



2.1 ORGANIZATION

2.2 Introduction

This section of the SSMP identifies District staff responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Officials (LRO) or Authorized Representatives to meet RWQCB and Statewide SSO WDR requirements for completing and certifying spill reports.

2.3 Regulatory Requirements for Organization Element

The requirements for the Organization element of the SSMP are:

2.2.1 RWQCB Requirement

The collection system agency's SSMP must identify staff (names and phone numbers) responsible for implementing measures outlined in the SSMP, including management, administration, and maintenance positions. The SSMP must identify the chain of communication for reporting and responding to SSOs.

2.2.2 SWRCB Requirement

The collection system agency's SSMP must identify:

- The name of the legally responsible or authorized representative(s);

- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and

- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the SWRCB and RWQCB and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, and/or California Emergency Management Agency (CALEMA formerly OES)).

2.4 Organization

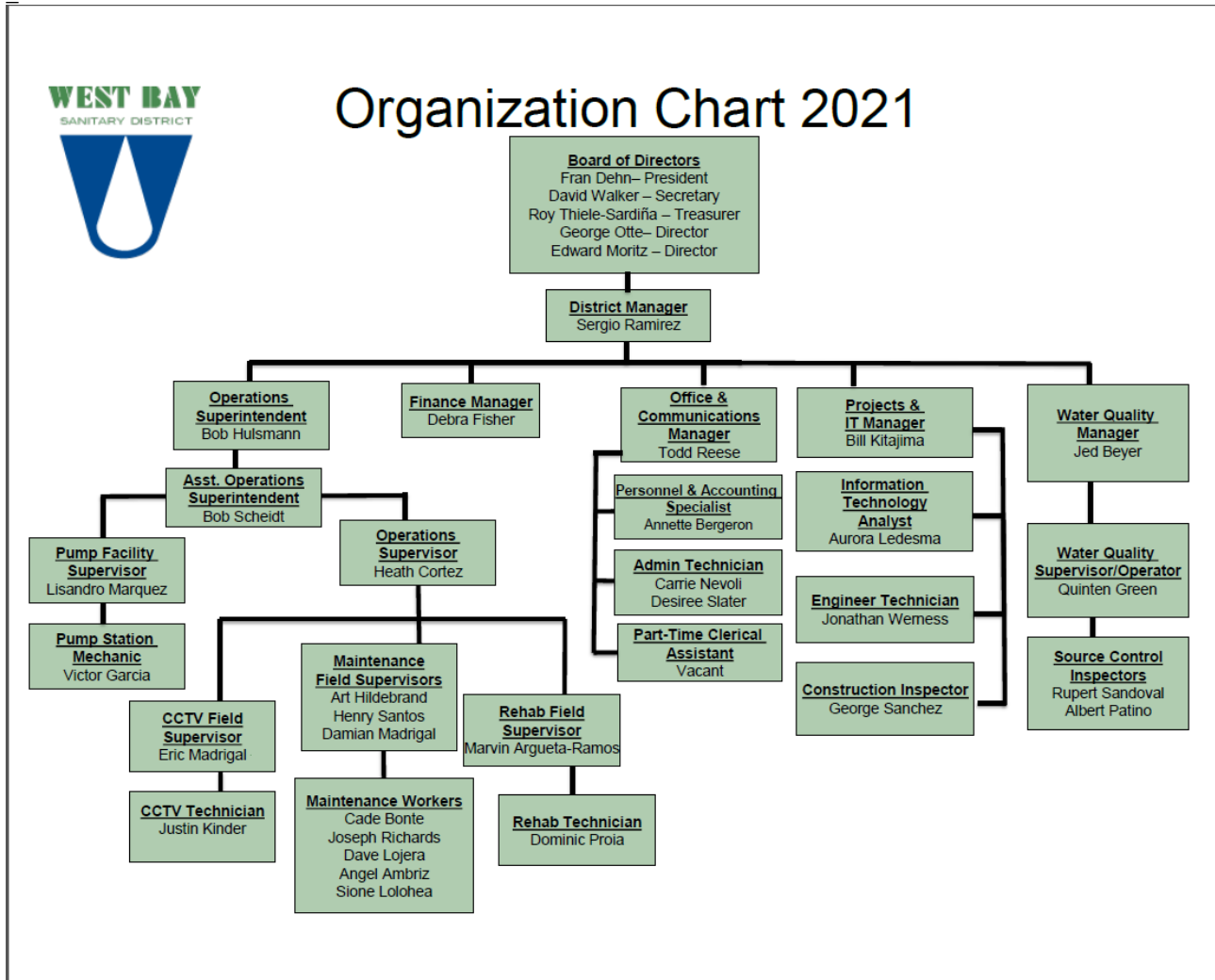
2.4.1 Background

The District was originally formed in December, 1902, as the Menlo Park Sanitary District under the Sanitary Sewer Act of 1891. The District operated as the Menlo Park Sanitary District for 79 years until 1981 when its name was changed to the "West Bay Sanitary District" to more accurately describe the service area. The District is governed by an elected five member Board of Directors. The District Manager and current staff of 28 employees carry out the policies and functions of the District.

