

Section II – Organization

Background and Regulatory Requirements

The Statewide WDRs governing sanitary sewers specify that the Sewer System Management Plan (SSMP) must identify the appropriate responsible representative, identify the organization and lines of authority, and provide a chain of communication for reporting SSOs from receipt of a complaint and include the person responsible for reporting SSOs.

Leucadia Wastewater District Actions

The District's General Manager, Paul Bushee, was authorized by the Board of the District to certify the elements of the SSMP at the District's October 2007 Board meeting. At this meeting, the Board also adopted the SSMP Implementation Plan and Schedule which identifies the responsible party for each element of the SSMP. The District's "Frequently Called Numbers" contain the contact information for the responsible parties, with the exception of the General Counsel which can be contacted via the General Manager.

The District's organizational structure is shown below illustrating the lines of authority within the District. Complimentary to this is the District's Field Services Procedure for Reporting Sanitary Sewage Overflows which identifies the chain of communication for reporting SSOs to the appropriate authorities. This Field Services Procedure is an attachment to the Field Services Procedure for Emergency Response to Sanitary Sewage Overflows and the District's Overflow Emergency Response Plan in Section VI of the SSMP.

District Documents Included In This Section

- District Organizational Chart
- SSMP Implementation Plan and Schedule
- District list of Frequently Called Numbers

District Documents Referenced By This Section

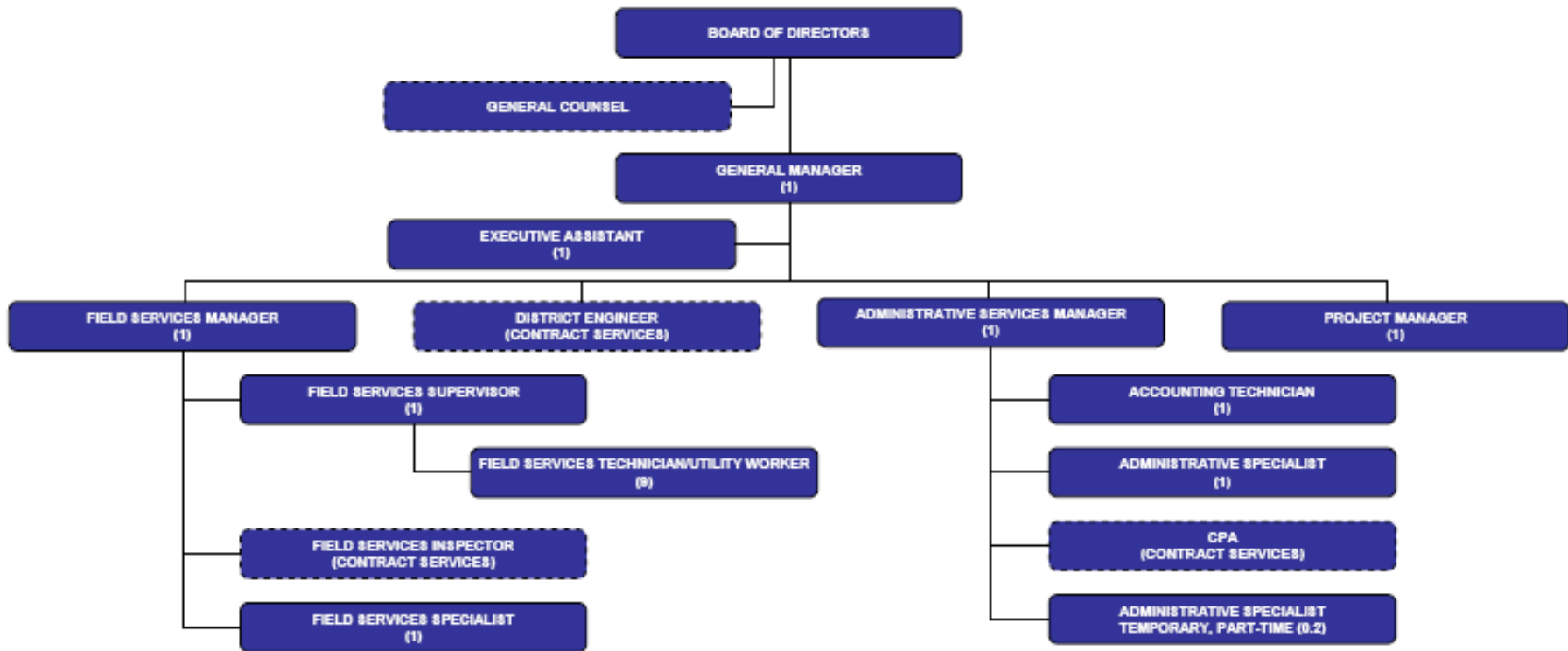
- SOP – Reporting Sanitary Sewage Overflows
- SOP – Emergency Response to Sanitary Sewage Overflows
- SSMP Section VI – Overflow Emergency Response Plan



