AGENDA

REGULAR MEETING OF THE LAKEPORT CITY COUNCIL

(ALSO MEETS AS THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, THE LAKEPORT INDUSTRIAL DEVELOPMENT AUTHORITY, THE MUNICIPAL FINANCING AGENCY OF LAKEPORT, THE LAKEPORT GROUNDWATER SUSTAINABLITY AGENCY and THE SUCCESSOR AGENCY TO THE FORMER LAKEPORT REDEVELOPMENT AGENCY)

Tuesday, April 21, 2026 6:00 p.m.

City Council Chambers, 225 Park Street, Lakeport, California 95453

See Teleconferencing Instructions Below

If you cannot attend in person, and would like to speak on an agenda item, you can access the Zoom meeting remotely:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. Zoom Meeting Link Passcode: 477973

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 973 6820 1787
Passcode: 477973
International numbers available: https://zoom.us/u/abNyiaqY1I

The City wants you to know that you can also submit your comments by email to virtualhost@cityoflakeport.com.
To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 3:30 p.m. on Tuesday, April 21, 2026.

Please indicate in the email Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on.
Comments that you want read to the Council will be subject to the three minute time limitation (approximately 350 words).
Written comments that are only to be provided to Council and not read at the meeting will be distributed to the Council prior to the meeting.

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Tuesday, April 21, 2026, 6:00 p.m.

City Council Chambers, 225 Park Street, Lakeport, California 95453

**All references to "City Council" include those other agencies which are listed above*

The City Council may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described. The council may establish and make appointments to a Council committee (made up of two Councilmembers) with respect to any item appearing on this agenda.

I.		**CALL TO ORDER & ROLL CALL:**	6:00 p.m.
II.		**PLEDGE OF ALLEGIANCE:**	
III.		**ACCEPTANCE OF AGENDA/ URGENCY ITEMS:**	Move to accept agenda as posted or move to add or delete items. *To add item, Council is required to make a majority decision that an urgency exists (as defined in the Brown Act) and a 2/3rds determination that the need to take action arose subsequent to the agenda being posted.*
IV.		**CONSENT AGENDA:**	*The following Consent Agenda items are expected to be routine and noncontroversial. They will be acted upon by the Council at one time without any discussion. Any Council Member may request that any item be removed from the Consent Agenda for discussion under the regular Agenda. Removed items will be considered following the Consent Calendar portion of this agenda.*
	A.	Ordinances:	Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per *Government Code* Section 36934.
	B.	Minutes:	Approve minutes of the City Council regular meeting of April 7, 2026.
	C.	Warrants:	Approve the warrant register of April 8, 2026.
	D.	Application 2026-018:	Approve application 2026-018, with staff recommendations, for the 2026 Summer Concert Series.
	E.	Application 2026-019:	Approve application 2026-019, with staff recommendations, for the Tuesday Farmers Markets in the Park.
	F.	SSMP Update:	Adopt a resolution approving and certifying the City of Lakeport Municipal Sewer District Sewer System Management Plan (SSMP) update, prepared in compliance with State Water Resources Control Board Order WQ 2022-0103-DWQ, and authorizing the Compliance Officer to certify the document in the California Integrated Water Quality System (CIWQS) on behalf of the CLMSD Director.
	G.	Measure Z Advisory Committee (MZAC):	Receive and file the minutes of the MZAC regular meeting of April 15, 2026.
V.		**PUBLIC PRESENTATIONS/REQUESTS:**	
	A.	Public Input:	*Any person may speak for 3 minutes about any subject within the authority of the City Council, provided that the subject is not already on tonight's agenda. Per Government Code §54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda.*
	B.	New Employee Introduction:	Introduce new Utilities Department employee Trina Kollasch.
VI.		**PUBLIC HEARING:**	

VII. COUNCIL BUSINESS:

A. Administrative Services Director:

1. Title VI Program Documents:	Rescind Resolution 2713 (2019) and adopt a Resolution approving the City of Lakeport Title VI Plan, the Limited English Proficiency (LEP) Assessment and Language Access Plan (LAP) and the Title VI Annual Work Plan.

B. Utilities Director

1. Water & Sewer Rate Study	Authorize the City Manager to execute a PSA with Willdan Financial Services for the completion of a Water & Sewer rate study for $52,950.

C. City Manager

1. Fiscal Year 2026/27 Goals:	Conduct a Strategic Planning Workshop for Fiscal Year 25/26 Citywide Departmental Goals.

VIII. CITY COUNCIL COMMUNICATIONS:

A. Travel, Calendar, and Miscellaneous Reports, if any**:**

IX. ADJOURNMENT:

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 225 Park Street, Lakeport, California, during normal business hours. Such documents are also available on the City of Lakeport's website, www.cityoflakeport.com, subject to staff's ability to post the documents before the meeting.

The City of Lakeport, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk's Office, (707) 263-5615, 72 hours prior to the scheduled meeting to ensure reasonable accommodations are provided.

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Hilary Britton, Deputy City Clerk

MINUTES

REGULAR MEETING OF THE LAKEPORT CITY COUNCIL

(ALSO MEETS AS THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, THE LAKEPORT INDUSTRIAL DEVELOPMENT AUTHORITY, THE MUNICIPAL FINANCING AGENCY OF LAKEPORT, LAKEPORT GROUNDWATER SUSTAINABILITY AUTHORITY and THE SUCCESSOR AGENCY TO THE FORMER LAKEPORT REDEVELOPMENT AGENCY)*

Tuesday, April 7, 2026, 6:00 p.m.

City Council Chambers, 225 Park Street, Lakeport, California 95453

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The City Council may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described. The council may establish and make appointments to a Council committee (made up of two Councilmembers) with respect to any item appearing on this agenda.

I. CALL TO ORDER & ROLL CALL: Mayor Disney called the meeting to order at 6:01 p.m. with Council Members Costa, Mattina, Parlet and Price present.

A moment of silence was observed for world-renown Lake County artist, Ron Keas, who recently passed away.

II. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Mayor Disney,

III. ACCEPTANCE OF AGENDA/ URGENCY ITEMS: A motion was made by Council Member Mattina, seconded by Council Member Parlet, and unanimously carried by voice vote 5-0-0-0 to accept the agenda as posted.

IV. CONSENT AGENDA:

The following Consent Agenda items are expected to be routine and noncontroversial. They will be acted upon by the Council at one time without any discussion. Any Council Member may request that any item be removed from the Consent Agenda for discussion under the regular Agenda. Removed items will be considered following the Consent Calendar portion of this agenda.

A.	Ordinances:	Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per *Government Code* Section 36934.
B.	Minutes:	Approve minutes of the City Council regular meeting of March 17, 2026.
C.	Application 2026-015:	Approve application 2026-015, with staff recommendations, for the Kiwanis use of the Snack Shack on the Fourth of July.
D.	Application 2026-016:	Approve application 2026-016, with staff recommendations, for the 2026 Memorial Day Parade.
E.	Application 2026-017:	Approve application 2026-017, with staff recommendations, for reserved parking on Forbes Street during the June election period.
F.	Job Description Updates:	Approve the modified Financial Services Specialist I / II / III classification and job description.
G.	SB 1 Project List:	Adopt the proposed resolution approving the City of Lakeport SB 1 Project List for fiscal year 2026-27 and direct staff to submit to the California Transportation Commission.
H.	Supplemental Law Enforcement Services:	Authorize the Police Chief to execute a Law Enforcement Service MOU with the City of Clearlake.
	Vote on Consent Agenda:	A motion was made by Council Member Parlet, seconded by Council Member Costa, and unanimously carried by voice vote 5-0-0-0 to approve the Consent Agenda, items A-H.

V. PUBLIC PRESENTATIONS/REQUESTS:

A.	Public Input:	Marie Schrader from Discover Lakeport CA provided an update on her climbing social media and website reach, and on a number of upcoming activities in Lakeport.

B. Presentation: Representatives from the Children's Council and the Lake County Office of Education provided a presentation on the Positive Community Norms project.

C. Proclamation: Mayor Disney presented a proclamation designating April 2026 as Child Abuse Prevention Month to representatives from the Children's Council, Child Welfare Services and the Lake County Office of Education.

D. Proclamation: Mayor Disney presented a proclamation designating April 2026 as Arts, Culture, and Creativity Month to Barbara Clark, Executive Director, and members of the Lake County Arts Council.

VI. PUBLIC HEARING:

VII. COUNCIL BUSINESS:

A. City Manager

1. Fiscal Year 25/26 City Department Goals Progress & Accomplishments Presentation: City Manager Ingram presented an update on accomplishments and progress towards the fulfillment of FY 25/26 Departmental Goals.

VIII. CITY COUNCIL COMMUNICATIONS:

A. Travel, Calendar, and Miscellaneous Reports, if any:

Community Development Director Hejnowicz no report

Police Chief Stoebe offered no report.

Finance Director Dizon offered no report.

Utilities Director Harris offered no report.

Administrative Services Director Buendia offered no report.

Public Works Director Ladd offered no report.

Planning Services Manager Fernandez offered no report.

City Attorney Anderson offered no report.

City Manager Ingram reported that the South Main Street Resiliency Plan was not included in Congressman Thompson's recommended projects for Congressional Community Funding. Staff will continue to work with the Congressman's office to identify alternate funding possibilities. He also attended the CalCities Revenue & Tax Committee meeting, where the committee was presented with several bills sponsored by the League that the City will support.

Council Member Costa reported that she is continuing to work on the Splash-In Event with the organizers.

Council Member Parlet reported that Lake APC is installing flashing beacons along the Northshore to improve lighting and safety on Highway 20.

Council Member Price offered no report.

Mayor Pro Tem Mattina advised that there will be an APC/LTA meeting tomorrow in Lower Lake. She attended the CalCities Housing, Community and Economic Development Committee meeting and received legislative updates from CalCities lobbyists.

Mayor Disney advised that the regular meeting of the Lake County Recreation Authority will be cancelled this week. Representatives from the LCRA will be presenting to both City Councils and the Board of Supervisors in the upcoming month.

CLOSED SESSION:

Mayor Disney adjourned the meeting to Closed Session at 7:32 p.m. to discuss:

1. Conference with Legal Counsel; Existing Litigation (Gov. Code § 54956.9(d)(1)).
   The City Council finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

   In re: National Prescription Opiate Litigation, Case No. 1:17-md-02804-DAP, pending in the U.S. District Court for the Northern District of Ohio.
   Plaintiff: City of Lakeport.

   Defendants: Associated Pharmacies, Inc (and American Associated Pharmacies); J M Smith Corporation; Louisiana Wholesale Drug Company, Inc.; Morris and Dickson Co.; North Carolina Mutual Wholesale Drug Company, Inc.; and United Natural Foods, Inc. (including its subsidiaries SuperValu and Advantage Logistics).

Report Out of Closed Session:

Mayor Disney returned the meeting from Closed Session at 8:01 p.m. to report that the Council voted unanimously, 5-0-0-0, to execute the settlement agreement.

IX. ADJOURNMENT:

Mayor Disney adjourned the meeting at 8:01 p.m.

_____
Hilary Britton, Deputy City Clerk

CITY OF LAKEPORT
Over 125 years of community pride, progress and service

4/9/2026

I hereby certify that the attached list of warrants has been audited, extensions are proper, purchase orders have been issued, and department heads have been given the opportunity to review and sign claim forms.



_____

Danielle Dizon
Finance Director



Lakeport

Bank Transaction Report

Transaction Detail

Issued Date Range: 01/27/2026 - 04/08/2026

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Account: 15-0352000798 - POOLED CASH BANK							
01/27/2026	02/28/2026	61036	CA BLDG STANDARDS COMMISSION	Accounts Payable	Cleared	Check	-81.43
01/27/2026	02/28/2026	61037	COUNTY OF LAKE	Accounts Payable	Cleared	Check	-50.00
01/27/2026	02/28/2026	61038	DALE STOEBE	Accounts Payable	Cleared	Check	-916.31
01/27/2026	01/31/2026	61039	DANIELLE DIZON	Accounts Payable	Cleared	Check	-324.04
01/27/2026	02/28/2026	61040	DEPT OF CONSERVATION	Accounts Payable	Cleared	Check	-325.60
01/27/2026	02/28/2026	61041	DIVISION OF STATE ARCHITECT	Accounts Payable	Cleared	Check	-32.80
01/27/2026	02/28/2026	61042	KIMBERLY SEARCY	Accounts Payable	Cleared	Check	-23.00
01/27/2026	01/31/2026	61043	RYAN COOLEY	Accounts Payable	Cleared	Check	-360.00
01/27/2026	03/31/2026	61044	SHAUN JOHNSON	Accounts Payable	Cleared	Check	-810.00
01/27/2026	02/28/2026	61045	SWRCB ACCOUNTING OFFICE	Accounts Payable	Cleared	Check	-8,712.52
01/27/2026	02/28/2026	61046	TOBY COLEMAN	Accounts Payable	Cleared	Check	-185.49
01/27/2026	01/31/2026	61047	TODD FREITAS	Accounts Payable	Cleared	Check	-243.00
01/27/2026	01/31/2026	APA008962	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Cleared	AP Automation	-5,292.00
01/27/2026	01/31/2026	APA008963	AmWINS GROUP BENEFITS, INC.	Accounts Payable	Cleared	AP Automation	-24,353.05
01/27/2026	01/31/2026	APA008964	APEX TECHNOLOGY MGMT, INC.	Accounts Payable	Cleared	AP Automation	-507.80
01/27/2026	01/31/2026	APA008965	ASBURY ENVIRONMENTAL SERVICES	Accounts Payable	Cleared	AP Automation	-153.00
01/27/2026	01/31/2026	APA008966	AT&T	Accounts Payable	Cleared	AP Automation	-31.78
01/27/2026	01/31/2026	APA008967	AT&T	Accounts Payable	Cleared	AP Automation	-224.00
01/27/2026	01/31/2026	APA008968	AT&T	Accounts Payable	Cleared	AP Automation	-113.67
01/27/2026	01/31/2026	APA008969	AT&T	Accounts Payable	Cleared	AP Automation	-251.45
01/27/2026	01/31/2026	APA008970	AT&T	Accounts Payable	Cleared	AP Automation	-251.45
01/27/2026	01/31/2026	APA008971	BANNER BANK	Accounts Payable	Cleared	AP Automation	-110,726.00
01/27/2026	01/31/2026	APA008972	CLEAR LAKE ENVIRONMENTAL RESEARCH CENTER	Accounts Payable	Cleared	AP Automation	-2,957.00
01/27/2026	01/31/2026	APA008973	CLEARLAKE REDI-MIX INC.	Accounts Payable	Cleared	AP Automation	-514.16
01/27/2026	01/31/2026	APA008974	DEEP VALLEY SECURITY	Accounts Payable	Cleared	AP Automation	-620.30
01/27/2026	01/31/2026	APA008975	FED EX	Accounts Payable	Cleared	AP Automation	-14.92
01/27/2026	01/31/2026	APA008976	FERRELLGAS	Accounts Payable	Cleared	AP Automation	-12.00
01/27/2026	01/31/2026	APA008977	INSURANCE AND BENEFITS TRUST OF PORAC	Accounts Payable	Cleared	AP Automation	-378.00
01/27/2026	01/31/2026	APA008978	IT'S ABOUT TIME, INC	Accounts Payable	Cleared	AP Automation	-50.68
01/27/2026	01/31/2026	APA008979	KATOM RESTAURANT SUPPLY, INC.	Accounts Payable	Cleared	AP Automation	-3,810.95
01/27/2026	01/31/2026	APA008980	MANAGEMENT CONNECTIONS	Accounts Payable	Cleared	AP Automation	-1,689.08
01/27/2026	01/31/2026	APA008981	MENDO MILL & LUMBER CO.	Accounts Payable	Cleared	AP Automation	-490.56
01/27/2026	01/31/2026	APA008982	NAPA AUTO - LAKE PARTS	Accounts Payable	Cleared	AP Automation	-407.05
01/27/2026	01/31/2026	APA008983	O'REILLY AUTO PARTS	Accounts Payable	Cleared	AP Automation	-56.92
01/27/2026	01/31/2026	APA008984	OWEN EQUIPMENT SALES	Accounts Payable	Cleared	AP Automation	-384.60
01/27/2026	01/31/2026	APA008985	PACE ENGINEERING, INC.	Accounts Payable	Cleared	AP Automation	-8,111.13

Bank Transaction Report **Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/27/2026	01/31/2026	APA008986	PACE SUPPLY #03391-00	Accounts Payable	Cleared	AP Automation	-9,795.45
01/27/2026	01/31/2026	APA008987	PG&E	Accounts Payable	Cleared	AP Automation	-28,307.15
01/27/2026	01/31/2026	APA008988	PITNEY BOWES INC	Accounts Payable	Cleared	AP Automation	-173.70
01/27/2026	01/31/2026	APA008989	PRINTING SYSTEMS	Accounts Payable	Cleared	AP Automation	-219.50
01/27/2026	01/31/2026	APA008990	R.S. HUGHES	Accounts Payable	Cleared	AP Automation	-83.65
01/27/2026	01/31/2026	APA008991	RB PEST CONTROL	Accounts Payable	Cleared	AP Automation	-5,250.00
01/27/2026	01/31/2026	APA008992	SONOMA RSA, INC	Accounts Payable	Cleared	AP Automation	-270.00
01/27/2026	01/31/2026	APA008993	STAPLES BUSINESS ADVANTAGE	Accounts Payable	Cleared	AP Automation	-507.44
01/27/2026	01/31/2026	APA008994	SUNRISE ENVIRON. SCIENTIFIC	Accounts Payable	Cleared	AP Automation	-5,079.01
01/27/2026	01/31/2026	APA008995	THATCHER COMPANY OF CA., INC.	Accounts Payable	Cleared	AP Automation	-11,223.03
01/27/2026	01/31/2026	APA008996	THE UPS STORE #5161	Accounts Payable	Cleared	AP Automation	-65.37
01/27/2026	01/31/2026	APA008997	TRACTOR SUPPLY CREDIT PLAN	Accounts Payable	Cleared	AP Automation	-93.50
01/27/2026	01/31/2026	APA008998	TRI-CITIES ANSWERING SERVICE	Accounts Payable	Cleared	AP Automation	-117.68
01/27/2026	01/31/2026	APA008999	US BANK	Accounts Payable	Cleared	AP Automation	-2,155.00
01/27/2026	01/31/2026	APA009000	VESTIS	Accounts Payable	Cleared	AP Automation	-119.07
01/27/2026	01/31/2026	APA009001	WEST COAST FIRE & WATER	Accounts Payable	Cleared	AP Automation	-3,191.32
02/03/2026	02/28/2026	61052	PINNACLE PUBLIC FINANCE, INC.	Accounts Payable	Cleared	Check	-20,193.00
02/03/2026	02/28/2026	61053	AFLAC	Accounts Payable	Cleared	Check	-572.27
02/03/2026	02/28/2026	61054	CA STATE DISBURSEMENT UNIT	Accounts Payable	Cleared	Check	-318.46
02/03/2026	02/28/2026	61055	FRANCHISE TAX BOARD	Accounts Payable	Cleared	Check	-120.00
02/03/2026	02/28/2026	61056	FRANCHISE TAX BOARD	Accounts Payable	Cleared	Check	-50.00
02/03/2026	02/28/2026	61057	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Cleared	Check	-345.00
02/03/2026		61058	LPOA	Accounts Payable	Outstanding	Check	-670.00
02/03/2026	02/28/2026	61059	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Cleared	Check	-1,425.00
02/03/2026	02/28/2026	61060	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Cleared	Check	-2,313.92
02/03/2026	02/28/2026	APA009002	4LEAF, INC.	Accounts Payable	Cleared	AP Automation	-3,082.00
02/03/2026	02/28/2026	APA009003	ADAMS ASHBY GROUP, LLC.	Accounts Payable	Cleared	AP Automation	-6,427.45
02/03/2026	02/28/2026	APA009004	AMERIGAS - 0920	Accounts Payable	Cleared	AP Automation	-295.39
02/03/2026	02/28/2026	APA009005	ANDREW HEATH	Accounts Payable	Cleared	AP Automation	-435.00
02/03/2026	02/28/2026	APA009006	APPLIED BUSINESS SOFTWARE, INC.	Accounts Payable	Cleared	AP Automation	-256.07
02/03/2026	02/28/2026	APA009007	AT&T	Accounts Payable	Cleared	AP Automation	-224.00
02/03/2026	02/28/2026	APA009008	AT&T CALNET3	Accounts Payable	Cleared	AP Automation	-144.55
02/03/2026	02/28/2026	APA009009	AT&T CALNET3	Accounts Payable	Cleared	AP Automation	-292.80
02/03/2026	02/28/2026	APA009010	AT&T MOBILITY	Accounts Payable	Cleared	AP Automation	-40.74
02/03/2026	02/28/2026	APA009011	CENTER FOR HEARING HEALTH, INC	Accounts Payable	Cleared	AP Automation	-1,035.00
02/03/2026	02/28/2026	APA009012	CLEARLAKE REDI-MIX INC.	Accounts Payable	Cleared	AP Automation	-874.70
02/03/2026	02/28/2026	APA009013	COLANTUONO, HIGHSMITH & WHATLEY, PC	Accounts Payable	Cleared	AP Automation	-11,089.20
02/03/2026	02/28/2026	APA009014	COMMUNITY DEVELOPMENT SERVICES	Accounts Payable	Cleared	AP Automation	-450.00
02/03/2026	02/28/2026	APA009015	COUNTY OF LAKE - ANIMAL CONTROL	Accounts Payable	Cleared	AP Automation	-403.75
02/03/2026	02/28/2026	APA009016	COUNTY OF LAKE - INFO TECH	Accounts Payable	Cleared	AP Automation	-2,772.25
02/03/2026	02/28/2026	APA009017	COUNTY OF LAKE - SPECIAL DIST	Accounts Payable	Cleared	AP Automation	-96,921.18
02/03/2026	02/28/2026	APA009018	DEPT OF JUSTICE	Accounts Payable	Cleared	AP Automation	-175.00
02/03/2026	02/28/2026	APA009019	DOKKEN ENGINEERING	Accounts Payable	Cleared	AP Automation	-6,258.65

Bank Transaction Report **Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/03/2026	02/28/2026	APA009020	EUREKA OXYGEN COMPANY	Accounts Payable	Cleared	AP Automation	-237.89
02/03/2026	02/28/2026	APA009021	FERRELLGAS	Accounts Payable	Cleared	AP Automation	-729.11
02/03/2026	02/28/2026	APA009022	FLOWERS BY JACKIE LAKEPORT	Accounts Payable	Cleared	AP Automation	-288.19
02/03/2026	02/28/2026	APA009023	GARTON TRACTOR	Accounts Payable	Cleared	AP Automation	-346.87
02/03/2026	02/28/2026	APA009024	IBCCES	Accounts Payable	Cleared	AP Automation	-100.00
02/03/2026	02/28/2026	APA009025	IT'S ABOUT TIME, INC	Accounts Payable	Cleared	AP Automation	-103.32
02/03/2026	02/28/2026	APA009026	JOHN TYSON	Accounts Payable	Cleared	AP Automation	-400.00
02/03/2026	02/28/2026	APA009027	KIWANIS CLUB OF LAKEPORT	Accounts Payable	Cleared	AP Automation	-100.00
02/03/2026	02/28/2026	APA009028	LAKE COUNTY LOCK & SAFE	Accounts Payable	Cleared	AP Automation	-543.38
02/03/2026	02/28/2026	APA009029	MENDO MILL & LUMBER CO.	Accounts Payable	Cleared	AP Automation	-186.92
02/03/2026	02/28/2026	APA009030	NAPA AUTO - LAKE PARTS	Accounts Payable	Cleared	AP Automation	-783.50
02/03/2026	02/28/2026	APA009031	O'REILLY AUTO PARTS	Accounts Payable	Cleared	AP Automation	-50.69
02/03/2026	02/28/2026	APA009032	PG&E	Accounts Payable	Cleared	AP Automation	-10.87
02/03/2026	02/28/2026	APA009033	PG&E	Accounts Payable	Cleared	AP Automation	-25.46
02/03/2026	02/28/2026	APA009034	PG&E	Accounts Payable	Cleared	AP Automation	-121.30
02/03/2026	02/28/2026	APA009035	PG&E	Accounts Payable	Cleared	AP Automation	-3,189.51
02/03/2026	02/28/2026	APA009036	PG&E	Accounts Payable	Cleared	AP Automation	-784.67
02/03/2026	02/28/2026	APA009037	PG&E	Accounts Payable	Cleared	AP Automation	-602.51
02/03/2026	02/28/2026	APA009038	PG&E	Accounts Payable	Cleared	AP Automation	-33.34
02/03/2026	02/28/2026	APA009039	PG&E	Accounts Payable	Cleared	AP Automation	-1,283.92
02/03/2026	02/28/2026	APA009040	PITNEY BOWES INC	Accounts Payable	Cleared	AP Automation	-195.82
02/03/2026	02/28/2026	APA009041	PLAZA PAINT & SUPPLIES	Accounts Payable	Cleared	AP Automation	-421.45
02/03/2026	02/28/2026	APA009042	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Cleared	AP Automation	-44.51
02/03/2026	02/28/2026	APA009043	RB PEST CONTROL	Accounts Payable	Cleared	AP Automation	-3,230.00
02/03/2026	02/28/2026	APA009044	REMIF	Accounts Payable	Cleared	AP Automation	-176.90
02/03/2026	02/28/2026	APA009045	REMIF	Accounts Payable	Cleared	AP Automation	-102,179.52
02/03/2026	02/28/2026	APA009046	RICOH USA, INC.	Accounts Payable	Cleared	AP Automation	-206.35
02/03/2026	02/28/2026	APA009047	SAFETY-KLEEN CORPORATION	Accounts Payable	Cleared	AP Automation	-287.33
02/03/2026	02/28/2026	APA009048	STAPLES BUSINESS ADVANTAGE	Accounts Payable	Cleared	AP Automation	-622.13
02/03/2026	02/28/2026	APA009049	SUTTER LAKESIDE HOSPITAL	Accounts Payable	Cleared	AP Automation	-50.00
02/03/2026	02/28/2026	APA009050	THE STANDARD INSURANCE COMPANY	Accounts Payable	Cleared	AP Automation	-1,308.51
02/03/2026	02/28/2026	APA009051	UKIAH PAPER SUPPLY, INC.	Accounts Payable	Cleared	AP Automation	-4,605.81
02/03/2026	02/28/2026	APA009052	VERIZON WIRELESS	Accounts Payable	Cleared	AP Automation	-38.01
02/03/2026	02/28/2026	APA009053	VESTIS	Accounts Payable	Cleared	AP Automation	-39.69
02/03/2026	02/28/2026	APA009054	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Cleared	AP Automation	-5,589.92
02/03/2026	02/28/2026	APA009055	WILDA SHOCK	Accounts Payable	Cleared	AP Automation	-1,500.00
02/06/2026	02/28/2026	DFT0004164	CALPERS	Accounts Payable	Cleared	Bank Draft	-4,959.48
02/06/2026	02/28/2026	DFT0004165	CALPERS	Accounts Payable	Cleared	Bank Draft	-5,046.05
02/06/2026	02/28/2026	DFT0004166	CALPERS	Accounts Payable	Cleared	Bank Draft	-5,680.61
02/06/2026	02/28/2026	DFT0004167	CALPERS	Accounts Payable	Cleared	Bank Draft	-5,834.53
02/06/2026	02/28/2026	DFT0004168	CALPERS	Accounts Payable	Cleared	Bank Draft	-3,798.17
02/06/2026	02/28/2026	DFT0004169	CALPERS	Accounts Payable	Cleared	Bank Draft	-6,732.25
02/06/2026	02/28/2026	DFT0004170	CALPERS	Accounts Payable	Cleared	Bank Draft	-540.38

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/06/2026	02/28/2026	DFT0004171	CALPERS	Accounts Payable	Cleared	Bank Draft	-1,465.03
02/06/2026	02/28/2026	DFT0004172	CALPERS	Accounts Payable	Cleared	Bank Draft	-48.36
02/06/2026	02/28/2026	DFT0004173	IRS	Accounts Payable	Cleared	Bank Draft	-4,742.04
02/06/2026	02/28/2026	DFT0004174	CA EMP DEVELOPMENT DEPT	Accounts Payable	Cleared	Bank Draft	-5,600.86
02/06/2026	02/28/2026	DFT0004175	CA EMP DEVELOPMENT DEPT	Accounts Payable	Cleared	Bank Draft	-2,123.05
02/06/2026	02/28/2026	DFT0004176	IRS	Accounts Payable	Cleared	Bank Draft	-14,195.59
02/06/2026	02/28/2026	DFT0004177	IRS	Accounts Payable	Cleared	Bank Draft	-210.80
02/10/2026	02/28/2026	APA009056	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Cleared	AP Automation	-1,259.00
02/10/2026	02/28/2026	APA009057	AMAZON CAPITAL SERVICES, INC.	Accounts Payable	Cleared	AP Automation	-103.40
02/10/2026	02/28/2026	APA009058	APEX TECHNOLOGY MGMT, INC.	Accounts Payable	Cleared	AP Automation	-2,029.24
02/10/2026	02/28/2026	APA009059	AT&T CALNET3	Accounts Payable	Cleared	AP Automation	-386.05
02/10/2026	02/28/2026	APA009060	AT&T CALNET3	Accounts Payable	Cleared	AP Automation	-95.91
02/10/2026	02/28/2026	APA009061	AT&T CALNET3	Accounts Payable	Cleared	AP Automation	-253.93
02/10/2026	02/28/2026	APA009062	CORE PSYCHOLOGICAL CORPORATION	Accounts Payable	Cleared	AP Automation	-500.00
02/10/2026	02/28/2026	APA009063	COUNTY OF LAKE - INFO TECH	Accounts Payable	Cleared	AP Automation	-1,054.19
02/10/2026	02/28/2026	APA009064	DAVIS TIRE & AUTO REPAIR	Accounts Payable	Cleared	AP Automation	-4,401.94
02/10/2026	02/28/2026	APA009065	DEEP VALLEY SECURITY	Accounts Payable	Cleared	AP Automation	-620.30
02/10/2026	02/28/2026	APA009066	FLOCK SAFETY	Accounts Payable	Cleared	AP Automation	-25,000.00
02/10/2026	02/28/2026	APA009067	GRANITE CONSTRUCTION COMPANY	Accounts Payable	Cleared	AP Automation	-1,501.03
02/10/2026	02/28/2026	APA009068	IRONEDGE GROUP	Accounts Payable	Cleared	AP Automation	-624.10
02/10/2026	02/28/2026	APA009069	LAKE COUNTY RECORD BEE	Accounts Payable	Cleared	AP Automation	-2,803.78
02/10/2026	02/28/2026	APA009070	LEAGUE OF CALIFORNIA CITIES	Accounts Payable	Cleared	AP Automation	-5,135.00
02/10/2026	02/28/2026	APA009071	LEXIS NEXIS RISK SOLUTIONS	Accounts Payable	Cleared	AP Automation	-206.00
02/10/2026	02/28/2026	APA009072	MANAGEMENT CONNECTIONS	Accounts Payable	Cleared	AP Automation	-1,892.65
02/10/2026	02/28/2026	APA009073	MAVERICK DATA SYSTEMS	Accounts Payable	Cleared	AP Automation	-250.00
02/10/2026	02/28/2026	APA009074	MENDO MILL & LUMBER CO.	Accounts Payable	Cleared	AP Automation	-37.82
02/10/2026	02/28/2026	APA009075	NAPA AUTO - LAKE PARTS	Accounts Payable	Cleared	AP Automation	-58.63
02/10/2026	02/28/2026	APA009076	NICK BARBIERI TRUCKING, LLC	Accounts Payable	Cleared	AP Automation	-4,421.97
02/10/2026	02/28/2026	APA009077	NUSO	Accounts Payable	Cleared	AP Automation	-279.72
02/10/2026	02/28/2026	APA009078	PACE SUPPLY #03391-00	Accounts Payable	Cleared	AP Automation	-10,659.94
02/10/2026	02/28/2026	APA009079	PAUL R. CURREN	Accounts Payable	Cleared	AP Automation	-2,782.50
02/10/2026	02/28/2026	APA009080	PG&E	Accounts Payable	Cleared	AP Automation	-135.20
02/10/2026	02/28/2026	APA009081	PG&E	Accounts Payable	Cleared	AP Automation	-4,229.41
02/10/2026	02/28/2026	APA009082	PG&E	Accounts Payable	Cleared	AP Automation	-66.10
02/10/2026	02/28/2026	APA009083	PHOENIX FIRE DEFENSE	Accounts Payable	Cleared	AP Automation	-1,220.98
02/10/2026	02/28/2026	APA009084	POLESTAR COMPUTERS	Accounts Payable	Cleared	AP Automation	-55,446.64
02/10/2026	02/28/2026	APA009085	US BANK NATIONAL ASSOCIATION	Accounts Payable	Cleared	AP Automation	-56,361.94
02/10/2026	02/28/2026	APA009086	VALLEY INTERNET	Accounts Payable	Cleared	AP Automation	-99.00
02/10/2026	02/28/2026	APA009087	VESTIS	Accounts Payable	Cleared	AP Automation	-39.69
02/10/2026	02/28/2026	APA009088	WILDA SHOCK	Accounts Payable	Cleared	AP Automation	-1,500.00
02/12/2026	02/28/2026	61061	LAKEPORT DISPOSAL, INC.	Accounts Payable	Cleared	Check	-111,002.63
02/12/2026	02/28/2026	APA009089	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Cleared	AP Automation	-682.00
02/12/2026	02/28/2026	APA009090	CLEAR LAKE ENVIRONMENTAL RESEARCH CENTER	Accounts Payable	Cleared	AP Automation	-3,256.00

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02/12/2026	02/28/2026	APA009091	EBA ENGINEERING	Accounts Payable	Cleared	AP Automation	-1,477.50
02/12/2026	02/28/2026	APA009092	FERRELLGAS	Accounts Payable	Cleared	AP Automation	-466.31
02/12/2026	02/28/2026	APA009093	GHILOTTI CONSTRUCTION COMPANY	Accounts Payable	Cleared	AP Automation	-7,462.26
02/12/2026	02/28/2026	APA009094	JACO HVAC & REFRIDGERATION	Accounts Payable	Cleared	AP Automation	-977.50
02/12/2026	02/28/2026	APA009095	LASER MAN, INC	Accounts Payable	Cleared	AP Automation	-1,035.75
02/12/2026	02/28/2026	APA009096	MATT MAZZEI CHEVROLET	Accounts Payable	Cleared	AP Automation	-12.75
02/12/2026	02/28/2026	APA009097	MENDO MILL & LUMBER CO.	Accounts Payable	Cleared	AP Automation	-229.22
02/12/2026	02/28/2026	APA009098	NAPA AUTO - LAKE PARTS	Accounts Payable	Cleared	AP Automation	-395.66
02/12/2026	02/28/2026	APA009099	ONLINE INFORMATION SERVICES	Accounts Payable	Cleared	AP Automation	-33.48
02/12/2026	02/28/2026	APA009100	PACE SUPPLY #03391-00	Accounts Payable	Cleared	AP Automation	-252.91
02/12/2026	02/28/2026	APA009101	PAUL R. CURREN	Accounts Payable	Cleared	AP Automation	-13,941.88
02/12/2026	02/28/2026	APA009102	PHOENIX FIRE DEFENSE	Accounts Payable	Cleared	AP Automation	-1,010.40
02/12/2026	02/28/2026	APA009103	PITNEY BOWES BANK INC PURCHASE POWER	Accounts Payable	Cleared	AP Automation	-502.25
02/12/2026	02/28/2026	APA009104	R.S. HUGHES	Accounts Payable	Cleared	AP Automation	-402.51
02/12/2026	02/28/2026	APA009105	SPENCER JOHNSON	Accounts Payable	Cleared	AP Automation	-1,123.92
02/12/2026	02/28/2026	APA009106	VERIZON WIRELESS	Accounts Payable	Cleared	AP Automation	-955.64
02/12/2026	02/28/2026	APA009107	ZUMAR INDUSTRIES, INC.	Accounts Payable	Cleared	AP Automation	-1,321.41
02/19/2026	02/28/2026	61070	ALI'S KITCHEN	Accounts Payable	Cleared	Check	-345.65
02/19/2026	03/31/2026	61071	JENNIFER BAKER	Accounts Payable	Cleared	Check	-44.17
02/19/2026	02/28/2026	61072	JUAN ALTAMIRANO	Accounts Payable	Cleared	Check	-69.00
02/19/2026	03/31/2026	61073	JUAN VILLA	Accounts Payable	Cleared	Check	-23.00
02/19/2026	02/28/2026	61074	KEVIN M. INGRAM	Accounts Payable	Cleared	Check	-128.00
02/19/2026	03/31/2026	61075	MARY CLAYBON	Accounts Payable	Cleared	Check	-140.00
02/19/2026	03/31/2026	61076	NATHAN MAXMAN	Accounts Payable	Cleared	Check	-140.00
02/19/2026	03/31/2026	61077	SHAUN JOHNSON	Accounts Payable	Cleared	Check	-87.00
02/19/2026	03/31/2026	61078	TODD FREITAS	Accounts Payable	Cleared	Check	-23.00
02/19/2026	02/28/2026	APA009108	ACME RIGGING & SUPPLY COMPANY	Accounts Payable	Cleared	AP Automation	-147.86
02/19/2026	02/28/2026	APA009109	AMAZON CAPITAL SERVICES, INC.	Accounts Payable	Cleared	AP Automation	-2,146.98
02/19/2026	02/28/2026	APA009110	APEX TECHNOLOGY MGMT, INC.	Accounts Payable	Cleared	AP Automation	-122.85
02/19/2026	02/28/2026	APA009111	AT&T	Accounts Payable	Cleared	AP Automation	-3,374.64
02/19/2026	02/28/2026	APA009112	AT&T	Accounts Payable	Cleared	AP Automation	-31.76
02/19/2026	02/28/2026	APA009113	AT&T	Accounts Payable	Cleared	AP Automation	-113.61
02/19/2026	02/28/2026	APA009114	AT&T	Accounts Payable	Cleared	AP Automation	-251.45
02/19/2026	02/28/2026	APA009115	AT&T	Accounts Payable	Cleared	AP Automation	-251.45
02/19/2026	02/28/2026	APA009116	CLEAR LAKE ENVIRONMENTAL RESEARCH CENTER	Accounts Payable	Cleared	AP Automation	-934.00
02/19/2026	02/28/2026	APA009117	COMMUNITY DEVELOPMENT SERVICES	Accounts Payable	Cleared	AP Automation	-1,725.00
02/19/2026	02/28/2026	APA009118	COMPREHENSIVE DRUG TESTING, INC	Accounts Payable	Cleared	AP Automation	-273.00
02/19/2026	02/28/2026	APA009119	EUREKA OXYGEN COMPANY	Accounts Payable	Cleared	AP Automation	-26.52
02/19/2026	02/28/2026	APA009120	FLOWERS BY JACKIE LAKEPORT	Accounts Payable	Cleared	AP Automation	-105.49
02/19/2026	02/28/2026	APA009121	GHILOTTI CONSTRUCTION COMPANY	Accounts Payable	Cleared	AP Automation	-76,442.35
02/19/2026	02/28/2026	APA009122	GOVINVEST INC.	Accounts Payable	Cleared	AP Automation	-18,742.50
02/19/2026	02/28/2026	APA009123	INSURANCE AND BENEFITS TRUST OF PORAC	Accounts Payable	Cleared	AP Automation	-378.00
02/19/2026	02/28/2026	APA009124	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Cleared	AP Automation	-10.84