2.4.2 Organization Chart

The organization chart for the management, operation and maintenance of the District’s wastewater collection system is shown on Figure 2.

Figure 2. Organization Chart





2.4.3 Organizational Roles

Board of Directors: The West Bay Sanitary District is an independent and autonomous political entity that has no legal affiliation with any municipalities located within its service area boundaries. The powers of the District are established by the State of California Government Code and are vested in a five-member Board, elected at large, to staggered four-year terms. The District Board meets at the District Offices the second and fourth Wednesdays of the month. The regular meetings commence at 5:30 p.m. From time to time, the District Board may hold special meetings, which are noticed in accordance with Government Code requirements.

District Staff (Name, Title, and Duties):

Sergio Ramirez, District Manager: Designated as a LRO. Establishes policy, plans strategy, leads staff, allocates resources, delegates responsibility, authorizes outside contractors to perform services, and may serve as a public information officer.

Robert Hulsmann, Operations Superintendent: Designated as a LRO, and reports to the District Manager. Manages field operations and maintenance activities, provides relevant information to District management, prepares and implements contingency plans, and leads emergency response.

Bob Scheidt, Assistant Operations Superintendent: Reports to the Operations Superintendent, and designated as a LRO. Coordinates required field activities with the Operations Supervisor and schedules rehabilitation and special projects as required.

Heath Cortez, Operations Supervisor: Under general direction of the Operations Superintendent and/or the Assistant Operations Superintendent, the Operations Supervisor plans, coordinates, supervises, and performs maintenance and construction on the District's collection system and collection system appurtenances. The position also assists in the planning and implementation of the preventive maintenance program and repairs for the collection system and appurtenances to include CCTV inspection, cleaning, and repair of assets.

Lisandro Marquez, Pump Station Supervisor: Reports to the Operations Superintendent. Primary on-call person for pump station issues. Maintains and operates raw sewage pumping stations, Septic Tank Effluent Pump (STEP) systems, grinder pump systems, and performs by-pass pumping equipment support. Phone: (650) 477-6413.

Victor Garcia, Pump Station Mechanic: Reports to the Pump Station Supervisor. Performs field inspections and maintenance of raw sewage pump stations, Septic Tank Effluent Pump (STEP) systems, grinder pump systems, and performs by-pass pumping equipment support and related equipment. Phone: (650) 477-6415.

Field Crews: Report to the Operations Supervisor. Perform preventative maintenance activities, mobilize and respond to notification of stoppages and SSOs, and also perform CCTV inspection, operations, and reporting. The on-call contact and First Responder is a member of the field crew, assigned on a rotating basis. On-call cell phone numbers: A) (650) 477-6381, B) (650) 477-6382, C) PGR (650) 404-9308.



Bill Kitajima, Projects Manager & I.T. Manager: Reports to the District Manager. Prepares wastewater collection system planning documents, manages Capital Improvement Program, documents new and rehabilitated assets, and coordinates development and implementation of the District's Sanitary Sewer Master Plan, maintains Server Network.

George Sanchez, Construction Inspector: Reports to the Projects Manager. Ensures that new and rehabilitated assets meet District standards, updates District maps, works with field crews to handle emergencies when contractors are involved, and provides verbal and written reports to the Project Manager.

Jonathan Werness, Engineering Technician: Reports to the Project Manager, performs plan review on new assets and ensures District Standards are met, assists with updating District Maps, may work with field crews to handle emergencies when contractors are involved, provides verbal and written reports to the Project Manager and maintains the CMMS.

Aurora Ledesma, Information Technology Analyst: Program Management Analyst reports to the Projects Manager. Provides overall responsibility for Lucity (GBA) database & ESRI mapping maintenance, and supports administrative staff in completion of secretarial, receptionist, and administrative tasks and Micro-soft Office software training to staff.