LEADERS IN ENVIRONMENTAL PROTECTION

FISCAL YEAR 2009 ORGANIZATIONAL CHART

TOTAL POSITIONS – 18.2 FTE



LWD - Sanitary Sewer Management Plan (SSMP) - Implementation Plan and Schedule				
Main Task/Sub-Task	Required Action	Status	Due Date	Responsible Party
Application for coverage	None	Completed	November 2, 2006	GM (LRO)
SSO electronic reporting program	None	Completed	January 2, 2007	GM (LRO)
SSMP Implementation Plan and Schedule	Adoption of SSMP Plan and Schedule by LWD Board of Directors. Certification by LRO.	Complete -- to be approved and certified	November 2, 2007	District Board, GM (LRO)
1) Goals	Certification by LRO.	Complete -- to be certified	November 2, 2007	GM (LRO)
2) Organizational Structure	Certification by LRO.	Complete -- to be certified	November 2, 2007	GM (LRO)
3) Legal Authority	Provide a new sewer service ordinance that includes language prohibiting illicit discharges including FOG and debris. Incorporate existing regulations and update requirements where appropriate. Require sewers and connections to be properly designed and constructed. Clarify, and where appropriate, expand the District authority to enforce its sewer ordinances.	In Progress	May 2, 2009	General Counsel
4) Operation and Maintenance				
a) Mapping	Document the process for maintaining the up-to-date map system and finalize the Asset Management Plan (AMP). Ensure that the AMP outlines assessment activities for integration with the CIP. Develop a list of critical replacement parts.	In Progress	May 2, 2009	FSM, PM, & DE
b) Preventive maintenance program				
c) Rehabilitation, replacement, & inspection program				
d) Staff training				
e) Equipment inventory				

Last Updated: 10/2/07

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Main Task/Sub-Task	Required Action	Status	Due Date	Responsible Party
5) Overflow Emergency Response Plan	None	Complete – to be certified	May 2, 2009	FSM & DE
6) Fats, Oils & Grease (FOG) Control Program				
FOG Ordinance	Expand the FOG analysis into a FOG characterization study with a schedule for maintenance and cleaning. Ensure that the updated sewer service ordinance includes language prohibiting discharges of grease, the authority to inspect and enforce the FOG ordinance. Create an SOP for record keeping. Provide public education & outreach regarding FOG BMPs. Finalize a list of authorized FOG disposal sites and establish an inspection program.	In Progress	May 2, 2009	FSM, DE, & General Counsel
FOG Program				
7) Design and Performance				
Design Standards	None	Complete – to be certified	August 2, 2009	NA
Inspection and Testing Standards				
8) System Evaluation and Capacity Assurance Plan	Finalize the Asset Management Plan to produce the updated CIPs and include an updated 5-yr CIP in the budget each year.	In Progress	August 2, 2009	PM & DE
9) Monitoring, Measurements and Plan Modifications	To be completed by the District after implementation of the SSMP.	NA	August 2, 2009	FSM, PM, & DE
10) SSMP Program Audits	The first audit is due 2 years after adoption date of final SSMP	NA	August 2, 2009	GM (LRO)
11) Communications Program	Add information about the SSMP and FOG to the existing public communication programs.	Not yet started	August 2, 2009	ASM

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Main Task/Sub-Task	Required Action	Status	Due Date	Responsible Party
Final SSMP	Finalize SSMP document after all elements have been developed and implemented.	NA	August 2, 2009	GM (LRO), General Counsel, District Board
Review by counsel	Review of final SSMP by the District's General Counsel.			
Adoption/certification of SSMP by District Board	Adoption of final SSMP document by LWD Board of Directors. Certification by LRO.			