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/19/2026	02/28/2026	APA009125	LAKE COUNTY RECORD BEE	Accounts Payable	Cleared	AP Automation	-240.31
02/19/2026	02/28/2026	APA009126	LEAGUE OF CALIFORNIA CITIES	Accounts Payable	Cleared	AP Automation	-85.00
02/19/2026	02/28/2026	APA009127	LEXIS NEXIS RISK SOLUTIONS	Accounts Payable	Cleared	AP Automation	-206.00
02/19/2026	02/28/2026	APA009128	MANAGEMENT CONNECTIONS	Accounts Payable	Cleared	AP Automation	-7,006.18
02/19/2026	02/28/2026	APA009129	MCCi, LLC	Accounts Payable	Cleared	AP Automation	-4,292.75
02/19/2026	02/28/2026	APA009130	MENDO MILL & LUMBER CO.	Accounts Payable	Cleared	AP Automation	-214.19
02/19/2026	02/28/2026	APA009131	NAPA AUTO - LAKE PARTS	Accounts Payable	Cleared	AP Automation	-187.62
02/19/2026	02/28/2026	APA009132	PACE ENGINEERING, INC.	Accounts Payable	Cleared	AP Automation	-378.25
02/19/2026	02/28/2026	APA009133	PACE SUPPLY #03391-00	Accounts Payable	Cleared	AP Automation	-3,890.69
02/19/2026	02/28/2026	APA009134	PHOENIX FIRE DEFENSE	Accounts Payable	Cleared	AP Automation	-1,691.84
02/19/2026	02/28/2026	APA009135	R.S. HUGHES	Accounts Payable	Cleared	AP Automation	-379.46
02/19/2026	02/28/2026	APA009136	REGAL CHLORINATORS	Accounts Payable	Cleared	AP Automation	-1,121.81
02/19/2026	02/28/2026	APA009137	RICOH - WELLS FARGO VENDOR FIN SVCS, LLC	Accounts Payable	Cleared	AP Automation	-570.84
02/19/2026	02/28/2026	APA009138	RICOH USA, INC.	Accounts Payable	Cleared	AP Automation	-107.49
02/19/2026	02/28/2026	APA009139	SHN CONSULTING ENGINEERS & GEO	Accounts Payable	Cleared	AP Automation	-2,230.00
02/19/2026	02/28/2026	APA009140	SONOMA RSA, INC	Accounts Payable	Cleared	AP Automation	-1,000.00
02/19/2026	02/28/2026	APA009141	THATCHER COMPANY OF CA., INC.	Accounts Payable	Cleared	AP Automation	-7,897.51
02/19/2026	02/28/2026	APA009142	TRI-CITIES ANSWERING SERVICE	Accounts Payable	Cleared	AP Automation	-179.07
02/19/2026	02/28/2026	APA009143	TRUIST GOVERNMENTAL FINANCE	Accounts Payable	Cleared	AP Automation	-20,577.01
02/19/2026	02/28/2026	APA009144	U.S. BANK CORPORATE PAYMENT SYSTEMS	Accounts Payable	Cleared	AP Automation	-13,992.38
02/19/2026	02/28/2026	APA009145	USA BLUE BOOK	Accounts Payable	Cleared	AP Automation	-2,239.29
02/19/2026	02/28/2026	APA009146	VERIZON WIRELESS	Accounts Payable	Cleared	AP Automation	-1,066.61
02/19/2026	02/28/2026	APA009147	VESTIS	Accounts Payable	Cleared	AP Automation	-79.38
02/19/2026	02/28/2026	APA009148	WECO INDUSTRIES	Accounts Payable	Cleared	AP Automation	-582.17
02/20/2026	03/31/2026	61062	AFLAC	Accounts Payable	Cleared	Check	-572.27
02/20/2026	02/28/2026	61063	CA STATE DISBURSEMENT UNIT	Accounts Payable	Cleared	Check	-318.46
02/20/2026	03/31/2026	61064	FRANCHISE TAX BOARD	Accounts Payable	Cleared	Check	-120.00
02/20/2026	02/28/2026	61065	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Cleared	Check	-345.00
02/20/2026	02/28/2026	61066	LEGALSHIELD	Accounts Payable	Cleared	Check	-357.25
02/20/2026		61067	LPOA	Accounts Payable	Outstanding	Check	-670.00
02/20/2026	02/28/2026	61068	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Cleared	Check	-1,425.00
02/20/2026	02/28/2026	61069	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Cleared	Check	-2,363.92
02/20/2026	02/28/2026	DFT0004178	CALPERS	Accounts Payable	Cleared	Bank Draft	-4,387.39
02/20/2026	02/28/2026	DFT0004179	CALPERS	Accounts Payable	Cleared	Bank Draft	-4,463.98
02/20/2026	02/28/2026	DFT0004180	CALPERS	Accounts Payable	Cleared	Bank Draft	-5,700.44
02/20/2026	02/28/2026	DFT0004181	CALPERS	Accounts Payable	Cleared	Bank Draft	-5,854.92
02/20/2026	02/28/2026	DFT0004182	CALPERS	Accounts Payable	Cleared	Bank Draft	-3,781.78
02/20/2026	02/28/2026	DFT0004183	CALPERS	Accounts Payable	Cleared	Bank Draft	-6,703.19
02/20/2026	02/28/2026	DFT0004184	CALPERS	Accounts Payable	Cleared	Bank Draft	-540.38
02/20/2026	02/28/2026	DFT0004185	CALPERS	Accounts Payable	Cleared	Bank Draft	-1,465.03
02/20/2026	02/28/2026	DFT0004186	CALPERS	Accounts Payable	Cleared	Bank Draft	-48.36
02/20/2026	02/28/2026	DFT0004187	IRS	Accounts Payable	Cleared	Bank Draft	-4,724.52
02/20/2026	02/28/2026	DFT0004188	CA EMP DEVELOPMENT DEPT	Accounts Payable	Cleared	Bank Draft	-5,460.27

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/20/2026	02/28/2026	DFT0004189	CA EMP DEVELOPMENT DEPT	Accounts Payable	Cleared	Bank Draft	-2,107.40
02/20/2026	02/28/2026	DFT0004190	IRS	Accounts Payable	Cleared	Bank Draft	-13,920.78
02/20/2026	02/28/2026	DFT0004191	IRS	Accounts Payable	Cleared	Bank Draft	-322.40
02/24/2026	02/28/2026	APA009149	AmWINS GROUP BENEFITS, INC.	Accounts Payable	Cleared	AP Automation	-25,434.32
02/24/2026	02/28/2026	APA009150	CORO MEDICAL, LLC	Accounts Payable	Cleared	AP Automation	-669.91
02/24/2026	02/28/2026	APA009151	COUNTY OF LAKE - ANIMAL CONTROL	Accounts Payable	Cleared	AP Automation	-320.00
02/24/2026	02/28/2026	APA009152	COUNTY OF LAKE - INFO TECH	Accounts Payable	Cleared	AP Automation	-1,632.63
02/24/2026	02/28/2026	APA009153	DEPT OF JUSTICE	Accounts Payable	Cleared	AP Automation	-140.00
02/24/2026	02/28/2026	APA009154	FED EX	Accounts Payable	Cleared	AP Automation	-16.69
02/24/2026	02/28/2026	APA009155	MENDO MILL & LUMBER CO.	Accounts Payable	Cleared	AP Automation	-39.67
02/24/2026	02/28/2026	APA009156	O'REILLY AUTO PARTS	Accounts Payable	Cleared	AP Automation	-87.07
02/24/2026	02/28/2026	APA009157	PEOPLE SERVICES, INC.	Accounts Payable	Cleared	AP Automation	-200.00
02/24/2026	02/28/2026	APA009158	PITNEY BOWES GLOBAL FINANCIAL SVCS	Accounts Payable	Cleared	AP Automation	-169.20
02/24/2026	02/28/2026	APA009159	RICOH - WELLS FARGO VENDOR FIN SVCS, LLC	Accounts Payable	Cleared	AP Automation	-491.23
02/24/2026	02/28/2026	APA009160	RICOH USA, INC.	Accounts Payable	Cleared	AP Automation	-195.14
02/24/2026	02/28/2026	APA009161	SPENCER JOHNSON	Accounts Payable	Cleared	AP Automation	-300.00
02/24/2026	02/28/2026	APA009162	US BANK NATIONAL ASSOCIATION	Accounts Payable	Cleared	AP Automation	-62,702.59
02/24/2026	02/28/2026	APA009163	VERIZON WIRELESS	Accounts Payable	Cleared	AP Automation	-557.20
02/24/2026	02/28/2026	APA009164	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Cleared	AP Automation	-2,768.47
02/25/2026		61081	JONATAN MORENO	Accounts Payable	Outstanding	Check	-23.00
02/25/2026	03/31/2026	61082	KIMBERLY SEARCY	Accounts Payable	Cleared	Check	-23.00
02/25/2026	03/31/2026	61083	KIMLEY-HORN & ASSOCIATES, INC	Accounts Payable	Cleared	Check	-250.00
02/25/2026		61084	OLIVIA GRUPP	Accounts Payable	Outstanding	Check	-200.00
02/25/2026		61085	RON LADD	Accounts Payable	Outstanding	Check	-200.00
02/25/2026		61086	SHAUN JOHNSON	Accounts Payable	Outstanding	Check	-23.00
03/04/2026	03/31/2026	APA009165	ADVANCED SECURITY SYSTEMS	Accounts Payable	Cleared	AP Automation	-115.00
03/04/2026	03/31/2026	APA009166	AT&T MOBILITY	Accounts Payable	Cleared	AP Automation	-40.74
03/04/2026	03/31/2026	APA009167	CRITICAL REACH, INC.	Accounts Payable	Cleared	AP Automation	-300.00
03/04/2026	03/31/2026	APA009168	DAVIS TIRE & AUTO REPAIR	Accounts Payable	Cleared	AP Automation	-160.00
03/04/2026	03/31/2026	APA009169	DEPT OF JUSTICE	Accounts Payable	Cleared	AP Automation	-210.00
03/04/2026	03/31/2026	APA009170	EUREKA OXYGEN COMPANY	Accounts Payable	Cleared	AP Automation	-6.29
03/04/2026	03/31/2026	APA009171	FED EX	Accounts Payable	Cleared	AP Automation	-20.73
03/04/2026	03/31/2026	APA009172	FERRELLGAS	Accounts Payable	Cleared	AP Automation	-990.78
03/04/2026	03/31/2026	APA009173	INTERNATIONAL ASSOC. OF CHIEFS OF POLICE	Accounts Payable	Cleared	AP Automation	-85.00
03/04/2026	03/31/2026	APA009174	IRONEDGE GROUP	Accounts Payable	Cleared	AP Automation	-625.66
03/04/2026	03/31/2026	APA009175	JACO HVAC & REFRIDGERATION	Accounts Payable	Cleared	AP Automation	-1,571.22
03/04/2026	03/31/2026	APA009176	JONES TOWING	Accounts Payable	Cleared	AP Automation	-200.00
03/04/2026	03/31/2026	APA009177	L. N. CURTIS & SONS	Accounts Payable	Cleared	AP Automation	-1,559.52
03/04/2026	03/31/2026	APA009178	LC ACTION POLICE SUPPLY, LTD.	Accounts Payable	Cleared	AP Automation	-2,478.80
03/04/2026	03/31/2026	APA009179	MANAGEMENT CONNECTIONS	Accounts Payable	Cleared	AP Automation	-2,603.70
03/04/2026	03/31/2026	APA009180	MEDIACOM	Accounts Payable	Cleared	AP Automation	-317.13
03/04/2026	03/31/2026	APA009181	MENDO MILL & LUMBER CO.	Accounts Payable	Cleared	AP Automation	-212.10
03/04/2026	03/31/2026	APA009182	NAPA AUTO - LAKE PARTS	Accounts Payable	Cleared	AP Automation	-761.14

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/04/2026	03/31/2026	APA009183	OCCU-MED, LTD.	Accounts Payable	Cleared	AP Automation	-5,800.00
03/04/2026	03/31/2026	APA009184	PAUL R. CURREN	Accounts Payable	Cleared	AP Automation	-4,107.50
03/04/2026	03/31/2026	APA009185	PG&E	Accounts Payable	Cleared	AP Automation	-10.75
03/04/2026	03/31/2026	APA009186	PRECISION WIRELESS SERVICE	Accounts Payable	Cleared	AP Automation	-262.50
03/04/2026	03/31/2026	APA009187	RICOH USA, INC.	Accounts Payable	Cleared	AP Automation	-9.76
03/04/2026	03/31/2026	APA009188	SEBIS DIRECT, INC - POSTAGE	Accounts Payable	Cleared	AP Automation	-3,400.00
03/04/2026	03/31/2026	APA009189	SEBIS DIRECT, INC. - PRINTING	Accounts Payable	Cleared	AP Automation	-507.78
03/04/2026	03/31/2026	APA009190	SHRED-IT USA LLC	Accounts Payable	Cleared	AP Automation	-225.10
03/04/2026	03/31/2026	APA009191	THE UPS STORE #5161	Accounts Payable	Cleared	AP Automation	-75.99
03/04/2026	03/31/2026	APA009192	VALLEY INTERNET	Accounts Payable	Cleared	AP Automation	-99.00
03/04/2026	03/31/2026	APA009193	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Cleared	AP Automation	-3,214.12
03/04/2026	03/31/2026	APA009194	WMH CORPORATION	Accounts Payable	Cleared	AP Automation	-7,770.00
03/06/2026	03/31/2026	61087	AFLAC	Accounts Payable	Cleared	Check	-580.98
03/06/2026	03/31/2026	61088	CA STATE DISBURSEMENT UNIT	Accounts Payable	Cleared	Check	-318.46
03/06/2026	03/31/2026	61089	FRANCHISE TAX BOARD	Accounts Payable	Cleared	Check	-120.00
03/06/2026	03/31/2026	61090	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Cleared	Check	-345.00
03/06/2026		61091	LPOA	Accounts Payable	Outstanding	Check	-670.00
03/06/2026	03/31/2026	61092	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Cleared	Check	-1,425.00
03/06/2026	03/31/2026	61093	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Cleared	Check	-2,363.92
03/06/2026	03/31/2026	DFT0004192	CALPERS	Accounts Payable	Cleared	Bank Draft	-4,922.16
03/06/2026	03/31/2026	DFT0004193	CALPERS	Accounts Payable	Cleared	Bank Draft	-5,008.09
03/06/2026	03/31/2026	DFT0004194	CALPERS	Accounts Payable	Cleared	Bank Draft	-5,712.53
03/06/2026	03/31/2026	DFT0004195	CALPERS	Accounts Payable	Cleared	Bank Draft	-5,867.32
03/06/2026	03/31/2026	DFT0004196	CALPERS	Accounts Payable	Cleared	Bank Draft	-3,623.20
03/06/2026	03/31/2026	DFT0004197	CALPERS	Accounts Payable	Cleared	Bank Draft	-6,422.12
03/06/2026	03/31/2026	DFT0004198	CALPERS	Accounts Payable	Cleared	Bank Draft	-540.38
03/06/2026	03/31/2026	DFT0004199	CALPERS	Accounts Payable	Cleared	Bank Draft	-1,465.03
03/06/2026	03/31/2026	DFT0004200	CALPERS	Accounts Payable	Cleared	Bank Draft	-48.36
03/06/2026	03/31/2026	DFT0004201	IRS	Accounts Payable	Cleared	Bank Draft	-4,846.98
03/06/2026	03/31/2026	DFT0004202	CA EMP DEVELOPMENT DEPT	Accounts Payable	Cleared	Bank Draft	-6,076.19
03/06/2026	03/31/2026	DFT0004203	CA EMP DEVELOPMENT DEPT	Accounts Payable	Cleared	Bank Draft	-2,170.12
03/06/2026	03/31/2026	DFT0004204	IRS	Accounts Payable	Cleared	Bank Draft	-15,071.50
03/06/2026	03/31/2026	DFT0004205	IRS	Accounts Payable	Cleared	Bank Draft	-192.20
03/09/2026	03/31/2026	APA009195	ADVANCED SECURITY SYSTEMS	Accounts Payable	Cleared	AP Automation	-91.00
03/09/2026	03/31/2026	APA009196	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Cleared	AP Automation	-341.00
03/09/2026	03/31/2026	APA009197	AT&T	Accounts Payable	Cleared	AP Automation	-214.00
03/09/2026	03/31/2026	APA009198	AT&T CALNET3	Accounts Payable	Cleared	AP Automation	-143.99
03/09/2026	03/31/2026	APA009199	AT&T CALNET3	Accounts Payable	Cleared	AP Automation	-253.08
03/09/2026	03/31/2026	APA009200	AT&T CALNET3	Accounts Payable	Cleared	AP Automation	-95.49
03/09/2026	03/31/2026	APA009201	AT&T CALNET3	Accounts Payable	Cleared	AP Automation	-385.14
03/09/2026	03/31/2026	APA009202	CLEAR LAKE ENVIRONMENTAL RESEARCH CENTER	Accounts Payable	Cleared	AP Automation	-1,965.00
03/09/2026	03/31/2026	APA009203	CLEARLAKE REDI-MIX INC.	Accounts Payable	Cleared	AP Automation	-4,207.54
03/09/2026	03/31/2026	APA009204	COLANTUONO, HIGHSMITH & WHATLEY, PC	Accounts Payable	Cleared	AP Automation	-15,028.60

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/09/2026	03/31/2026	APA009205	DEEP VALLEY SECURITY	Accounts Payable	Cleared	AP Automation	-830.30
03/09/2026	03/31/2026	APA009206	DOKKEN ENGINEERING	Accounts Payable	Cleared	AP Automation	-788.50
03/09/2026	03/31/2026	APA009207	ENTERPRISE - EAN SERVICES, LLC	Accounts Payable	Cleared	AP Automation	-214.94
03/09/2026	03/31/2026	APA009208	ENTERPRISE - TOLL	Accounts Payable	Cleared	AP Automation	-13.45
03/09/2026	03/31/2026	APA009209	ENVIRO-EQUIPMENT INC	Accounts Payable	Cleared	AP Automation	-243.90
03/09/2026	03/31/2026	APA009210	ESRI	Accounts Payable	Cleared	AP Automation	-3,000.00
03/09/2026	03/31/2026	APA009211	FERRELLGAS	Accounts Payable	Cleared	AP Automation	-796.67
03/09/2026	03/31/2026	APA009212	HALENHARDY	Accounts Payable	Cleared	AP Automation	-3,077.54
03/09/2026	03/31/2026	APA009213	JACO HVAC & REFRIDGERATION	Accounts Payable	Cleared	AP Automation	-193.94
03/09/2026	03/31/2026	APA009214	JAMES DAY CONSTRUCTION, INC.	Accounts Payable	Cleared	AP Automation	-1,602.00
03/09/2026	03/31/2026	APA009215	MANAGEMENT CONNECTIONS	Accounts Payable	Cleared	AP Automation	-2,449.50
03/09/2026	03/31/2026	APA009216	MENDO MILL & LUMBER CO.	Accounts Payable	Cleared	AP Automation	-570.89
03/09/2026	03/31/2026	APA009217	NAPA AUTO - LAKE PARTS	Accounts Payable	Cleared	AP Automation	-348.51
03/09/2026	03/31/2026	APA009218	NTU TECHNOLOGIES INC	Accounts Payable	Cleared	AP Automation	-5,339.50
03/09/2026	03/31/2026	APA009219	NUSO	Accounts Payable	Cleared	AP Automation	-279.72
03/09/2026	03/31/2026	APA009220	ONLINE INFORMATION SERVICES	Accounts Payable	Cleared	AP Automation	-48.36
03/09/2026	03/31/2026	APA009221	PACE SUPPLY #03391-00	Accounts Payable	Cleared	AP Automation	-12,474.80
03/09/2026	03/31/2026	APA009222	PAUL R. CURREN	Accounts Payable	Cleared	AP Automation	-15,253.44
03/09/2026	03/31/2026	APA009223	PG&E	Accounts Payable	Cleared	AP Automation	-40,859.55
03/09/2026	03/31/2026	APA009224	PG&E	Accounts Payable	Cleared	AP Automation	-1,297.92
03/09/2026	03/31/2026	APA009225	PG&E	Accounts Payable	Cleared	AP Automation	-30.19
03/09/2026	03/31/2026	APA009226	PG&E	Accounts Payable	Cleared	AP Automation	-2,825.97
03/09/2026	03/31/2026	APA009227	PG&E	Accounts Payable	Cleared	AP Automation	-923.77
03/09/2026	03/31/2026	APA009228	PG&E	Accounts Payable	Cleared	AP Automation	-67.24
03/09/2026	03/31/2026	APA009229	PG&E	Accounts Payable	Cleared	AP Automation	-488.98
03/09/2026	03/31/2026	APA009230	PG&E	Accounts Payable	Cleared	AP Automation	-135.65
03/09/2026	03/31/2026	APA009231	PG&E	Accounts Payable	Cleared	AP Automation	-2,642.55
03/09/2026	03/31/2026	APA009232	PG&E	Accounts Payable	Cleared	AP Automation	-103.97
03/09/2026	03/31/2026	APA009233	R.B. PETERS	Accounts Payable	Cleared	AP Automation	-51.65
03/09/2026	03/31/2026	APA009234	RB PEST CONTROL	Accounts Payable	Cleared	AP Automation	-100.00
03/09/2026	03/31/2026	APA009235	SHN CONSULTING ENGINEERS & GEO	Accounts Payable	Cleared	AP Automation	-3,837.50
03/09/2026	03/31/2026	APA009236	THE UPS STORE #5161	Accounts Payable	Cleared	AP Automation	-106.14
03/09/2026	03/31/2026	APA009237	THOMAS & ASSOCIATES	Accounts Payable	Cleared	AP Automation	-23,570.24
03/09/2026	03/31/2026	APA009238	USA BLUE BOOK	Accounts Payable	Cleared	AP Automation	-229.81
03/09/2026	03/31/2026	APA009239	VESTIS	Accounts Payable	Cleared	AP Automation	-79.38
03/09/2026	03/31/2026	APA009240	VISIT LAKE COUNTY CALIFORNIA	Accounts Payable	Cleared	AP Automation	-8,890.18
03/09/2026	03/31/2026	APA009241	WILDA SHOCK	Accounts Payable	Cleared	AP Automation	-1,500.00
03/11/2026	03/31/2026	61094	COUNTY OF LAKE	Accounts Payable	Cleared	Check	-50.00
03/11/2026	03/31/2026	61095	DANIELLE DIZON	Accounts Payable	Cleared	Check	-383.86
03/11/2026	03/31/2026	61096	JONATAN MORENO	Accounts Payable	Cleared	Check	-162.00
03/11/2026		61097	STEWART TITLE OF CALIFORNIA, INC	Accounts Payable	Outstanding	Check	-15,030.00
03/11/2026	03/31/2026	61098	SWRCB	Accounts Payable	Cleared	Check	-201.00
03/11/2026	03/31/2026	61099	UNITED MECHANICAL	Accounts Payable	Cleared	Check	-466.98

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/12/2026	03/31/2026	61100	LAKEPORT DISPOSAL, INC.	Accounts Payable	Cleared	Check	-127,287.77
03/12/2026	03/31/2026	REFAPA008997	TRACTOR SUPPLY CREDIT PLAN	Accounts Payable	Cleared	Bank Draft Reversal	93.50
03/18/2026	03/31/2026	APA009242	ADVANCED SECURITY SYSTEMS	Accounts Payable	Cleared	AP Automation	-7,893.68
03/18/2026	03/31/2026	APA009243	AT&T	Accounts Payable	Cleared	AP Automation	-3,374.64
03/18/2026	03/31/2026	APA009244	AT&T CALNET3	Accounts Payable	Cleared	AP Automation	-299.02
03/18/2026	03/31/2026	APA009245	CALIFORNIA CHAMBER OF COMMERCE	Accounts Payable	Cleared	AP Automation	-119.00
03/18/2026	03/31/2026	APA009246	CLEAR LAKE ENVIRONMENTAL RESEARCH CENTER	Accounts Payable	Cleared	AP Automation	-2,868.00
03/18/2026	03/31/2026	APA009247	CLEARLAKE REDI-MIX INC.	Accounts Payable	Cleared	AP Automation	-1,592.10
03/18/2026	03/31/2026	APA009248	COMMUNITY DEVELOPMENT SERVICES	Accounts Payable	Cleared	AP Automation	-750.00
03/18/2026	03/31/2026	APA009249	CORE PSYCHOLOGICAL CORPORATION	Accounts Payable	Cleared	AP Automation	-500.00
03/18/2026	03/31/2026	APA009250	COUNTY OF LAKE - ANIMAL CONTROL	Accounts Payable	Cleared	AP Automation	-745.75
03/18/2026	03/31/2026	APA009251	DASH MEDICAL GLOVES	Accounts Payable	Cleared	AP Automation	-567.93
03/18/2026	03/31/2026	APA009252	EUREKA OXYGEN COMPANY	Accounts Payable	Cleared	AP Automation	-141.82
03/18/2026	03/31/2026	APA009253	GOT POWER, INC	Accounts Payable	Cleared	AP Automation	-2,415.15
03/18/2026	03/31/2026	APA009254	JAMES HALEY	Accounts Payable	Cleared	AP Automation	-50.00
03/18/2026	03/31/2026	APA009255	KELSEYVILLE LUMBER	Accounts Payable	Cleared	AP Automation	-9.32
03/18/2026	03/31/2026	APA009256	LAKEPORT FENWAY AVENUE LP	Accounts Payable	Cleared	AP Automation	-1,574,997.98
03/18/2026	03/31/2026	APA009257	LEE'S SPORTING GOODS	Accounts Payable	Cleared	AP Automation	-36.98
03/18/2026	03/31/2026	APA009258	LEXIS NEXIS RISK SOLUTIONS	Accounts Payable	Cleared	AP Automation	-206.00
03/18/2026	03/31/2026	APA009259	MENDO MILL & LUMBER CO.	Accounts Payable	Cleared	AP Automation	-287.52
03/18/2026	03/31/2026	APA009260	MUNISERVICES	Accounts Payable	Cleared	AP Automation	-683.11
03/18/2026	03/31/2026	APA009261	NAPA AUTO - LAKE PARTS	Accounts Payable	Cleared	AP Automation	-237.32
03/18/2026	03/31/2026	APA009262	NICK BARBIERI TRUCKING, LLC	Accounts Payable	Cleared	AP Automation	-1,256.21
03/18/2026	03/31/2026	APA009263	PG&E	Accounts Payable	Cleared	AP Automation	-26.28
03/18/2026	03/31/2026	APA009264	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Cleared	AP Automation	-171.84
03/18/2026	03/31/2026	APA009265	RB PEST CONTROL	Accounts Payable	Cleared	AP Automation	-100.00
03/18/2026	03/31/2026	APA009266	RECDESK, LLC	Accounts Payable	Cleared	AP Automation	-3,097.50
03/18/2026	03/31/2026	APA009267	REMIF	Accounts Payable	Cleared	AP Automation	-176.90
03/18/2026	03/31/2026	APA009268	REMIF	Accounts Payable	Cleared	AP Automation	-103,967.56
03/18/2026	03/31/2026	APA009269	RICOH - WELLS FARGO VENDOR FIN SVCS, LLC	Accounts Payable	Cleared	AP Automation	-570.84
03/18/2026	03/31/2026	APA009270	RICOH USA, INC.	Accounts Payable	Cleared	AP Automation	-374.81
03/18/2026	03/31/2026	APA009271	SANTA ROSA JUNIOR COLLEGE	Accounts Payable	Cleared	AP Automation	-228.00
03/18/2026	03/31/2026	APA009272	SEBIS DIRECT, INC. - PRINTING	Accounts Payable	Cleared	AP Automation	-508.33
03/18/2026	03/31/2026	APA009273	SHRED-IT USA LLC	Accounts Payable	Cleared	AP Automation	-221.76
03/18/2026	03/31/2026	APA009274	STAPLES BUSINESS ADVANTAGE	Accounts Payable	Cleared	AP Automation	-568.30
03/18/2026	03/31/2026	APA009275	SUN RIDGE SYSTEMS, INC.	Accounts Payable	Cleared	AP Automation	-5,250.00
03/18/2026	03/31/2026	APA009276	TRACTOR SUPPLY CREDIT PLAN	Accounts Payable	Cleared	AP Automation	-93.50
03/18/2026	03/31/2026	APA009277	TRI-CITIES ANSWERING SERVICE	Accounts Payable	Cleared	AP Automation	-118.43
03/18/2026	03/31/2026	APA009278	VALLEY TOXICOLOGY SERVICES INC	Accounts Payable	Cleared	AP Automation	-300.00
03/18/2026	03/31/2026	APA009279	VERIZON WIRELESS	Accounts Payable	Cleared	AP Automation	-1,513.52
03/18/2026	03/31/2026	APA009280	VESTIS	Accounts Payable	Cleared	AP Automation	-79.38
03/18/2026	03/31/2026	APA009281	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Cleared	AP Automation	-6,850.09
03/18/2026	03/31/2026	APA009282	WINE COUNTRY POWER, INC.	Accounts Payable	Cleared	AP Automation	-2,641.80

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/20/2026		61101	AFLAC	Accounts Payable	Outstanding	Check	-589.69
03/20/2026	03/31/2026	61102	CA STATE DISBURSEMENT UNIT	Accounts Payable	Cleared	Check	-318.46
03/20/2026		61103	FRANCHISE TAX BOARD	Accounts Payable	Outstanding	Check	-120.00
03/20/2026		61104	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Outstanding	Check	-345.00
03/20/2026	03/31/2026	61105	LEGALSHIELD	Accounts Payable	Cleared	Check	-357.25
03/20/2026		61106	LPOA	Accounts Payable	Outstanding	Check	-580.00
03/20/2026	03/31/2026	61107	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Cleared	Check	-1,425.00
03/20/2026	03/31/2026	61108	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Cleared	Check	-2,363.92
03/20/2026	03/31/2026	DFT0004207	CALPERS	Accounts Payable	Cleared	Bank Draft	-4,466.85
03/20/2026	03/31/2026	DFT0004208	CALPERS	Accounts Payable	Cleared	Bank Draft	-4,544.80
03/20/2026	03/31/2026	DFT0004209	CALPERS	Accounts Payable	Cleared	Bank Draft	-5,712.53
03/20/2026	03/31/2026	DFT0004210	CALPERS	Accounts Payable	Cleared	Bank Draft	-5,867.33
03/20/2026	03/31/2026	DFT0004211	CALPERS	Accounts Payable	Cleared	Bank Draft	-3,909.18
03/20/2026	03/31/2026	DFT0004212	CALPERS	Accounts Payable	Cleared	Bank Draft	-6,929.01
03/20/2026	03/31/2026	DFT0004213	CALPERS	Accounts Payable	Cleared	Bank Draft	-540.38
03/20/2026	03/31/2026	DFT0004214	CALPERS	Accounts Payable	Cleared	Bank Draft	-1,465.03
03/20/2026	03/31/2026	DFT0004215	CALPERS	Accounts Payable	Cleared	Bank Draft	-48.36
03/20/2026	03/31/2026	DFT0004216	IRS	Accounts Payable	Cleared	Bank Draft	-4,929.48
03/20/2026	03/31/2026	DFT0004217	CA EMP DEVELOPMENT DEPT	Accounts Payable	Cleared	Bank Draft	-6,144.51
03/20/2026	03/31/2026	DFT0004218	CA EMP DEVELOPMENT DEPT	Accounts Payable	Cleared	Bank Draft	-2,199.27
03/20/2026	03/31/2026	DFT0004219	IRS	Accounts Payable	Cleared	Bank Draft	-15,352.19
03/20/2026	03/31/2026	DFT0004220	IRS	Accounts Payable	Cleared	Bank Draft	-291.40
03/23/2026	03/31/2026	61109	LAKE ORTHODONTICS	Accounts Payable	Cleared	Check	-1,000.00
03/23/2026	03/31/2026	61110	MARIE SCHRADER	Accounts Payable	Cleared	Check	-2,933.58
03/23/2026	03/31/2026	61110	MARIE SCHRADER Reversal	Accounts Payable	Cleared	Check Reversal	2,933.58
03/23/2026	03/31/2026	61111	MARY CLAYBON	Accounts Payable	Cleared	Check	-264.30
03/23/2026		61112	OLIVIA GRUPP	Accounts Payable	Outstanding	Check	-105.44
03/23/2026	03/31/2026	APA009283	AMAZON CAPITAL SERVICES, INC.	Accounts Payable	Cleared	AP Automation	-1,184.65
03/23/2026	03/31/2026	APA009284	APEX TECHNOLOGY MGMT, INC.	Accounts Payable	Cleared	AP Automation	-2,029.24
03/23/2026	03/31/2026	APA009285	AT&T	Accounts Payable	Cleared	AP Automation	-251.45
03/23/2026	03/31/2026	APA009286	AT&T	Accounts Payable	Cleared	AP Automation	-113.61
03/23/2026	03/31/2026	APA009287	AT&T	Accounts Payable	Cleared	AP Automation	-251.45
03/23/2026	03/31/2026	APA009288	AT&T	Accounts Payable	Cleared	AP Automation	-31.76
03/23/2026	03/31/2026	APA009289	FERRELLGAS	Accounts Payable	Cleared	AP Automation	-31.45
03/23/2026	03/31/2026	APA009290	GHILOTTI CONSTRUCTION COMPANY	Accounts Payable	Cleared	AP Automation	-5,328.75
03/23/2026	03/31/2026	APA009291	IT'S ABOUT TIME, INC	Accounts Payable	Cleared	AP Automation	-41.82
03/23/2026	03/31/2026	APA009292	LAKEPORT CAMPER & TRUCK	Accounts Payable	Cleared	AP Automation	-129.41
03/23/2026	03/31/2026	APA009293	MANAGEMENT CONNECTIONS	Accounts Payable	Cleared	AP Automation	-2,760.00
03/23/2026	03/31/2026	APA009294	MEDIACOM	Accounts Payable	Cleared	AP Automation	-317.13
03/23/2026	03/31/2026	APA009295	MENDO MILL & LUMBER CO.	Accounts Payable	Cleared	AP Automation	-1,368.31
03/23/2026	03/31/2026	APA009296	MIKSIS SERVICES, INC.	Accounts Payable	Cleared	AP Automation	-26,360.00
03/23/2026	03/31/2026	APA009297	NAPA AUTO - LAKE PARTS	Accounts Payable	Cleared	AP Automation	-1,747.00
03/23/2026	03/31/2026	APA009298	PACE ENGINEERING, INC.	Accounts Payable	Cleared	AP Automation	-294.00

Bank Transaction Report **Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/23/2026	03/31/2026	APA009299	PARRA ENVIRONMENTAL TRAINING	Accounts Payable	Cleared	AP Automation	-3,000.00
03/23/2026	03/31/2026	APA009300	PERKINS SEPTIC TANK CLEANING	Accounts Payable	Cleared	AP Automation	-1,428.76
03/23/2026	03/31/2026	APA009301	PG&E	Accounts Payable	Cleared	AP Automation	-36,111.10
03/23/2026	03/31/2026	APA009302	PITNEY BOWES BANK INC PURCHASE POWER	Accounts Payable	Cleared	AP Automation	-507.25
03/23/2026	03/31/2026	APA009303	POLESTAR COMPUTERS	Accounts Payable	Cleared	AP Automation	-6,986.43
03/23/2026	03/31/2026	APA009304	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Cleared	AP Automation	-144.78
03/23/2026	03/31/2026	APA009305	SONOMA RSA, INC	Accounts Payable	Cleared	AP Automation	-3,340.00
03/23/2026	03/31/2026	APA009306	THATCHER COMPANY OF CA., INC.	Accounts Payable	Cleared	AP Automation	-9,132.16
03/23/2026	03/31/2026	APA009307	TRUIST GOVERNMENTAL FINANCE	Accounts Payable	Cleared	AP Automation	-13,872.60
03/23/2026	03/31/2026	APA009308	U.S. BANK CORPORATE PAYMENT SYSTEMS	Accounts Payable	Cleared	AP Automation	-10,343.86
03/23/2026	03/31/2026	APA009309	USA BLUE BOOK	Accounts Payable	Cleared	AP Automation	-533.39
03/23/2026	03/31/2026	APA009310	VERIZON WIRELESS	Accounts Payable	Cleared	AP Automation	-2,057.20
03/23/2026	03/31/2026	APA009311	VESTIS	Accounts Payable	Cleared	AP Automation	-41.69
03/31/2026		61122	IBCCES	Accounts Payable	Outstanding	Check	-100.00
03/31/2026		61123	MARIE SCHRADER	Accounts Payable	Outstanding	Check	-2,933.58
03/31/2026		61124	NATHAN MAXMAN	Accounts Payable	Outstanding	Check	-247.19
03/31/2026		61125	WINE COUNTRY POWER, INC.	Accounts Payable	Outstanding	Check	-2,641.80
03/31/2026		DFT0004223	CALPERS	Accounts Payable	Outstanding	Bank Draft	-176.87
03/31/2026		DFT0004224	CALPERS	Accounts Payable	Outstanding	Bank Draft	-181.66
03/31/2026		DFT0004225	CALPERS	Accounts Payable	Outstanding	Bank Draft	-0.93
03/31/2026		DFT0004226	IRS	Accounts Payable	Outstanding	Bank Draft	-68.96
03/31/2026		DFT0004227	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-62.32
03/31/2026		DFT0004228	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-30.89
03/31/2026		DFT0004229	IRS	Accounts Payable	Outstanding	Bank Draft	-180.27
04/01/2026		APA009312	ADAMS ASHBY GROUP, LLC.	Accounts Payable	Outstanding	AP Automation	-7,411.50
04/01/2026		APA009313	ADVANCED SECURITY SYSTEMS	Accounts Payable	Outstanding	AP Automation	-691.50
04/01/2026		APA009314	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Outstanding	AP Automation	-341.00
04/01/2026		APA009315	AmWINS GROUP BENEFITS, INC.	Accounts Payable	Outstanding	AP Automation	-24,328.48
04/01/2026		APA009316	AT&T CALNET3	Accounts Payable	Outstanding	AP Automation	-385.71
04/01/2026		APA009317	AT&T CALNET3	Accounts Payable	Outstanding	AP Automation	-144.25
04/01/2026		APA009318	AT&T CALNET3	Accounts Payable	Outstanding	AP Automation	-218.44
04/01/2026		APA009319	AT&T CALNET3	Accounts Payable	Outstanding	AP Automation	-83.97
04/01/2026		APA009320	AT&T MOBILITY	Accounts Payable	Outstanding	AP Automation	-40.74
04/01/2026		APA009321	BAIER HEATING AND AIR	Accounts Payable	Outstanding	AP Automation	-1,020.00
04/01/2026		APA009322	CALIF INTERGOVERNMENTAL RISK AUTHORITY	Accounts Payable	Outstanding	AP Automation	-16,576.30
04/01/2026		APA009323	COLANTUONO, HIGHSMITH & WHATLEY, PC	Accounts Payable	Outstanding	AP Automation	-16,391.10
04/01/2026		APA009324	DAVIS TIRE & AUTO REPAIR	Accounts Payable	Outstanding	AP Automation	-80.00
04/01/2026		APA009325	FED EX	Accounts Payable	Outstanding	AP Automation	-18.19
04/01/2026		APA009326	INSURANCE AND BENEFITS TRUST OF PORAC	Accounts Payable	Outstanding	AP Automation	-340.00
04/01/2026		APA009327	IRONEDGE GROUP	Accounts Payable	Outstanding	AP Automation	-426.45
04/01/2026		APA009328	IT'S ABOUT TIME, INC	Accounts Payable	Outstanding	AP Automation	-5.00
04/01/2026		APA009329	JAMES DAY CONSTRUCTION, INC.	Accounts Payable	Outstanding	AP Automation	-175.00
04/01/2026		APA009330	LAKE COUNTY ELECTRIC SUPPLY	Accounts Payable	Outstanding	AP Automation	-136.33