Jed Beyer, Water Quality Manager: Reports to the District Manager and designated by the District Manager as the Authorized Representative or LRO for reporting & Certifying SSOs to the SWQCB, RWQCB, Cal-EMA and other outside agencies. The Water Quality Manager Schedules and trains field crews on Cal-OSHA requirements, writes and revises compliance program plans, schedules facility inspections for source control, and coordinates development and implementation of the District's Sewer System Management Plan. Phone : (650) 477-6428.

Quinten Green, Water Quality Supervisor/Chief Plant Operator: Certified Grade III Wastewater Operator, reports to the Water Quality Manager and is responsible for operating the 0.5MGD recycled water plant located at Sharon Heights Golf and Country Club. The Water Quality Supervisor is also responsible for the supervision of the Source Control Inspectors.

Source Control Inspector(s): These inspectors report to the Water Quality Supervisor and are responsible for inspecting facilities for compliance with the District's general regulations, performing sampling and monitoring, flow monitoring, and responding to and mitigating SSOs and residential back-ups. Both Inspectors investigate and routinely report SSO's as Data Submitters.

Jed Beyer, SSO-LRO: Phone: (650) 321-0384 (C: (650) 477-6428).

Rupert Sandoval, SSO Data Submitter: Phone: (650) 321-0384 (C: (650) 477-6427)

Albert Patino, SSO Data Submitter: Phone: (650) 321-0384 (C: (650)_ 422-1447



Todd Reese, Office & Communication Manager: Reports to the District Manager. Acts as initial point of customer contact, including forwarding of reports of SSOs to Field Crews, provides overall responsibility for preparation of Board agenda packages, annual connection fee statements, performs secretarial, receptionist and administrative tasks, some of which are complex and confidential in nature, and provides technical assistance to the general public and public agencies regarding Outreach & implementing District procedures for development review and permit issuance.

Administrative Technicians: Report to the Office Manager. Act as an initial point of customer contact, including forward of reports of SSOs to Field Crews. Works under the supervision and general direction of the Office Manager to provide varied clerical support for the administration and collections staff and for the administrative needs of the District's customers.

Debra Fisher, Finance Manager: Reports to the District Manager. Responsible for all general accounting duties to be administered in accordance with the "Governmental Accounting Standards Board," and provides the District Board and staff with necessary historical and comparative financial data.

2.5 Responsibility for SSMP Implementation

The District Manager is responsible for overseeing the overall implementation of the SSMP. Various individuals within the District's organization are responsible for implementing one or more of the SSMP elements. The names, positions, and contact information for each of the District staff responsible for implementing specific measures of this SSMP are summarized in Table 1 on the following page.



SSMP Element	Responsible Person	Name	Telephone
1. Goals	District Manager	Sergio Ramirez	W 650-321-0384 C 650-477-9985
2. Organization	District Manager	Sergio Ramirez	W 650-321-0384 C 650-477-9985
3. Legal Authority	District Manager	Sergio Ramirez	W 650-321-0384 C 650-477-9985
4. Operations & Maintenance Program	District Manager	Sergio Ramirez	C 650-477-9985
	Operations Superintendent	Bob Hulsmann	C 650-477-6413
	Water Quality Manager	Jed Beyer	C 650-477-6428
	Project Manager	Bill Kitajima	C 650-477-6424
5. Design & Performance Standards	Project Manager	Bill Kitajima	C 650-477-6424
	Engineering Technician	Jonathan Werness	C 650-477-4649
	Construction Inspector	George Sanchez	C 650-477-6425
6. Overflow Emergency Response Plan	Operations Superintendent	Bob Hulsmann	C 650-477-6413
	Water Quality Manager	Jed Beyer	C 650-477-6428
7. FOG Control	Operations Superintendent	Bob Hulsmann	C 650-477-6413
	Water Quality Manager	Jed Beyer	C 650-477-6428
8. System Evaluation & Capacity Assurance	Project Manager	Bill Kitajima	C 650-477-6424
9. Monitoring, Measurement & Program Modification	District Manager	Sergio Ramirez	C 650-477-9985
	Project Manager	Bill Kitajima	C 650-477-6424
10. SSMP Audits	Water Quality Manager	Jed Beyer	C 650-477-6428
11. Communication Plan	District Manager	Sergio Ramirez	C 650-477-9985

Table 1. SSMP Implementation Responsibility



2.5.1 Responsibility for Element 1 - Goals

The District Manager is responsible for leading staff in the implementation of the District's goals.

2.4.2 Responsibility for Element 2 – Organization

The District Manager is responsible for updating the organizational structure, SSMP implementation assignments, SSO response, and reporting chains of communication, as needed.

2.4.3 Responsibility for Element 3 – Legal Authority

The District Manager is responsible for upholding the District's Code of General Regulations and drafting new ordinances, as needed.

