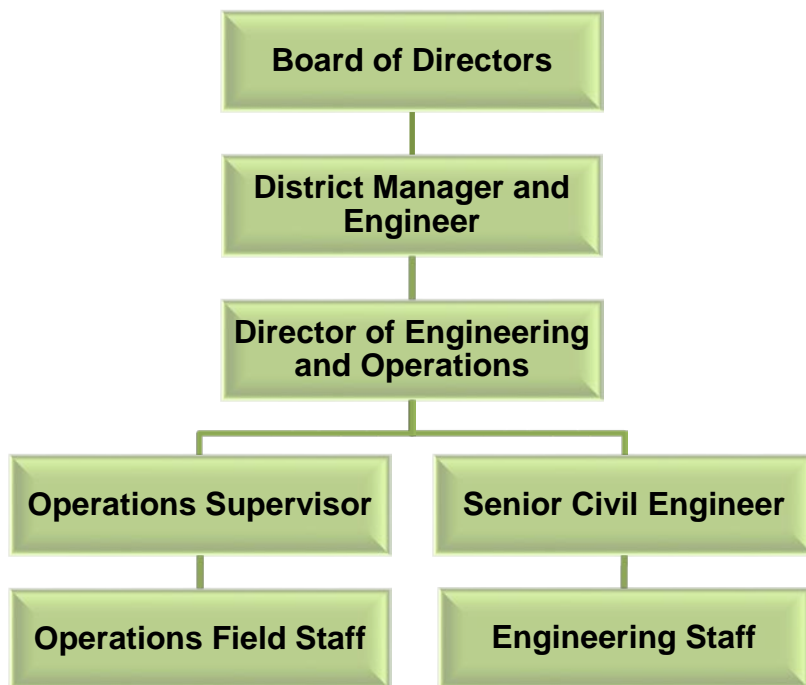


**WEST VALLEY SANITATION DISTRICT
SEWER SYSTEM MANAGEMENT PLAN**

SECTION II – ORGANIZATION

Organization Chart

The abbreviated organization chart and position descriptions provided below identify District staff responsible for the implementation, management, and maintenance of the SSMP. The current organization chart for the entire District is provided in Appendix A.4.



Board of Directors – The District Board of Directors is governed by a five-member Board of Directors, comprised of the elected officials from each of the four municipalities in the District’s jurisdiction, and one member from the County of Santa Clara Board of Supervisors (Ref. Appendix A.1). At the beginning of each year, the municipalities and the County appoint one elected official to serve on the District Board for the subsequent year one year term. The Board’s function is to provide proper governance of the District to ensure that its policies and activities are in alignment with the needs and desires of the community served. The Board is responsible for approval of the certified SSMP as presented by the District Manager and Engineer.

District Manager and Engineer – The District Manager and Engineer is appointed by the District’s Board. The District Manager and Engineer is the chief administrative officer of the

District and is responsible for the overall development and implementation of the District's SSMP. The District Manager also serves as the District's Public Information Officer (PIO).

Director of Engineering and Operations - The Director of Engineering and Operations plans, manages, oversees and directs District-wide systems engineering, repair and maintenance, project design, construction management, project inspection and contract management. The Director coordinates the development and implementation of the District's SSMP and certifies that it is in compliance with the requirements set forth in SWRCB WDR Orders. The Director is designated as a Legally Responsible Official (LRO) for the District and authorized to certify reports made to the California Integrated Water Quality System (CIWQS) Program and is ultimately responsible for notification and reporting SSOs to the appropriate regulatory agencies.

Operations Supervisor – The Operations Supervisor plans, organizes and evaluates the work of Operations Field staff responsible for operation, cleaning, inspection, repair and maintenance of the District's sewer collection system. The Operations Supervisor leads emergency responses and investigations of SSO's and ensures these are appropriately documented for reporting purposes. The Operations Supervisor is also designated as a LRO and is typically the individual certifying SSO reports submitted to CIWQS. In the case of Category I SSOs, the Operations Supervisor has the responsibility to report these to CalEMA-OES within the required two-hour notification requirement.

Operations Field Staff – Operations Field Staff operate, clean, inspect, repair and maintain the District's sewer collection system. The Operations Field staff is responsible for responding to service requests including SSOs in accordance with the District's Sanitary Sewer Overflow and Backup Response Plan. SSOs are initially investigated and documented by field staff. The Supervising Lead Worker is designated as a Data Submitter for CIWQS and is typically the individual entering initial SSO data.

Engineering Staff – Engineering staff is responsible for the development and enforcement of the District's engineering standards. Engineering staff develops and manages the District's CIP and sanitary sewer repair programs. Engineering staff is also responsible for the review of proposed developments to verify that sufficient system capacity is available and ensure that new facilities are designed and installed in accordance with District standards. Engineering studies and programs that support the development of the District's CIP is also the responsibility of this department; e.g., Flow Monitoring, Hydraulic Modeling, Risk Based Prioritization Assessments, etc.

SSO Incident Command – In the event that command personnel are absent, the specific order of command is as follows:

District Manager → Director of Engineering and Operations → Operations Supervisor → Supervising Lead Worker → Lead Worker

Contact Information for the above individuals are provided in Appendix A.5.

Sanitary Sewer Overflow Response – The District office is open Monday through Friday, except for District holidays, from 7:30 am to 4:30 pm. All normal work hour service calls are referred directly to the Supervising Lead Worker or Operations Supervisor for dispatch of the required maintenance staff and equipment. All after hours calls are routed to the Santa Clara County Emergency Radio Communications Center who then directly notifies the District's on-call field operations staff. The on-call field operations staff person is furnished with a District service truck and cell phone to facilitate a timely response. If the SSO is determined to be a Category I event, the two-hour CalEMA-OES notification is made by the Supervising Lead Worker, Operations Supervisor, or if unavailable, the Director of Engineering and Operations.