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/01/2026		APA009331	LAKE COUNTY RECORD BEE	Accounts Payable	Outstanding	AP Automation	-2,526.38
04/01/2026		APA009332	MANAGEMENT CONNECTIONS	Accounts Payable	Outstanding	AP Automation	-2,760.00
04/01/2026		APA009333	MENDO MILL & LUMBER CO.	Accounts Payable	Outstanding	AP Automation	-738.26
04/01/2026		APA009334	NAPA AUTO - LAKE PARTS	Accounts Payable	Outstanding	AP Automation	-1,306.88
04/01/2026		APA009335	NOR-CAL TELECOM	Accounts Payable	Outstanding	AP Automation	-270.00
04/01/2026		APA009336	O'REILLY AUTO PARTS	Accounts Payable	Outstanding	AP Automation	-14.12
04/01/2026		APA009337	PACE ENGINEERING, INC.	Accounts Payable	Outstanding	AP Automation	-19,373.00
04/01/2026		APA009338	PACE SUPPLY #03391-00	Accounts Payable	Outstanding	AP Automation	-2,725.52
04/01/2026		APA009339	PG&E	Accounts Payable	Outstanding	AP Automation	-10.72
04/01/2026		APA009340	PG&E	Accounts Payable	Outstanding	AP Automation	-2,627.58
04/01/2026		APA009341	PG&E	Accounts Payable	Outstanding	AP Automation	-60.30
04/01/2026		APA009342	PG&E	Accounts Payable	Outstanding	AP Automation	-268.71
04/01/2026		APA009343	PRECISION WIRELESS SERVICE	Accounts Payable	Outstanding	AP Automation	-262.50
04/01/2026		APA009344	R.S. HUGHES	Accounts Payable	Outstanding	AP Automation	-447.79
04/01/2026		APA009345	RAINBOW AGRICULTURAL SERVICES	Accounts Payable	Outstanding	AP Automation	-48.25
04/01/2026		APA009346	RB PEST CONTROL	Accounts Payable	Outstanding	AP Automation	-75.00
04/01/2026		APA009347	REGAL CHLORINATORS	Accounts Payable	Outstanding	AP Automation	-3,099.63
04/01/2026		APA009348	REMIF	Accounts Payable	Outstanding	AP Automation	-105,052.96
04/01/2026		APA009349	REMIF	Accounts Payable	Outstanding	AP Automation	-173.85
04/01/2026		APA009350	RICOH - WELLS FARGO VENDOR FIN SVCS, LLC	Accounts Payable	Outstanding	AP Automation	-746.16
04/01/2026		APA009351	RICOH USA, INC.	Accounts Payable	Outstanding	AP Automation	-142.77
04/01/2026		APA009352	SANTA ROSA JUNIOR COLLEGE	Accounts Payable	Outstanding	AP Automation	-67.50
04/01/2026		APA009353	SHN CONSULTING ENGINEERS & GEO	Accounts Payable	Outstanding	AP Automation	-861.25
04/01/2026		APA009354	STAPLES BUSINESS ADVANTAGE	Accounts Payable	Outstanding	AP Automation	-684.86
04/01/2026		APA009355	THATCHER COMPANY OF CA., INC.	Accounts Payable	Outstanding	AP Automation	-7,144.17
04/01/2026		APA009356	THE STANDARD INSURANCE COMPANY	Accounts Payable	Outstanding	AP Automation	-1,319.59
04/01/2026		APA009357	TRAINING FORCE USA, LLC	Accounts Payable	Outstanding	AP Automation	-227.00
04/01/2026		APA009358	TUFTS POLYGRAPH & INVESTIGATIONS	Accounts Payable	Outstanding	AP Automation	-400.00
04/01/2026		APA009359	USA BLUE BOOK	Accounts Payable	Outstanding	AP Automation	-416.39
04/01/2026		APA009360	VERIZON WIRELESS	Accounts Payable	Outstanding	AP Automation	-2,985.82
04/01/2026		APA009361	VESTIS	Accounts Payable	Outstanding	AP Automation	-42.94
04/01/2026		APA009362	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	AP Automation	-1,446.32
04/01/2026		APA009363	WILDA SHOCK	Accounts Payable	Outstanding	AP Automation	-1,500.00
04/01/2026		APA009364	WILLDAN FINANCIAL SERVICES	Accounts Payable	Outstanding	AP Automation	-2,037.53
04/03/2026		61113	AFLAC	Accounts Payable	Outstanding	Check	-580.98
04/03/2026		61114	CA STATE DISBURSEMENT UNIT	Accounts Payable	Outstanding	Check	-318.46
04/03/2026		61115	FRANCHISE TAX BOARD	Accounts Payable	Outstanding	Check	-120.00
04/03/2026		61116	FRANCHISE TAX BOARD	Accounts Payable	Outstanding	Check	-225.23
04/03/2026		61117	LAKEPORT EMPLOYEE'S ASSOC	Accounts Payable	Outstanding	Check	-345.00
04/03/2026		61118	LPOA	Accounts Payable	Outstanding	Check	-560.00
04/03/2026		61119	NATIONWIDE RETIREMENT SOLUTION	Accounts Payable	Outstanding	Check	-1,425.00
04/03/2026		61120	VALIC - C/O JP MORGAN CHASE	Accounts Payable	Outstanding	Check	-2,363.92
04/03/2026		61121	VEHICLE REGISTRATION COLLECTIONS	Accounts Payable	Outstanding	Check	-211.00

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/03/2026		DFT0004230	CALPERS	Accounts Payable	Outstanding	Bank Draft	-4,064.60
04/03/2026		DFT0004231	CALPERS	Accounts Payable	Outstanding	Bank Draft	-4,135.55
04/03/2026		DFT0004232	CALPERS	Accounts Payable	Outstanding	Bank Draft	-5,727.04
04/03/2026		DFT0004233	CALPERS	Accounts Payable	Outstanding	Bank Draft	-5,882.23
04/03/2026		DFT0004234	CALPERS	Accounts Payable	Outstanding	Bank Draft	-3,846.63
04/03/2026		DFT0004235	CALPERS	Accounts Payable	Outstanding	Bank Draft	-6,818.14
04/03/2026		DFT0004236	CALPERS	Accounts Payable	Outstanding	Bank Draft	-540.38
04/03/2026		DFT0004237	CALPERS	Accounts Payable	Outstanding	Bank Draft	-1,465.03
04/03/2026		DFT0004238	CALPERS	Accounts Payable	Outstanding	Bank Draft	-47.43
04/03/2026		DFT0004239	IRS	Accounts Payable	Outstanding	Bank Draft	-4,565.54
04/03/2026		DFT0004240	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-5,156.57
04/03/2026		DFT0004241	CA EMP DEVELOPMENT DEPT	Accounts Payable	Outstanding	Bank Draft	-2,044.03
04/03/2026		DFT0004242	IRS	Accounts Payable	Outstanding	Bank Draft	-13,323.96
04/03/2026		DFT0004243	IRS	Accounts Payable	Outstanding	Bank Draft	-260.40
04/06/2026		REFAPA009024	IBCCES	Accounts Payable	Outstanding	Bank Draft Reversal	50.00
04/06/2026		REFAPA009024	IBCCES	Accounts Payable	Outstanding	Bank Draft Reversal	50.00
04/06/2026		REFAPA009253	GOT POWER, INC	Accounts Payable	Outstanding	Bank Draft Reversal	2,415.15
04/06/2026		REFAPA009253	GOT POWER, INC Reversal	Accounts Payable	Outstanding	Bank Draft Reversal	2,415.15
04/06/2026		REFAPA009253	GOT POWER, INC	Accounts Payable	Outstanding	Bank Draft	-2,415.15
04/06/2026		REFAPA009282	WINE COUNTRY POWER, INC.	Accounts Payable	Outstanding	Bank Draft	-2,641.80
04/06/2026		REFAPA009282	WINE COUNTRY POWER, INC. Reversal	Accounts Payable	Outstanding	Bank Draft Reversal	2,641.80
04/06/2026		REFAPA009282	WINE COUNTRY POWER, INC.	Accounts Payable	Outstanding	Bank Draft Reversal	2,641.80
04/08/2026		APA009365	ALPHA ANALYTICAL LABORATORIES	Accounts Payable	Outstanding	AP Automation	-196.00
04/08/2026		APA009366	AMAZON CAPITAL SERVICES, INC.	Accounts Payable	Outstanding	AP Automation	-433.88
04/08/2026		APA009367	AT&T CALNET3	Accounts Payable	Outstanding	AP Automation	-293.77
04/08/2026		APA009368	BADGER METER	Accounts Payable	Outstanding	AP Automation	-1,200.00
04/08/2026		APA009369	DEPT OF JUSTICE	Accounts Payable	Outstanding	AP Automation	-70.00
04/08/2026		APA009370	ENTERPRISE - EAN SERVICES, LLC	Accounts Payable	Outstanding	AP Automation	-209.07
04/08/2026		APA009371	EUREKA OXYGEN COMPANY	Accounts Payable	Outstanding	AP Automation	-429.06
04/08/2026		APA009372	FED EX	Accounts Payable	Outstanding	AP Automation	-14.12
04/08/2026		APA009373	FERRELLGAS	Accounts Payable	Outstanding	AP Automation	-357.52
04/08/2026		APA009374	GRAINGER	Accounts Payable	Outstanding	AP Automation	-63.47
04/08/2026		APA009375	IRONEDGE GROUP	Accounts Payable	Outstanding	AP Automation	-189.00
04/08/2026		APA009376	IT'S ABOUT TIME, INC	Accounts Payable	Outstanding	AP Automation	-1,250.63
04/08/2026		APA009377	KELSEYVILLE LUMBER	Accounts Payable	Outstanding	AP Automation	-169.56
04/08/2026		APA009378	L. N. CURTIS & SONS	Accounts Payable	Outstanding	AP Automation	-20.54
04/08/2026		APA009379	LAKE COUNTY RECORD BEE	Accounts Payable	Outstanding	AP Automation	-343.94
04/08/2026		APA009380	LAKEPORT FENWAY AVENUE LP	Accounts Payable	Outstanding	AP Automation	-1,375,842.10
04/08/2026		APA009381	LC ACTION POLICE SUPPLY, LTD.	Accounts Payable	Outstanding	AP Automation	-2,087.50
04/08/2026		APA009382	MENDO MILL & LUMBER CO.	Accounts Payable	Outstanding	AP Automation	-198.14
04/08/2026		APA009383	MOTOROLA SOLUTIONS, INC.	Accounts Payable	Outstanding	AP Automation	-39.15
04/08/2026		APA009384	NAPA AUTO - LAKE PARTS	Accounts Payable	Outstanding	AP Automation	-384.35
04/08/2026		APA009385	NUSO	Accounts Payable	Outstanding	AP Automation	-279.27

Bank Transaction Report **Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/08/2026		APA009386	PAPE MACHINERY	Accounts Payable	Outstanding	AP Automation	-75.09
04/08/2026		APA009387	PEOPLE SERVICES, INC.	Accounts Payable	Outstanding	AP Automation	-400.00
04/08/2026		APA009388	PG&E	Accounts Payable	Outstanding	AP Automation	-23.82
04/08/2026		APA009389	PG&E	Accounts Payable	Outstanding	AP Automation	-391.00
04/08/2026		APA009390	PG&E	Accounts Payable	Outstanding	AP Automation	-180.97
04/08/2026		APA009391	PG&E	Accounts Payable	Outstanding	AP Automation	-1,042.90
04/08/2026		APA009392	PG&E	Accounts Payable	Outstanding	AP Automation	-38,062.57
04/08/2026		APA009393	PG&E	Accounts Payable	Outstanding	AP Automation	-32.67
04/08/2026		APA009394	PG&E	Accounts Payable	Outstanding	AP Automation	-1,734.67
04/08/2026		APA009395	PLAZA PAINT & SUPPLIES	Accounts Payable	Outstanding	AP Automation	-101.11
04/08/2026		APA009396	PYRO SPECTACULARS NORTH, INC.	Accounts Payable	Outstanding	AP Automation	-25,000.00
04/08/2026		APA009397	RB PEST CONTROL	Accounts Payable	Outstanding	AP Automation	-165.00
04/08/2026		APA009398	RICOH - WELLS FARGO VENDOR FIN SVCS, LLC	Accounts Payable	Outstanding	AP Automation	-491.23
04/08/2026		APA009399	RICOH USA, INC.	Accounts Payable	Outstanding	AP Automation	-13.37
04/08/2026		APA009400	TRI-CITIES ANSWERING SERVICE	Accounts Payable	Outstanding	AP Automation	-107.88
04/08/2026		APA009401	TUFTS POLYGRAPH & INVESTIGATIONS	Accounts Payable	Outstanding	AP Automation	-400.00
04/08/2026		APA009402	UNIVAR USA INC.	Accounts Payable	Outstanding	AP Automation	-6,093.30
04/08/2026		APA009403	VALLEY INTERNET	Accounts Payable	Outstanding	AP Automation	-99.00
04/08/2026		APA009404	VERIZON WIRELESS	Accounts Payable	Outstanding	AP Automation	-1,585.78
04/08/2026		APA009405	VESTIS	Accounts Payable	Outstanding	AP Automation	-42.94
04/08/2026		APA009406	WALTER K. BARR, D.C.	Accounts Payable	Outstanding	AP Automation	-150.00
04/08/2026		APA009407	WESTGATE PETROLEUM CO., INC.	Accounts Payable	Outstanding	AP Automation	-2,225.68
04/08/2026		APA009408	WHITE CAP, L.P.	Accounts Payable	Outstanding	AP Automation	-161.43
04/08/2026		APA009409	ZUMAR INDUSTRIES, INC.	Accounts Payable	Outstanding	AP Automation	-4,460.21
						Bank Account 15-0352000798 Total: (619)	**-5,354,876.95**
						Report Total: (619)	**-5,354,876.95**

Summary

Bank Account	Count	Amount
15-0352000798 POOLED CASH BANK	619	-5,354,876.95
Report Total:	**619**	**-5,354,876.95**

Cash Account	Count	Amount
998 998-0000-101000 POOLED CASH - WEST AMERICA	619	-5,354,876.95
Report Total:	**619**	**-5,354,876.95**

Transaction Type	Count	Amount
AP Automation	448	-4,730,812.05
Bank Draft	79	-308,460.92
Bank Draft Reversal	7	10,307.40
Check	84	-328,844.96
Check Reversal	1	2,933.58
Report Total:	**619**	**-5,354,876.95**

CITY OF LAKEPORT

225 Park Street
Lakeport, CA 95453

Please Note:
Bounce Houses and Waterslides are prohibited

Phone: (707) 263-5615
Fax: (707) 263-8584

APPLICATION FOR USE OF LIBRARY PARK GAZEBO AND FACILITIES

This section to be completed by City:

Application Received (Date): 4-1-26	☒ $15.00 Application Fee Paid	Application No. 2026-018

Council Meeting: 04/21/2026

This section to be completed by Applicant (please answer all questions):

Applicant Name: PAUL THOMAS	Organization Name: BICOASTAL MEDIA
Address: 140 N. MAIN ST LAKEPORT, CA 95453	
Home Phone: 707-263-6113	Work Phone: 707-489-5854	Mobile Phone:
Email Address: PTHOMAS@BICOASTAL.MEDIA	

Facility Requested:
☒ Gazebo ☐ Fifth Street Boat Ramp ☐ Third Street Boat Ramp ☐ Parking ☐ Xabatin Community Park Amphitheatre

Description of Event Proposed:
SUMMER CONCERT SERIES

Date of Event: 6/12, 6/19, 6/26 7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14

Set Up Time: 8 ☒ AM ☐ PM
Time of Event: 6:30 ☐ AM ☒ PM 8:30
Tear Down Time: 10 ☐ AM ☒ PM

Specify anticipated number of people (both participants and the public):

Requirements: *Coordination of these requirements must be made through the Public Works Department: (707) 263-0751

☒ Electricity (not guaranteed by the City)
☐ No water in park prior to event
☐ Other (please specify):

It should be clearly understood that approval of your event does not convey exclusive use of the Park or the boat ramps and that there may be other events occurring in the Park or on the lake at the time of your event

USE OF ALCOHOL: Is a permit for alcoholic beverages requested? ☒ Yes ☐ No

If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

INSURANCE INFORMATION *(Applies only to Public Events & Fishing Tournaments) The minimum coverage amount required is $2,000,000.*

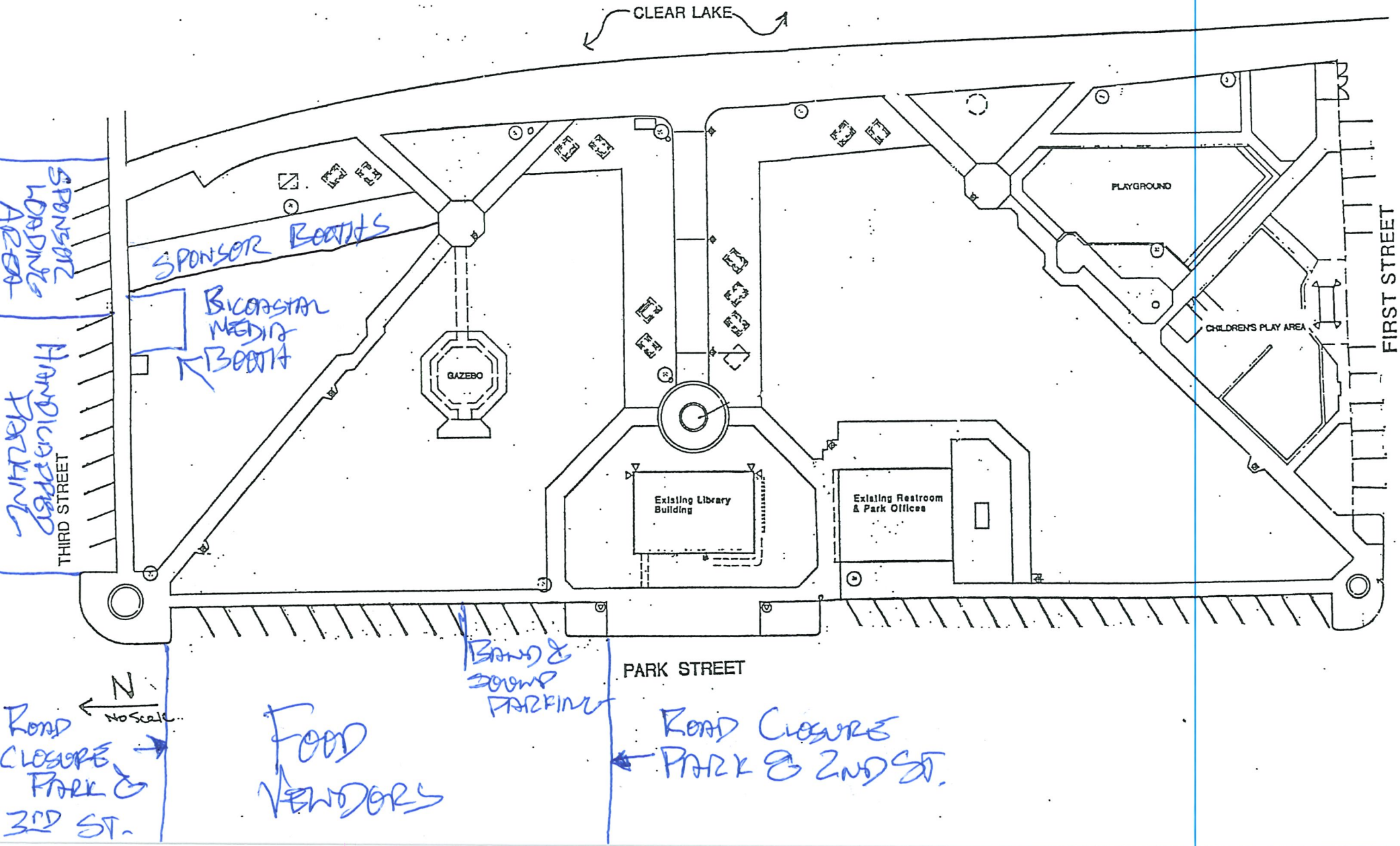
The insurance certificate provided to the City by your organization's insurance company must name the City of Lakeport as an additional insured and must include a copy of any endorsements, including Waiver of Subrogation. The insurance provided to the City shall be primary to, and non-contributory with any insurance or self-insurance program maintained by the City.

HOLD HARMLESS AGREEMENT: In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport and its agents and "employees" from and against any injury, damage, claims, actions or suits arising out of the herein described Event, including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the City of Lakeport from and against any injury, damage, claims, actions or suits arising out of or connected with the foregoing event(s).

SIGNATURE OF APPLICANT

4-1-26
DATE

LIBRARY PARK
CITY OF LAKEPORT



Outlook

Re: Application 2026-018 - Summer Concerts in the Park

From Dale Stoebe <dstoebe@lakeportpolice.org>

Date Fri 2026-04-03 9:13 AM

To Hilary Britton <hbritton@cityoflakeport.com>; Amanda Frazell <Dean.Eichelmann@lakecountyca.gov>; Johnnie Lindsey <jjl@paratransit.net>; Lisa Davey-Bates <ldaveybates@dbcteam.net>; Lori Price <lorip@co.lake.ca.us>; Pheakdey Preciado <pheakdey.preciado@lakecountyca.gov>; Ron Ladd <rladd@cityoflakeport.com>; Sheriff's Dept <records@lakecountyca.gov>; Victor Fernandez <vfernandez@cityoflakeport.com>; Bethany Moss <bmoss@cityoflakeport.com>; Katie Carpenter <Katie.Carpenter@lakecountyca.gov>; Kelly Buendia <kbuendia@cityoflakeport.com>; lakeportfire@lakeportfire.com <lakeportfire@lakeportfire.com>; Patrick Reitz <preitz@lakeportfire.com>; Jim Kennedy <jkennedy@cityoflakeport.com>; Linda Sobieraj <lsobieraj@cityoflakeport.com>; Matt Hartzog <mhartzog@cityoflakeport.com>; Michelle Humphrey <mhumphrey@cityoflakeport.com>; Ryan Cooley <rcooley@lakeportpolice.org>; Ky Ramsey <kramsey@cityoflakeport.com>

The police department has no issues, nor any input on these events.



Chief of Police
Lakeport Police Department



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From: Hilary Britton <hbritton@cityoflakeport.com>
Sent: Thursday, April 2, 2026 3:26 PM
To: Amanda Frazell <Dean.Eichelmann@lakecountyca.gov>; Johnnie Lindsey <jjl@paratransit.net>; Lisa Davey-Bates <ldaveybates@dbcteam.net>; Lori Price <lorip@co.lake.ca.us>; Pheakdey Preciado <pheakdey.preciado@lakecountyca.gov>; Ron Ladd <rladd@cityoflakeport.com>; Sheriff's Dept <records@lakecountyca.gov>; Dale Stoebe <dstoebe@lakeportpolice.org>; Victor Fernandez <vfernandez@cityoflakeport.com>; Bethany Moss <bmoss@cityoflakeport.com>; Katie Carpenter <Katie.Carpenter@lakecountyca.gov>; Kelly Buendia <kbuendia@cityoflakeport.com>; lakeportfire@lakeportfire.com <lakeportfire@lakeportfire.com>; Patrick Reitz <preitz@lakeportfire.com>; Jim Kennedy <jkennedy@cityoflakeport.com>; Linda Sobieraj <lsobieraj@cityoflakeport.com>; Matt Hartzog <mhartzog@cityoflakeport.com>; Michelle Humphrey <mhumphrey@cityoflakeport.com>; Ryan Cooley <rcooley@lakeportpolice.org>; Ky Ramsey <kramsey@cityoflakeport.com>
Subject: Application 2026-018 - Summer Concerts in the Park

Good Afternoon,

Please find attached application 2026-018 for the 2026 Summer Concerts in the Park for your review and comments.

We would like to submit this for City Council approval at the 04/21/2026 Council meeting, so please have your comments back to me by 04/15/2026.

Thank you for your input!

Hilary Britton, CMC

Deputy City Clerk/Records Supervisor

City of Lakeport

225 Park Street

Lakeport, CA 95453

(707) 263-5615 x102

hbritton@cityoflakeport.com

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Book time to meet with me

Outlook

FW: Application 2026-018 - Summer Concerts in the Park

From Lake County Sheriff - Records <mbx.Sheriff_Records@lakecountyca.gov>
Date Mon 2026-04-06 7:49 AM
To Hilary Britton <hbritton@cityoflakeport.com>

From: Jose Martinez <Jose.Martinez@lakecountyca.gov>
Sent: Sunday, April 5, 2026 2:01 PM
To: Lake County Sheriff - Records <mbx.Sheriff_Records@lakecountyca.gov>
Subject: RE: Application 2026-018 - Summer Concerts in the Park

No questions or comments from the Sheriff's Office.

From: Lake County Sheriff - Records <mbx.Sheriff_Records@lakecountyca.gov>
Sent: Thursday, April 2, 2026 3:58 PM
To: Jose Martinez <Jose.Martinez@lakecountyca.gov>
Subject: FW: Application 2026-018 - Summer Concerts in the Park

---

From: Hilary Britton <hbritton@cityoflakeport.com>
Sent: Thursday, April 2, 2026 3:26 PM
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Book time to meet with me

225 Park Street
Lakeport, CA 95453

CITY OF LAKEPORT

Please Note:
Bounce Houses and Waterslides are prohibited

Phone: (707) 263-5615, Ext. 102
Fax: (707) 263-8584

APPLICATION FOR USE OF PUBLIC AREAS

Please note: *City Council meetings are held the **FIRST** and **THIRD TUESDAY** of the month. Application forms require City Council approval and must be completed and submitted to the City Clerk **at least one month** prior to the Council meeting at which they will be considered.*

This section to be completed by City:

Application Received (Date): 04/08/2026	**Application No.** 2026-019
☐ **$15.00 Application Fee Paid**	**For Council Meeting of (Date):** 04/21/2026

This section to be completed by Applicant (please answer all questions with as much detail as possible):

Applicant Name: Cornelia Sieber-Davis		**Organization Name:** Lake County Farmers Finest
Address: 5833 Eickhoff Road, Lakeport CA 95453		**Address:**
Home Phone: 707 263-6076	**Work Phone:**	**Mobile Phone:** 707 245-4841
Email Address: sieber61@msn.com		**Website/Facebook Page:** www.lakecountyfarmersfinest.org
Other Contact:		**Phone for Other Contact:**
Organization is: ■ **Nonprofit Organization** ☐ **For Profit Organization**		

Name of Event: Tuesday Market at Library Park

Description of Event: Weekly seasonal certified farmers market

Public Area of Use: ☐ Main Street ■ Library Park ☐ Silveira Community Center Parking Lot ☐ Xabatin Community Park

Specific Location of Event (Map Must be Attached): parkarea between 2nd and 3rd and Park Street

Does this use involve public right of way, streets, or sidewalk? ☐ Yes ■ No **If yes, please indicate specific location:**

If requesting closure of streets, sidewalk, etc., please describe notification procedure for affected businesses and/or residences:

Date(s) of Event: Every Tuesday from May 5th through September 29th	**Total Number of Days:** 22	**Set Up Time:** 8:30 **Time of Event:** - 10-1pm **Tear Down Time:** 1-2:30

Specify anticipated number of people (both participants and the public): 100-300

Will any vendors be present? Yes ■ No ☐ **Will any food booths be present?** Yes ■ No ☐

Requirements:
- ■ Electricity (cannot be guaranteed by City)
- ☐ Barricades
- ☐ Street/Sidewalk Closures
- ☐ No irrigation in park prior to event
- ■ Other (please specify): please block parking along 3r

Coordination of these requirements must be made through the Public Works Department: (707) 263-0751

Specific City Staff Needs:
- ☐ Police
- ☐ Public Works
- ■ Parks
- ☐ Other (please specify):

The City reserves the right to bill applicant for related City costs.

INSURANCE CERTIFICATE REQUIRED

Note: *The insurance certificate provided to the City by your organization's insurance company must name the City of Lakeport as an additional insured for the event specified in this application and must include a copy of any endorsements, including Waiver of Subrogation. The insurance provided to the City as an additional insured shall be primary to, and non-contributory with any insurance or self-insurance program maintained by the City. The minimum coverage amount required is $2,000,000. The certificate and endorsements must also be in a form acceptable to risk management and available for review 15 working days prior to the scheduled event.*

USE OF ALCOHOL: Is a permit for alcoholic beverages requested? ☐ Yes ☒ No

If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

HOLD HARMLESS AGREEMENT

In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport and its agents and "employees" from and against any injury, damage, claims, actions or suits arising out of the herein described Event, including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the City of Lakeport from and against any injury, damage, claims, actions or suits arising out of or connected with the foregoing event(s).

COVID-19 WAIVER

I, the undersigned, acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that myself and others attending my event may be exposed to or infected by COVID-19. I agree to having all attendees follow CDC and Lake County Department of Public Health recommendations for enhanced health and safety measures related to COVID-19 and follow all posted instructions while using City facilities; including requirements for social distancing, wearing of face coverings, participant grouping, types of activities allowed, and potential limits on event size.

Cornelia Sieber-Davis Digitally signed by Cornelia Sieber-Davis Date: 2026.04.08 12:50:32 -07'00'

Signature of Applicant
Responsible Official of Applicant Organization

Dated:

STAFF RESPONSE

This section to be completed by City and Other Affected Agencies:

Staff Name:		**Department:**	
☐ **No Fiscal Impact**	☐ **Fiscal Impact (Describe/Include Estimated Costs)**	☐ **Police** ☐ **Public Works** ☐ **Parks**	☐ **Other (please specify):**

The following will be Required:

☐ Business License
☐ ABC License
☐ Health Department Permit
☐ Other (Specify):

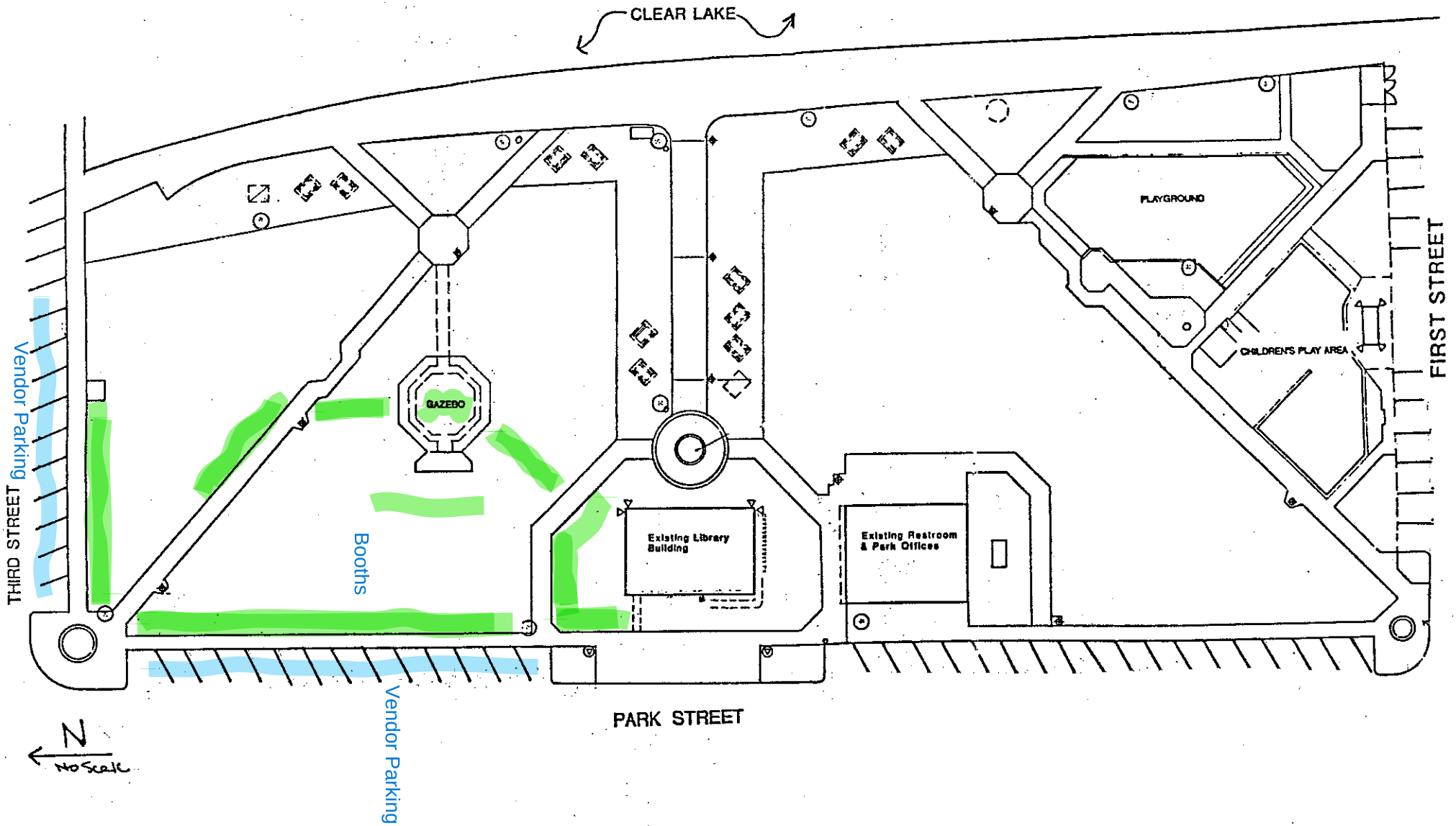
Staff Comments:

This section to be completed by City Clerk following Council meeting:

Considered at Council Meeting (Date):	☐ **Application Approved** ☐ **Application Denied** ☐ **Application Approved With Conditions (See Below)**
Conditions of Approval:	

☐ **Attachments (specify):**

LIBRARY PARK
CITY OF LAKEPORT



Outlook

Re: Application 2026-019 - Tuesday Farmers Market at Library Park

From Dale Stoebe <dstoebe@lakeportpolice.org>

Date Wed 2026-04-08 3:05 PM

To Hilary Britton <hbritton@cityoflakeport.com>; Amanda Frazell <Dean.Eichelmann@lakecountyca.gov>; Johnnie Lindsey <jjl@paratransit.net>; Lisa Davey-Bates <ldaveybates@dbcteam.net>; Lori Price <lorip@co.lake.ca.us>; Pheakdey Preciado <pheakdey.preciado@lakecountyca.gov>; Ron Ladd <rladd@cityoflakeport.com>; Sheriff's Dept <records@lakecountyca.gov>; Victor Fernandez <vfernandez@cityoflakeport.com>; Bethany Moss <bmoss@cityoflakeport.com>; Katie Carpenter <Katie.Carpenter@lakecountyca.gov>; Kelly Buendia <kbuendia@cityoflakeport.com>; lakeportfire@lakeportfire.com <lakeportfire@lakeportfire.com>; Patrick Reitz <preitz@lakeportfire.com>; Jim Kennedy <jkennedy@cityoflakeport.com>; Linda Sobieraj <lsobieraj@cityoflakeport.com>; Matt Hartzog <mhartzog@cityoflakeport.com>; Michelle Humphrey <mhumphrey@cityoflakeport.com>; Ryan Cooley <rcooley@lakeportpolice.org>; Ky Ramsey <kramsey@cityoflakeport.com>

The police department has no issue nor input on this event.

Sincerely,

Chief of Police
Lakeport Police Department

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From: Hilary Britton <hbritton@cityoflakeport.com>
Sent: Wednesday, April 8, 2026 2:47 PM
To: Amanda Frazell <Dean.Eichelmann@lakecountyca.gov>; Johnnie Lindsey <jjl@paratransit.net>; Lisa Davey-Bates <ldaveybates@dbcteam.net>; Lori Price <lorip@co.lake.ca.us>; Pheakdey Preciado <pheakdey.preciado@lakecountyca.gov>; Ron Ladd <rladd@cityoflakeport.com>; Sheriff's Dept <records@lakecountyca.gov>; Dale Stoebe <dstoebe@lakeportpolice.org>; Victor Fernandez <vfernandez@cityoflakeport.com>; Bethany Moss <bmoss@cityoflakeport.com>; Katie Carpenter <Katie.Carpenter@lakecountyca.gov>; Kelly Buendia <kbuendia@cityoflakeport.com>; lakeportfire@lakeportfire.com <lakeportfire@lakeportfire.com>; Patrick Reitz <preitz@lakeportfire.com>; Jim Kennedy <jkennedy@cityoflakeport.com>; Linda Sobieraj <lsobieraj@cityoflakeport.com>; Matt Hartzog <mhartzog@cityoflakeport.com>; Michelle Humphrey

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Thank you for your input!

Hilary Britton, CMC

Deputy City Clerk/Records Supervisor

City of Lakeport

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Lakeport, CA 95453

(707) 263-5615 x102

hbritton@cityoflakeport.com

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Outlook

Fw: Application 2026-019 - Tuesday Farmers Market at Library Park

---

From Lake County Sheriff - Records <mbx.Sheriff_Records@lakecountyca.gov>
Date Mon 2026-04-13 7:00 AM
To Hilary Britton <hbritton@cityoflakeport.com>

From: Jose Martinez <Jose.Martinez@lakecountyca.gov>
Sent: Sunday, April 12, 2026 9:02 AM
To: Lake County Sheriff - Records <mbx.Sheriff_Records@lakecountyca.gov>
Subject: RE: Application 2026-019 - Tuesday Farmers Market at Library Park

No comments or questions from the sheriff's office.

From: Lake County Sheriff - Records <mbx.Sheriff_Records@lakecountyca.gov>
Sent: Wednesday, April 8, 2026 2:50 PM
To: Jose Martinez <Jose.Martinez@lakecountyca.gov>
Subject: Fw: Application 2026-019 - Tuesday Farmers Market at Library Park

Records Unit

www.lakesheriff.com P: 707-262-4200
1220 Martin St F:707-262-4204
Lakeport, CA 95453 Dispatch: 707-263-2690

From: Hilary Britton <hbritton@cityoflakeport.com>
Sent: Wednesday, April 8, 2026 2:47 PM
To: Amanda Frazell <Dean.Eichelmann@lakecountyca.gov>; Johnnie Lindsey <jjl@paratransit.net>; Lisa Davey-Bates <ldaveybates@dbcteam.net>; Lori Price <Lori.Price@lakecountyca.gov>; Pheakdey Preciado <Pheakdey.Preciado@lakecountyca.gov>; Ron Ladd <rladd@cityoflakeport.com>; Lake County Sheriff - Records <mbx.Sheriff_Records@lakecountyca.gov>; Dale Stoebe <dstoebe@lakeportpolice.org>; Victor Fernandez <vfernandez@cityoflakeport.com>; Bethany Moss <bmoss@cityoflakeport.com>; Katie Carpenter <Katie.Carpenter@lakecountyca.gov>; Kelly Buendia <kbuendia@cityoflakeport.com>;

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Hilary Britton, CMC

Deputy City Clerk/Records Supervisor

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CITY OF LAKEPORT

City Council ☐
City of Lakeport Municipal Sewer District ☒
Lakeport Redevelopment Successor Agency ☐
Lakeport Industrial Development Authority ☐
Municipal Financing Agency of Lakeport ☐

STAFF REPORT

RE: Resolution of the Board of Directors of the City of Lakeport Municipal Sewer District (CLMSD) adopting the Sewer System Management Plan (SSMP) update, and authorizing CIWQS certification	**MEETING DATE:** 04/21/2026
SUBMITTED BY: Jen Baker, Compliance Officer on behalf of Paul Harris, Utilities Director	
PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

Adopt a resolution approving the City of Lakeport Municipal Sewer District (CLMSD) Sewer System Management Plan (SSMP) update, and authorize the Compliance Officer to certify the document in the California Integrated Water Quality System (CIWQS) on behalf of the CLMSD Director.

BACKGROUND/DISCUSSION:

The State Water Resources Control Board requires all California public agencies operating sanitary sewer systems to prepare and maintain a Sewer System Management Plan, a program document describing how the agency manages, operates, and maintains its wastewater collection system to protect public health, prevent sewer overflows, and ensure long-term system reliability. CLMSD has maintained an SSMP since 2010. Under the current governing order (Order WQ 2022-0103-DWQ), CLMSD is required to certify an updated SSMP in CIWQS by May 2, 2026.

Staff used this required update cycle as an opportunity to comprehensively review and strengthen each program area, formalize existing practices, establish clear performance frameworks, and align the document with the current governing order and the District's adopted 2025 Sewer Master Plan Update. This SSMP update reflects a more mature and complete picture of how the District operates and provides a stronger foundation for ongoing compliance, system management, and regulatory reporting.

The updated SSMP establishes a formal performance monitoring program with measurable targets and a regular review cadence; modernizes the District's Fats, Oils, and Grease control program with updated inspection authority and outreach materials; strengthens overflow emergency response documentation; and fully integrates the adopted 2025 Sewer Master Plan Update as the District's current capacity and capital improvement planning foundation. The SSMP is structured as a living document with built-in tracking and change management processes to carry the program forward.

Board adoption of the resolution presented with this report is the final step required prior to CIWQS certification of the updated plan by the May 2, 2026, deadline.