2.4.4 Responsibility for Element 4 – Operation & Maintenance Program

The District Manager is responsible for Resources and Budget, and Outreach to Plumbers and Building Contractors. The Operations Superintendent is responsible for Prioritized Preventive Maintenance; and Contingency Equipment and Replacement Inventories. The Water Quality Manager is responsible for scheduling and monitoring Training of Maintenance Workers. The Project Manager is responsible for the Collection System Map, and Scheduled Inspections and Condition Assessment.

2.4.5 Responsibility for Element 5 – Design & Performance Standards

The Projects Manager is responsible for reviewing design and construction documents to ensure that each construction project meets the District's standards. The Project Manager is also responsible for updating standards for installation, rehabilitation, and repair, as needed. The Construction Inspector is responsible for inspecting all construction projects to ensure the District's construction standards have been followed. The Construction Inspector is also responsible for updating standards for inspections and testing of new and rehabilitated facilities, as needed.

2.4.6 Responsibility for Element 6 – Overflow Emergency Response Plan

The Operations Superintendent is responsible for implementation of the Overflow Emergency Response Plan (OERP). The Water Quality Manager is responsible for revisions to the OERP and annual trainings for maintenance crew members.



2.4.7 Responsibility for Element 7 – FOG Control

The Operations Superintendent is responsible for identifying grease high frequencies and maintaining an effective cleaning program for sewers experiencing grease problems. The District's Source Control Inspectors are responsible for inspecting grease interceptor/traps that have been installed at non-residential locations at the Water Quality Manager's direction, and for enforcing discharge regulations, as needed.

2.4.8 Responsibility for Element 8 – System Evaluation & Capacity Assurance Plan

The Projects Manager is responsible for establishing and assessing capacity requirements for the District's collection system and for preparation and implementation of the District's System Evaluation and Capacity Assurance Plan (SECAP). The Project Manager is responsible for development and implementation of the District's long-term Capital Improvement Plan (CIP), including updating budgets and schedules.

2.4.9 Responsibility for Element 9 – Monitoring, Measurement and Program Modifications

The District Manager is responsible for monitoring implementation and assessing success of the overall SSMP program elements, with the assistance of staff. The Water Quality Manager is responsible for identifying trends in SSO occurrences and providing recommendations to the District Manager.

2.4.10 Responsibility for Element 10 – SSMP Audits

The Water Quality Manager is responsible for overseeing annual SSMP Audits.

2.4.11 Responsibility for Element 11 – Communication Plan

The District Manager is responsible for communicating with the public and nearby agencies regarding the status of the District's SSMP.

2.5 SSO Reporting Chain of Communication

The SSO detection, notification, response and reporting processes are described in detail in Section 3 – Overflow Emergency Response Plan (OERP). The communication chain for responding to an SSO is shown on Figure 3. The communication chain for reporting an SSO is shown on Figure 4. More detailed flowcharts are included in the District's stand-alone OERP, discussed further in Section 3.

