the term for Hot Spots as "Enhanced Maintenance Areas" throughout the SSMP.
5. Accurately reflect the Sewer Master Plan status and capacity assurance studies.
6. The Organization Chart will accurately represent District staffing after the District Engineer is on board, which should occur at the end of January.
7. The Emergency Response Plan for the four pump stations are currently being developed.

The audit findings and SSMP amendments were presented to the Board on January 12, 2021. On January 25, 2021 the Board of Directors will consider approving the amendments and recertifying the SSMP.

Legal Review

Not applicable

Environmental Review

Preparing revisions of the District's Sewer System Management Plan (SSMP) is an administrative matter, and administrative matters are exempt under CEQA and the District's CEQA Guidelines. The SSMP assists the District in providing comprehensive sewer system management, including protection of the environment by eliminating sanitary sewer overflows.

Financial Review

The District did not incur any cost for revising the SSMP because all revisions were performed internally by staff.

Public Notice Process

Copies of this report are on file and will be included with the entire agenda packet for the January 13, 2021 Citizen Advisory Committee meeting at District Headquarters and on District website at www.cmsdca.gov.

Alternative Actions

1. Direct staff to report back with more information.

File Attachments

[SSMP 2021 Strikethrough Revisions.pdf \(1,621 KB\)](#)

[SSMP 2021 Final.pdf \(1,485 KB\)](#)

[SSMP Appendix 1.pdf \(2,494 KB\)](#)

B. ITEM

Subject **5. CMSD Sustainability Checklist for Businesses**

Meeting Jan 13, 2021 - Citizens Advisory Committee - Revised Agenda

Access Public

Type Action

Recommended Action That the Citizens Advisory Committee receive and file this report.

Goals 4.1 Partnerships - Build relationships with local agencies, small businesses, and non-profit agencies to promote sustainable practices

To: Citizens Advisory Committee

Via: Scott Carroll, General Manager

From: Nabila Guzman, Management Analyst I

Date: January 13, 2021

Subject: CMSD Sustainability Checklist for Businesses

Summary

The Costa Mesa Sanitary District adopted the 2020-2025 Strategic Plan that includes strategies to reach the District's main objectives over the next five years. One of the Strategic Elements is partnerships, to cultivate and maintain collaborative relationships with other organizations to achieve desired goals and outcomes. District staff planned on developing a sustainability checklist to highlight eco-friendly businesses but efforts have been placed on hold because of the COVID-19 pandemic.

Recommendation

That the Citizens Advisory Committee receive and file this report.

Analysis

The first strategy under the Partnership element in the 2020-2025 Strategic Plan is, 4.1 Build Relationships with local agencies, small businesses, and non-profit agencies to promote sustainable practices. The goal is to work with other organizations to promote an awareness of sustainable practices that will encourage a shift in behavior and daily practices to focus on protecting the environment and the public's health. To achieve this, District staff will be creating and implementing a sustainability checklist for businesses. Those who qualify can be highlighted through the District's outreach channels.

These efforts have been placed on hold due to the ongoing COVID-19 pandemic. Currently, the business community is dealing with many restrictions that launching a program at this time would be difficult. The creation of this program has been placed on hold until January 2022, at that time staff hopes to have a better idea of what the new normal may look like and how to ensure this program is successful. Staff is requesting that the Citizens Advisory Committee discuss what this sustainability for businesses checklist can look like and recommend at least three checklist items.

Legal Review

Not Applicable.

Environmental Review

Preparation of a sustainability checklist for businesses is an administrative matter, and administrative matters are exempt under CEQA and the District's CEQA Guidelines. The SSMP assists the District in providing comprehensive sewer system management, including protection of the environment by eliminating sanitary sewer overflows.

Financial Review

Costs for creating and implementing a sustainable checklist for businesses are unknown at the moment and were not included in the fiscal year 20-21 budget.

Public Notice Process

Copies of this report are on file and will be included with the entire agenda packet for the January 13, 2021 Citizen Advisory Committee meeting at District Headquarters and on District website.

Alternative Actions

Refer item back to staff with further instructions.

C. CLOSING ITEMS

Subject	1. Committee Member & Staff Comments
Meeting	Jan 13, 2021 - Citizens Advisory Committee - Revised Agenda
Access	Public
Type	Procedural

C. CLOSING ITEMS

Subject**2. Adjournment**

Meeting

Jan 13, 2021 - Citizens Advisory Committee - Revised Agenda

Access

Public

Type

Procedural

The next Citizens Advisory Committee Meeting is scheduled for Wednesday, March 10, 2021 at 6:00 p.m. via teleconference.