OPTIONS:

1. Adopt the resolution as presented, approving the CLMSD Sewer System Management Plan (SSMP) update, and authorizing the Compliance Officer to certify the document in CIWQS.
2. Adopt the resolution with modifications and provide direction to staff.
3. Take no action. (Note: CIWQS certification deadline is May 2, 2026. Delays beyond this date may constitute a regulatory violation under Order WQ 2022-0103-DWQ.)

FISCAL IMPACT:

☒ None ☐ $ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase:

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other: Special Revenue/Grant

Comments:

COUNCIL PRIORITIES:


☐ Priority #1: Public Safety & Crisis Response


☐ Priority #2: Disaster Resiliency


☒ Priority #3: Good Governance & Fiscal Stability


☒ Priority #4: Capital Infrastructure Improvement


☒ Priority #5: Safe, Sustainable & Attractive Neighborhoods


☐ Priority #6: Economic Development

SUGGESTED MOTIONS:

Move to adopt a resolution approving and certifying the City of Lakeport Municipal Sewer District Sewer System Management Plan (SSMP) update, prepared in compliance with State Water Resources Control Board Order WQ 2022-0103-DWQ, and authorizing the Compliance Officer to certify the document in the California Integrated Water Quality System (CIWQS) on behalf of the CLMSD Director.

☒ **Attachments:**

1. Resolution – Adopt SSMP update and authorize CIWQS certification
2. Sewer System Management Plan (SSMP) update

RESOLUTION NO. _____ (2026)

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT (CLMSD) ADOPTING THE SEWER SYSTEM MANAGEMENT PLAN (SSMP) UPDATE, AND AUTHORIZING CIWQS CERTIFICATION

WHEREAS, on May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order No. WQ 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems; and

WHEREAS, on September 9, 2013, the SWRCB adopted Order No. WQ 2013-0058-EXEC, amending the Monitoring and Reporting Program to improve the consistency and quality of sanitary sewer overflow (SSO) data reporting; and

WHEREAS, on December 6, 2022, the SWRCB adopted Order No. WQ 2022-0103-DWQ, which superseded the previous orders and established modernized requirements for the operation, maintenance, and management of sanitary sewer systems; and

WHEREAS, the purpose of these Orders is to provide a consistent statewide regulatory approach for reducing sanitary sewer overflows and protecting the water quality of regional water bodies, including Clear Lake; and

WHEREAS, Order No. WQ 2022-0103-DWQ requires each enrolled wastewater collection system agency to develop, implement, and periodically update a Sewer System Management Plan (SSMP) addressing eleven required elements, and to certify the SSMP in the State Water Resources Control Board's California Integrated Water Quality System (CIWQS); and

WHEREAS, the City of Lakeport Municipal Sewer District (CLMSD) first adopted an SSMP in 2010 and is required to certify an updated SSMP in CIWQS by May 2, 2026, consistent with the requirements of Order No. WQ 2022-0103-DWQ; and

WHEREAS, the District has prepared the SSMP update to comply with Order No. WQ 2022-0103-DWQ reflects current operational practices and program frameworks, and incorporates improvements identified through the District's ongoing program review; and

WHEREAS, Order No. WQ 2022-0103-DWQ requires the District to identify an authorized representative to certify the SSMP and SSO reports in CIWQS on behalf of the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the City of Lakeport Municipal Sewer District hereby adopts the City of Lakeport Municipal Sewer District Sewer System Management Plan update (WDID No. 5SSO10896), dated April 21, 2026.

BE IT FURTHER RESOLVED that the Board of Directors hereby authorizes Jen Baker, Compliance Officer, to certify the SSMP and all subsequent updates, SSO reports, and other required submittals in CIWQS on behalf of the District, consistent with the requirements of Order No. WQ 2022-0103-DWQ.

BE IT FURTHER RESOLVED BE IT FURTHER RESOLVED that the Board of Directors hereby finds that adoption of the Sewer System Management Plan (SSMP) update, is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines sections 15378(b)(2) and (b)(5) (governmental administrative and policymaking activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on

the environment), 15307 (actions by regulatory agencies for protection of natural resources), 15308 (actions by regulatory agencies for protection of the environment), and 15061(b)(3) (common sense exemption where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment).

PASSED AND ADOPTED by the Board of Directors of the City of Lakeport Municipal Sewer District at a regular meeting thereof held on the _____ day of _____, 2026.

AYES: ____
NOES: ____
ABSENT: ____
ABSTAINING:____

_____
Brandon Disney, Mayor / Chairman

ATTEST:

_____
Kelly Buendia, City Clerk



City of Lakeport
Sewer System Management Plan (SSMP) Update
May 2, 2026

WDID # 5SSO10896

Prepared by: Jen Baker, Compliance Officer

Approved by: Paul Harris, Utilities Director

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Acronym Table

Acronym	Definition
ADWF	Average Dry Weather Flow
BMP	Best Management Practice
CalOES	California Governor's Office of Emergency Services
CAP	Corrective Action Plan
CCR	California Code of Regulations
CCTV	Closed-Circuit Television
CDBG	Community Development Block Grant
CIP	Capital Improvement Plan
CIPP	Cured-in-Place Pipe
CIWQS	California Integrated Water Quality System
CLMSD	City of Lakeport Municipal Sewer District
CWEA	California Water Environment Association
CWSRF	Clean Water State Revolving Fund
DWQ	Division of Water Quality (State Water Resources Control Board)
EOP	Emergency Operations Plan
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
GIS	Geographic Information System
GPD	Gallons Per Day
I&I	Inflow and Infiltration
KPI	Key Performance Indicator
LACOSAN	Lake County Sanitation District
LF	Linear Feet
LMC	Lakeport Municipal Code
MACP	Manhole Assessment Certification Program (NASSCO)
MGD	Million Gallons Per Day

MOU	Memorandum of Understanding
MTS	Manual Transfer Switch
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollutant Discharge Elimination System
O&M	Operations and Maintenance
OERP	Overflow Emergency Response Plan
PACE	PACE Engineering (consulting firm — 2025 SMPU)
PACP	Pipeline Assessment Certification Program (NASSCO)
PM	Preventive Maintenance
PPE	Personal Protective Equipment
PWWF	Peak Wet Weather Flow
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SMP	Sewer Master Plan
SMPU	Sewer Master Plan Update
SOP	Standard Operating Procedure
SSO	Sanitary Sewer Overflow
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements
WDID	Waste Discharge Identification Number
WWTP	Wastewater Treatment Plant

List of Key Terms and Definitions

The following terms are used throughout this Sewer System Management Plan. Definitions reflect the requirements and terminology of State Water Resources Control Board Order WQ 2022-0103-DWQ unless otherwise noted.

Term	Definition
Authorized Representative	The person designated by a public agency as either a principal executive officer or duly authorized representative. For CLMSD, this is the CLMSD Director or the Compliance Officer, as designated.
Average Dry Weather Flow (ADWF)	The average daily flow of wastewater to the treatment plant during dry weather conditions, excluding significant rainfall-driven inflow and infiltration. Used as a baseline capacity metric. This is determined by the total flow for the months of August through October, inclusive, divided by 92 days.
Blockage	A partial or full obstruction of wastewater flow through a sewer pipeline. Causes include debris, grease buildup, root intrusion, or structural collapse. Also called a stoppage. If not addressed in time, a blockage can result in an overflow.
Capital Improvement Plan (CIP)	A prioritized, scheduled, and funded program identifying infrastructure projects needed to maintain system capacity, reliability, and compliance. For CLMSD, the current CIP is established in the 2025 Sewer Master Plan Update.
Category 1 SSO	A sanitary sewer overflow of any volume that reaches a surface water body or drainage channel leading to surface water, or that is not fully recovered. Requires immediate notification to regulatory agencies.
Category 2 SSO	A sanitary sewer overflow of 1,000 gallons or greater that does not reach surface water. Requires regulatory reporting through CIWQS.
Category 3 SSO	A sanitary sewer overflow of 50 to 999 gallons that does not reach surface water. Requires regulatory reporting through CIWQS.
Category 4 SSO	A sanitary sewer overflow of less than 50 gallons that does not reach surface water. Requires documentation but not external regulatory reporting.
Corrective Maintenance	Unplanned maintenance performed in response to a failure, blockage, or system malfunction. Distinguished from preventive maintenance, which is scheduled and proactive.
Enrollee	A public agency enrolled under State Water Resources Control Board Order WQ 2022-0103-DWQ that owns or operates a sanitary sewer collection system greater than one mile in length.
Exfiltration	The underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure. Exfiltration that remains in the subsurface and does not reach surface water is not classified as an SSO under the General Order.

Food Service Establishment (FSE)	Any commercial establishment that prepares, serves, or otherwise handles food and discharges wastewater containing fats, oils, or grease to the municipal sanitary sewer system.
Grease Interceptor	A plumbing device installed underground outside a food service establishment that uses gravity to separate and retain fats, oils, and grease from wastewater before it enters the sanitary sewer system.
Grease Trap	A small, indoor plumbing device installed at an individual fixture that captures fats, oils, and grease before they enter the drain system. Typically used where a full grease interceptor is not required.
Inflow and Infiltration (I&I)	Inflow refers to stormwater or surface water that enters the sanitary sewer system through direct connections such as roof drains or catch basins. Infiltration refers to groundwater that enters through cracks, joints, or defects in pipes and manholes. Both increase system flows during wet weather and are a primary driver of peak wet weather flow at CLMSD.
Key Performance Indicator (KPI)	A measurable target used to evaluate how well a program or process is achieving its intended outcomes. KPIs provide a basis for data-driven decision-making and continuous improvement.
Peak Wet Weather Flow (PWWF)	The maximum rate of flow observed at the wastewater treatment plant during significant rainfall events, reflecting the combined effect of wastewater generation and I&I entering the collection system.
Preventive Maintenance (PM)	Scheduled, proactive maintenance activities performed to reduce the likelihood of failure, blockage, or SSO. Includes gravity main cleaning, lift station inspections, and equipment servicing.
Private Lateral Sewage Discharge (PLSD)	A sewage spill that originates from a blockage or failure within a privately owned sewer lateral, not the public collection system. PLSDs are reported separately from SSOs in CIWQS.
Receiving Water	A water of the State that receives a discharge of waste. For CLMSD, the primary receiving water of concern is Clear Lake.
Resilience	The ability of a sewer system and its operating agency to recover from or adjust to adversity or change, including infrastructure failures, extreme weather events, and regulatory changes.
Residential Unit Equivalent (RUE)	A unit of measure representing the average wastewater flow generated by a single-family residential dwelling. Used to standardize capacity calculations across different land use types.
Sanitary Sewer Overflow (SSO)	Any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system, including overflows that reach waters of the United States, overflows that do not reach such waters, and backups into buildings caused by conditions within the publicly owned portion of the sewer system.
Sanitary Sewer System	A system of pipes, pump stations, sewer lines, or other conveyances upstream of a wastewater treatment plant headworks, used to collect and convey wastewater to a publicly owned treatment facility. Includes laterals owned and

	operated by the Enrollee, satellite sewer systems, and temporary conveyance facilities.
Satellite Sewer System	A portion of a sanitary sewer system owned or operated by a different entity than the owner of the downstream wastewater treatment facility. LACOSAN operates a satellite system that connects to CLMSD at the southern portion of the service area. These flows enter our collection system and conveyed to the WWTP for treatment.
Sewage	Untreated or partially treated domestic, municipal, commercial, and/or industrial waste, including sewage sludge, and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.
Sewer System Management Plan (SSMP)	A living document an Enrollee develops and implements to effectively manage its sanitary sewer system in accordance with Order WQ 2022-0103-DWQ. Includes provisions for management, operation, and maintenance of the system, risk management, and a spill response plan.
System Evaluation and Capacity Assurance Plan	A required SSMP element that evaluates hydraulic deficiencies in the collection system, establishes design criteria, and provides a prioritized Capital Improvement Plan to maintain hydraulic capacity for dry weather and wet weather flow conditions.
Wastewater Collection System	See Sanitary Sewer System. Any system of pipes, pump stations, sewer lines, or other conveyances used to collect and convey wastewater to a publicly owned treatment facility.

Introduction

This introductory section provides background on the regulatory basis for this Sewer System Management Plan (SSMP), describes the organization of the document, and provides an overview of the City of Lakeport Municipal Sewer District's service area and collection system.

Revision History

This document is Revision 5 of the City of Lakeport Municipal Sewer District (CLMSD) Sewer System Management Plan. The table below summarizes the history of SSMP revisions.

Table 0.1 — SSMP Revision History

Revision	Date	Description
1	May 2010	Original SSMP adoption. Baseline document prepared by City of Lakeport Utilities Department.
2	March 2018	Updates include modifications to the district's SSO emergency response plan, monitoring and reporting program, and contact info updates
3	December 2022	Minor administrative update. Contact information and appendix materials revised.
4	May 2024	Administrative update. Contact list updated. No substantive program changes.
5	April 2026	Comprehensive update. Revised to comply with SWRCB Order WQ 2022-0103-DWQ. Incorporates findings and corrective actions from the 2022–2025 Triennial SSMP Audit. Integrates adopted 2025 Sewer Master Plan Update. New sections added for performance monitoring, FOG program modernization, post-incident review, and operator participation documentation.

Sewer System Management Plan Requirement Background

The State Water Resources Control Board (SWRCB) adopted Water Quality Order No. 2006-0003-DWQ on May 2, 2006, which first required all public agencies in California operating sanitary sewer systems greater than one mile in length to prepare and implement a Sewer System Management Plan and to report sanitary sewer overflows (SSOs) through the California Integrated Water Quality System (CIWQS).

In 2013, the SWRCB issued Order No. WQ 2013-0058-EXEC, amending the 2006 Order to establish a third SSO reporting category (Category 3 — spills fully contained within the collection system) and to clarify recordkeeping and reporting requirements for enrolled agencies.

In 2022, the SWRCB adopted Order WQ 2022-0103-DWQ, a comprehensive update to the Statewide General Waste Discharge Requirements that supersedes both the 2006 Order and the 2013 amendment. Order WQ 2022-0103-DWQ

governs all enrolled agencies, including CLMSD. This Revision 5 SSMP has been prepared to comply with its requirements, including updated SSO reporting protocols, triennial audit requirements, and performance monitoring expectations.

An SSMP describes the activities an agency undertakes to manage its wastewater collection system effectively. At a minimum, it addresses the following:

1. **Maintaining or improving the condition of the collection system infrastructure to provide reliable service;**
2. **Cost-effectively minimizing inflow and infiltration (I&I) and providing adequate capacity to accommodate peak flow conditions; and**
3. **Minimizing the frequency and impact of sanitary sewer overflows.**

This SSMP has been prepared to meet the requirements of both the SWRCB Order WQ 2022-0103-DWQ and the North Coast Regional Water Quality Control Board (RWQCB). It incorporates findings and corrective actions from the 2022–2025 Triennial SSMP Audit completed in October 2025 and integrates the 2025 Sewer Master Plan Update (PACE Engineering), adopted by the Board of Directors in February 2026.

Document Organization

This SSMP is organized into eleven elements as required by Order WQ 2022-0103-DWQ. Each element is presented as an integrated narrative section that describes program requirements, documents current practices, and identifies applicable supporting materials and appendices. The eleven elements are:

1. **Goals**
2. **Organization**
3. **Legal Authority**
4. **Operations and Maintenance Program**
5. **Design and Performance Provisions**
6. **Overflow Emergency Response Plan**
7. **Fats, Oils, and Grease Control Program**
8. **System Evaluation and Capacity Assurance Plan**
9. **Monitoring, Measurement, and Program Modifications**
10. **Program Audits**
11. **Communication Program**

Supporting materials, forms, maps, and reference documents are included as appendices. The SSMP is maintained as a living document and is updated following triennial audits or significant changes to system conditions, organizational structure, or regulatory requirements. All revisions are logged in the SSMP Change Log (Appendix 10.D).

District Service Area and Sewer System

The City of Lakeport Municipal Sewer District (CLMSD or District) provides wastewater collection service to the City of Lakeport and adjacent unincorporated areas to the south and west. The City operates under a council-manager form of municipal government. The District is governed by a Board of Directors whose members also serve as the City Council.

Lakeport is located on the western shore of Clear Lake in Lake County. It was incorporated in 1888 and encompasses approximately 2.7 square miles. The District serves approximately 2,200 connections and over 5,000 customers, representing roughly eight percent of Lake County's total population. Current land use in Lakeport is approximately 76 percent commercial and residential, five percent industrial, and 19 percent open space, governmental, and agricultural.

The District operates and maintains the sanitary sewer collection system up to each private property line, along with eight sewage lift stations and a secondary wastewater treatment and disposal facility. A summary of key system metrics, as documented in the 2025 Sewer Master Plan Update, is provided below:

System Component	Metric	Source
Gravity sewer mains	30.23 linear miles	2025 SMPU
Force mains (estimated)	2.4 linear miles	Distance measured using the system map and electronic map measuring tools
Public sewer laterals	10 linear miles	City Records
Service laterals	1,521	2025 SMPU
Manholes	568	2025 SMPU
Sewage lift stations	8 (all >75,000 GPD design capacity)	2025 SMPU
Predominant pipe installation eras	1920–1939 and 1940–1959 (48% of system)	2025 SMPU
Pipe materials	Vitrified clay, Orangeburg, asbestos-cement, and PVC	2025 SMPU
WWTP design capacity (ADWF)	0.53 MGD	2025 SMPU
Current ADWF (2020–2024 average)	0.36 MGD (68% of capacity)	2025 SMPU

The collection system includes pipes ranging from 4 to 24 inches in diameter, with a significant portion of the infrastructure nearly 80 to 100 years old. While the system generally performs adequately under normal conditions, portions of the collection system are subject to moderate to severe surcharging during peak wet weather events due to inflow and infiltration (I&I). Ongoing I&I mitigation and targeted rehabilitation, guided by the 2025 Sewer Master Plan Update, are central components of the District's long-term asset management strategy.

The District's collection system discharges to a secondary wastewater treatment and disposal facility operated by the City. Wastewater treated at the facility is disposed of through land application at the City's effluent irrigation areas. The Lake County Sanitation District (LACOSAN) maintains a mutual aid agreement with CLMSD, allowing for inter-agency flow exchange in both the northern and southern portions of the service area.

Purpose of This SSMP

The purpose of this SSMP is to provide a structured, continuously improving framework for the management, operation, and maintenance of the City of Lakeport's sanitary sewer collection system. The SSMP is designed to minimize sanitary sewer overflows, protect public health and water quality in the Clear Lake watershed, maintain system reliability, and ensure that infrastructure capacity is adequate to serve existing and future customers.

This plan update reflects a significant program modernization effort. It incorporates the corrective actions identified in the 2022–2025 Triennial SSMP Audit, integrates the adopted 2025 Sewer Master Plan Update as the District's current capacity and capital improvement planning foundation, and enhances formal performance monitoring, documentation, and operator participation frameworks.

SSMP Work Plan and Schedule

The following table identifies each SSMP element, its status as of this revision, and the scheduled review frequency going forward. This table fulfills the Work Plan and Schedule requirement of Order WQ 2022-0103-DWQ and serves as the District's ongoing compliance tracking reference for the SSMP program.

Table 0.2 — SSMP Work Plan and Schedule | Revision 5 — April 2026

#	Element	Revision 5 Status	Next Review
—	Plan & Schedule	Complete — Work Plan updated April 2026; revision history documented	Following each triennial audit
I	Goals	Complete — program goals updated; KPI framework and risk management section established; annual review cadence adopted	Annual KPI review; triennial audit
II	Organization	Complete — contacts verified; org structure documented	Annually or upon staff change
III	Legal Authority	In Progress — SSMP narrative updated; LMC Chapter 13.20 comprehensive revision pending (timeline to be established upon City Attorney engagement); preliminary land use review has identified candidate nondomestic industrial user types in the service area; formal nondomestic user survey committed corrective action; target Q4 2026; permitting pathway for identified Class I–III users to follow survey completion; target Q2 2027	Upon ordinance adoption; upon survey completion
IV	Operations & Maintenance	In Progress — program framework and standards documented in this revision; quarterly gravity main cleaning active and logged in OpenGov EAM; ten-plus years of	Annual PM program review

		SSO mapping confirms no significant recurring geographic hotspot locations — spills distributed across system; CCTV recording protocol being established; GIS edit log, manhole inspection cadence, and critical spares program implementation ongoing; target Q4 2026	
V	Design & Performance Provisions	In Progress — design standards current; inspection method SOP in development target Q3 2026; mandatory lateral certificate program evaluated — active implementation not pursued at this time due to staffing constraints and program design limitations; permit counter lateral condition fact sheet under development (target Q3 2026); voluntary inspection program under development pending fee schedule adoption and capacity review	Upon standard revisions; upon LMC update
VI	Overflow Emergency Response Plan	Complete — existing OERP current; time-based response metrics, post-incident review process, and annual drill schedule added.	Annual drill; post-incident as needed
VII	FOG Control Program	In Progress — trigger-based FSE inspection program being established; preliminary FSE inventory compiled; FOG Inspector Certification complete; updated FSE permit package and hauling log developed; online disposal record submission portal under consideration; County Environmental Health MOU pending; LMC ordinance revision pending; target Q4 2026 for trigger-based program operational	Annual FSE outreach; upon ordinance adoption
VIII	System Evaluation & Capacity Assurance	2025 Sewer Master Plan Update (PACE Engineering) was adopted by the Board of Directors in February 2026 and incorporated as the District's current system evaluation and Capital Improvement Plan foundation.	Upon SMP update (est. 2035)

IX	Monitoring, Measurement & Program Modifications	In Progress — KPI framework established (Element I); SSO Trends Table update and formal review cadence documentation pending completion of this update; target Q3 2026 for full implementation	Quarterly data review; annual formal review
X	Program Audits	Complete — triennial audit language corrected; 2022–2025 audit incorporated; CAP tracking and operator participation documentation established	Triennial (next: 2025–2028 cycle)
XI	Communication Program	In Progress — existing communication channels documented; annual outreach calendar and public feedback process pending; target Q3 2026	Annual outreach calendar review

A detailed element-by-element compliance status summary, including prior audit findings and specific corrective actions taken in this revision, is provided in Appendix 10.C.

Certification and Availability

This SSMP has been prepared by the City of Lakeport Compliance Officer and reviewed by the Utilities Director. Upon finalization, it will be certified in the California Integrated Water Quality System (CIWQS) by the Compliance Officer, who is authorized to certify SSO reports on behalf of the CLMSD Director.

This document is maintained on file at the City of Lakeport Utilities Department and is available for public inspection upon request. It will be made available to the State Water Resources Control Board or the Regional Water Quality Control Board upon request, consistent with the requirements of Order WQ 2022-0103-DWQ.

Operator input was solicited during the development of this revision, consistent with the participation requirements of Order WQ 2022-0103-DWQ. Documentation of operator participation is retained in Appendix C.

Element I — Goals

Regulatory Requirement — Order WQ 2022-0103-DWQ

The Enrollee must develop goals to properly manage, operate, and maintain all parts of its sanitary sewer system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that do occur.

1.1 Purpose and Mission

Safe, reliable, and environmentally responsible sewer service is a core function of the City of Lakeport Municipal Sewer District. The District's mission is to provide these services while protecting Clear Lake and the surrounding environment, maintaining high-quality customer service, and supporting the long-term economic vitality and livability of the City of Lakeport.

The District's mission statement reflects this commitment:

> ***"The District is dedicated to fostering a safe and picturesque environment that enhances the quality of life for our community; it is our responsibility to promote the health and safety of City residents and visitors. We are committed to being responsive to the needs of the community, exercising innovation in sustaining and growing a vibrant place in which to live, work, and do business."***

1.2 Program Goals

In support of this mission, the District has established the following goals for the management, operation, and maintenance of its wastewater collection system. These goals reflect both the requirements of Order WQ 2022-0103-DWQ and the District's commitment to continuous improvement in system performance and regulatory compliance.

- **Minimize sanitary sewer overflows (SSOs) and mitigate the impacts of any SSOs that do occur.**
- **Prevent public health and environmental hazards, with particular attention to the protection of Clear Lake.**
- **Maintain adequate conveyance capacity with a minimum of inflow and infiltration (I&I), consistent with the 2025 Sewer Master Plan Update.**
- **Implement a risk-based rehabilitation and capital improvement program to address aging infrastructure and extend the useful life of collection system assets.**
- **Reduce fats, oils, and grease (FOG) contributions to the collection system through active inspection, outreach, and enforcement.**
- **Respond to SSOs and service interruptions promptly and effectively, minimizing impacts to customers and the environment.**
- **Use available operations, maintenance, and capital funds in an efficient and accountable manner.**
- **Perform all operations safely to protect the health and wellbeing of District staff, contractors, and the public.**
- **Institutionalize data-driven performance monitoring and continuous program improvement through annual KPI review and triennial SSMP audits.**

1.3 Performance Measures and Key Performance Indicators

The 2022–2025 Triennial SSMP Audit identified the absence of measurable performance indicators as a primary basis for Element I non-compliance. To address this finding, the District has established a formal Key Performance Indicator (KPI) framework tied directly to the goals listed in Section 1.2. KPIs are tracked using CIWQS data, the District's SSO Tracking Spreadsheet, OpenGov EAM work order records, and the adopted 2025 Sewer Master Plan Update.

KPI performance is reviewed quarterly for incident-level metrics and annually for program-level metrics. Results are documented in the SSMP Change Log and inform adjustments to the preventive maintenance program, CIP prioritization, FOG enforcement, and other program activities. Annual review findings are reported to the Utilities Director.

Note: KPIs 3 and 5 below are based on trend tracking at this time. As the updated SSO Tracking Spreadsheet accumulates additional years of data, specific numeric benchmarks will be established during the annual performance review cycle. KPIs 5 and 6 are most meaningful as multi-year trends given the relatively low annual SSO frequency in the system.

Table 1.1 — CLMSD Key Performance Indicators

Program Goal	Key Performance Indicator	Target / Benchmark	Data Source	Review Frequency
Minimize SSOs	Total SSOs per calendar year	≤ rolling 3-year average; anomalies evaluated	CIWQS; SSO Tracking Spreadsheet	Quarterly / Annual
Reduce surface water impacts	SSOs reaching surface waters	Zero where feasible; immediate containment when unavoidable	CIWQS spill reports; response logs	Per incident / Annual
Improve SSO response effectiveness	Average time from notification to containment	Track and reduce trends; benchmark to be set after 2 years of data	Work orders; incident logs	Quarterly
Improve spill recovery outcomes	Percent of estimated spill volume recovered	≥ prior-year average; continuous improvement	CIWQS volume estimates	Annual
Reduce repeat blockages in high-frequency areas	Repeat SSOs at previously documented spill locations	Downward trend year-over-year (multi-year basis); note: ten-plus years of mapping shows minimal recurring geographic hotspots — spills distributed across system	GIS SSO incident map; maintenance logs	Annual
Reduce FOG-related blockages	Percent of SSOs attributed to FOG	Decreasing trend following FOG program implementation (multi-year basis)	CIWQS cause codes; FOG inspection records	Annual

Control I&I	Peak wet weather flow (PWWF) to ADWF ratio	Maintain or reduce long-term ratio. Current baseline: 6.4x (Feb 2019 peak event, 2.31 MGD PWWF / 0.36 MGD ADWF)	WWTP flow records; rainfall data	Annual
Reduce I&I through rehabilitation	Linear feet of pipe relined, replaced, or sealed annually	Progress toward 2025 SMPU rehabilitation targets; ~$3.2M program to reduce ~0.9 MGD of I&I	CIP tracking; contractor records	Annual
Maintain adequate system capacity	Modeled sewer and WWTP capacity vs. projected flows	ADWF remains below 85% of 0.53 MGD WWTP capacity; capacity maintained per 2025 SMPU assumptions	2025 SMPU; WWTP flow records; CIP	Annual
Implement planned capital improvements	Completion of SMP-identified CIP projects per adopted staging schedule	Projects completed per 2025 SMPU Table ES-1 staging. Immediate term: $14,010,000 (2025–2030)	CIP tracking log; SMP Table ES-1	Annual
Institutionalize continuous improvement	Completion of annual SSMP performance review	Annual review completed and documented each calendar year	SSMP Change Log; audit records	Annual

1.4 Performance Review and Adaptive Management

KPI results are reviewed on the schedule described in Table 1.1 and formally compiled in an annual performance summary. The annual review is conducted by the Compliance Officer and presented to the Utilities Director. Findings from the review directly inform program adjustments, including:

- **Modifications to the preventive maintenance program and priority cleaning schedule (Element IV);**
- **Updates to FOG inspection priorities and enforcement activity (Element VII);**
- **Adjustments to CIP project sequencing or scope based on system performance data (Element VIII);**
- **Revisions to SSO response protocols based on response time or recovery trends (Element VI); and**
- **Updates to the SSMP itself, logged in the Change Log (Appendix 10.D).**

This adaptive management approach ensures that the SSMP remains a living, responsive document rather than a static compliance artifact. Where KPI data indicates a trend in the wrong direction over two or more consecutive review periods,

the Compliance Officer will initiate a formal program review and document corrective actions in the CAP log (Appendix 10.C).

1.5 Plan Updates

This SSMP is updated following each triennial audit cycle or in response to significant changes in system conditions, organizational structure, regulatory requirements, or planning foundations. The next scheduled update is due following the 2025–2028 triennial audit cycle.

The 2025 Sewer Master Plan Update (PACE Engineering, February 2026) serves as the District's current capital and capacity planning foundation and is recommended by the engineer for re-evaluation within ten years. Any material update to the Master Plan that affects capacity assumptions, CIP priorities, or design criteria will trigger a corresponding SSMP update to Elements I, VIII, and IX.

1.6 Risk Management and Worst-Case Scenario Planning

The District acknowledges the following primary system risks, each of which is addressed through a corresponding program element or capital improvement:

Risk	Current Condition	Addressed By
High I&I during wet weather events	PWWF reached 77% of design capacity (Feb 2019). Flows can exceed 8x ADWF during peak rain events.	2025 SMPU I&I reduction program; ongoing CCTV and rehabilitation (Element IV, VIII)
Aging infrastructure	~48% of collection system installed 1920–1959. Vitrified clay and Orangeburg pipe predominant in oldest sections.	Risk-based rehab prioritization; CIP staging per 2025 SMPU Table ES-1 (Element IV, VIII)
FOG blockages	FOG attributed to 22% of SSOs in 2022–2025 audit period. FOG program was largely inactive prior to this update.	Modernized FOG inspection, enforcement, and education program (Element VII)
Pump station failures	11% of SSOs in the audit period are attributable to pump station failures. Largest single SSO (1,600 gal, July 2024) was pump station event.	Lift station PM program; backup power (MTS); bypass connection installations per CIP (Elements IV, VI)
Root intrusion and debris blockages	Root intrusion is the leading SSO cause at 33% of events; debris at 22%. Concentrated in older clay pipe sections.	Priority segment cleaning program; CCTV inspection program; targeted lining and replacement (Element IV)

Worst-case scenario planning for SSO response is addressed in the District's Overflow Emergency Response Plan (Element VI). The OERP identifies response protocols for high-volume spills, pump station failures, and spills to surface waters, including notification to CalOES and the Regional Water Quality Control Board consistent with Order WQ 2022-0103-DWQ requirements.

Element II — Organization

Regulatory Requirement — Order WQ 2022-0103-DWQ

The Enrollee's SSMP must identify: (1) the name of the agency's responsible or authorized representative; (2) the names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program, including lines of authority shown in an organization chart or similar document with narrative explanation; and (3) the chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies.

2.1 Organizational Structure

The City of Lakeport Municipal Sewer District (CLMSD or District) is a public wastewater operations and service entity governed by a Board of Directors, whose members also serve as the City Council. The District is managed through the City's Utilities Department under the direction of the City Manager, who also serves as the CLMSD Director.

The Utilities Department is divided into three functional areas relevant to sewer system management: Administration, Compliance, and Operations. The organizational structure and lines of authority for key positions are described below. An organizational chart is provided in Appendix 2.A.

Position / Title	Primary Responsibilities
Board of Directors	Establishes policy; adopts ordinances; sets user fees and penalties for infractions.
City Manager / CLMSD Director (Kevin Ingram)	Manages general fiscal and administrative functions of the City; enforces District policy; allocates resources; authorizes third-party contractor services; provides general direction for District operations.
City Engineer (Paul Curren)	Reviews and assists with preparation of wastewater collection system planning documents; manages capital improvement delivery; documents new and rehabilitated assets.
Utilities Director (Paul Harris)	Directs and oversees all aspects of the Utilities Department; provide highly responsible and complex administrative support to the City Manager; under administrative direction, plans, organizes, manages and directs the activities of the Utilities Department including water systems, sewer systems, underground construction, mechanical/electrical/controls, I&I, GIS, and local, State, Federal regulatory compliance; construction administration and design review; serves as member of the City's management team; assumes additional responsibilities as assigned; performs related duties as required.
Compliance Officer (Jen Baker)	Primary responsibility for sewer code enforcement, serves as the first administrative responder to SSO incidents, SSO monitoring and CIWQS reporting, and coordinates the development, implementation, and maintenance of the SSMP, including the FOG and I&I programs. Authorized to certify electronic spill reports on behalf of the CLMSD Director.
Chief Building Official (Bethany Moss Childers)	Monitors, evaluates, and approves new sewer connections to the District system, ensuring they meet all applicable standards and requirements.

Utilities Superintendent (Forrest Stogner)	Oversees day-to-day field operations; coordinates preventive and corrective maintenance activities; ensures operational readiness of lift stations and collection system infrastructure.
Water/Wastewater Treatment Supervisor (Mark Fetzer)	Supervises water and wastewater treatment operations; may serve as first field responder to sewer issues; delegates tasks and responsibilities to field crews for preventive and corrective maintenance.
Utilities Underground Supervisor (Dylan Teverbaugh)	Supervises underground utility field operations including sewer main and lateral maintenance, repair, and inspection activities. Serves as first field responder to sewer issues.

GIS mapping and system record updates are performed by an outside vendor under the direction of the Utilities Department. The Utilities Director coordinates requests for GIS updates, and the Compliance Officer maintains the GIS edit log described in Element IV.

2.2 Authorized Representative and Certification Authority

The District's authorized representative in all wastewater collection system matters is the CLMSD Director (City Manager Kevin Ingram). The CLMSD Director has designated the Utilities Director and the Compliance Officer with the authority to certify electronic SSO reports submitted to the State Water Resources Control Board through CIWQS.

The Compliance Officer is authorized to submit SSO notifications and reports to all applicable agencies, including the North Coast Regional Water Quality Control Board, the Lake County Environmental Health Department, the Lake County Air Quality Management District, and the California Governor's Office of Emergency Services (CalOES), consistent with the requirements of Order WQ 2022-0103-DWQ and the District's SSO Reporting Requirements Reference Guide (Appendix 2.B).

2.3 Contact Information

Current contact information for key positions is maintained in the CLMSD Contact List (Appendix 2.A) and Figure 2.B below. The contact list is reviewed quarterly by the Compliance Officer. Any changes are updated promptly and logged in the SSMP Change Log (Appendix 10.D).

Figure 2.B — CLMSD Contact List | Updated April 2026

Position / Title	Name	Telephone
City Manager / CLMSD Director	Kevin Ingram	(707) 263-5615 x104
City Engineer	Paul Curren	(707) 263-3578 x407
Utilities Director	Paul Harris	(707) 263-3578 x402
Compliance Officer	Jen Baker	(707) 263-3578 x403
Chief Building Official	Bethany Moss Childers	(707) 263-5615 x202
Utilities Superintendent	Forrest Stogner	(707) 263-3578 x701
Water/Wastewater Treatment Supervisor	Mark Fetzer	(707) 263-3578 x704
Utilities Underground Supervisor	Dylan Teverbaugh	(707) 263-3578 x706

2.4 Chain of Communication for SSO Reporting

The following chain of communication governs how SSO incidents are reported and escalated within the District. This chain is used in conjunction with the SSO Reporting Requirements Reference Guide (Appendix 2.B) and the Overflow Emergency Response Plan (Appendix 6.C).

Step	Action	Responsible Party
1	Spill or overflow is identified by field staff, public complaint, or SCADA alarm	Field staff / Dispatch / Answering service (after hours)
2	First responder field staff respond, verify the spill, and notify their immediate supervisor and Compliance Officer simultaneously. Begin containment and mitigation efforts	First responder/Field Staff
3	The supervisor notifies the Utilities Director, who coordinates the remediation effort	Applicable Supervisor
4	Compliance Officer reports to spill site, conducts all required SSO notifications and CIWQS reporting per Order WQ 2022-0103-DWQ and City policy	Compliance Officer
5	If the spill is ≥1,000 gallons and reaches a drainage channel or surface water (Category 1), the CLMSD Director /City Manager is notified immediately	Compliance Officer or Utilities Director notifies CLMSD Director / City Manager

2.5 Training and Documentation

All key personnel identified in this element are trained in the SSO reporting and response communication chain. Training is documented, and sign-in sheets are retained in the Compliance Department records. Personnel responsible for CIWQS certification receive orientation on reporting requirements and authorized representative protocols upon assignment to that role.

The contact list and organizational chart are reviewed annually by the Compliance Officer or immediately upon any staffing change affecting SSMP responsibilities. Any staffing changes affecting SSMP responsibilities are reflected in the contact list and logged in the SSMP Change Log (Appendix 10.D) within 30 days of the change.

Element III — Legal Authority

Regulatory Requirement — Order WQ 2022-0103-DWQ

The Enrollee's SSMP must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to: (1) prevent illicit discharges; (2) require proper design and construction of sewer connections; (3) ensure access for maintenance, inspection, and repairs to publicly owned portions of laterals; (4) limit the discharge of FOG and other debris that may cause blockages; and (5) enforce violations of its sewer ordinance.

3.1 Primary Legal Authority — Lakeport Municipal Code Chapter 13.20

The primary legal authority for CLMSD's operation of the sanitary sewer collection system is established under Lakeport Municipal Code (LMC) Chapter 13.20, Sewer Use and Pretreatment Regulations, adopted pursuant to Ordinance No. 872. Under LMC Chapter 13.20, any residence or facility within the boundaries of CLMSD is required to connect to the municipal sanitary sewer system, with limited exceptions.

LMC Chapter 13.20 defines the authority and mechanisms granted to CLMSD to ensure that discharges to the collection and treatment system are not harmful to the environment or destructive to existing infrastructure. It establishes specific discharge regulations, pretreatment standards, and prescribed enforcement actions, and it provides the legal foundation for the District's Fats, Oils, and Grease (FOG) Control Program and Sewer Lateral Certificate Program. Key provisions include requirements for grease traps and interceptors to be installed and maintained by all users who produce or discharge FOG.

LMC Chapter 13.20 is currently under review for comprehensive revision. The update will modernize FOG enforcement provisions, update penalty schedules to reflect current economic conditions, and clarify inspection and industrial user program authority. A revision timeline will be established upon formal engagement with the City Attorney. The FOG program update is described in further detail in Element VII.

A complete copy of LMC Chapter 13.20 is included in Appendix 3.A. Supporting documents referenced in this element include:

- **Fines for Violation of the FOG Program — Resolution No. 2315 (2008) (Appendix 3.B) — currently under review for update**
- **Utilities Department Policies U-3, U-4, and U-6 (Appendix 3.C)**
- **Mutual Aid Agreement with Lake County Sanitation District — LACOSAN (Appendix 3.D)**

3.2 Authority to Prevent Illicit Discharges and Control I&I

LMC Chapter 13.20 requires that all identified sources of inflow and infiltration (I&I) be corrected upon discovery. The District actively investigates I&I sources and continuously works to identify and track new sources. While significant fiscal constraints have historically limited the pace of I&I correction, the adopted 2025 Sewer Master Plan Update establishes a prioritized I&I reduction program targeting the highest-impact areas of the collection system. I&I sources and rehabilitation needs identified through CCTV inspection and flow monitoring are tracked in the District's asset management and GIS records.

