

**WEST VALLEY SANITATION DISTRICT
SEWER SYSTEM MANAGEMENT PLAN**

SECTION IX
MONITORING, MEASUREMENT, AND MODIFICATIONS

The process of monitoring, measuring, and making program modifications is necessary to ensure that the District's SSMP continues to be relevant and effective. Results from monitoring and measuring serve as the basis for the SSMP audit as described in Section X. Monitoring refers to the actions necessary to oversee the implementation of each element of the SSMP, measurement refers to methods used to gage effectiveness through development and tracking of performance criteria, while program modifications are necessary changes to the SSMP to maintain or enhance its effectiveness. Although each SSMP element may have unique criteria established for determining its own effectiveness, the most defining and overall measure of the SSMP's effectiveness is achievement of a continuous trend in reducing and or stabilizing the occurrence and severity of SSOs. In other words, a successful implementation of each element should result in an effective SSMP.

Monitoring

Monitoring of the District's SSMP focuses on each element in terms of its implementation and measurement. Monitoring the implementation of SSMP elements would achieve the following goals:

- Stated objectives of each element are valid and achievable
- Tasks cited in each element leads to reaching these objectives
- Tasks are being implemented
- Responsibility for implementation is identified

Monitoring the measurement criteria to ensure that:

- Performance standards adequately reflect effectiveness
- Performance standards are quantifiable
- Measurement used is comparable to established industry standards
- Trending is performed to develop performance history
- Measurements used for all elements results resulted in a net reduction or stabilization of Sanitary Sewer Overflows (SSO)

Measurement

By establishing specific performance indicators for each element, an assessment can be made to determine the degree of success achieved. Where possible, quantitative performance indicators; e.g., number of SSO occurrences, length of lines cleaned, spill response times, number of capital projects completed, etc., are used. Some of the key measurements used in each element are summarized below in Table IX-1. Although the evaluation of these measurements on an annual basis is important for ensuring that specific details of the SSMP are on target, the trending analysis of these measurements

has the most value for measuring the SSMP’s overall success. Some selected trending data are provided in Appendix E.1.

Table IX-1

SSMP Element		Performance Parameters	
		Monitoring	Measurement
I	Mission, Goals and Objectives	<ul style="list-style-type: none"> • Goals reflect District goals and priorities 	<ul style="list-style-type: none"> • Degree of goal achievement
II	Organization	<ul style="list-style-type: none"> • Current staff and positions are reflected 	<ul style="list-style-type: none"> • Adequate staffing levels to achieve SSMP goals
III	Legal Authority	<ul style="list-style-type: none"> • Legal authorities are properly cited 	<ul style="list-style-type: none"> • Adequate legal authority
IV	Operation and Maintenance Program	<ul style="list-style-type: none"> • Maintenance measures reflect current program and best current practices • Maintenance measures are being implemented • Are maintenance measures positively affecting measurement criteria • Resources are adequate to achieve success • CIPs address rehabilitation priorities and needs 	<ul style="list-style-type: none"> • Number and volume of main/lateral SSOs • Trend of main/lateral SSOs • Number of pump station failures • Length of lines cleaned • Length of lines CCTV'd • Number of capital projects completed • Mapping is accurate and current • Equipment and tools are adequate to perform work • Staff has adequate training and properly certified
V	Design & Construction	<ul style="list-style-type: none"> • Design and construction QA measures in place • Current standards are utilized and are appropriate • New technology and methods are considered 	<ul style="list-style-type: none"> • Number of design errors found during construction • Number of construction deficiencies found after construction • Design and construction standards are current • Design incorporates the use of new technologies
VI	Overflow Emergency Response Plan	<ul style="list-style-type: none"> • Emergency response measures reflect current procedures • Response actions reflect best and current practice 	<ul style="list-style-type: none"> • Staff follows steps identified in program • Response times • Percent of SSO captured • Reporting compliance to RWQCB/SWRCB

VII	Fats, Oils, and Grease (FOG) Control Program	<ul style="list-style-type: none"> • Description matches current program • Implementation of all FOG related actions • Timeline for FOG actions 	<ul style="list-style-type: none"> • Number of grease related blockages and SSO's • Number of inspections performed • Percentage of businesses in compliance
VIII	Capacity Management	<ul style="list-style-type: none"> • Capacity analysis study reflects actual conditions and utilizes accepted design standards and approaches • Capacity issues are investigated in further detail or addressed as CIP in accordance with District priorities • CIP reflects current priorities • Progress of CIP projects 	<ul style="list-style-type: none"> • Number of study identified capacity issues • Number of SSOs caused by capacity limitations • Number of CIP projects completed • On-schedule record of CIP projects • Development of medium and long term CIP
IX	Monitoring, Measurement, and Program Modifications	<ul style="list-style-type: none"> • Monitoring, measurements, and modifications result in continuous improvement of SSMP 	<ul style="list-style-type: none"> • Monitoring and validation of SSMP Elements • Measurements are appropriate and meaningful
X	SSMP Program Audits	<ul style="list-style-type: none"> • SSMP and elements are being evaluated for effectiveness • Successes highlighted and challenges addressed through modifications 	<ul style="list-style-type: none"> • Audits performed annually • Results reported with SSO report to SWRCB by 3/15 • Modifications are made as necessary
XI	Communication Program	<ul style="list-style-type: none"> • Complete and accurate stakeholder information • Communication modes are being utilized 	<ul style="list-style-type: none"> • Activity on website access • Number of public/private inquiries

Program Modifications

Although the SWRCB requires that the SSMP be updated every five years, the SSMP should be considered as a very dynamic document, and may require updating on a more frequent basis. Routine changes to administrative information, notwithstanding, minor changes will likely be required to address improvements identified through the annual SSMP Audit (Section X) or through modifications required as conditions change. Although major changes to the SSMP requires formal adoption by the District Board and re-certification by authorized staff, minor changes or revisions to the body and appendices of the SSMP is performed without the same level of formality.

The primary responsibility for proposing and initiating modifications to the SSMP will be that of the Director of Engineering and Operations, with input of engineering and operations staff. Review and approval of the modification, in addition to determining whether it constitutes a major or minor change, will be the responsibility of the District Manager and Engineer. A history of the Board's SSMP adoption and revision history is shown in Appendix E.2.