Figure 3. Chain of Communication for Responding to SSOs

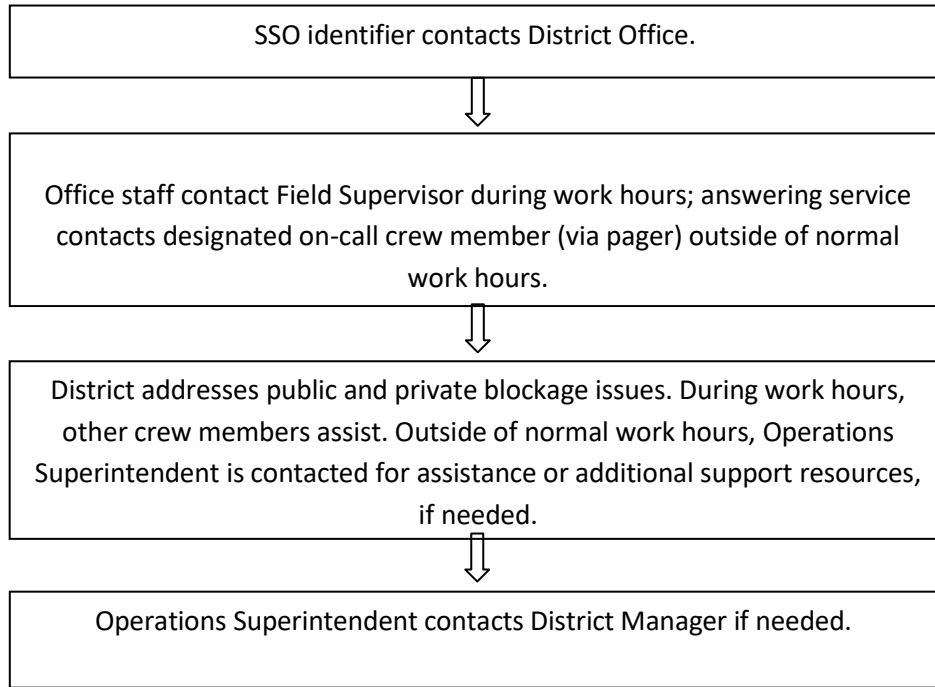
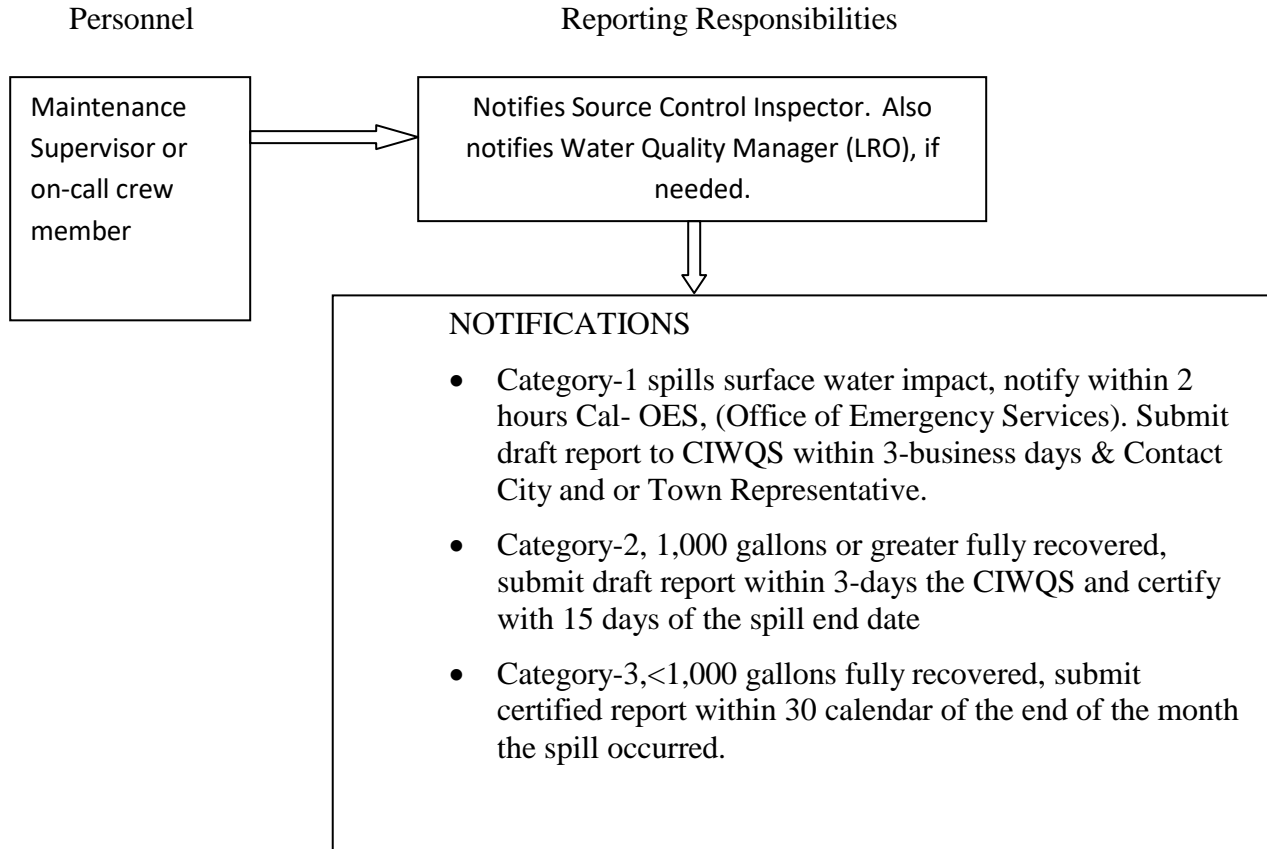


Figure 4. Chain of Communication for Reporting SSOs



In the event the on-call crew member is unable to make contact with a Source Control Inspector or the Water Quality Manager, the On-call member shall escalate to the next contact person listed on the SSO Report Form (MD-506 located in Appendix-3A of this SSMP & Appendix- B1 of the OERP) before making contact with the District Manager.

Note: Note Source Control Inspectors are Data Submitters