CLMSD is also granted permit authority under LMC Chapter 13.20 to regulate discharge from nondomestic industrial users, classified as Class I through IV under LMC Section 13.20.290. A formal industrial user survey has not been conducted to

date. Based on a preliminary review of commercial land uses in the service area, the District has identified several nondomestic user categories that may warrant formal classification under the LMC, including auto body and collision repair facilities, automotive service operations, dry cleaning establishments, a local environmental testing laboratory, and potentially metal fabrication or machining operations. These user types may be subject to federal categorical pretreatment standards under 40 CFR Subchapter N, depending on their specific processes and discharge characteristics. As a corrective action from this revision, the Compliance Officer will conduct a nondomestic user survey to identify, characterize, and appropriately classify nondomestic users connected to the CLMSD system. The survey will cross-reference the City's business license database and building permit records against the LMC classification criteria. Any users identified as Class I or II will be notified and required to apply for a wastewater discharge permit consistent with LMC Section 13.20.300. Target completion of initial survey: Q4 2026. Permitting to follow survey completion: target Q2 2027.

3.3 Rights of Entry

LMC Section 13.20.340 provides CLMSD personnel with the legal right to inspect connections, appurtenances, and other components of the municipal sanitary sewer collection system on private property where illicit discharges are known or suspected. Persons or occupants of premises where wastewater is generated or discharged shall allow the District or its authorized representative ready access to all parts of the premises for inspection, sampling, compliance monitoring, and records examination. Users must allow access during regular business hours with appropriate notice.

The Compliance Officer is responsible for ensuring these access rights are exercised appropriately and that the public is informed of their obligations under the ordinance.

3.4 Enforcement Mechanisms

The enforcement mechanisms available to CLMSD for violations of LMC Chapter 13.20 include, in order of escalation:

1. **Informal administrative action, including notices of violation and written warnings**
2. **Administrative orders, compliance schedules, and other corrective action directives**
3. **Fines and fees**
4. **Penalties for non-compliance**
5. **Assessment of charges for damage to CLMSD facilities or operations**
6. **Suspension or termination of sewer service**
7. **Civil action**
8. **Criminal action**

Fines related to the general provisions of the Sewer Use regulations can range from $300 to $1,000 per day per violation, depending on the nature of the infraction. The applicability and severity of fines are at the discretion of the Utilities Director or designee. Resolution No. 2315 (2008) (Appendix 3.B) prescribes specific fines and fees for violations or noncompliance with FOG program provisions. This resolution is currently under review for update as part of the LMC Chapter 13.20 revision effort, with the intent to align penalty levels with current enforcement practice and economic conditions.

3.5 Construction and Design Standards

Through resolution and by reference in the Lakeport Municipal Code, the City has adopted the California Plumbing Code (California Code of Regulations, Title 24, Part 5) as its standard for sewer construction and connections. The City has also adopted sewer infrastructure construction and design standards, which are discussed in Element V and referenced in Appendix 5.

3.6 Interagency Agreements

CLMSD maintains a mutual aid agreement with the Lake County Sanitation District (LACOSAN). Under this agreement, wastewater flows in the northern portion of the CLMSD service area can be directed to the County's collection system when needed. Conversely, wastewater flows from County areas south of the CLMSD collection area are accepted by CLMSD. This agreement supports system resilience and provides operational flexibility during high-flow or emergency conditions. A copy of the agreement is included in Appendix 3.D.

Element IV — Operations and Maintenance Program

Regulatory Requirement — Order WQ 2022-0103-DWQ

The Enrollee's SSMP must include: (1) maintenance of up-to-date collection system maps; (2) a preventive O&M program with scheduled cleaning and increased frequency at known problem areas; (3) a rehabilitation and replacement plan to identify and prioritize deficiencies; (4) a training program for staff and contractors; and (5) an equipment and critical replacement parts inventory.

Implementation Status — In Progress

The program framework and standards are documented in this revision. Full field implementation of the GIS edit log, standardized manhole inspection cadence, CCTV-to-asset-record integration, and critical spares tracking program is ongoing. Target: Q4 2026.

4.1 System Description and Asset Inventory

The CLMSD wastewater collection system serves the City of Lakeport and adjacent unincorporated areas. A summary of key system assets is provided below. A current collection system map is included in Appendix 4.A.

Table 4.1 — CLMSD Collection System Asset Summary

Asset / Component	Current Inventory	Source
Gravity sewer mains	30.23 linear miles	2025 SMPU
Force mains (estimated)	2.4 linear miles	Distance measured using the system map and electronic map measuring tools
Public sewer laterals	~10 linear miles	City Records
Service laterals	~1,521	2025 SMPU
Manholes	568	2025 SMPU
Sewage lift stations	8	2025 SMPU
Pipe materials	Vitrified clay, Orangeburg, asbestos-cement, PVC	2025 SMPU
Predominant installation eras	1920–1939 and 1940–1959 (~48% of system)	2025 SMPU

4.2 Collection System Mapping and GIS Records

The District maintains an Esri-based GIS map of its wastewater collection system, including all gravity mains, manholes, lift stations, force mains, pressure pipes and valves, and known stormwater connections. GIS mapping and system record updates are performed by an outside vendor under the direction of the Utilities Department. Field staff submits map correction requests and new asset information directly to the Compliance Officer, who logs each request in the GIS Edit Log and forwards them to the Utilities Director for submission to the GIS vendor. The Compliance Officer records completion on the log once updates are confirmed incorporated.

GIS Map Edit Log

A one-page Map Edit Log is maintained by the Compliance Officer capturing: date, asset ID, description of change, information source, requesting staff, and approver. The GIS vendor incorporates edits quarterly. The log is reviewed each quarter to confirm all pending updates are processed and filed in Compliance Department records.

Emergency Map Pack

An offline Emergency Map Pack of PDF map tiles covering all lift station service areas and high-risk segments is under development for field tablets and mobile devices. Updated at a minimum annually and whenever significant system changes occur, ensuring field access to current maps when internet connectivity is unavailable.

4.3 Preventive Maintenance Program

All preventive maintenance is planned and tracked in Enterprise Assest Management, the District's system of record for work orders, asset condition, and maintenance history. The Utilities Department underground crew or contracted construction crews perform routine and emergency repairs, including sewer replacements, spot repairs, lateral and service tap replacements, and manhole repairs.

Quarterly Priority Cleaning Program

Gravity main cleaning is performed on a routine quarterly basis throughout the collection system. Cleaning is conducted by hydraulic methods; mechanical methods are used where hydraulic cleaning is insufficient. Known problem locations, including areas with recurring root intrusion, FOG accumulation, or prior SSO history, are prioritized within the quarterly schedule. Cleaning activities are tracked in EAM by work order. The priority cleaning list is also maintained as a laminated reference in the crew room. EAM generates work orders automatically when scheduled cleaning is due.

4.4 Inspection and Condition Assessment

Systematic inspection is a core O&M program component. Inspection findings drive maintenance prioritization, rehabilitation planning, and GIS record updates. Three primary inspection methods are used.

Visual Inspections

Performed on manholes and accessible components during routine field activities. Covers: frame and cover condition, flow surcharging, manhole channel condition, structural integrity, I&I evidence, debris or grease in line, and miscellaneous defects. Staff document and report deficiencies to supervisors for OpenGov EAM work order entry.

CCTV Inspection

CCTV inspection is conducted by Utilities Division field staff as a field assessment tool in response to blockages, SSO events, and suspected deficiencies. Between 2018 and 2025 approximately 44,000 LF of the collection system was inspected by CCTV (Source 2025 Sewer Master Plan Update) Findings are documented in OpenGov EAM work orders and SSO reports as narrative observations. Stored video and systematic defect coding are not currently part of the standard inspection workflow. Development of a formal CCTV records retention practice is a program improvement target; see Appendix 10.C.

Manhole Inspection Program

Development of a systematic program targeting ~100 manholes/year for full system-wide coverage of all 568 manholes over five years. Findings will be linked to manhole asset records in OpenGov EAM. The Compliance Officer to maintain a tracking dashboard (inspected / defects found / repaired) reviewed quarterly, with full integration target Q4 2026.

4.5 Lift Station Operations and Preventive Maintenance

The District operates eight sewage lift stations: Lakeshore Boulevard, Rose, Clear Lake, C Street, Martin Street, Lakeport Boulevard, Larrecou, and Linda Lane. All stations have flow meters and one spare backup pump. Stations without stationary generators are equipped with connector plugs and manual transfer switches (MTSs) for rapid portable generator connection. All stations and the WWTP are monitored via the 2024-upgraded SCADA system with a dedicated server, PLCs, cellular-backup radios, and VPN remote access.

Tier 1 / 2 / 3 Preventive Maintenance

Lift stations follow a rotating Tier 1–3 PM program. Tier 1: alarm test. Tier 2: flows and pump run with float checks. Tier 3: site housekeeping. Tier 1 and Tier 2 activities are documented on hardcopy forms. Electrical maintenance (EMT) and amp readings are conducted annually by the Electrical Maintenance Technician (EMT) and documented separately. The long-term goal is to migrate all PM records into EAM.

4.6 Rehabilitation and Replacement Plan

The 2025 Sewer Master Plan Update (PACE Engineering, February 2026) serves as the District's rehabilitation and CIP planning foundation, superseding the 2008 Master Sewer Plan. Repair methods include point repairs, CIPP lining, slip lining, and full replacement, selected by defect type, pipe size, access constraints, and cost-effectiveness.

2025 SMPU Near-Term Rehabilitation Priorities

- **53 locations recommended for spot repairs**
- **1,300 LF of pipeline recommended for replacement**
- **4,500 LF of pipeline recommended for lining**
- **I&I reduction program — ~$3.2M targeting ~0.9 MGD reduction**
- **Bypass connection installations at all 8 lift stations**
- **Chlorination at Larrecou; dichlorination at Linda Lane**

Rehabilitation & Replacement

Rehabilitation and replacement priorities are currently informed by the 2025 Sewer Master Plan Update (PACE Engineering, February 2026), which identifies system deficiencies and establishes long-term capital improvement priorities. Near-term decisions are guided by pipe age and material, SSO history, and field observations documented in OpenGov EAM. A formal risk-based prioritization framework is under development; target implementation Q1 2027, pending completion of systematic CCTV-to-asset-record integration.

Recently Completed Projects (2022–2025)

- **2024: Water/Sewer Main Replacement — 2,760 LF sewer main, 27 service laterals**
- **2024: SCADA upgrade — dedicated server, updated PLCs/radios, VPN remote access**
- **2024: Martin Street sewer upgrades**
- **2025: Sodium hypochlorite conversion at WWTP (In Progress)**

4.7 Training Program

All wastewater collection system personnel, except operator trainees, are required to hold a minimum Grade I (G1) wastewater operator certification. The WWTP is a Grade II facility requiring a chief operator with at least Grade II (G2) certification. All certifications must be maintained without interruption with all continuing education requirements met. As a small agency, Public Works staff from other divisions may assist with major SSO responses and receive applicable training.

Training Program Components

- **Injury and Illness Prevention Program (IIPP) — formal safety policies reviewed and updated as required**
- **Workplace safety tracking service — training reminders, completion records, and safety materials**
- **Regularly scheduled Public Works safety meetings with job-specific training for Utilities Division staff**
- **Annual SSO response training: spill volume estimation, cleanup practices, and CIWQS reporting procedures**
- **Confined space entry policy review and CalOSHA compliance**
- **SDS review prior to use of new chemicals**
- **Operator certification renewals and continuing education**
- **Class B DMV license and CPR/First Aid certification renewals**

Training Matrix (In Development)

A training matrix identifying roles, courses, and minimum frequency is being developed. It will document annual SSO response and confined space refreshers as baseline requirements. Goal: at least 2 staff holding CWEA Collection System Maintenance Grade I within 24 months of SSMP adoption. Contractor sign-backs for SSO reporting procedures are filed with each project and copied to the internal safety coordinator.

4.8 Equipment, Critical Replacement Parts, and Recordkeeping

The District maintains essential equipment, including a vacuum/Vactor truck, CCTV equipment, portable generators, bypass pumps, backhoes, dump trucks, router/snake, gas detectors, confined space entry equipment, and PPE. Smaller tools and PPE are stored in service vehicles for immediate field access. Larger assets including emergency generators are housed at the Corporation Yard.

Critical Spare Parts Program (In Development)

A critical spares list is being developed per lift station and pump model, identifying minimum on-hand quantities and reorder points. Quarterly inventory counts will be recorded in EAM. Where feasible, a monthly standby pump start/swap check is performed and documented. This formalizes what has historically been managed through visual monitoring and vendor account ordering.

Recordkeeping and Documentation

Enterprise Asset Management by OpenGov is the system of record for all asset tracking, PM work orders, inspection findings, equipment inventory, and maintenance history. All O&M records are retained per the District's records retention policy and made available to the SWRCB, RWQCB, or their representatives upon request. The GIS Edit Log (Appendix 4.A) documents a list of all updates to the collection system GIS.

Element V — Design and Performance Provisions

Regulatory Requirement — Order WQ 2022-0103-DWQ

The Enrollee must: (1) identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations, and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer systems; and (2) identify procedures and standards for inspecting and testing new sewers, pumps, and other appurtenances, and for rehabilitation and repair projects.

5.1 Design and Construction Standards

CLMSD's design and construction standards for the sanitary sewer collection system are established through two complementary frameworks: the California Uniform Plumbing Code (California Code of Regulations, Title 24, Part 5), which sets minimum statewide standards for all sewer construction; and the City of Lakeport's adopted Sewer System Design and Construction Standards (Appendix 5), which provide additional detail and requirements specific to the CLMSD system.

The adopted design standards apply to all new construction, rehabilitation, and improvements that will be dedicated to the public and accepted by CLMSD for maintenance or operation. They are also posted on the City's website for access by engineers, contractors, and property owners. The City Engineer is responsible for maintaining the standards and specifications and for ensuring compliance by both City construction crews and private third-party contractors.

All improvements within City rights-of-way must be installed in accordance with the City's adopted improvement plans and specifications at the City Engineer's discretion. New sanitary sewer system installations, pump stations, and appurtenances are designed and constructed to meet the area’s service needs and conform to these adopted standards.

Standard / Authority	Scope and Application
California Uniform Plumbing Code (CCR Title 24, Part 5)	Minimum statewide standards for all sewer construction, adopted by reference in the Lakeport Municipal Code.
CLMSD Sewer System Design and Construction Standards (Appendix 5)	City-adopted standards providing additional requirements for new construction, rehabilitation, and improvements including service laterals, cleanouts, manholes, rodding inlets, and private lift station discharge lines.
LMC Section 13.20.190 Connection Requirements	Requires all connections and modifications to the sanitary sewer to be reviewed and approved by CLMSD as a condition of the building permit.
LMC Section 13.20.320.F Sewer Lateral Certificate Program	Establishes triggering events that require cleaning, inspection, and testing of private sewer laterals before a sewer lateral certificate of compliance is issued.

5.2 Connection Requirements and Approval Process

All connections and modifications to the CLMSD sanitary sewer system require review and approval as a condition of the requisite building permit, consistent with LMC Section 13.20.190. The Chief Building Official is responsible for evaluating proposed new connections and ensuring they meet all applicable design and construction standards prior to approval. This review provides a critical point of control to prevent substandard connections that could contribute to I&I or future SSOs.

Any residence or facility within CLMSD boundaries is required to connect to the municipal sanitary sewer system, with limited exceptions as provided in LMC Chapter 13.20. New public lift stations are designed and constructed to meet the specific capacity and service needs of the area being served.

5.3 Inspection and Testing Procedures

CLMSD employs a combination of inspection and testing methods for new construction, rehabilitation projects, and private sewer laterals. The selection of method is based on the type of infrastructure, project scope, and field conditions. The following methods are used:

Method	Application	Authority / Notes
Smoke testing	Primary method for inspecting public sewer mains and cleanouts in the public right-of-way; identifies open cleanouts, leaking manholes, and damaged sewers.	Routine and I&I investigation use; conducted by field crews.
CCTV inspection	Used for public mains, cleanouts, and private laterals where further investigation is required beyond visual or smoke testing. Also used for post-repair verification.	Authorized by field supervisor, Utilities Director, or Compliance Officer. Follows NASSCO PACP standards.
Visual inspection	Cleanouts in the public right-of-way are typically inspected visually; used as a first-line assessment before escalating to CCTV.	Performed by field crews during routine maintenance.
Dye testing	Used to confirm results from visual inspection; particularly useful for tracing suspect connections or I&I sources.	Supplemental method; employed as needed.
Hydrostatic pressure testing	Rarely used for sewer components, private or public. Applied only in specific circumstances where other methods are insufficient.	Field crews; limited application.

5.4 Private Sewer Lateral Program

LMC Section 13.20.320.F establishes the framework for a Sewer Lateral Certificate of Compliance program. Under this framework, private sewer laterals are subject to cleaning, inspection, and testing upon the occurrence of specific property-event triggers, including building permit applications for significant remodels, change of use, installation of additional toilet facilities, main sewer repair or replacement, and account closures. The program has been in place since Ordinance No. 872 was adopted in 2008.

Few Sewer Lateral Certificates of Compliance have been issued since adoption. Implementation of mandatory trigger-based inspections has been inconsistent due to staffing constraints and limited inter-departmental coordination at the permit counter. Active mandatory enforcement of the program as currently written is not being pursued at this time.

The program framework will be re-evaluated as part of the comprehensive LMC Chapter 13.20 revision described in Element III. That revision will assess whether the current trigger structure, certificate terms, and administrative roles remain appropriate given staffing capacity and program design considerations.

Proactive I&I Education — Permit Counter Fact Sheet

As a proactive interim measure to inform property owners of their lateral responsibilities, a plain-language lateral condition fact sheet is being developed for distribution at the permit counter to all building and plumbing permit applicants. The fact sheet will describe: private lateral owner maintenance responsibilities under the LMC; common signs of lateral failure; the relationship between lateral condition and I&I; and how to request a voluntary inspection. Target completion: Q3 2026.

5.5 Inspection SOPs — Program Improvement

The 2022–2025 Triennial Audit found Element V compliant and noted that the combination of smoke testing, CCTV, visual inspection, and dye testing provides a robust and proactive program. The audit recommended formalizing the specific circumstances under which each inspection method is applied by documenting a Standard Operating Procedure (SOP) for new construction and rehabilitation inspections, to ensure consistency across all projects and field crews.

A Design and Construction Inspection SOP is being developed by the Compliance Officer in coordination with the City Engineer and field supervisors. The SOP will document: the trigger conditions for each inspection method; applicable standards (NASSCO PACP, California Plumbing Code); documentation requirements; and sign-off authority for new construction and rehabilitation project acceptance. Target completion: Q3 2026.

Element VI — Overflow Emergency Response Plan

Regulatory Requirement — Order WQ 2022-0103-DWQ

Each enrollee shall develop and implement an Overflow Emergency Response Plan (OERP) that identifies measures to protect public health and the environment, including: (1) proper notification procedures; (2) a program to ensure appropriate response to all SSOs; (3) prompt notification to regulatory agencies and affected entities; (4) procedures to ensure staff and contractors are trained; (5) procedures to address emergency operations including traffic and crowd control; and (6) a program to contain and minimize adverse environmental impacts from SSOs.

Implementation Status — Compliant with Deficiencies

The OERP framework is well-developed and operationally sound. Corrective actions from the 2022–2025 Triennial Audit address three specific gaps: real-time response time-stamping, formalized annual drill documentation, and a post-spill review process. These improvements are underway and documented in Sections 6.4, 6.5, and 6.6 below.

6.1 Overflow Emergency Response Plan — Overview

CLMSD's Overflow Emergency Response Plan (OERP), effective August 3, 2023, is the District's primary governing document for sanitary sewer overflow detection, response, containment, cleanup, and notification. The OERP is maintained as Utilities Division Policy U-11 and is included in Appendix 6.C. Copies are kept in policy binders at Public Works and Utilities sites and on the City's Safety SharePoint.

The OERP establishes a 24-hour emergency contact system, delineates the chain of command for internal and external notifications, and provides detailed field guidance covering: first responder assessment; overflow correction, containment, and cleanup; traffic and pedestrian control; water quality monitoring and sampling; and spill volume estimation methods. The District also maintains a Hazardous Materials Incident Response Plan (Appendix 6.B), which governs response to major emergencies involving chemical spills or uncontrolled releases threatening public health.

Supporting documents referenced in this element include:

- **SSO Notification and Reporting Forms (Appendix 6.A)**
- **Hazardous Materials Incident Response Plan (Appendix 6.B)**
- **SSO Emergency Response Plan — Utilities Division Policy U-11 (Appendix 6.C)**
- **SSO Regulatory Reporting Requirements Reference Guide (Appendix 2.B)**

6.2 Notification Procedures

CLMSD staff respond immediately to any report of an SSO or sewer system malfunction. Incident reports may come from any source —resident, business owner, law enforcement, fire, or SCADA alarm—and are typically received by telephone. A 24-hour public emergency telephone number is maintained and posted on the City's website.

Step	Internal Notification Action	Responsible Party
1	Incident report received — by field staff, public call, or SCADA alarm	Field staff / Dispatch / After-hours answering service
2	Field staff receiving report simultaneously notifies their immediate supervisor and Compliance Officer	Various Staff
3	Compliance Officer notified; initiates all required regulatory notifications and CIWQS reporting.	Jen Baker
4	Utilities Director or designee notified; coordinates and directs remediation effort	Paul Harris or his assigned designee
5	For Category 1 SSOs (≥1,000 gallons reaching a drainage channel or surface water): CLMSD Director / City Manager notified immediately	Utilities Director or designee notifies Kevin Ingram

External notification requirements vary by SSO category and are detailed in the SSO Regulatory Reporting Requirements Reference Guide (Appendix 2.B). At minimum, all SSOs are reported through CIWQS consistent with Order WQ 2022-0103-DWQ. Category 1 SSOs additionally require notification to the Regional Water Quality Control Board, CalOES, the Lake County Environmental Health Department, and any potentially affected water suppliers. The Compliance Officer is authorized to submit all required notifications and reports on behalf of the CLMSD Director.

6.3 Response Program and Field Operations

Upon arrival at the scene, field staff conduct an initial assessment to determine the source, estimated volume, extent of spread, and potential for the spill to reach a drainage channel or surface water. The Field Staff Spill Report form (Appendix 6.A) is completed in the field during the active response and documents key data, including: time of arrival, source location, estimated volume, containment actions taken, and cleanup methods used.

Response activities follow the protocols established in the OERP (Appendix 6.C) and include: source identification and correction; containment using equipment such as vacuum trucks, sandbags, and wattles; cleanup and disinfection of affected surfaces; traffic and pedestrian control; and water quality sampling where the spill has reached or potentially reached a drainage channel or surface water. Field staff are equipped with spill response materials in service vehicles.

All gravity line blockages are followed by CCTV inspection to identify the cause and assess pipe condition. Inspection findings are documented in EAM and used to inform maintenance prioritization and rehabilitation planning.

6.4 Response Time Metrics — Program Improvement

The 2022–2025 Triennial Audit found that while the OERP requires time-based documentation of SSO response, three specific timestamps are not yet consistently captured: (1) initial notification time, (2) first responder arrival time, and (3) CalOES notification time. These parameters are essential for assessing response timeliness and demonstrating compliance with Order WQ 2022-0103-DWQ reporting requirements.

The SSO Tracking Spreadsheet (2025 Edition) has been expanded to include dedicated fields for all three timestamps. This update was implemented as a corrective action from the 2022–2025 audit. Going forward, all three fields are required entries for every SSO event record. The Compliance Officer reviews timestamp data at each quarterly SSO program review for completeness and to identify patterns in response interval performance.

6.5 Training and Drills

All Utilities Division staff and applicable Public Works personnel are required to complete SSO response procedures training. Training is based on the City's adopted OERP policies, including spill volume estimation methods and reporting procedures. Spill response activities and procedures are reviewed during regularly scheduled staff meetings.

Contractors performing work on the CLMSD collection and conveyance system are provided with the Sewer Spill Response Instructions for Contractors and are required to ensure all on-site personnel are trained on spill response procedures prior to beginning work. A signed Contractor Compliance Agreement acknowledging receipt of spill response instructions and acceptance of notification requirements is retained in the project file.

Annual Drill Program

A formal schedule for annual overflow response drills has been established, consistent with the 2022–2025 audit corrective actions. The most recent full-staff OERP training was conducted in 2023 with attendance documented via sign-in sheets. A refresher training and full-scale drill are scheduled for mid 2026. Each drill is documented with: scenario description, participant list, and a written lessons-learned summary. Documentation is retained in Compliance Department records and used to inform training updates and procedure refinements.

6.6 Post-Spill Review and Continuous Improvement

Following each SSO event, an after-action review is conducted with all staff who participated in the spill response, as feasible. The review covers: incident timeline, root cause, containment and cleanup effectiveness, regulatory notification compliance, and lessons learned. Findings are documented in a written after-action summary, which is filed with the original spill reporting documentation in the event-specific project file.

Recurring issues or systemic findings identified through after-action reviews are used to update training content, refine OERP field procedures, and inform maintenance and rehabilitation priorities. Significant findings are discussed with the Utilities Director and incorporated into the annual SSMP performance review under Element IX.

Continuous Improvement Integration

Enhanced response metrics and post-spill review data are incorporated into annual SSMP performance reviews and future triennial audits as evidence of continuous improvement and response efficiency, consistent with the 2022–2025 audit corrective actions. The SSO Tracking Spreadsheet, Post-Spill Review forms, and drill documentation together form the District's continuous improvement record for Element VI.

6.7 Hazardous Materials and Major Emergency Procedures

CLMSD maintains a Hazardous Materials Incident Response Plan (Appendix 6.B) that governs responses to emergencies involving chemical spills or uncontrolled releases. This plan applies to SSO events deemed major emergencies that threaten public health and may require evacuation and public notification. The plan is updated as required by state law, and copies are distributed to the Lake County Environmental Health Department and the Lakeport Fire District.

First responders for major emergencies include the Lakeport Police Department, Lake County Sheriff's Department, Lake County Office of Emergency Services, and the Lakeport Fire District. CLMSD staff are trained to limit their role during a declared major emergency to notification and evacuation only and are not to engage in other emergency response activities. Copies of the plan are maintained at the surface water treatment plant, the Corporation Yard sewer office, and the wastewater treatment plant, and are available electronically on the city’s Safety SharePoint.

The City also maintains a general Emergency Operations Plan (EOP). The City Manager is responsible for implementing the EOP, managing overall City operations during a major emergency, and ensuring the plan is updated regularly and that staff receive adequate emergency operations training.

Element VII — Sewer Pipe Blockage Control Program

Regulatory Requirement — Order WQ 2022-0103-DWQ

The Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program including: (1) public education and outreach; (2) FOG disposal plan; (3) legal authority to prohibit discharges; (4) grease removal device requirements and design standards; (5) inspection and enforcement authority; (6) identification of FOG-prone system sections and cleaning schedule; and (7) source control measures for identified FOG sources.

Implementation Status — Non-Compliant, Active Corrective Actions Underway

The 2022–2025 Triennial Audit found this element Non-Compliant. The legal authority framework is in place under LMC Chapter 13.20, but the FOG program has been largely inactive due to outdated materials and limited staff capacity. Significant corrective actions have been completed or are actively underway. This element documents the program framework as rebuilt and identifies commitments for full implementation. Target: operational compliance by Q4 2026.

7.1 FOG Problem Identification

FOG is confirmed as a recurring problem in the CLMSD collection system. During the 2022–2025 audit period, FOG blockages accounted for 22% of all SSOs, the second-leading cause, behind root intrusion (33%). FOG-related blockages are concentrated in older clay pipe sections where grease accumulates on pipe walls, particularly in areas with a high density of food service establishments (FSEs). A FOG control program is therefore required and is being actively implemented.

A preliminary FSE inventory has been compiled for this revision. Twenty-eight food service establishments have been identified in the CLMSD service area at this time. The inventory is being cross-referenced against City business license and connection records and will serve as the foundation for the trigger-based inspection program described in Section 7.8. The FSE compliance tracking spreadsheet is maintained by the Compliance Officer and will be updated as data is collected.

The GIS-based SSO incident map (Appendix 7.D) identifies system sections subject to FOG-attributed spills. FOG-attributed SSOs are flagged in the SSO Tracking Spreadsheet, enabling trend analysis at the quarterly SSO program review. These locations are incorporated into the priority cleaning schedule described in Element IV and are the primary targets for FOG source control measures.

7.2 Legal Authority

CLMSD's legal authority for FOG program regulation and enforcement is established under Lakeport Municipal Code (LMC) Chapter 13.20, Sewer Use and Pretreatment Regulations, adopted pursuant to Ordinance No. 872 (2008). Key provisions include:

LMC Section	Authority / Provision
§ 13.20.010	Establishes objectives of the FOG program, including compliance with state and federal environmental protection laws.
§ 13.20.600 et seq.	FOG program regulations, including prohibition of untreated FOG discharge to the municipal sewer system.
§ 13.20.610	Requires grease traps and interceptors at all FSEs that produce FOG; establishes design and sizing requirements.
§ 13.20.610.B	Requires grease traps/interceptors at facilities producing substances harmful to CLMSD.
§ 13.20.390–13.20.500	Enforcement provisions ranging from informal notices to administrative penalties, civil action, and criminal enforcement.
§ 13.20.650	FOG program variance process for case-by-case exemptions.
§ 13.20.660 et seq.	Wastewater discharge permit requirements for commercial and industrial users.

Ordinance Update — In Progress

LMC Chapter 13.20 is under comprehensive revision as described in Element III. The FOG ordinance provisions (§ 13.20.600 et seq.) will be modernized as part of this revision to ensure they are legally defensible and support current programmatic improvements including updated interceptor sizing standards, enforcement penalty schedules, and inspection triggers. The revised ordinance is being developed in coordination with the City Attorney. A revision timeline will be established upon formal engagement with the City Attorney.

7.3 Grease Removal Device Requirements

LMC Section 13.20.610 requires all FSEs that generate or work with FOG to install and maintain grease traps or grease interceptors. Design, sizing, maintenance, and recordkeeping requirements are established in the ordinance and further detailed in the Grease Trap/Interceptor Inspection Policy (Appendix 7.B).

Interceptor sizing is determined using the California Plumbing Code Section 1014.2 formula. A grease interceptor sizing calculator has been developed and is used by the Compliance Officer and Building Official to verify that proposed interceptor sizes meet the minimum required capacity based on fixture count, drain time, and waste flow rate. This tool replaced an outdated informal sizing process and is now the standard for all new interceptor installations and permit applications.

FSEs are required to maintain a cleaning and service log for their grease traps and interceptors. These records must be made available for inspection by the Compliance Officer, Building Official, or Lake County Environmental Health staff upon request. Cleaning and hauling must be performed by a licensed grease hauler, and disposal receipts serve as the primary documentation of compliance.

7.4 Inspection and Enforcement Authority

CLMSD staff hold the authority to inspect all grease-producing facilities and enforce the FOG provisions of LMC Chapter 13.20. The Compliance Officer and Chief Building Official are the primary administrators of the FOG program. Qualified Utilities Division field staff are available to conduct inspections at the direction of the Compliance Officer or Utilities Director.

FOG Inspector Certification — Complete

The Compliance Officer has completed FOG Inspector Certification, providing in-house inspection and enforcement expertise. This certification enables the District to conduct formal FSE inspections independently, reducing reliance on County Environmental Health coordination for routine enforcement. Certificate is on file in the Compliance Officer's training records.

County Environmental Health MOU — In Progress

A Memorandum of Understanding (MOU) with the Lake County Environmental Health Department is being developed. Under the MOU, FOG inspections will be triggered when an FSE cannot produce grease disposal receipts at their annual County health inspection. This creates a coordinated enforcement mechanism that leverages existing County inspection activity to identify non-compliant FSEs without requiring a separate CLMSD inspection scheduling system. MOU execution target: 2027

7.5 Public Education and Outreach

CLMSD has operated a public education and outreach program for the FOG program since 2008, targeting both FSEs and residential users. Educational materials have historically been distributed to all FSEs upon application for a City business license and have been made available on the City's website. The City also uses social media platforms to supplement FOG education with reminders about proper grease disposal practices.

The existing educational materials date to 2009 and are being replaced as part of this revision cycle. An updated bilingual (English/Spanish) FOG education package is being developed, consisting of: a plain-language FSE fact sheet describing interceptor requirements, cleaning frequency, and disposal documentation; a residential best practices flyer covering dry-wiping, proper disposal, and the impacts of FOG on the sewer system; and a permit counter handout summarizing the FOG program for new business applicants. Target completion and launch: Q4 2026. Distribution will occur through the City website, permit counter, utility billing inserts, and direct distribution to FSEs during inspections.

FOG Permit Application and Hauling Log — Updated

A revised FOG permit application and hauling log have been developed as part of this program rebuild. The updated application captures FSE contact information, interceptor specifications, sizing calculations, cleaning schedule, and hauler information. It is designed to serve as both a permit application and an ongoing compliance record, and is available at the permit counter and on the City website. FSEs may also submit hauling records electronically; an online submission portal is under consideration to streamline record collection.

7.6 FOG Disposal

LMC Section 13.20.600 et seq. prohibits the discharge of untreated FOG to the municipal sanitary sewer system. FSEs are required to use licensed grease haulers to service their traps and interceptors and remove collected FOG. Hauling receipts serve as the primary compliance documentation and must be retained and made available for inspection.

FSEs that produce nominal amounts of FOG may be permitted to allow collected grease to solidify and dispose of it in the regular solid waste stream. This exception is limited and is evaluated on a case-by-case basis through the variance process under LMC Section 13.20.650. CLMSD encourages all FSEs and residential users to exercise best management practices

(BMPs), including dry-wiping dishes and cookware before washing and collecting frying oils in sealed containers for proper disposal.

7.7 FOG Identification and Cleaning Schedule

System sections subject to FOG-attributed spills are identified through the GIS-based SSO incident map (Appendix 7.D), CCTV inspection findings, and field crew observations. These locations are incorporated into the priority cleaning schedule in OpenGov EAM, ensuring higher cleaning frequency in FOG-prone segments. The cleaning schedule is reviewed quarterly and updated based on new SSO events, inspection findings, and changes in FSE density or activity in affected areas.

FOG-attributed SSOs are flagged in the SSO incident map and in the SSO Tracking Spreadsheet, enabling trend analysis at the quarterly SSO program review. This data directly informs FSE outreach priorities and cleaning schedule adjustments under the trigger-based inspection program described in Section 7.8.

7.8 Inspection and Enforcement Program

CLMSD is establishing a trigger-based FOG inspection program consistent with the agency's staffing capacity and the requirements of Order WQ 2022-0103-DWQ. The program does not rely on a routine annual inspection schedule for all FSEs. Instead, inspections are initiated by specific triggers that identify FSEs with actual or probable compliance issues, concentrating enforcement resources where they are most needed.

Inspection Trigger	Description
County Environmental Health MOU referral	FSE unable to produce grease disposal receipts at annual Lake County health inspection is referred to CLMSD for follow-up. Primary enforcement mechanism pending MOU execution.
FOG-attributed SSO	Any SSO with FOG identified as cause triggers inspection of FSEs in the upstream drainage area.
New FSE permit application	All new FSEs applying for a business license or building permit are subject to interceptor review and sizing verification prior to connection.
Complaint referral	Complaints from public, other City departments, or County Environmental Health regarding FOG discharge or interceptor maintenance.
Director determination	Inspection required by the Utilities Director or Compliance Officer for the protection of public health, safety, or welfare per LMC Section 13.20.290.

Enforcement actions available under LMC Chapter 13.20 range from informal notices of violation and compliance schedules to administrative civil penalties, civil action, and criminal enforcement. Resolution No. 2315 (2008) (Appendix 3.B) prescribes the current fine schedule for FOG program violations; this resolution is under review for update as part of the broader LMC Chapter 13.20 revision.

FOG Program — Summary of Corrective Actions and Targets

FOG Inspector Certification — Complete. Certificate on file in Compliance Department records.
Updated FSE permit application and hauling log — Complete. Available at permit counter and on City website.

Preliminary FSE inventory (28 FSEs identified) — Complete. Cross-reference with City records ongoing.
LMC Chapter 13.20 FOG ordinance revision — In Progress. Timeline to be established upon City Attorney engagement.
County Environmental Health MOU execution — In Progress. Target 2027.
Updated bilingual FOG education package launch — Target Q4 2026.
Trigger-based inspection program operational — Target Q4 2026.

Element VIII — System Evaluation and Capacity Assurance Plan

Regulatory Requirement — Order WQ 2022-0103-DWQ

The Enrollee shall prepare and implement a Capital Improvement Plan that provides hydraulic capacity for dry weather peak flow conditions and appropriate design storm or wet weather events. The plan must include: (1) evaluation of system portions experiencing or contributing to SSOs caused by hydraulic deficiency; (2) establishment of design criteria where deficient or absent; (3) capacity enhancement measures including a short- and long-term CIP with prioritization, alternatives analysis, and funding sources; and (4) a schedule for CIP completion.

Implementation Status — Restored to Compliance

The 2022–2025 Triennial Audit found this element Non-Compliant due to reliance on the outdated 2008 Master Sewer Plan. The 2025 Sewer Master Plan Update (PACE Engineering) was adopted by the CLMSD Board of Directors in February 2026. This SSMP revision incorporates the 2025 SMPU as the District's current system evaluation and capacity planning foundation, restoring compliance with this element.

8.1 System Evaluation Foundation — 2025 Sewer Master Plan Update

The 2025 Sewer Master Plan Update (PACE Engineering, adopted February 2026) serves as CLMSD's current system evaluation and capacity assurance document. It replaces the 2008 Master Sewer Plan and includes updated flow-monitoring data, hydraulic computer modeling, condition-assessment findings, and a prioritized Capital Improvement Plan. The 2025 SMPU is included in Appendix 8.A is the authoritative source for all hydraulic data, design criteria, and CIP projects referenced in this element.

8.2 System Capacity and Design Criteria

The 2025 SMPU evaluated system capacity under existing, 10-year, and 20-year flow conditions. Key capacity metrics are summarized below:

Parameter	Value	Source
WWTP design capacity (ADWF)	0.53 MGD	2025 SMPU
Current ADWF (2020–2024 avg.)	0.36 MGD (68% of capacity)	2025 SMPU
Peak wet weather flow (PWWF)	2.31 MGD (Feb 2019 peak event)	2025 SMPU
PWWF:ADWF ratio	6.4:1 (significantly exceeds 3:1 design threshold)	2025 SMPU
Pipeline locations identified for spot repair	53 locations	2025 SMPU CCTV assessment
Pipe replacement recommended	1,300 linear feet	2025 SMPU
Pipe lining recommended	4,500 linear feet	2025 SMPU

8.3 Hydraulic Deficiency Evaluation

I&I remains the dominant driver of peak wet weather flows. The PWWF:ADWF ratio of 6.4:1 significantly exceeds the typical design ratio, indicating that I&I reduction is the highest-priority hydraulic improvement. The 2025 SMPU identified 53 pipeline locations for spot repairs, with 1,300 linear feet requiring replacement and 4,500 linear feet recommended for lining. Approximately 2.13% of the system is not readily accessible for maintenance, representing an ongoing operational constraint. Lift station capacity is generally adequate for existing flows, with targeted improvements needed at specific stations as detailed in the 2025 SMPU.

8.4 Capital Improvement Plan

The 2025 SMPU establishes a prioritized Capital Improvement Plan organized into three implementation periods. All cost estimates are in July 2025 dollars and include a 30% construction contingency and 35% indirect cost allowance.

Period	Collection System	WWTP	Total
Immediate Term 2025–2030	$13,300,000	$710,000	**$14,010,000**
Near Term 2030–2035	$4,472,000	$165,000	**$4,637,000**
Long Term 2035–2045	$6,600,000	$31,086,000	**$37,686,000**
Total	**$24,372,000**	**$31,961,000**	**$56,333,000**

The CIP is integrated with the risk-based rehabilitation prioritization framework described in Element IV. Projects are ranked annually by likelihood x consequence and maintained in OpenGov EAM. CIP delivery status and capacity outcomes are tracked quarterly by the Utilities Director and Compliance Officer. Near and long-term project details are provided in the 2025 SMPU Table ES-1 (Appendix 8.A).

8.5 I&I Reduction Program

I&I reduction is the single highest-priority capacity enhancement measure identified in the 2025 SMPU. The recommended I&I reduction program targets the high-I&I areas identified in flow monitoring data. The estimated program cost is approximately $3.2 million, with a projected reduction of approximately 0.9 MGD of I&I from the system, meaningfully reducing the PWWF: ADWF ratio and extending the useful life of existing collection system capacity. The City intends to continue wet-weather flow monitoring to verify I&I allowance estimates and refine rehabilitation priorities as new data become available.