FREQUENTLY CALLED NUMBERS

6/1/2009

<u>SPILL REPORTS</u>		<u>PHONE EXTENSIONS</u>	
OES	(800) 852-7550	3001	TIANNE BAITY
AFTER HOURS COUNTY HEALTH	(858) 565-5255	3002	FRANK REYNAGA
EWAN MOFFAT (DEHS)	(619) 338-2212	3003	FINANCE
RWQCB (CONFRANCESCO)	(858) 637-5589	3004	VAULT
RWQCB AFTER HOURS	(858) 822-8344	3005	BOARD ROOM
CA FISH/GAME	(858) 467-4218	3006	CONFERENCE TABLE
ATLAS PUMPING	(800) 491-7867	3007	ROBIN MORSHITA
NRC	(800) 337-7455	3008	JEFF STECKER
<u>CARLSBAD</u>		3009	TRISHA HILL
POLICE DEPARTMENT	(760) 931-2197	3010	MAGGIE McENIRY
GENERAL INFO.	(760) 434-2820	3011	LEO SCHEMPP
STREETS/ STORM WATER	(760) 434-2980	3012	CHUCK LEMAY
WATER/SEWER	(760) 438-2722	3013	LUNCH ROOM
WATER HOOK UP	(760) 434-2883	3014	PAUL BUSHEE
ONCALL OPERATOR	(760) 802-8100	3016	SCADA ROOM
ONCALL SUPERVISOR	(760) 802-4790	3017	LINE MAINTENANCE
<u>SDG&E</u>		3019	LEUCADIA PUMP STATION
<u>FLOODED HOUSE</u>	(888) 320-1907	<u>LWD FAX</u> (760) 753-3094	
<u>ENCINITAS</u>		<u>BATIQUITOS</u> (760) 942-3588	
WATER	(760) 633-2650	<u>VOICEMAIL</u> (760) 753-0156 (9 + EXT.)	
SEWER	(760) 753-5018	<u>CELLULAR PHONES</u>	
STORM WATER M-F 8-5:30	(760) 633-2787	General Manager	Paul (760) 212-2837
EMERGENCY AFTER HOURS	(760) 633-2922	Field Services Manager	Leo (760) 212-2838
PUBLIC WORKS	(760) 633-2840	Project Manager	Robin (760) 331-7819
ONCALL OPERATOR	(760) 633-2342	Admin Services Manager	Chuck (760) 420-6062
SHERIFF	(760) 966-3500	Field Services Specialist	Frank (760) 214-2229
<u>SANITATION</u>		Field Services Supervisor	Jeff (760) 500-1451
ENCINA (MAIN)	(760) 438-3941	On Call/ Pump Station	(760) 500-1491
ENCINA AFTER HOURS	(760) 268-8823	TV Van	(760) 207-8249
	(760) 801-9120	Vactor #1	(760) 207-8264
COUNTY OF SAN DIEGO	(858) 694-3273	Vactor #2	(760) 207-8209
<u>SCADA</u>		Mark Out Van	(760) 212-2836
RICK PATECELL	(951) 302-1018	Easements	(760) 500-6050
<u>WATER</u>		Richard Stinson	(760) 525-8653
OLIVENHAIN	(760) 753-6466	<u>LWD PAGERS</u>	
SANTA FE IRRIGATION	(858) 756-2424	JAMES	(760) 966-9312
VALLECITOS W.D.	(760) 744-0460	KEN	(760) 966-9314
(SAN MARCOS)		ARMOND	(760) 414-6574
<u>STEVE DEERING</u>		CRAIG	(760) 966-9342
District Engineer	(760) 479-4101	MARVIN	(760) 781-6909
cell	(619) 417-6305	IAN	(760) 966-9315
<u>JEROD COLEMAN</u> - Inspector		JOSE (J.R.)	(760) 649-2483
	(760) 479-4148	STEVE	(760) 781-6908
cell	(760) 685-7803	KEON	(760) 414-6122
<u>SAN ELIJO</u> (Treatment Plant)		ANSWERING SERVICE	(760) 753-6565
	(760) 753-6203		

Attachment (c)