8.6 Funding Strategy

The 2025 SMPU identifies the following primary funding sources for CIP implementation: Clean Water State Revolving Fund (CWSRF), Lakeport qualifies as a severely disadvantaged community, making it eligible for up to 100% grant funding for projects addressing a violation or septic-to-sewer components; Community Development Block Grants (CDBG); and City general fund and sewer enterprise fund revenues. The CIP is reviewed annually as part of the City budget process and updated to reflect project completions, new findings, and changes in grant funding availability.

The 2025 SMPU will be re-evaluated within 10 years, consistent with the recommendation in the plan. The next SMPU update is estimated for approximately 2035, or earlier if system conditions or growth rates change materially. Findings from this update will be incorporated into the subsequent SSMP revision.

Element IX — Monitoring, Measurement, and Program Modifications

Regulatory Requirement — Order WQ 2022-0103-DWQ

The Enrollee shall: (1) maintain relevant information to establish and prioritize SSMP activities; (2) monitor the implementation and effectiveness of each SSMP element; (3) assess the success of the preventive maintenance program; (4) update program elements based on monitoring or performance evaluations; and (5) identify and illustrate SSO trends including frequency, location, and volume.

Implementation Status — Non-Compliant, Active Corrective Actions Underway

The 2022–2025 Triennial Audit found this element Non-Compliant due to a stale SSO trends table (data only through 2017) and absence of a formalized performance review cycle. Significant corrective actions have been completed: the SSO Tracking Spreadsheet (2025 Edition) has been built and populated with historical data, and a quarterly review cadence has been established. Full integration of performance data into SSMP decision-making is ongoing. Target: full compliance Q3 2026.

9.1 Data Collection and Maintenance Records

CLMSD uses EAM as its electronic asset and operations management system. All preventive maintenance activities, corrective maintenance work orders, CCTV inspection findings, and lift station PM records are tracked in EAM. This system provides the data needed to prioritize activities and evaluate the effectiveness of the preventive maintenance program. Maintenance records are reviewed by the Utilities Superintendent and field supervisors regularly to refine scheduling and identify emerging problem areas.

The GIS-based SSO incident map (Appendix 7.D) provides a spatial record of all SSO events, including location, cause, volume, and recovery status. The map is updated following each spill event and is used in conjunction with the SSO Tracking Spreadsheet and OpenGov EAM data to identify patterns and inform program adjustments.

9.2 SSO Tracking Spreadsheet

The SSO Tracking Spreadsheet (2025 Edition) is the District's primary tool for collecting, organizing, and analyzing SSO performance data. It captures date, time, location, estimated volume, cause code, recovery status, response timestamps, CIWQS report number, and post-spill review notes for every SSO event. Historical data has been backfilled from 2018 to the present as a corrective action from the 2022–2025 audit. The spreadsheet is the foundation for all SSO trend analysis and KPI reporting described in this element.

9.3 Quarterly Performance Review

The Compliance Officer conducts a quarterly performance review using data from OpenGov EAM, the SSO Tracking Spreadsheet, and program records. The review is documented in a one-page summary filed in the Compliance Department records. The following items are reviewed each quarter:

Item	Data Source
Number of SSOs since last review; volume; cause codes; recovery status	SSO Tracking Spreadsheet; CIWQS
Any SSO reaching surface water — note immediately in review record	CIWQS spill category; response logs
Gravity main cleaning completed — footage logged, issues noted by crew	EAM work orders
Lift station PM work orders — completed on schedule or overdue	EAM PM records
CCTV findings since last review — any new condition issues noted	EAM inspection records
Open corrective maintenance work orders — any significantly overdue	EAM work order queue
FOG disposal records received — any FSEs with documented gaps	FSE compliance tracking spreadsheet
New FSE connections or land use changes flagged by Building Official	Permit counter log
SSMP Change Log — any changes since last review documented	Change Log (Appendix 10.D)

Annual add-ons (completed once per year, tagged to Q1 or Q2 review): KPI summary, SSO rate, I&I ratio if flow data available, cleaning footage vs. plan; CIP progress check against 2025 SMPU Table ES-1 project schedule; training records current for all field staff; OERP annual drill conducted and documented.

9.4 SSO Trend Analysis

SSO trend data is compiled annually from the SSO Tracking Spreadsheet and presented in the annual performance summary. Trends are evaluated for: total SSOs per year, SSO volume, cause code distribution (roots, FOG, debris, pump station, other), Category 1 events reaching surface water, and response time intervals. Trend findings directly inform PM program adjustments, FOG inspection priorities, CIP project sequencing, and OERP procedure updates as described in Element I Section 1.4.

9.5 Annual Performance Summary and Program Modifications

Each calendar year, the Compliance Officer prepares an annual performance summary compiling KPI results, SSO trend data, and a review of each SSMP element's implementation status. The summary is presented to the Utilities Director and, where significant findings warrant, to the CLMSD Board of Directors. The annual review is the primary input to the triennial SSMP audit and ensures the SSMP remains a living document that accurately reflects current program conditions.

9.6 SSMP Change Log and Document Control

All revisions to the SSMP are recorded in the SSMP Change Log (Appendix 10.D). The log captures: date of change, element affected, description of the change, basis or trigger, and the name of the staff member making the change. Minor changes are approved by the Utilities Director. Significant changes are presented to the CLMSD Board of Directors for review. The Compliance Officer is primarily responsible for maintaining the Change Log. The Change Log is reviewed at each quarterly performance review to confirm completeness.

9.7 Using Performance Data to Drive Program Decisions

SSO trend data, maintenance records, KPI results, and post-spill review findings are actively used to inform decisions across all SSMP elements. The table below summarizes how performance data feeds into program adjustments:

Data Source	Informs	SSMP Element
SSO cause trends	Priority cleaning list updates; FOG inspection priorities	Elements IV and VII
KPI dashboard — I&I ratio, SSO rate	CIP watchlist prioritization; rehabilitation scheduling	Elements IV and VIII
Post-spill review — response time metrics	OERP procedure updates; training content	Element VI
CCTV and manhole inspection findings	Risk-based rehab ranking; CIP project selection	Elements IV and VIII
FOG-attributed SSO trends	FSE inspection priorities; priority cleaning frequency	Elements IV and VII
Training records and certifications	Training matrix updates; drill scheduling	Elements IV and VI

Element X — Program Audits

Regulatory Requirement — Order WQ 2022-0103-DWQ

The Enrollee shall conduct periodic internal audits appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every three years and a written report must be prepared and kept on file. The audit shall evaluate the effectiveness of the SSMP, assess the Enrollee's compliance with the General Order requirements, and identify any program deficiencies and steps to correct them.

Implementation Status — Restored to Compliance

The 2022–2025 Triennial Audit found this element Non-Compliant due to the absence of prior audit records on file. The 2022–2025 SSMP Audit Report (prepared October 2025, approved by Utilities Director Paul Harris) re-establishes compliance and provides the foundation for all future audit cycles.

10.1 Audit Program Overview

CLMSD conducts triennial internal audits of the SSMP consistent with Order WQ 2022-0103-DWQ. Each audit evaluates: the effectiveness of the SSMP in preventing SSOs; compliance with the General Order requirements for each element; and program deficiencies and corrective actions needed. Audit findings are documented in a written report, approved by the Utilities Director, filed with the SSMP, and incorporated into the subsequent SSMP revision.

Operator input is solicited during each audit cycle consistent with Order WQ 2022-0103-DWQ requirements. Field staff, supervisors, and management are given the opportunity to review audit findings and provide input on corrective actions prior to the final report. Documentation of operator participation is retained in the Compliance Department records.

10.2 Current Audit — 2022–2025 Triennial Audit

The 2022–2025 Triennial SSMP Audit was conducted by the Compliance Officer and completed in October 2025. The audit evaluated SSMP compliance for the period May 2022 through May 2025 and identified corrective actions across multiple elements. The audit report was approved by Utilities Director Paul Harris and is on file in the Compliance Department records. All corrective actions identified in the audit are addressed in this SSMP Revision 5.

10.3 Corrective Action Tracking

Corrective actions identified through the triennial audit are tracked in the Corrective Action Program (CAP) Log (Appendix 10.C). The CAP Log captures: audit finding, element affected, corrective action committed, responsible party, target date, and completion status. The log is reviewed at each quarterly performance review and updated as actions are completed. Significant deviations from committed targets are documented and reported to the Utilities Director.

10.4 Future Audit Schedule

Cycle	Due Date	Notes
Triennial Audit 2022–2025	October 2025 (Complete)	This audit. Corrective actions integrated into SSMP Revision 5.
SSMP Update — Revision 5	April 21, 2026 (CLMSD Board Adoption) May 2, 2026 (CIWQS Certification)	This document. Incorporates 2022–2025 audit findings and 2025 SMPU.
Triennial Audit 2025–2028	November 2028	Next audit cycle. Will evaluate Revision 5 implementation and corrective action completion.
SSMP Update — Revision 6	Est. 2032	Next six-year update. Will incorporate 2025–2028 audit findings.

Element XI — Communication Program

Regulatory Requirement — Order WQ 2022-0103-DWQ

The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The program shall provide the public the opportunity to provide input on the SSMP as it is developed and implemented. The Enrollee shall also create a plan for communicating with owners/operators of systems that connect into the Enrollee's system, including satellite systems, for system operation, maintenance, and capital improvement-related activities.

Implementation Status — Compliant with Deficiencies

The 2022–2025 Triennial Audit found active public communication channels in place but noted they were not described in the SSMP, and that no formal outreach calendar or public feedback intake process existed. This revision documents existing tools and commits to formalizing the outreach calendar and feedback process. Target: Q3 2026.

11.1 Public Communication Platforms

CLMSD communicates with the public about sewer system performance, SSMP content, and spill prevention through the following platforms:

Platform	How It Supports SSMP Communication
City Website (cityoflakeport.com)	Primary repository for SSMP documents, FOG program information, and regulatory notices. SSMP is posted following each revision. Updated by the Compliance Officer and IT Department.
Public Works Facebook Page	Used for operational announcements including construction alerts, smoke testing notices, sewer outage notifications, and FOG/I&I educational reminders.
City Hall Facebook Page	Supplements Public Works communications with broader city announcements including Board meeting notices and major infrastructure project updates.
Press Releases	Issued for major infrastructure projects, regulatory milestones, and significant public notices including SSMP updates and smoke testing programs.

11.2 Public Input and Feedback

CLMSD communicates with the public on the development, implementation, and performance of the SSMP through its existing public-facing platforms, including the City website, the Public Works and City Hall Facebook pages, and press releases issued for major infrastructure projects and regulatory milestones.

SSMP updates are presented to the Board of Directors as action items on publicly noticed meeting agendas, consistent with California open meeting requirements. This process provides the formal opportunity for public input on SSMP content as it is developed and adopted.

The SSMP is posted on the City website following each adoption and is available for public inspection at the Utilities Department during normal business hours.

11.3 Satellite and Tributary System Communication

CLMSD maintains a mutual aid agreement with the Lake County Sanitation District (LACOSAN) as described in Element III. Under this agreement, inter-agency flow exchange occurs in both the northern and southern portions of the service area. CLMSD communicates with LACOSAN on an as-needed basis regarding emergency operations, planned maintenance activities that may affect flows at shared connection points, and capital improvement projects with potential inter-agency impacts. A copy of the mutual aid agreement is included in Appendix 3.D.

11.4 Annual Outreach Calendar — In Development

A formal annual outreach calendar is being developed to ensure consistent public communication on sewer program topics throughout the year. The calendar will include scheduled outreach on: FOG best practices (distributed with utility bills); I&I awareness (timed to wet season preparation); smoke testing advance notice; SSMP update and public comment periods; and SSO response notification protocols for the public. Target completion: Q3 2026.

Appendices

The following appendices support the City of Lakeport Municipal Sewer District Sewer System Management Plan, Revision 5 (April 2026). Appendices are classified as either Attached (physical pages follow the cover sheet) or Reference (document maintained separately; cover sheet provides title, location, and availability).

Attached — Physical pages follow the appendix cover sheet and are part of this SSMP document. | Reference — Document is maintained separately. Cover sheet provides title, location, version, and/or URL or file path.

Appendix Table of Contents

Appendix	Title	Type	Location / Notes
2.A	Organizational Chart and Contact List	Attached	Follows cover sheet
2.B	SSO Regulatory Reporting Requirements Reference Guide	Attached	Follows cover sheet
3.A	Lakeport Municipal Code Chapter 13.20 — Sewer Use and Pretreatment	Reference	[URL — confirm with IT before finalization]
3.B	Resolution No. 2315 (2008) — FOG Program Fines and Penalties	Reference	City Clerk records. Under revision — replace with updated resolution upon Council adoption.
3.C	Utilities Department Policies U-3, U-4, and U-6	Attached	Follows cover sheet
3.D	Mutual Aid Agreement with LACOSAN	Reference	On file, Utilities Department
4.A	Collection System Map	Attached	Current version maintained in GIS / OpenGov EAM. Certification-date snapshot on file.
4.B	2025 Sewer Master Plan Update — PACE Engineering, February 2026	Reference	On file, Utilities Department. Council adoption February 2026.
5	Adopted Sewer System Design and Construction Standards	Reference	[URL — confirm with IT before finalization]
6.A	SSO Field Report Form and CIWQS Spill Narrative Template	Attached	Follows cover sheet
6.B	Hazardous Materials Incident Response Plan	Attached	Follows cover sheet
6.C	Sewer Emergency Response Plan (SERP) — August 2023	Attached	Follows cover sheet

7.A	Grease Trap / Interceptor Inspection Policy	Attached	Follows cover sheet
7.B	SSO / FOG Incident Map	Reference	Current version maintained in GIS. Certification-date snapshot on file.
10.A	SSMP Audit Template — 11-Element Standard Format	Attached	Follows cover sheet
10.B	2022–2025 SSMP Audit Report — October 2025	Attached	Follows cover sheet
10.C	Element Status Summary — Revision 5 Corrective Action Program Log	Attached	Placeholder — in development.
10.D	SSMP Change Log	Attached	Follows cover sheet — living document, updated as changes occur

Appendix 2.A

Organizational Chart and Contact List

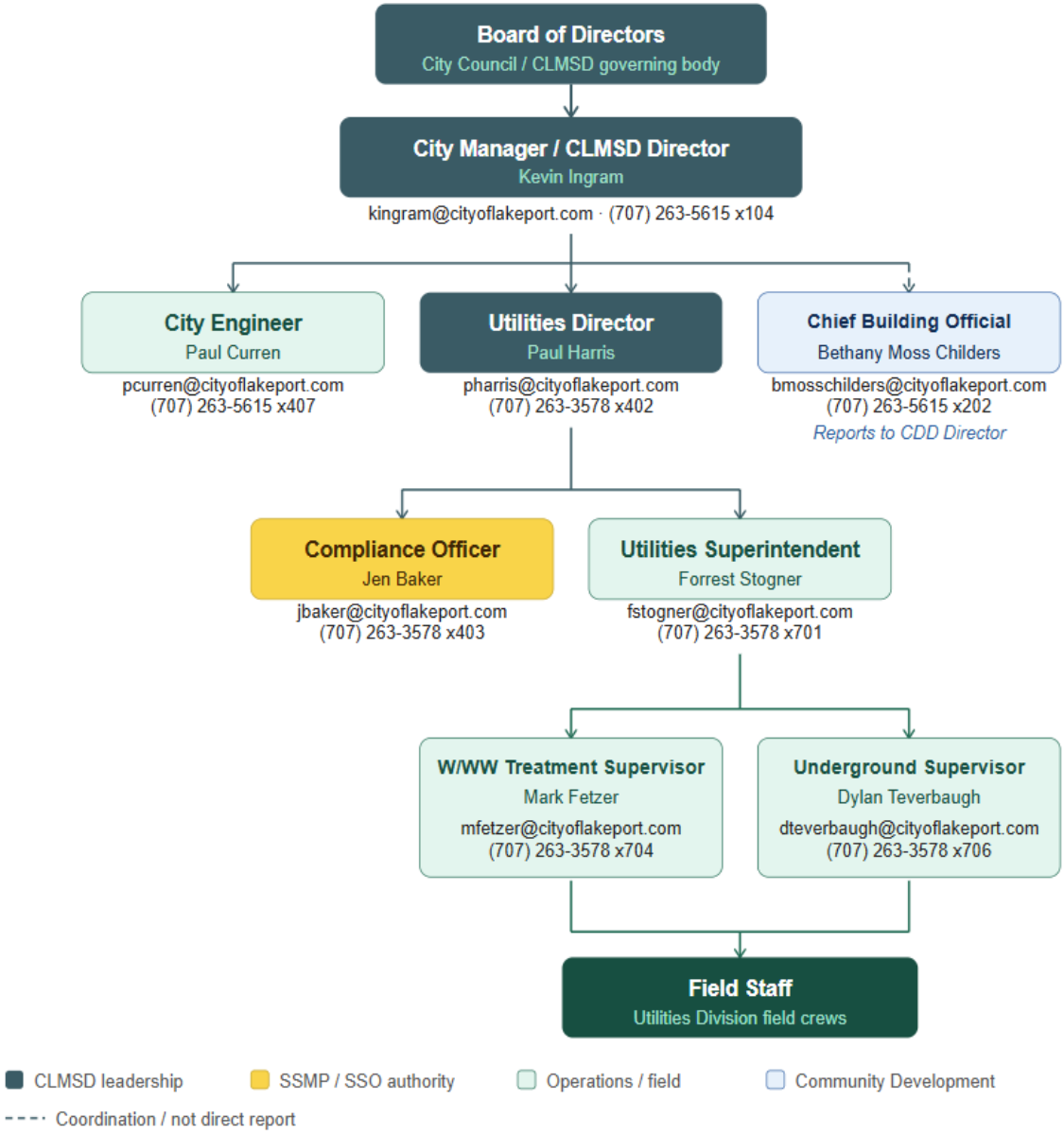
City of Lakeport Municipal Sewer District | **SSMP Revision 5** | **April 2026**

Type: ATTACHED

Document follows this cover sheet.

Appendix 2.A

Organizational Chart and Contact List



Appendix 2.B

SSO Regulatory Reporting Requirements Reference Guide

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

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Document follows this cover sheet.

Regulatory Reporting Guide

The City's Legally Responsible Officials (LROs) are authorized to electronically sign and certify spill reports in CIWQS. See contact information for LROs on page A-2.

Deadline	Category 1 Spill*	Category 2 Spill**	Category 3 Spill**	Category 4 Spill**
2 hours after awareness of spill	Within two (2) hours of the City's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	Within two (2) hours of the City's knowledge of a Category 2 spill of 1,000 gallons or greater threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	-	-
Within 18 hours of awareness of spill	Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.	-	-	-
3 Business Days after awareness of spill	Submit Draft Spill Report in the CIWQS database.	Submit Draft Spill Report in the CIWQS database.	-	-
15 Days after the spill end date	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	-	-
Within 30 calendars days after the end of the calendar month in which the spill occurs	-	-	Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database (Submit Amended Spill Report, as needed, within 90 calendar days after the Certified Spill Report due date.)	Certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database.
45 days after spill end date	Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and	-	-	-
By February 1st after the end of the calendar year in which the spills occur.	-	See ++ note below.	-	Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database.

* A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill.

++ See following page for notes.

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Appendix 3.A

Lakeport Municipal Code Chapter 13.20 — Sewer Use and Pretreatment

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: REFERENCE — document not physically attached

Location: ***Lakeport Municipal Code Chapter 13.20***

Appendix 3.B

Resolution No. 2315 (2008) — FOG Program Fines and Penalties

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: REFERENCE — document not physically attached

***Location:** Resolution No. 2315 (2008) - FOG Program Fines & Penalties — replace with updated resolution upon Council adoption.*

Appendix 3.C

Utilities Department Policies U-3, U-4, and U-6

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: ATTACHED – PLACEHOLDER

Document follows this cover sheet.

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject:	Policy Number:	
SEWER LATERAL CERTIFICATION PROGRAM	U-3	
	Date Adopted: 9/22/2008	Date Revised: 1/24/18

Scope: Applies to all personnel that are responsible for administering the permitting and/or inspection of private sewer laterals connected to the CLMSD system that are repaired, replaced or relined.

Purpose: Establish the roles and responsibilities of City staff regarding the issuance of Sewer Lateral Certificates of Compliance required by the Lakeport Municipal Code.

Responsibility: The Community Development Department shall be responsible for ensuring the Sewer Lateral Certificate of Compliance program is adhered to. Program success is also dependent on ongoing communication with the City's Utilities Division.

The Compliance Officer, Utilities Superintendent and/or Community Development Director shall be responsible for any future revisions to this policy.

Reference: City of Lakeport Utilities Division Policies. Yardshare Network location: Y:\Utilities\Policies\Current Policies

BACKGROUND:

City Ordinance No. 872 was adopted in 2008 and established minimum standards for private sewer lateral repair and replacement. The regulations were codified in Chapter 13.20 (Sewer Use and Pretreatment) of the Lakeport Municipal Code (LMC).

The goal of the regulations is to ensure the City's sanitary sewer system is adequately maintained, including programs designed to reduce the inflow and infiltration of groundwater and stormwater into the City's sewer/wastewater flows.

This policy is written to accomplish the following:

1. Establish roles and responsibilities for the administration of the Sewer Lateral Certification Program ("Program").
2. Provide guidelines for the effective administration of Program certificates and the cleaning, inspection, and testing of private sewer laterals.

POLICY:

1. The Building Official or designee is responsible for administering the Sewer Lateral Certification Program for privately owned portions of sewer laterals that are connected to the CLMSD sanitary sewer collection system.
2. Any building or plumbing permit application for a remodel of, or improvement to, a structure being served by a private sewer lateral(s) in excess of $57,446 or other inflation-adjusted amount as determined by the City, whichever is greater; any change of use of a property; or any other "property events" stipulated in LMC Section 13.20.320 F.1 shall be subject to cleaning, inspection, and testing of the private sewer lateral(s) and the issuance of a Sewer Lateral Certificate.
3. The Building Official or Utilities Superintendent may require the cleaning, inspection, and testing of a private sewer lateral if such action is deemed by that individual to be for the protection of the public health, safety, or welfare.
4. Private sewer laterals that are found to be in need of repair or replacement by the City must be cured before a building or plumbing permit for the property owner ("User") expires.
5. The Building Official or Utilities Superintendent may grant an exemption to the testing and inspection provisions of the Ordinance, pursuant to LMC Section 13.20.320 F. 4.
6. Residential private sewer laterals that fail inspection and testing must be repaired or replaced by the User within 180 days of notice. Nonresidential private sewer laterals (i.e. commercial, industrial, etc.) must be repaired or replaced within sixty (60) days of notice or sooner, if determined necessary by the Building Official or Utilities Superintendent.
7. The Building Official shall not commission inspection and/or testing on a private sewer lateral without receipt of the current inspection and testing fee by the User. Inspections and tests performed as a result of "property events" not described in LMC Section 13.20.320 F.1 are exempt from the fee.
8. Any User may ask the Department to have their private lateral to be inspected and tested by the City. Such inspections shall be coordinated with the Utilities Division and completed within thirty (30) days from receipt of the inspection and testing fee.

PROCEDURE:

1. In addition to any other required fees, a Sewer Lateral Testing Permit fee will be collected from applicants submitting a building or plumbing permit application.
2. The permit fee shall also be collected at the time an application is received for a new connection to the sewer system or to recognize a change in the use of a property.
3. Upon receipt of a building or plumbing permit application triggering the need for a Sewer Lateral Certificate, the Building Official shall notify the Utilities Division and shall commission an inspection of the associated private sewer lateral(s) or grant an exemption.
4. Pursuant to LMC Section 13.20.320 F., private sewer laterals that pass inspection and testing shall be certified for ten (10) years or twenty-five (25) years by the City. The City shall execute a Sewer Lateral Certificate of Compliance to the User and file a copy with the Community Development Department and the Utilities Division, and recorded with the Lake County Recorder.
5. The Building Official or designee shall notify the property owner of the results of the sewer lateral inspection.
6. The Community Development Department shall retain a copy of the completed Inspection and Testing Report Form, attached hereto as Attachment A.

Policy reviewed and approved by:

Paul O Harris III

Paul Harris
Utilities Superintendent

Date 1/29/18

ATTACHMENT A
UTILITIES DIVISION POLICY U-3
SEWER LATERAL CERTIFICATION PROGRAM

Inspection and Testing Report Form

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy: *Attachment A will be attached on following pages.*

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject:	Policy Number:	
FOG PROGRAM: VARIANCES	U-4	
	Date Adopted: 9/22/2008	Date Revised: 1/25/18

Scope: Applies to all personnel that are responsible for administering the provisions of the City's Fats, Oils and Grease (FOG) Program (LMC Sections 13.20.600 et seq.).

Purpose: Establish guidelines and procedures to be followed during the processing and review of requests for Variances of the FOG requirements set forth in the Lakeport Municipal Code.

Responsibility: The Utilities Division shall be primarily responsible for the review and final determination of requests for Variances of the FOG requirements. Initial Variance application and fee intake and review will likely be the responsibility of the Community Development Department due to preexisting contact with Food Service Establishments.

The Compliance Officer, Utilities Superintendent and/or Community Development Director shall be responsible for any future revisions to this policy.

Reference: City of Lakeport Utilities Division Policies. Yardshare Network location: Y:\Utilities\Policies\Current Policies

BACKGROUND:

Lakeport Municipal Code (LMC) Section 13.20.610 requires all food service establishments ("FSEs") within the City of Lakeport Municipal Sewer District to take measures to prevent the discharge of materials that can inhibit the function of, or cause damage to, the sanitary sewer system. Such measures include the installation and maintenance of a grease interceptor to prevent the discharge of fats, oil and grease into the sanitary sewer system. These requirements are components of the City's FOG Program.

FSE owners or authorized representatives ("Users") may submit a Variance for Cause request to the City if they feel their situation warrants exception to the requirements. Full details regarding the FOG variance process (applications, review, approval/denial, revocation, appeals, etc.) are set forth in LMC Section 13.20.650.

This policy is written to accomplish the following:

1. Establish guidelines for the review and judgment of a Variance for Cause to vary from the requirements LMC Section 13.20.610; and
2. Establish guidelines for the review and judgment of a Variance for Cause request for grease interceptor installation as set forth in LMC Section 13.20.650
3. Establish procedures which the Department and the public should follow when requesting a variance.

POLICY:

1. The Utilities Superintendent ("Superintendent"), or his/her designee, shall make judgment on any Variance Study, resulting from a Variance for Cause request by an entity subject to the Fog Program.
2. The Superintendent may approve or deny a Variance for Cause request at his/her discretion.
3. The Superintendent or designee shall be available by appointment to speak with any affected User about issues related to the FOG Program.
4. From date of approval of a Variance for Cause request, and receipt of the $500.00 Variance Study fee, the City shall make every reasonable effort to complete a Variance Study and make a judgment on the necessity or feasibility of complying with any part of LMC Section 13.20.610 within ninety (90) days.
5. A Variance Study may be terminated at any time if it is determined that continuation of the Study adversely affects the sanitary sewer collection system or treatment works (LMC Section 13.20.650 A. 2.).
6. Per District Resolution No. 2316 (2008), the $500.00 Variance Study fee is non-refundable.
7. Unless sufficient evidence can be found that the FOG Program requirements create an unreasonable hardship, the Superintendent may deny a Variance for Cause request at his discretion.
8. The Superintendent or designee is responsible to commission and complete variance studies.
9. The Superintendent or designee may approve any variance at his/her discretion based on the results of the Variance Study.

10. Users requesting a variance from the FOG Program must submit a Variance for Cause Request Form within six (6) months of receipt of notice to install a grease interceptor. If a variance is not granted by the Superintendent or his/her designee, the FSE shall have six (6) months from the date of the variance denial notice to comply with the FOG requirements.
11. Users may petition the Superintendent, or his/her designee, to reconsider a decision by the Compliance Officer to deny a variance, if submitted in writing within thirty (30) days of the notice of variance denial.
12. The Superintendent, or his designee, may deny a petition to reconsider a variance decision by not acting on the petition (LMC Section 13.20.650 D. 4.).
13. Granted variances are effective in perpetuity from the date granted by the Superintendent or his/her designee.
14. Any granted variance may be revoked by the Utilities Superintendent at the recommendation of the Compliance Officer, based on one or more of the criteria detailed in LMC Section 13.20.650 C.

PROCEDURE:

1. Variance for Cause requests must be submitted to the City in writing using the Variance for Cause Request Form, attached hereto as Attachment A. The form shall be made available at the Community Development Department at City Hall.
2. Upon receipt of a Variance for Cause Request Form, it shall be date-stamped immediately, entered into the appropriate tracking software application, and submitted to the Utilities Superintendent for review. The Superintendent, or designee, shall have thirty (30) days from receipt of the Form to approve or deny the request.
3. Following approval or denial of a Variance for Cause request, the requesting party shall be notified of the decision in writing by the Utilities Division. If the request is approved, a Consent to a Variance Study Form, attached hereto as Attachment B, will be included with the notice. It must be signed and returned to the Superintendent by the User with the $500.00 Variance Study fee before the Study is commissioned. If the request is denied, an explanation must be included in the notice.
4. Per District Resolution No. 2316 (2008), a fee of $500.00 must be collected from the User before a Variance Study is commissioned.
5. Upon receipt by the Utilities Division of a Consent to a Variance Study Form, and the $500.00 Variance Study fee, it shall be date-stamped immediately and submitted to the Utilities Superintendent for review. The Superintendent or designee shall commission the study, assign a study number, and is responsible for its completion.
6. A Variance Study shall consist of the completion of a Variance Study Report Form, attached hereto as Attachment C. The Report requires comments from the Compliance Officer, City Building Inspector, and a County Health Inspector or representative from the Lake County Environmental Health Department. Additional comments may be required at the discretion of the Superintendent. Unless justified, a granted variance will require the approval of the Utilities Superintendent, City Building Inspector, and County Environmental Health official.

7. In the event that the Utilities Superintendent, Building Inspector, or County Environmental Health official is unable to complete their component of a Variance Study, the Superintendent may waive that component or assign it to another reviewer for comment.
8. The Utilities Superintendent shall be responsible for conducting Variance Studies and passing judgment no later than sixty (60) days after the Department receives the Consent to a Variance Study Form and $500.00 Variance Study Fee.
9. Variance Studies submitted to the Superintendent, or his designee, for review may include a staff report detailing the background and condition of the case in question.
10. The Utilities Superintendent, or his/her designee, shall make judgment on a Variance for Cause request no later than thirty (30) days from receipt of a fully completed Variance Study.
11. A notice shall be sent to the User from the Utilities Division indicating the decision whether to grant or deny a variance, the results of the variance study, and the reasons why a variance was granted or denied.
12. If denied a variance, a User may petition the Superintendent, or his designee, to reconsider the variance decision. A "Petition for Reconsideration of Determination or Enforcement Action" form, attached hereto as Attachment D, must be submitted to the Utilities Division within thirty (30) days of the notice of variance denial. The Form should be date-stamped immediately, entered into the appropriate tracking software application, and submitted to the Superintendent for review.

Policy reviewed and approved by:

Paul Harris
Utilities Superintendent

Date 1/29/18

ATTACHMENTS A through D
UTILITIES DIVISION POLICY U-4
FOG Program Variances

MS Word Document: *Double-click the area below to open .PDF file.*

Policy U-4, ALL ATTACHMENTS 2017

.PDF File: *Attachments A through D will be attached on following pages.*

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject:	Policy Number:	
SEWER USAGE: NOTICES, PENALTIES, FINES AND FEES	U-6	
	Date Adopted: 3/15/2010	Date Revised: 1/25/2018

Scope: Applies to all personnel that are responsible for administering and enforcing the provisions of Lakeport Municipal Code (LMC) Chapter 13.20 (Sewer Use and Pretreatment).

Purpose: Establish guidelines and procedures for the imposition of enforcement actions related to LMC Chapter 13.20.

Establish the roles and responsibilities of City staff involved in enforcement actions.

Responsibility: The Utilities Division shall be primarily responsible coordinating enforcement actions associated with violations of LMC Chapter 13.20.

The Compliance Officer and/or Utilities Superintendent shall be responsible for any future revisions to this policy.

Reference: City of Lakeport Utilities Division Policies. Yardshare Network location: Y:\Utilities\Policies\Current Policies

BACKGROUND:

City Ordinance No. 872 was adopted in 2008 and established a variety of regulations associated with the use of the City's sanitary sewer system. The regulations were codified in Chapter 13.20 (Sewer Use and Pretreatment) of the Lakeport Municipal Code (LMC).

The goal of the regulations is to ensure the City's sanitary sewer system is adequately maintained, including enforcement programs designed to correct and penalize system Users who do not comply with the adopted provisions. This policy is written to accomplish the following:

1. Establish guidelines and procedures for the imposition of enforcement actions related to LMC Chapter 13.20.
2. Establish the roles and responsibilities of City staff involved in enforcement actions.

POLICY:

1. All penalties, fines, and fees imposed on any User are due and payable upon receipt of written notice by the City. Such amounts will be delinquent thirty (30) days after the date of the notice (LMC 13.20.560 A.).
2. Fines related to the City's FOG Program shall be in accordance with the current applicable City Council Fee Resolution, attached hereto as Attachment A.
3. The Utilities Superintendent shall be responsible for the imposition of notices, penalties, fines, and fees in accordance with LMC Chapter 13.20.
4. In response to identified violations of LMC Chapter 13.20 by any User, the enforcement mechanisms available to the Utilities Superintendent shall typically be applied in the following order:
    a. Informal administrative action (including Notices of Violation and Warning Notices).
    b. Administrative orders, compliance schedules, and other reports.
    c. Imposition of fines and fees for noncompliance with LMC provisions.
    d. Imposition of penalties for noncompliance with administrative orders.
    e. Assessment of charges for obstruction or damage to City facilities or operations.
    f. Suspension or termination of services.
    g. Civil action.
    h. Criminal action.
5. The Utilities Superintendent may apply the enforcement mechanisms available in the LMC in any order, as circumstances warrant.
6. The City will charge any User for the cost of repair of City facilities that are damaged as a result of a User's noncompliance with the provisions of LMC Chapter 13.20.
7. Any User may petition the Utilities Superintendent to reconsider any enforcement action detailed herein or in LMC Chapter 13.20.
8. The Utilities Superintendent shall reconsider an enforcement action only once per instance of non-compliance per property. A User shall not be permitted to appeal, or file a

petition for reconsideration of, every enforcement action levied against them for each instance of non-compliance in an attempt to delay or diminish the City's ability to enforce the provisions of LMC Chapter 13.20.

PROCEDURE:

1. Within seven (7) days of identifying a violation of LMC Chapter 13.20, the Utilities Superintendent or designee shall issue a Warning Notice to the User, instructing them of their responsibility to correct the issue(s) causing the violation.
2. If curative action has not been taken by the User, or if the Utilities Superintendent has not received notice from the User of their intention to address the violation within thirty (30) days of receipt of the Warning Notice, the Utilities Superintendent or designee shall issue a Notice of Violation ("NOV") to the User.
3. If the User has not taken curative action within thirty (30) days of receipt of an NOV, the Utilities Superintendent or designee shall issue an Administrative Order to the User, which shall contain a compliance schedule for curative action and any other requirements deemed appropriate by City staff.
4. If the User has not completed curative action (as outlined in the compliance schedule of the NOV) within the time period described therein, the Compliance Officer shall assess fees, fines, and penalties, pursuant to LMC Chapter 13.20. Such assessment will include a written notice stating the nature of the enforcement action being taken.
5. Any fees, fines, or penalties that remain outstanding after ninety (90) days will be cause for the suspension or termination of services, at the discretion of the Utilities Superintendent.
6. If the User is unresponsive to the aforementioned enforcement action, the Utilities Superintendent shall recommend to the Public Works Director or City Manager that civil and/or criminal action be taken.
7. In the event that a User petitions the Utilities Superintendent for reconsideration of a decision or enforcement action, the User must submit such a request to the Utilities Division in writing, using the "Petition for Reconsideration of Determination or Enforcement Action" form, attached hereto as Attachment B, within fifteen (15) days of notice of said decision or enforcement action. The Utilities Superintendent or designee shall review the petition and render a decision within fifteen (15) days of its receipt. The User may appeal the decision to the CLMSD Board of Directors within ten (10) days of subsequent notification, if the User has followed the appeal protocols outlined herein.
8. City staff shall agendize properly filed appeal requests to the CLMSD Board of Directors within forty-five (45) days of the date the request was filed. The Board will have fifteen (15) days from the date of the subsequent hearing to render a decision.

Policy reviewed and approved by:

Paul Harris
Utilities Superintendent

Date 1/29/18

Appendix 3.D

Mutual Aid Agreement with LACOSAN

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: REFERENCE — document not physically attached

Location: On file at Utilities Administration Office

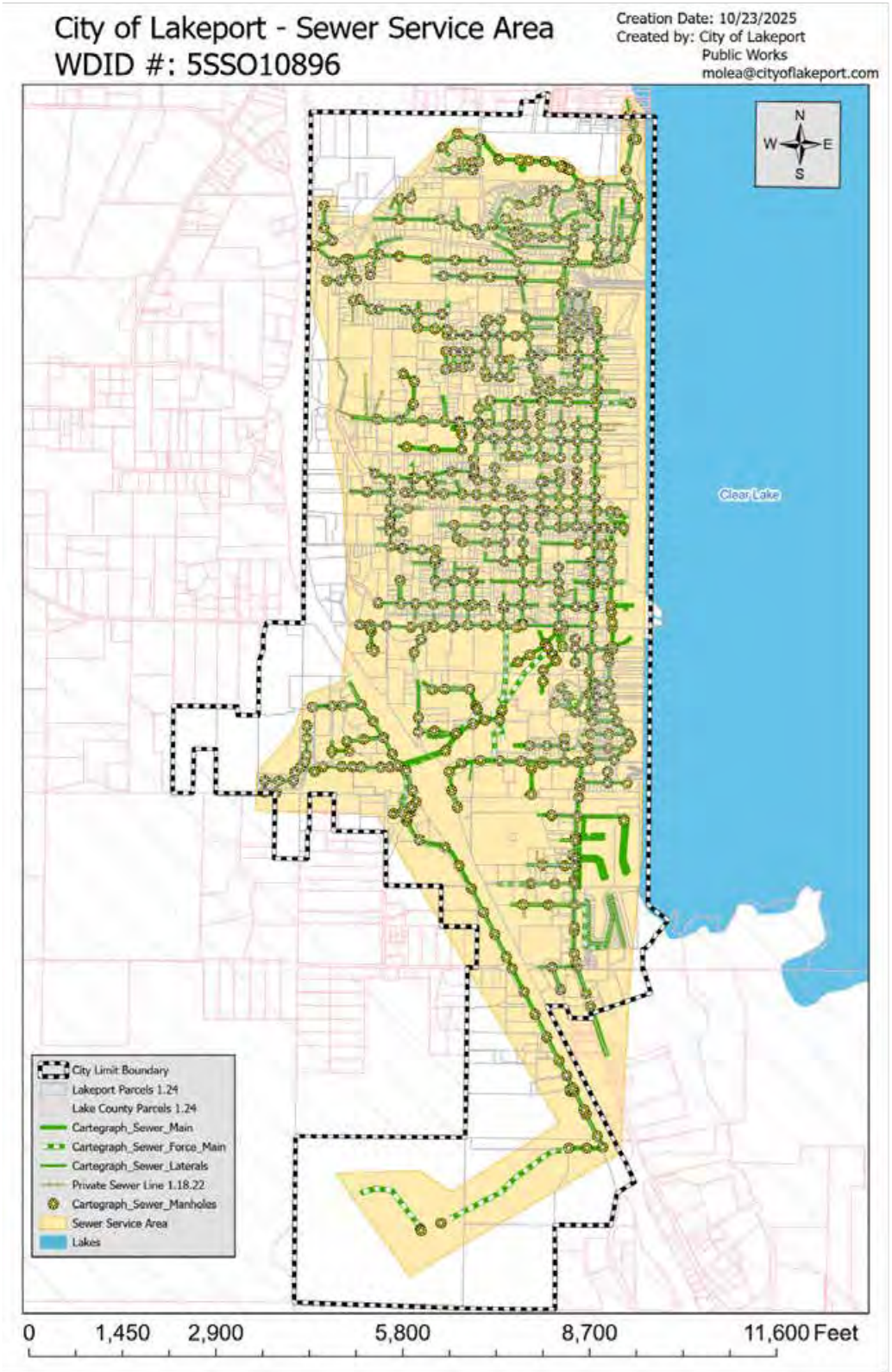
Appendix 4.A

Collection System Map

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: ATTACHED

Document follows this cover sheet.


City of Lakeport - Sewer Service Area
WDID #: 5SSO10896
Creation Date: 10/23/2025
Created by: City of Lakeport
Public Works
molea@cityoflakeport.com
N
W
E
S
Clear Lake
City Limit Boundary
Lakeport Parcels 1.24
Lake County Parcels 1.24
Cartegraph_Sewer_Main
Cartegraph_Sewer_Force_Main
Cartegraph_Sewer_Laterals
Private Sewer Line 1.18.22
Cartegraph_Sewer_Manholes
Sewer Service Area
Lakes
0
1,450
2,900
5,800
8,700
11,600 Feet

Appendix 4.B

2025 Sewer Master Plan Update — PACE Engineering, February 2026

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: REFERENCE — document not physically attached

***Location:** 2025 Sewer Master Plan Update - PACE Engineering - Adopted by City Council February 2026.*

Appendix 5

Adopted Sewer System Design and Construction Standards

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: REFERENCE — document not physically attached

Location: City of Lakeport Design & Construction Standards

Appendix 6.A

SSO Field Report Form and CIWQS Spill Narrative Template

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: ATTACHED

Document follows this cover sheet.

City of Lakeport Utilities/Public Works
Field Sewer Spill Reporting Form

DATE:	**REPORT COMPLETED BY: (Print Name)**
FIRST ALERT OF DISCHARGE: **AM/PM**	**BY:** ☐ DRIVE BY ☐ ADMIN OFFICE ☐ ANSWERING SERVICE ☐ OTHER_____
REPORTING PARTY NAME:	**CONTACT INFO:**
ESTIMATED SPILL START- TIME/DATE:	**ARRIVAL TIME AT SPILL SITE:**
DISCHARGE CONTAINED TIME: AM/PM	**SPILL SITE LOCATION (DESCRIPTION OR ADDRESS):**

DURATION OF SPILL:_____ (MIN) X ESTIMATED SPILL RATE:_____ (GPM) = ESTIMATED SPILL VOLUME:_____ (GAL)
USE SPILL START TIME TO CONTAINED TIME TO DETERMINE DURATION OF SPILL IN MINUTES X ESTIMATED GPM = ESTIMATED SPILL VOLUME

LATITUDE : **LONGITUDE :** **TERRAIN:** ☐ FLAT ☐ MIXED ☐ STEEP

CHECK ALL THAT APPLY FOR EACH ENTRY BELOW:

FAILURE POINT OF SPILL: ☐ MANHOLE ☐ PUMP STATION ☐ FORCE MAIN (DIAM._ AGE_____)
☐ GRAVITY SEWER (DIAM._____AGE_____) ☐ OTHER_____

CAUSE: ☐ DEBRIS ☐ FLOW EXCEEDED CAPACITY ☐ GREASE BLOCKAGE ☐ OPERATOR ERROR ☐ STRUCTURAL PROBLEM/FAILURE
☐ PUMP STATION FAILURE ☐ RAIN EVENT ☐ ROOTS ☐ VANDALISM ☐ OTHER:_____

SPILL APPEARANCE POINT: ☐ BUILDING/STRUCTURE ☐ SEWER LINE ☐ MANHOLE ☐ P/L CLEANOUT ☐ PUMP STATION
☐ OTHER SEWER SYSTEM STRUCTURE (DESCRIBE) _____

DID THE SEWAGE REACH CLEAR LAKE? ☐ YES ☐ NO ☐ UNKNOWN **DID THE SEWAGE REACH A *WATERCOURSE or DI?** ☐ YES ☐ NO
A **watercourse is a natural or manmade feature (dry, wet, or flowing) including a drainage ditch, swale, tributary or other physical aspect that directly or indirectly enters or has the potential to enter surface waters such as a stream or lake.*

NAME OF WATER COURSE/BODY_____ **CONDITION:** ☐ DRY ☐ WET ☐ FLOWING

TYPE OF SEWAGE: ☐ RAW ☐ PARTIALLY TREATED ☐ TREATED

FINAL SPILL DESTINATION: ☐ BUILDING ☐ UNPAVED SURFACE ☐ PAVED SURFACE ☐ STORM DRAIN ☐ STREET CURB/GUTTER

WAS SPILL FULLY CAPTURED, INCLUDING A DISCHARGE TO STORM DRAIN? ☐ YES ☐ NO
APPROX. GALLONS CAPTURED_____

METHOD OF CAPTURE (FULL OR PARTIAL): ☐ PUMPER TRUCK ☐ VACTOR TRUCK ☐ OTHER (E.G. SANDBAGS) _____

SPILL RESPONSE ACTIVITIES (CHECK ALL THAT APPLY): ☐ SOLID MATERIALS REMOVED ☐ WASH DOWN ☐ DISINFECTION
CONTAINED: ☐ ALL ☐ PART **INSPECTED SEWER CCTV?** ☐ YES ☐ NO **RESTORED FLOW?** ☐ YES ☐ NO **TIME RESTORED:**_____
RETURNED TO THE SANITARY SEWER SYSTEM: ☐ ALL ☐ PART ☐ OTHER (DESCRIBE)_____

NOTIFIED UTILITIES DIRECTOR? ☐ YES ☐ NO IF YES PROVIDE DATE, TIME, AND TYPE OF NOTIFICATION_____

PHOTOS

When documenting a spill, capturing multiple photos from different angles is crucial! Please take multiple photos of each category:

☐ **START POINT** ☐ **END POINT** ☐ **ENTIRE SPILL FLOW PATH** ☐ **CAUSE OF SPILL (DEBRIS, ROOTS, FOG, ETC)** ☐ **BERMS/MATS PLACED**
☐ **CLEANUP EFFORTS (INCLUDING EQUIPMENT USED AND STAFF WORKING ON THE SPILL)** ☐ **DISINFECTION PROCESS** ☐ **CCTV OPERATOR**

SPILL DRAWING/SCHEMATIC:

PROCEED TO NEXT PAGE FOR SPILL VOLUME CALCULAION WORKSHEET

SPILL VOLUME CALCULATION

The purpose of this worksheet is to capture the data and method(s) used in estimating the volume of an SSO. Since there are many variables and often unknown values involved, this calculation is just an estimate. Additionally, it is useful to use more than one method, if possible, to validate your estimate. This information is an important part of the City's SSO reporting requirements.

Check all methods and tools that you used:

- ☐ Visual estimate
- ☐ Measured surface area and volume
- ☐ Duration and flow rate

Visual Estimate Method- Imagine a bucket(s) or barrel(s) of water tipped over.

Size of bucket(s) or barrel(s)	How many of this Size?	Multiplier	Total Volume Estimated
1 gal. water jug		X 1	
5 gal. bucket		X 5	
32 gal. trash can		X 32	
55 gal drum		X 55	
Total Volume Estimated Using Visual Method			

Measured Volume Method (this may take several calculations as may have to break down the odd shaped spill to rectangles, circles, and polygons)

If the entire spill is settled in one area, calculate the volume of spill in feet (L' X W' X D') and convert to gallons (X 7.5 for gallons in a square area, and X .785 for gallons in a circular area). It is important when guessing depth to measure, if possible, in several locations and use an average depth.

1. Draw a sketch of the spill on separate page
2. Draw shapes and dimensions used for calculations
3. Use correct formula for various shapes (see table below)

SSO Shape	Volume Calculation Formula	Volume Result
Rectangle	L x W x D x 7.5	
Circle	D x D x 0.785	
Polygons	Show formula used	
Triangle	base (ft) x height (ft) x 0.5	

Duration and Flow Rate Method

Start date and time:	
End date and time:	
Total spill duration: Subtract line 1 from line 2. Show time in minutes	
Average flow rate in GPM: **Use separate photo chart to estimate flow rate** (account for diurnal patterns if long duration)	
Total volume estimate: minutes x gpm	

PROCEED TO NEXT PAGE FOR WITNESS/INTERVIEW INFORMATION

WITNESS INFORMATION

On Site Interview 1: Name/Address: _____

Observation Description: _____

_____ Time Observed Spill: __:____ AM ☐ PM ☐ N/A ☐

On Site Interview 2: Name/Address: _____

Observation Description: _____

_____ Time Observed Spill: __:____ AM PM N/A

PLEASE PROVIDE ANY ADDITIONAL DETAILS SUCH AS:

Other comments regarding spill start time (more attempted interviews, or reason for no interviews, etc.):

_____

_____



ROUTE THIS COMPLETED REPORT AND ALL PICTURES TO THE COMPLIANCE OFFICER AS SOON AS POSSIBLE

SECTION BELOW TO BE COMPLETED BY COMPLIANCE OFFICER OR MANAGEMENT STAFF

The following notifications required within 2 hours of Category 1 or 2 Spill Report

night/weekend

→Notified Lake County Environmental Health: Date: _____Time: _____a.m./p.m. *707-263-1164* *263-2690* Action Requirements: ☐ Water quality sampling ☐ Sewage Contamination Posting

→Notified Lake County Air Quality Management District: _____Time: _____a.m./p.m. *707-263-7000*

→Notified CalOES: Date: _____Time: _____a.m./p.m. CalOES # _____ *800-852-7550*

→Notified Howard Hold/Regional Board: Date: _____Time: _____a.m./p.m. *916-464-4679_Howard.Hold@waterboards.ca.gov*

☐ **Category 1** (Sanitary sewer system failure with **ANY** discharge that reaches surface water or drainage channel (dry or wet) or to storm drain system and is not fully captured and returned to sewer)

☐ **Category** 2 (Sanitary sewer system failure with **1,000 gallons or greater** that **do not** reach surface water, a drainage channel, or the storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly)

☐ **Category 3** (Sanitary sewer system failure with a discharge greater than 50 gallons and less than a 1,000 gallons that does not discharge to surface water)

☐ **Category 4** (Sanitary sewer system failure with a discharge less than 50 gallons and does not discharge to surface water)

☐ PLSD (Private Lateral Sewer Discharge)

Appendix 6.B

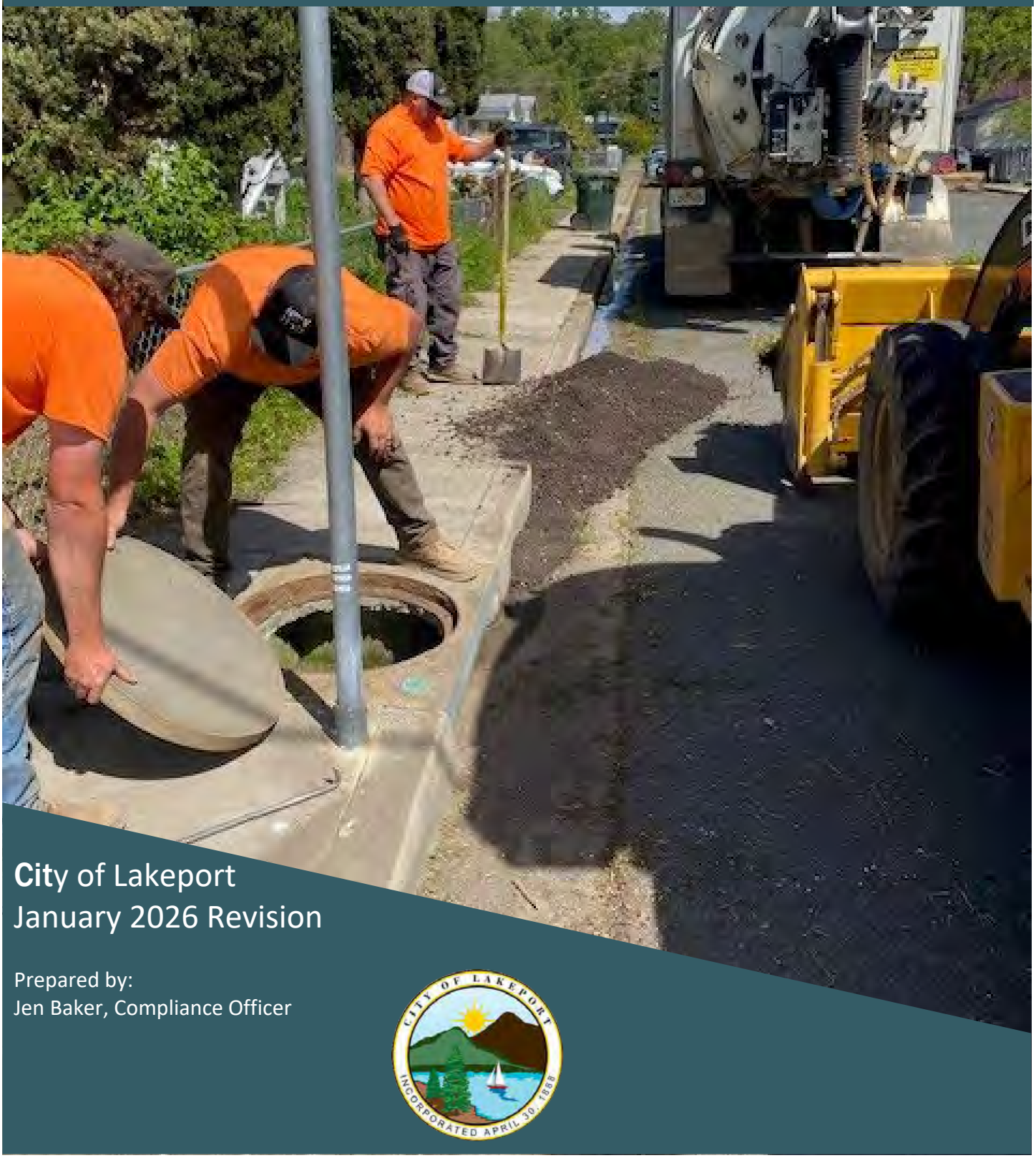
Hazardous Materials Incident Response Plan

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: ATTACHED - PLACEHOLDER

Document follows this cover sheet.

Hazardous Materials Incident Response & Business Plan



City of Lakeport
January 2026 Revision

Prepared by:
Jen Baker, Compliance Officer

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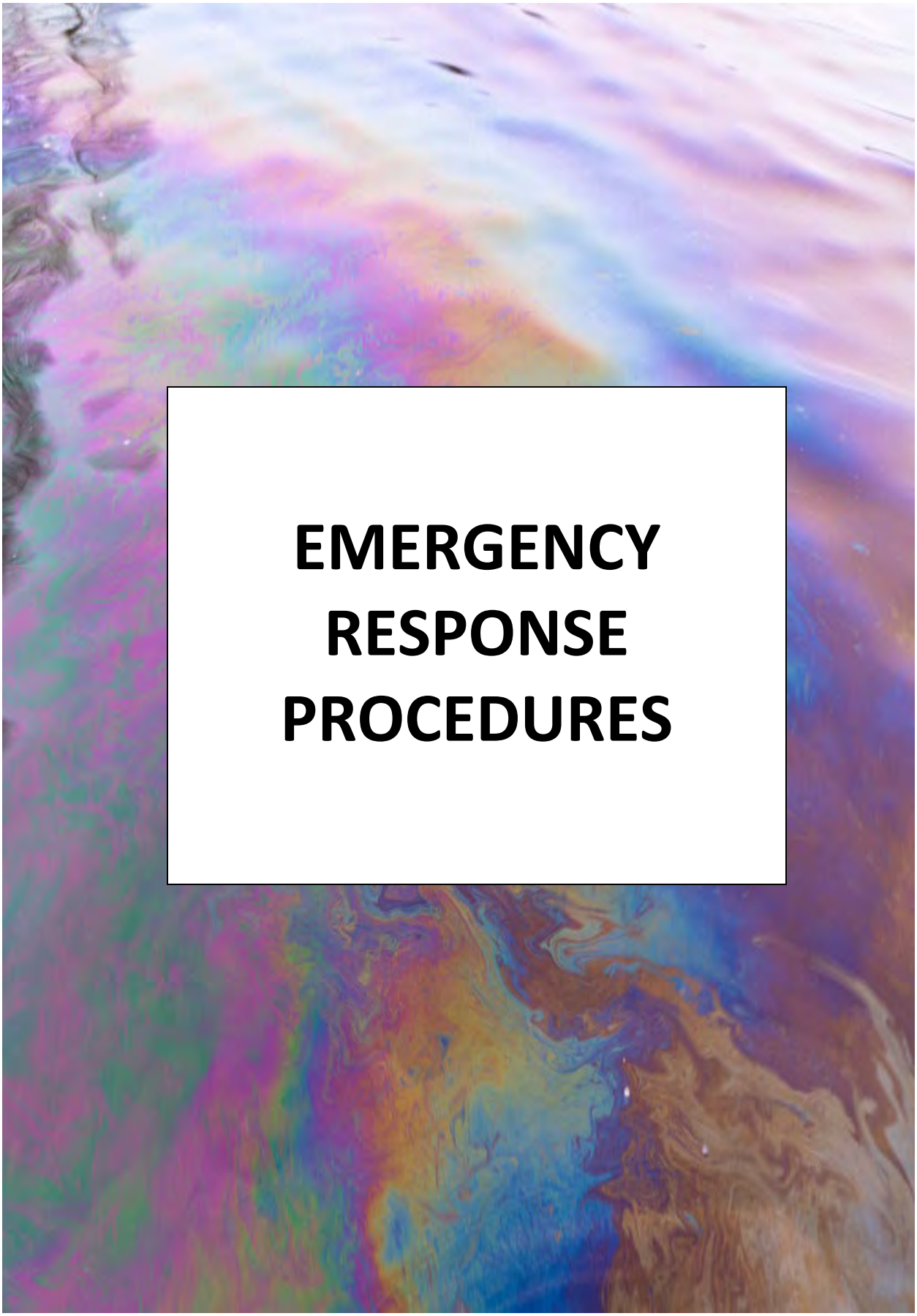


EMERGENCY RESPONSE PROCEDURES

EMERGENCY RESPONSE PROCEDURES

In the event of a release of hazardous material, close all entry and exits to the release area, move at least 50 feet away from the release area, and dial 9-1-1 immediately. Be sure to name the material being released and an approximate quantity.

Reference the following procedures and use common sense:

Detect, Identify, and Assess the Hazard

a. Evaluate the hazards of the material and estimate the quantity of spilled material. Determine if it is:

- Explosive
- Flammable
- Corrosive
- Toxic
- An inhalation hazard
- An environmental hazard
- A hazard of any sort not listed above

b. Check labels on containers, for example:

- Placards
- Safety Data Sheets

c. If unlabeled, treat as hazardous

d. Check for unusual colors, odors, or sounds

e. Observe instances of unexplainable illness or injuries

Initiate the Notification Process

a. Upon identifying a hazardous materials spill, contact the Lakeport Fire Department immediately by dialing 911 and notify your immediate supervisor.

b. The supervisor shall contact the Compliance Officer immediately following notification of a hazardous materials spill.

Isolate, Control, and Contain the Hazard

a. Treat all materials as hazardous until proven otherwise

b. Do not touch, inhale, or ingest any unknown material

c. Do not eat, drink, or smoke in the incident area

d. Be mindful that other variables (i.e., fire, wind, rain, temperature, etc.) may change risks

Secure the Scene

Without entering the immediate hazard area, do what you can to isolate the area and assure the safety of people and the environment.

a. Isolate and restrict access to the areas that threaten human health and safety

b. Move and keep people away from the scene and the perimeter

c. If the hazard is compressed gas, evacuate the area and allow the gas to vent

d. Create space for emergency response equipment to enter and exit the scene without difficulty

e. Remember to stay upwind of the incident scene

f. Remove sources of ignition (e.g., open flames, electrical equipment)

g. Close valves and containers

h. Dike, divert, and absorb liquids

i. Cover or suppress emissions with soil, foam, plastic, or similar materials

j. Protect storm drains and sewers

k. As best as is reasonably possible, mitigate the effects of hazard on the environment and property

l. Mark areas to warn others, restrict access, and prevent accidental contamination or track-out of contaminant

m. Provide assistance to emergency personnel, as appropriate

In the Event of Fire, Call 911

a. Evacuate all persons in the affected incident zone to a safe, upwind location

b. Take roll call, and make sure all people are accounted for

Cleanup

a. Sweep up or collect small spills into a labeled container

b. Use absorbents or berms to absorb material

c. Use appropriate equipment to deal with material

d. Do not attempt to clean up large spills of hazardous materials without trained personnel or contractors

e. Dispose of waste material safely and appropriately

f. Low-level Hazmat secured in lockers may be stored onsite until the next local Hazmat collection event

Post-Incident Reporting/Recording

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in the facility's operating record.

Within 15 days of any hazardous materials emergency incident or threatened hazardous materials emergency incident that triggers implementation of this plan, a written Emergency Incident Report (attached hereto in the appendix), including, but not limited to a description of the incident and the facility's response to the incident, must be submitted to the California Environmental Protection Agency's (Cal EPA)Department of Toxic Substances Control, the local CUPA, the local fire department's hazardous materials program, and the City's Compliance Officer.

The report shall include:

a. Name, address, and telephone number of the facility's owner/operator

b. Name, address, and telephone number of the facility

c. Date, time, and type of incident (e.g., fire, explosion, etc.)

d. Name and quantity of material(s) involved

e. The extent of injuries, if any

f. An assessment of actual or potential hazards to human health or the environment, where this is applicable

g. Estimated quantity and disposition of recovered material that resulted from the incident

h. Cause(s) of the incident

i. Actions taken in response to the incident

j. Administrative or engineering controls designed to prevent such incidents in the future

The Compliance Officer may be required to submit an Emergency
Release Follow-Up Notice Reporting Form thereafter.

Chlorine Leak

In the event of a minor chlorine leak, all employees are to evacuate the facility, close all exterior doors, and dial 9-1-1 immediately. The City has adopted an Emergency Action Plan and policies related to chlorine gas leaks, which address response and reporting protocols. The EAP and related policies are available upon request.

Media Communications

The Compliance Officer, Utilities Superintendent, Public Works Director, or City Manager shall be responsible for all communication with the media, including announcements, alerts, interviews, and updates.

Media contacts are as follows:

Media Company	Medium	Phone	Contact
Bicoastal Media (KXBX AM & FM, KNTI, KUKI AM & FM)	**Radio**	**707-263-6113 x106**	**General Manager**
KPFZ FM	**Radio**	**707-263-3640 – W 707-245-7532 -- E**	**Dennis**
Mediacom	**Television**	**707-998-3122 or 855-224-2253**	**NA**
LCPTV (Local public access TV)	**Television**	**707-994-8201**	**City of Clearlake**

LAW ENFORCEMENT COORDINATION

The Lakeport Police Department shall be notified, if necessary, to inform the general public of a serious release of hazardous materials and shall coordinate public canvassing and notification.

CONTACTS SUMMARY

NAME	POSITION	PRIMARY CONTACT	SECONDARY CONTACT
Paul Harris	Utilities Director	707-263-3578 x402 pharris@cityoflakeport.com	707-533-9168
Ron Ladd	Public Works Director	707-263-3578 x 401 rladd@cityoflakeport.com	707-416-8458
Jen Baker	Compliance Officer	707-263-3578 x 403 jbaker@cityoflakeport.com	707-889-4642

Agency Name	Primary Contact	Secondary Contact
Lakeport Police Department	707-263-5491	911
Lakeport Fire Protection District	707-263-4396	911
Lake County Sheriff	707-263-2690	911
California Highway Patrol (CHP)	707-279-0103	911
Lake County Environmental Health	707-263-1164	NA
State Office of Emergency Services (OES) Warning Center	800-852-7550	NA
CA Department of Toxic Substances Control	800-618-6942	NA
Cal OSHA Division of Occupational Safety & Health	800-321-6742	510-286-7000
Lake County Air Quality Management District	707-263-7000	NA
Regional Water Quality Control Board (RWQCB Rancho Cordova)	916-464-3291	NA
Poison Control Center	800-222-1222	NA
Sutter Lakeside Hospital – 5176 Hill Rd East Lakeport CA 95453	707-262-5000	NA
St Helena Hospital Clearlake - 15630 18th Ave, Clearlake CA 95422	707-994-6486	NA

Citizen inquiries should be directed only to the individuals listed above after they have been notified of the spill.

FACILITY EVACUATION PROCEDURES

The following information describes evacuation routes, safe gathering locations, and roll-call procedures at each location where hazardous materials are kept. Please refer to the attached maps for further guidance.

Groundwater Storage Facility (GWSF)- 1825 Riggs Rd

- Personnel are not stationed at this facility, but if personnel are on site, announce evacuation verbally, and via cellular phone communication if necessary.
- Evacuate the facility heading east on Riggs Road
- Meet at the Riggs Road intersection for head count

Water Treatment Plant (SWTP) - 590 Konocti Avenue

- Announce evacuation verbally and via cellular phone communication if necessary
- Evacuate south through the main gate and meet in the parking lot south of the facility
- Use the employee roster for roll-call and head count

Wastewater Treatment Plant (WWTP) - 795 Linda Lane

- Announce evacuation verbally and via cellular phone communication if necessary
- Evacuate the facility heading east on Linda Lane
- Meet at the Linda Lane lift station for head count

PW Corporation Yard – 591 Martin St

- Announce evacuation verbally and via cellular phone communication, if necessary, take Martin St PW Corp Yard exit north to baseball field
- Use the employee roster for roll-call and head count

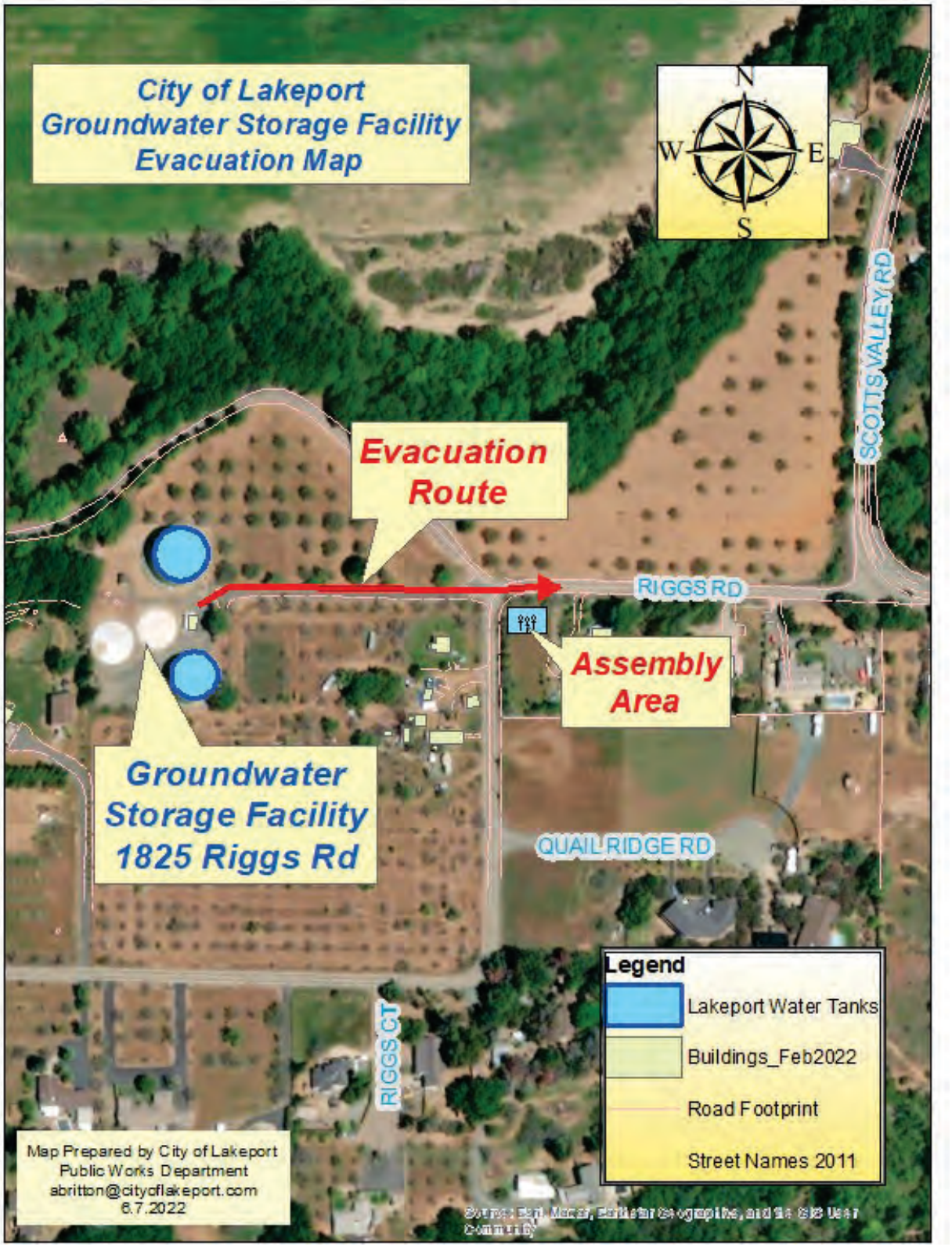
Scotts Creek Wells – 2224 Riggs Rd

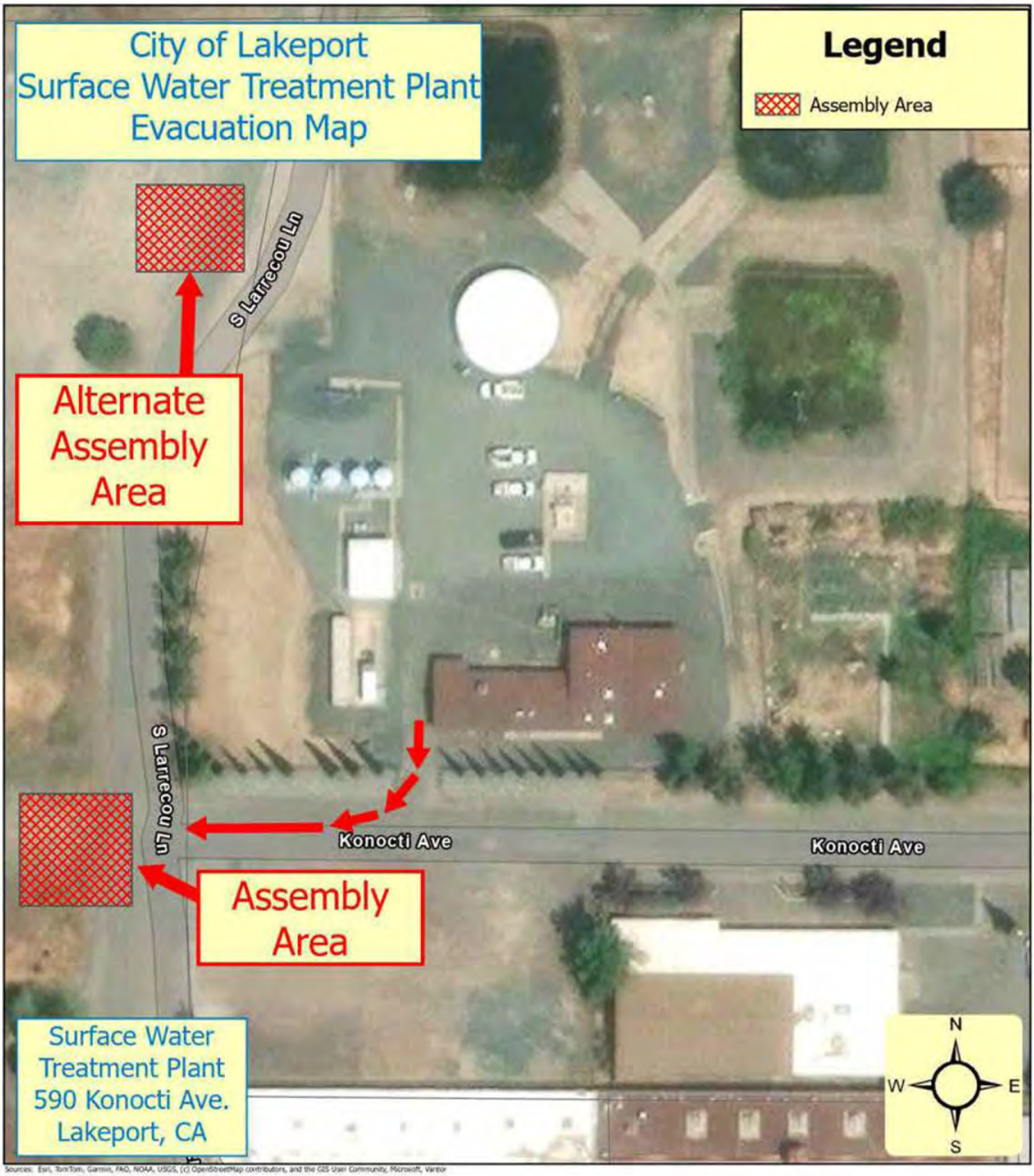
- Personnel are not stationed at this facility but, if personnel are on-site, announce evacuation verbally and via cellular phone communication if necessary
- Evacuate the facility heading east on Riggs Rd
- Meet at the Riggs Rd intersection for head count

Community Center – 500 N Main St

- Announce evacuation verbally and via cellular phone communication if necessary
- Placeholder
- Placeholder

Evacuation Maps





Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Microsoft, Vantor

Map Prepared for City of Lakeport Public Works Department
by RSA+, Lakeport, CA
GISRequest@rsacivil.com

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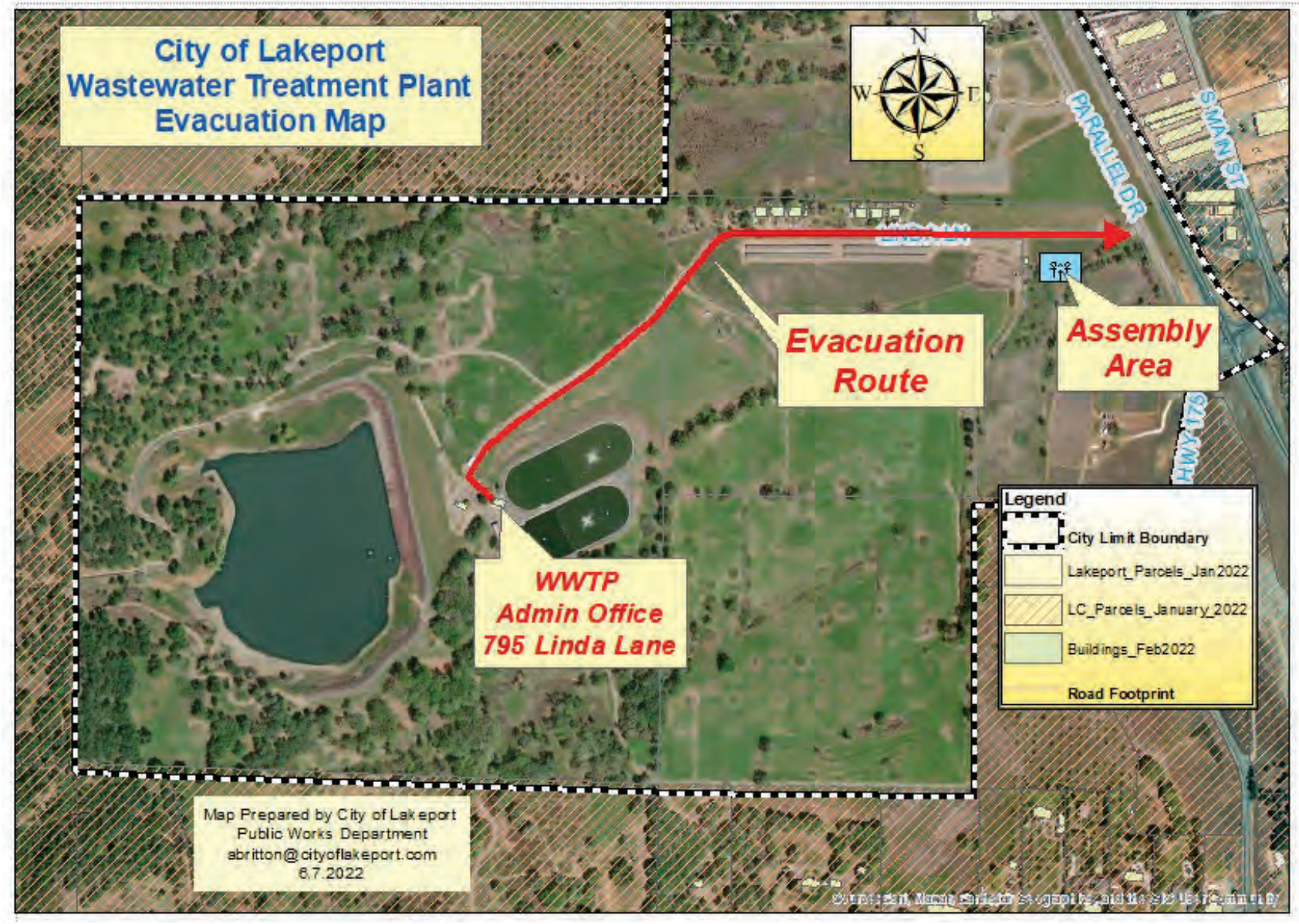
1 inch = 80 feet


City of Lakeport
Wastewater Treatment Plant
Evacuation Map
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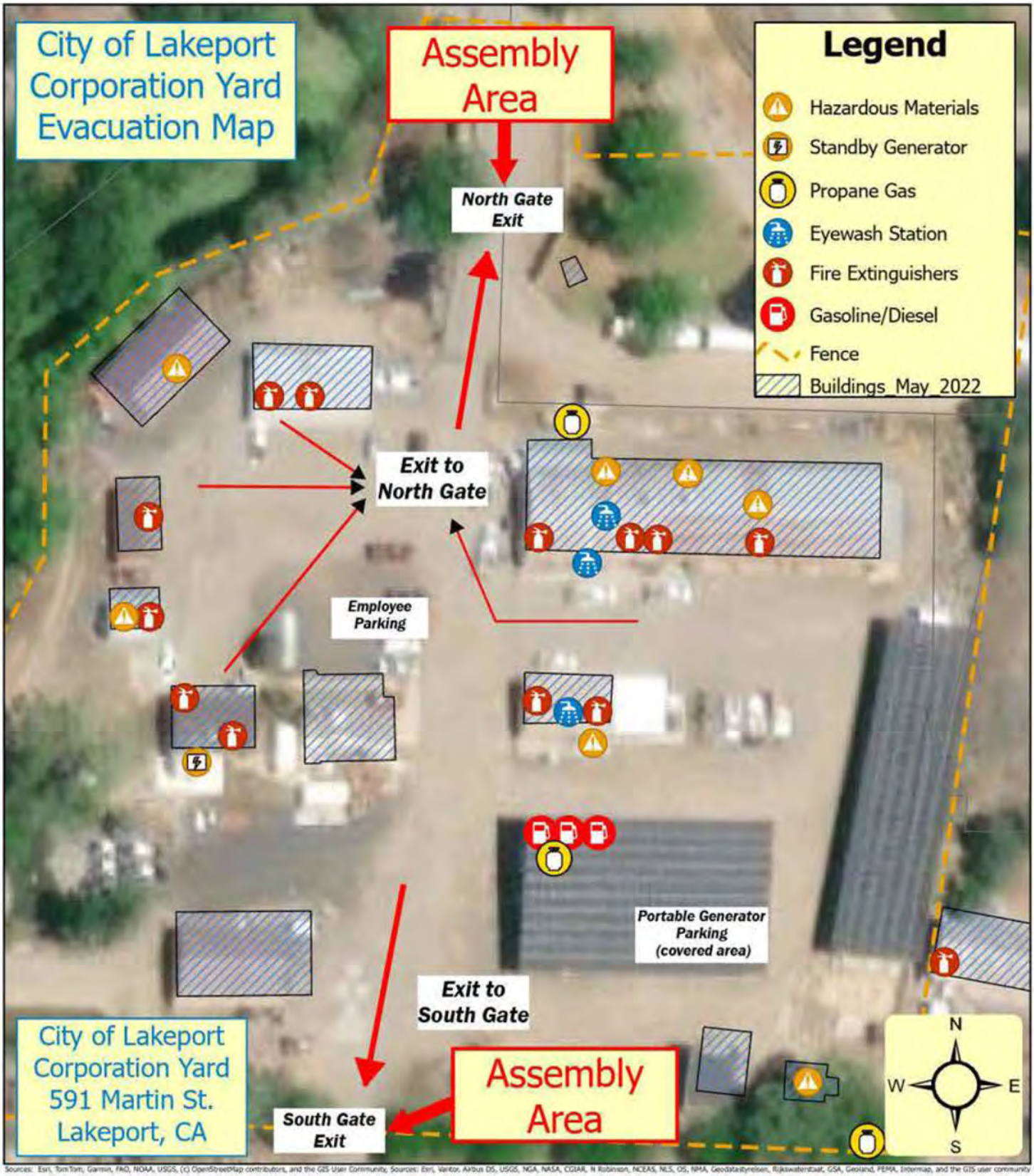
HWY 175
Evacuation Route
Assembly Area
WWTP
Admin Office
795 Linda Lane
Legend
City Limit Boundary
Lakeport_Parcels_Jan2022
LC_Parcels_January_2022
Buildings_Feb2022
Road Footprint
Map Prepared by City of Lakeport
Public Works Department
abritton@cityoflakeport.com
6.7.2022



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1 inch = 80 feet

City of Lakeport

Haz Mat Incident Response Plan
2224 Riggs Rd, Lakeport, CA, 95453



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GISRequest@rsacivil.com

Hazardous Materials Evacuation Map

0 250 500 1,000 Feet

1 inch = 500 feet



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by RSA+, Lakeport, CA
GISRequest@rsacivil.com

Hazardous Materials Evacuation Map

0 30 60 120 Feet
1 inch = 60 feet

Hazardous Materials Inventory and Location

** Hazard Categories listed below (ex. Fire-4) based on the National Fire Protection Association (NFPA) Rating System*

Groundwater Storage Facility (GWSF) – 1825 Riggs Rd, Lakeport

Material Name	Type & Physical State	Quantity (Max present on site)	Hazards Categories (risk associated with release)	Location Code (see map GWSF-1 below for physical location)
Chlorine Gas	Pure (gas)	1350 lbs.	Health – 4; Pressure release, acute health, chronic health, corrosive	See map
Diesel Fuel	Liquid	57 gallons	Health -1, Fire – 2	See map
Sodium Hydroxide 50%	Liquid	2500 gallons	Health - 3, Corrosive	See map

Surface Water Treatment Plant (SWTP) – 590 Konocti Ave, Lakeport

Material Name	Type & Physical State	Quantity (Max present on site)	Hazards Categories (risk associated with release)	Location Code (see map SWTP-1 below for physical location)
Chlorine Gas	Pure (gas)	1350 lbs.	Health – 4; Pressure release, acute health, chronic health, corrosive	See map
Clarifloc	Liquid	120 gallons	Toxic	See map
Aluminum Chlorohydrate	Liquid	440 gallons	Toxic; Corrosive	See map

Wastewater Treatment Plant (WWTP) – 795 Linda Lane, Lakeport

Material Name	Type & Physical State	Quantity (Max present on site)	Hazards Categories (risk associated with release)	Location Code (see map WWTP-1 below for physical location)
Chlorine Gas	Pure (gas)	8,000 lbs.	Health – 4; Pressure release, acute health, chronic health, corrosive	See map
Diesel Fuel	Liquid	57 gallons	Health -1, Fire -2	See map
Sweet Orange Oil Terpenes	Liquid	55 gallons	Health -1, Fire -2	See map
**** All other materials included in CERS HazMat Inventory are stored in small quantities (< 30 gallons)**				

PW Corporation Yard – 591 Martin St

Material Name	Type & Physical State	Quantity (Max present on site)	Hazards Categories (risk associated with release)	Location Code (see map PWCY-1 below for physical location)
AW 46 Hydraulic Oil	Liquid	55 Gallons	Health – 0, Fire – 1	See map- Shop Bay 1
Diesel Exhaust Fluid	Liquid	200 Gallons	Health -1, Fire – 0	See map Shop Bay 1
Diesel Fuel	Liquid	3,225 Gallons	Health -1, Fire – 2	See map (several locations)
Ethylene Glycol	Liquid	220 Gallons	Health -1, Fire – 1	See map Shop bay 1
Gasoline	Liquid	1,000 Gallons	Health – 1, Fire – 3	See map/Bulk Fuel
Gasoline	Liquid	55 Gallons	Health -1, Fire – 3	See map/Paint shed
Glyphosate Isopropylamine	Liquid	60 Gallons	Health – 2, Fire 3, Reactivity – 1	See map/Pesticide Shed
Liquefied Petroleum Gas (lpg)	Gas	620 Gallons	Health -2, Fire -4	See map (several locations)
Liquid Chlorine Solution	Liquid	220 Gallons	Health-4, Fire-0	See map/ Shop Bay 1
Motor Oil	Liquid	60 Gallons	Health-0, Fire – 1	See map/Shop Bay 1
Motor Oil- Used	Liquid	200 Gallons	Health -0, Fire – 1	See map – above-ground tank, s side of mechanic shop
Nitrogen	Gas	240 Cubic Ft	Health -3, Fire -0	See map/ Shop bay
Oxygen	Gas	150 Cubic Ft	Health -3, Fire -0	See map/Shop bay
Sweet Orange Oil	Liquid	110 Gallons	Health -1, Fire -2	See map/Shop Bay 1
**** All other materials included in CERS HazMat Inventory are stored in small quantities (< 30 gallons)**				

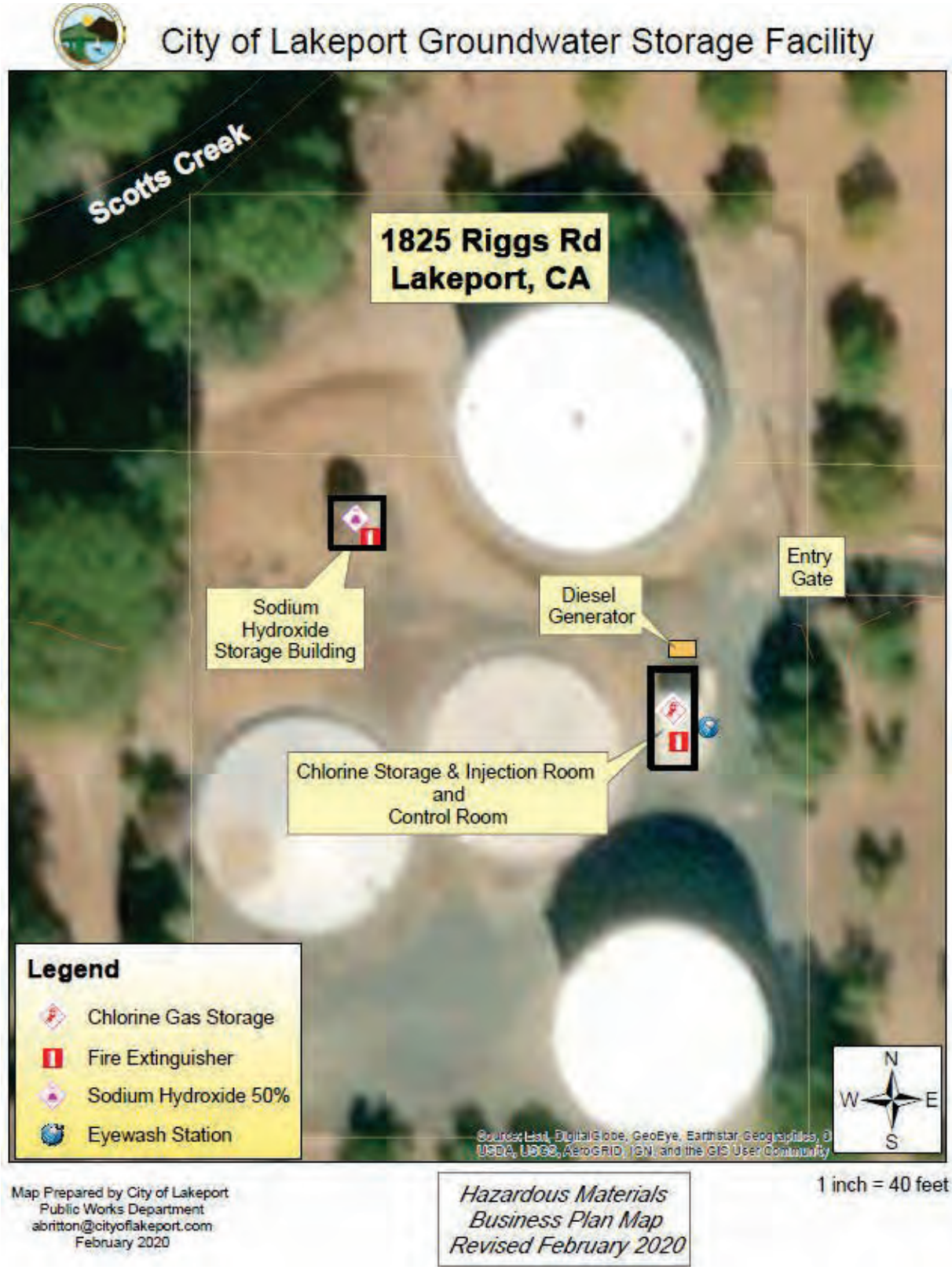
Scotts Creek Wells – 2224 Riggs Rd, Lakeport

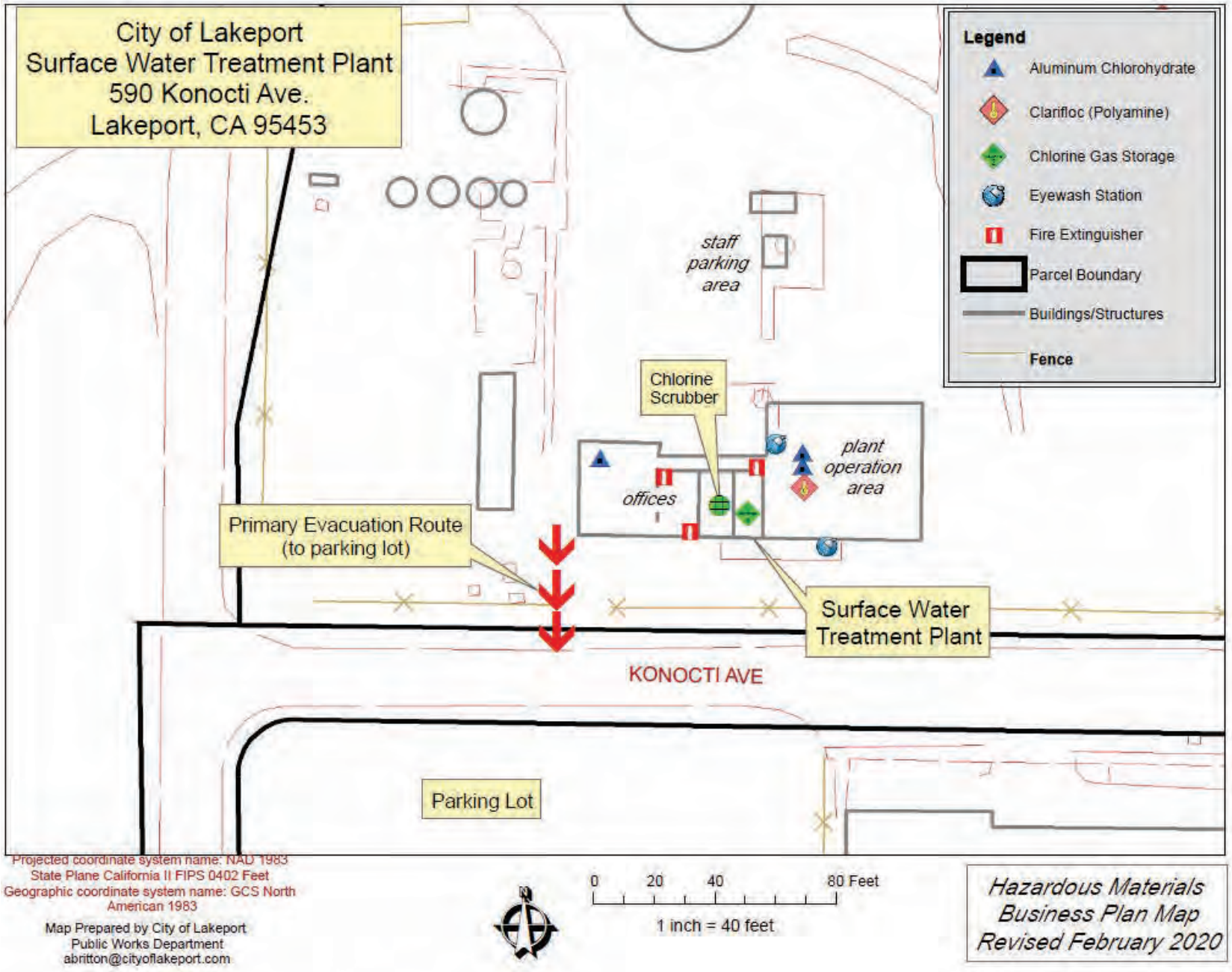
Material Name	Type & Physical State	Quantity (Max present on site)	Hazards Categories (risk associated with release)	Location Code (see map SCW-1 below for physical location)
Diesel Fuel	Liquid	450 Gallons	Health -1, Fire – 2	See map

Community Center – 500 N Main St, Lakeport

Material Name	Type & Physical State	Quantity (Max present on site)	Hazards Categories (risk associated with release)	Location Code (see map CC-1 below for physical location)
Diesel Fuel	Liquid	450 Gallons	Health -1, Fire – 2	See map

Hazardous Material Location Maps




City of Lakeport
Surface Water Treatment Plant
590 Konocti Ave.
Lakeport, CA 95453
Legend
Aluminum Chlorohydrate
Clarifloc (Polyamine)
Chlorine Gas Storage
Eyewash Station
Fire Extinguisher
Parcel Boundary
Buildings/Structures
Fence
staff parking area
Chlorine Scrubber
plant operation area
offices
Primary Evacuation Route (to parking lot)
Surface Water Treatment Plant
KONOCTI AVE
Parking Lot
Projected coordinate system name: NAD 1983 State Plane California II FIPS 0402 Feet
Geographic coordinate system name: GCS North American 1983
Map Prepared by City of Lakeport
Public Works Department
abritton@cityoflakeport.com
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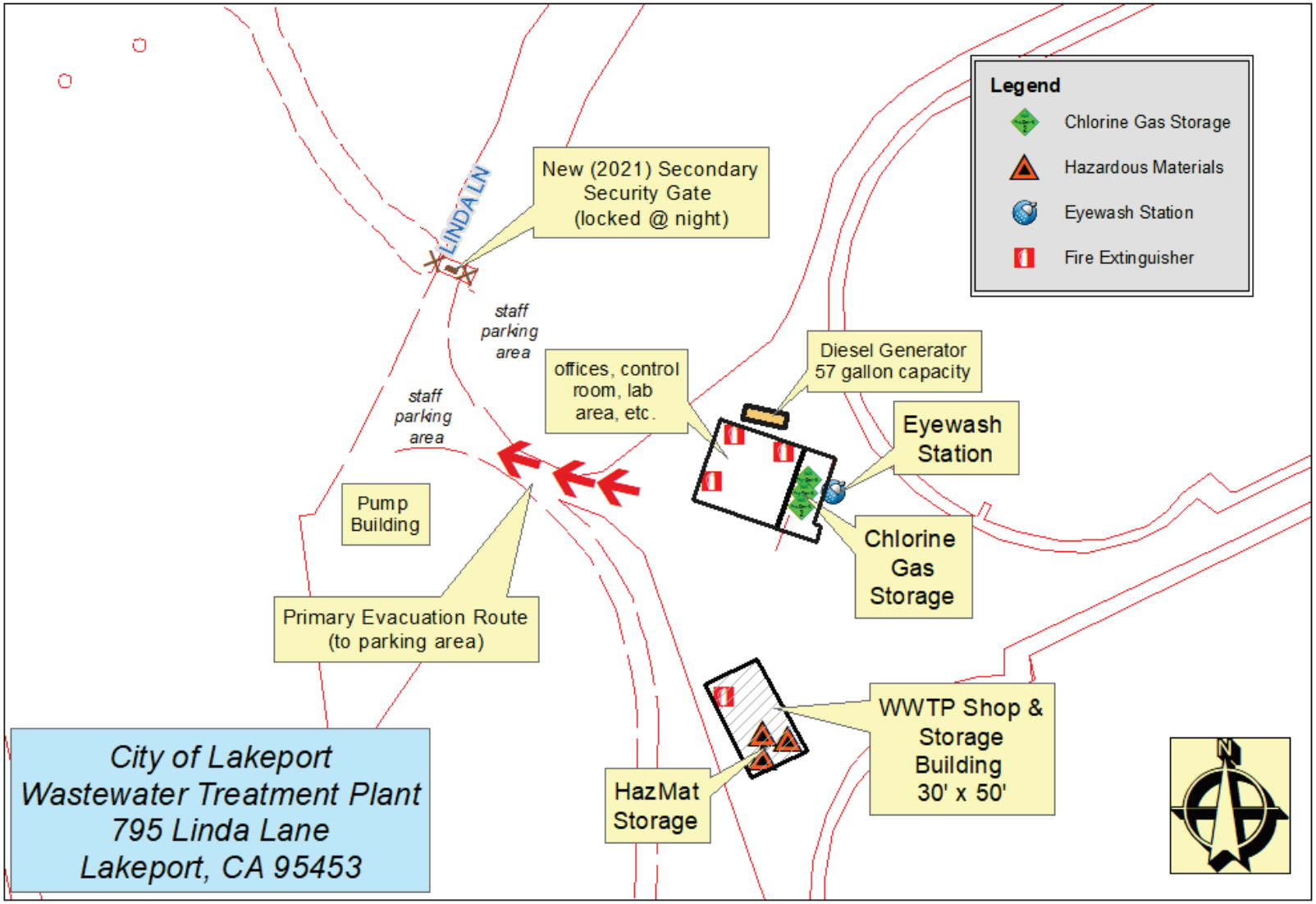
1 inch = 40 feet
Hazardous Materials Business Plan Map
Revised February 2020


Legend
Chlorine Gas Storage
Hazardous Materials
Eyewash Station
Fire Extinguisher
LINDA LN
New (2021) Secondary Security Gate (locked @ night)
staff parking area
staff parking area
offices, control room, lab area, etc.
Diesel Generator 57 gallon capacity
Eyewash Station
Chlorine Gas Storage
Pump Building
Primary Evacuation Route (to parking area)
WWTP Shop & Storage Building 30' x 50'
HazMat Storage
City of Lakeport
Wastewater Treatment Plant
795 Linda Lane
Lakeport, CA 95453
N
Projected coordinate system name: NAD 1983 State Plane California II FIPS 0402 Feet
Geographic coordinate system name: GCS North American 1983
Map Prepared by City of Lakeport Public Works Department
abritton@cityoflakeport.com
Revised June 2022
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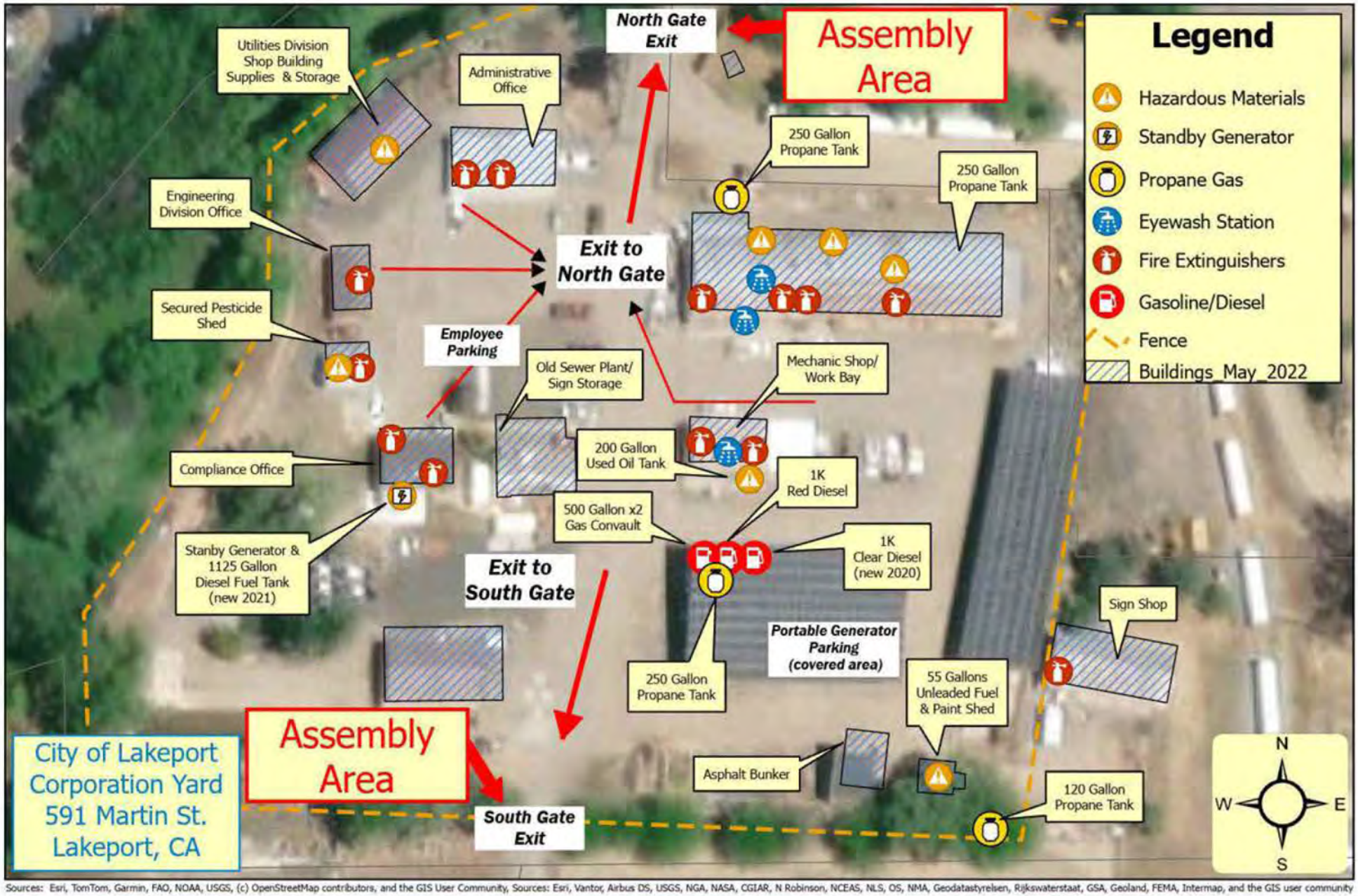
1 inch = 60 feet
Hazardous Materials Business Plan Map
June 2022

City of Lakeport

Haz Mat Incident Response Plan
591 Martin St., Lakeport, CA, 95453



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

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Hazardous Materials Business Plan Map

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1 inch = 90 feet

City of Lakeport

Haz Mat Incident Response Plan
2224 Riggs Rd, Lakeport, CA, 95453



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Hazardous Materials Location Map

0 90 180 Feet

1 inch = 80 feet



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by RSA+, Lakeport, CA
GISRequest@rsacivil.com

Hazardous Materials Location Map

0 30 60 120 Feet
1 inch = 60 feet

PERSONNEL TRAINING PROGRAM

New City employees are required to participate in an extensive introduction to City policies and procedures, which include hazardous communications and awareness. Elements of this introduction are reviewed regularly and modified as appropriate. A new employee training binder was created in 2020 and includes all City safety policies and other related training materials. The training binder is provided to new employees as part of their initial orientation.

The Public Works and Utilities Divisions conduct bi-weekly safety/staff meetings and routinely discusses safe handling of hazardous materials with employees.

Employees are trained and certified every two years on refresher CPR & First Aid protocols by certified trainers. The most recent CPR/First Aid training was in February 2026. Lakeport Fire Protection District and private vendors have provided hands-on instruction on the use of fire extinguishers to City staff.

City utilities staff undergo regular training on the use of emergency response equipment and supplies that are under City control, including spill simulations and hazardous material release exercises. These training sessions are documented, noting employees who were in attendance and the subject of discussion. Additionally, the City will work actively to include documentation of training received in employee personnel files.

All personnel stationed at the locations described in this plan shall be trained on the following procedures:

☐ Internal alarm/notification
☐ Evacuation/ re-entry procedures & assembly point locations
☐ Emergency incident reporting
☐ External emergency response organization notification
☐ Location(s) and contents of Emergency Response/Contingency Plan
☐ Facility evacuation (drills are to be conducted annually)

Personnel responsible for the handling and use of the hazardous materials described in this plan shall be trained regularly on the following:

☐ Safe methods for handling and storage of hazardous materials
☐ Location(s) and proper use of fire and spill control equipment
☐ Spill procedures/emergency procedures
☐ Proper use of personal protective equipment (PPE)
☐ Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e., inhalation, ingestion, absorption)
☐ Hazardous Waste Handlers/Managers should be trained in all aspects of hazardous waste management specific to their job duties (e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.)

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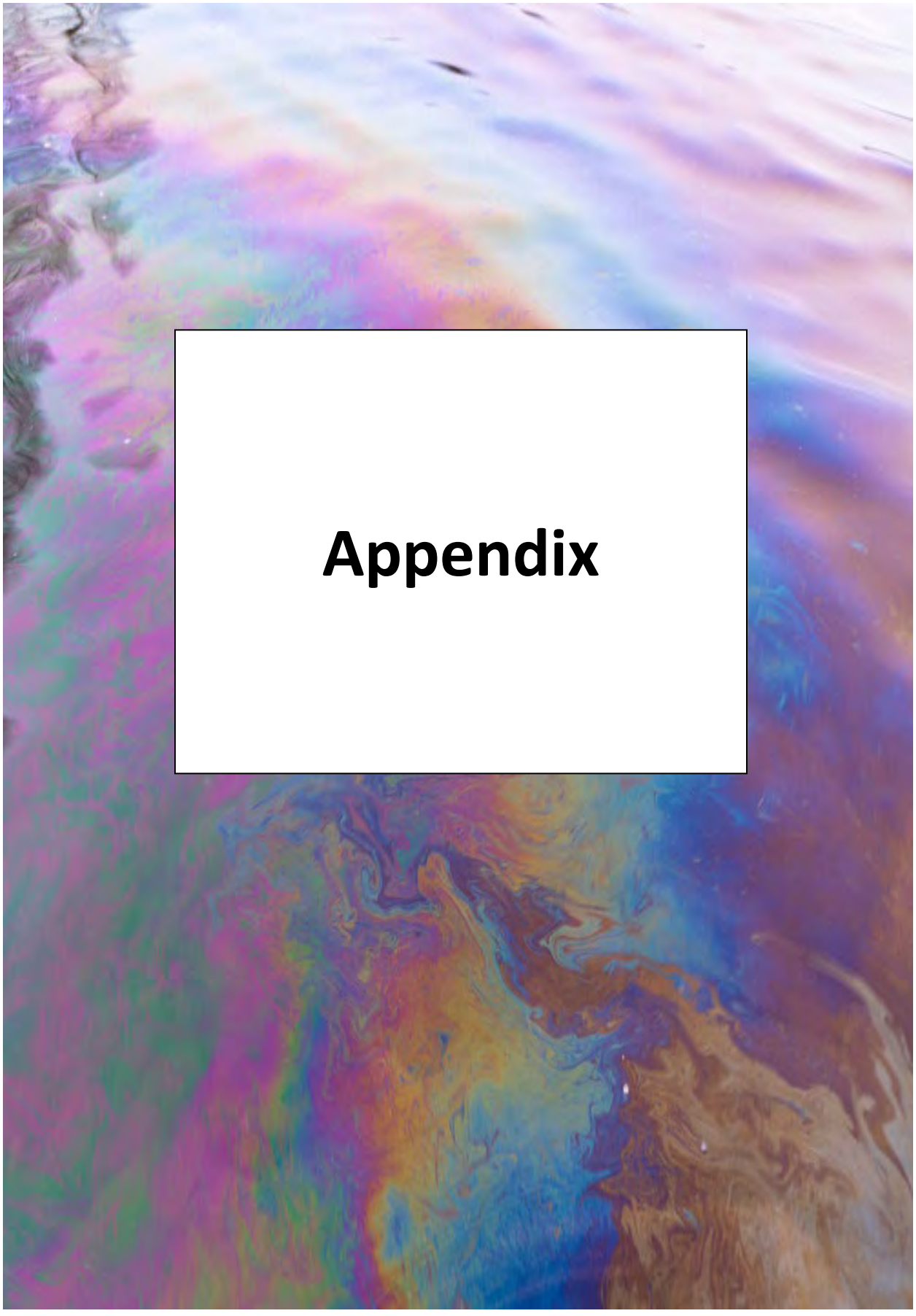

Appendix

SEWAGE SPILL EMERGENCY RESPONSE PLAN POLICY

Rev. 12/19/2023

Sanitary Sewer Overflow
Emergency Response Plan

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject: **Sanitary Sewer Overflow Emergency Response Plan** **Revision 3**	Policy Number: U-11	
	Date Adopted: 11/30/17	Date Revised: 12/19/2023

Scope:	Applies to all personnel that respond to Sanitary Sewer Overflows (SSOs).
Purpose:	Establish the City's activities in response to SSOs. This policy supports the City of Lakeport Sewer Spill Emergency Response Plan (SERP) that outlines all of the City's SSO response and reporting activities.
Responsibility:	The Utilities Director shall be responsible for ensuring SSO response, investigation, reporting and mitigation activities are consistent with this policy and other adopted procedures. The Compliance Officer and Utilities Director shall be responsible for any future revisions to this SOP.
Reference:	City of Lakeport Utilities Division Policies. Yardshare Network location: S:\Yard Share\Utilities\Policies\Current Policies

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Linda Lane Lift Station iv
See separate City of Lakeport Sewer Spill Emergency Response Plan + Sewer Spill / Backup Response Workbook for more information and all SSO Reporting Forms.....**Error! Bookmark not defined.**

Background

Sanitary sewers serving the City of Lakeport can occasionally overflow due to breaks or blockages in the sewer lines. These overflows can result in discharges of raw sewage into surface water/storm drains and eventually into Clear Lake.

The City's sewer system also includes eight lift (pump) stations that are needed to convey the flows to the Wastewater Treatment Plant on Linda Lane in the southwest portion of the City.

In order to protect public health and the environment from raw sewage, a quick, coordinated response is needed to stop the source of any overflow and to eliminate the migration of sewage either downstream or into Clear Lake.

The City is required to comply with numerous regulations related to sewage overflows and spills established by the California State Water Resources Control Board. To provide a consistent, statewide regulatory approach to address sanitary sewer spills, the State Water Board adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2022-0103-DWQ (Sanitary Sewer Systems General Order) on December 6, 2022. The Sanitary Sewer Systems General Order requires public agencies that own or operate sanitary sewer systems to develop and implement sewer system management plans and report all sanitary sewer spills to the State Water Board's online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.

In 2023 the City adopted a new Sewer Spill Emergency Response Plan (SERP) that outlines the City's SSO response activities, with the objective of minimizing impact of SSOs to the public and the environment. In achieving this goal, the SERP and its related Sanitary Sewer Spill/Backup Response Workbook serves as a guideline for City of Lakeport personnel in cleaning and mitigating the effects of sanitary sewer spills, as well as in following proper water sampling and spill reporting procedures. Detailed SSO reporting requirements established by the State's Sanitary Sewer Systems General Order are included in the SERP.

Overflow Emergency Response Plan

Dispatch Responsibility

When a call is received from the public, dispatch personnel obtain:

- **Time** and **date** of call
- **Time** and **date** when overflow was **first noticed**
- **Specific location** of possible overflow
- **Description** of problem
- **Spill details:** Has the spill reached a **storm drain** or **Clear Lake?**
- Caller's **name** and **call back number or email contact info** for follow up

First Responder Assessment of Overflow

Always Remember…

- Use appropriate **Personal Protective Equipment**
- Use appropriate **safety precautionary measures**

When?	Assessment Steps
Immediately	Assess failure of equipment or overflow release
If needed	Call for assistance
After primary assessment	Obtain necessary equipment to respond to spill (e.g. sandbags, waddles, bypass pumps, vacuum truck, etc.)
If spill too large to be adequately controlled	Contact local septic pumping contractor(s) and request emergency service: Perkins Septic Tank Cleaning: 707.413.6100 Action Sanitary: 707.994.5068 Silva Septic & Rooter Services: 707.462.8304
If there is a suspicious substance or odor (e.g. oil sheen, foam, gas odor)	Coordinate with County of Lake Environmental Health and Lake County Fire Protection District for hazardous materials response

Overflow Correction, Containment and Clean-Up

Always…	If applicable…
Protect water bodies, drainage channels and storm drains by diverting flow away from all entry points	If failure is at a lift station, take the malfunctioning pump off line. See lift station maps at end of this Policy for diversion locations and details.
Determine location and cause of overflow	Secure the affected area and post warning signs if deemed necessary (also see “Traffic and Pedestrian Control” below).
Implement appropriate corrective actions (e.g. sandbags, waddles, emergency generators, bypass pumps, etc.)	Sample receiving waters as necessary (coordinate with Lake County Environmental Health Department – see Section 9 of City’s SERP). See lift station maps for details regarding lift station failures.
Clean and sanitize affected area(s): remove all debris found in SSO area; wash SSO area with fresh water; collect all water generated during cleaning with Vacuum Truck and return water	

Always…	If applicable…
to sewer system; use backpack sprayer to sanitize affected areas with disinfectant cleaner such as Zep DZ-7.	
Finalize the incident documentation using Sewer Spill Field Report forms in the SERP's Sanitary Sewer Spill/Backup Response Workbook.	
Review overall response with Responding Parties.	

Traffic and Pedestrian Control

Traffic and Pedestrian Control Recommendations

- Set up cones and warning signs
- Set up warning signs to inform public of hazards if deemed necessary
- Close affected entrances and exits from facilities
- Perform lane closures as necessary
- Use caution tape and barricades to prevent public access
- Inform Lakeport Police Department of any roadway closures / traffic control

SSO Spill Volume and Estimation Methods

Outlined below are three methods that are most often employed for estimating the volume of sanitary sewer spill. City staff preparing the estimate should utilize the most appropriate method for the sewer overflow in question and use the best information available. Refer to the City's SERP for more details.

Method 1: Eyeball Method

The volume of small spills can be estimated using an "eyeball estimate." To use this method, imagine the amount of water that would spill from a container listed on the table below. A jug contains 1 gallon, a bucket contains 5 gallons, and a drum contains 55 gallons. If the spill is larger than 55 gallons, try to break the standing water into 55 gal drums and then multiply by 55 gallons. This method is useful for contained spills up to approximately 220 gallons. The photo illustrations incorporated herein should also be referred to when using the Eyeball Method.

Size of container	*How many of this size?*	*Size Multiplier (gal)*	*Total Volume Estimated (gal)*
1-gallon water jug		X 1	
5-gallon bucket		X 5	
55-gallon drum		X 55	
Total volume estimated			

Spill Estimation Representative Photographs

Five (5) Gallons Total Spilled:



Ten (10) Gallons Total Spilled:



Ten (10) Gallons Flowing Down Curb & Gutter:



Note: Water traveled 110 FT in curb & gutter.

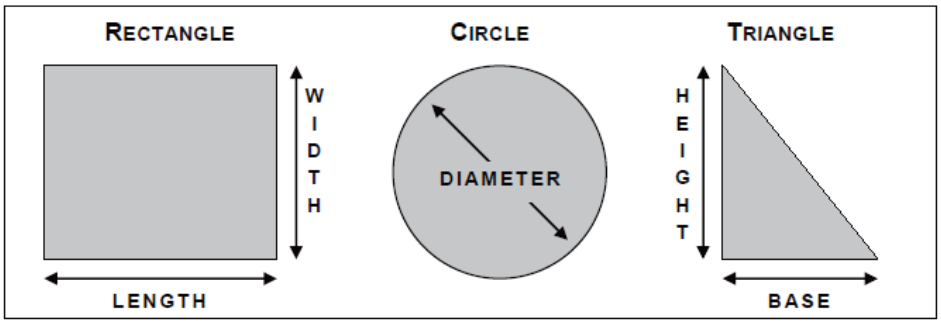
All photos courtesy of City of Hayward

https://www.hayward-ca.gov/file/ssmp-sso-emergency-response-sopspdf

Method 2: Measured Volume

The volume of most small spills that have been contained can be estimated using this method. The shape, dimensions, and the depth of the contained wastewater are needed. The shape and dimensions are used to calculate the area of the spills and the depth is used to calculate the volume.

Common Shapes and Dimensions



Steps for Volume Calculation

Step 1 Sketch the shape of the contained sewage (see figure above).

Step 2 Measure or pace off the dimensions.

Step 3 Measure the depth at several locations and select an average.

Step 4 Convert the dimensions, including depth, to feet.

Step 5 Calculate the area in square feet using the following formulas:

Rectangle: Area = length (feet) x width (feet)

Circle: Area = diameter (feet) x diameter (feet) x 0.785

Triangle: Area = base (feet) x height (feet) x 0.5

Step 6 Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.

Step 7 Multiply the volume in cubic feet by 7.5 to convert it to gallons.

Method 3: Duration and Flowrate

Calculating the volume of larger spills, where it is difficult or impossible to measure the area and depth, requires a different approach. In this method, separate estimates are made of the duration of the spill and the flowrate. The methods of estimating duration and flowrate are:

Duration

The duration is the elapsed time from the time the spill started to the time that the flow was restored.

Start Time: The start time is sometimes difficult to establish. Here are some approaches:

1. Local residents can be used to establish start time. Inquire as to their observations. Spills that occur in rights-of-way are usually observed and reported promptly. Spills that occur out of the public view can go on longer. Sometimes observations like odors or sounds (e.g. water running in a normally dry creek bed or drainage channel) can be used to estimate the start time.
2. Changes in flow on a downstream flowmeter can be used to establish the start time. Typically, the daily flow peaks are “cut off” or flattened by the loss of flow. This can be identified by comparing hourly flow data during the spill event with flow data from prior days. This method will likely only be effective with consistent weather.
3. Conditions at the spill site change over time and can be used to establish the start time. Initially there will be limited deposits of toilet paper and other sewage solids. After a few days to a week, the sewage solids form a light-colored residue. After a few weeks to a month, the sewage solids turn dark. The quantity of toilet paper and other materials of sewage origin increase over time. These observations can be used to estimate the start time in the absence of other information. Taking photographs to document the observations can be helpful if questions arise later in the process. This method is valid for spills that have been occurring for a long time and may be used in conjunction with either of the above methods.
4. It is important to remember that spills may not be continuous. Blockages are not usually complete (some flow continues). In this case the spill would occur during the peak flow periods (typically 10:00 to 12:00 and 13:00 to 16:00 each day). Spills that occur due to peak flows in excess of capacity will occur only during, and for a short period after, heavy rainfall.

End Time: The end time is usually much easier to establish. Field crews on-site observe the "blow down" that occurs when the blockage has been removed. The "blow down" can also be observed in downstream flowmeters.

Flow Rate

The flowrate is the average flow that left the sewer system during the time of the spill. There are three common ways to estimate the flowrate:

1. **City of Chico Manhole Overflow Flowrate Chart**: This chart, included herein, shows sewage flowing from manhole covers at a variety of flowrates. The observations of the field crew can be used to select the appropriate flowrate from the chart. If possible, photographs are useful in documenting basis for the flowrate estimate.
2. **Flowmeter:** Changes in flows in downstream flowmeters can be used to estimate the flowrate during the spill.
3. **Counting Connections:** Once the location of the spill is known, the number of upstream connections can be determined from the sewer maps. Multiply the number of connections by 200 to 250 gallons per day per connection or 8 to 10 gallons per hour per connection.

   For example: 22 upstream connections * 9 gallons per hour per connection
   = 198 gallons per hour / 60 minutes per hour
   = 3.3 gallons per minute

Duration and Flow Rate Calculation

Once duration and flowrate have been estimated, the volume of the spill is the product of duration (hours or days) and the flowrate (gallons per hour or gallons per day).

For example: Spill start time = 11:00

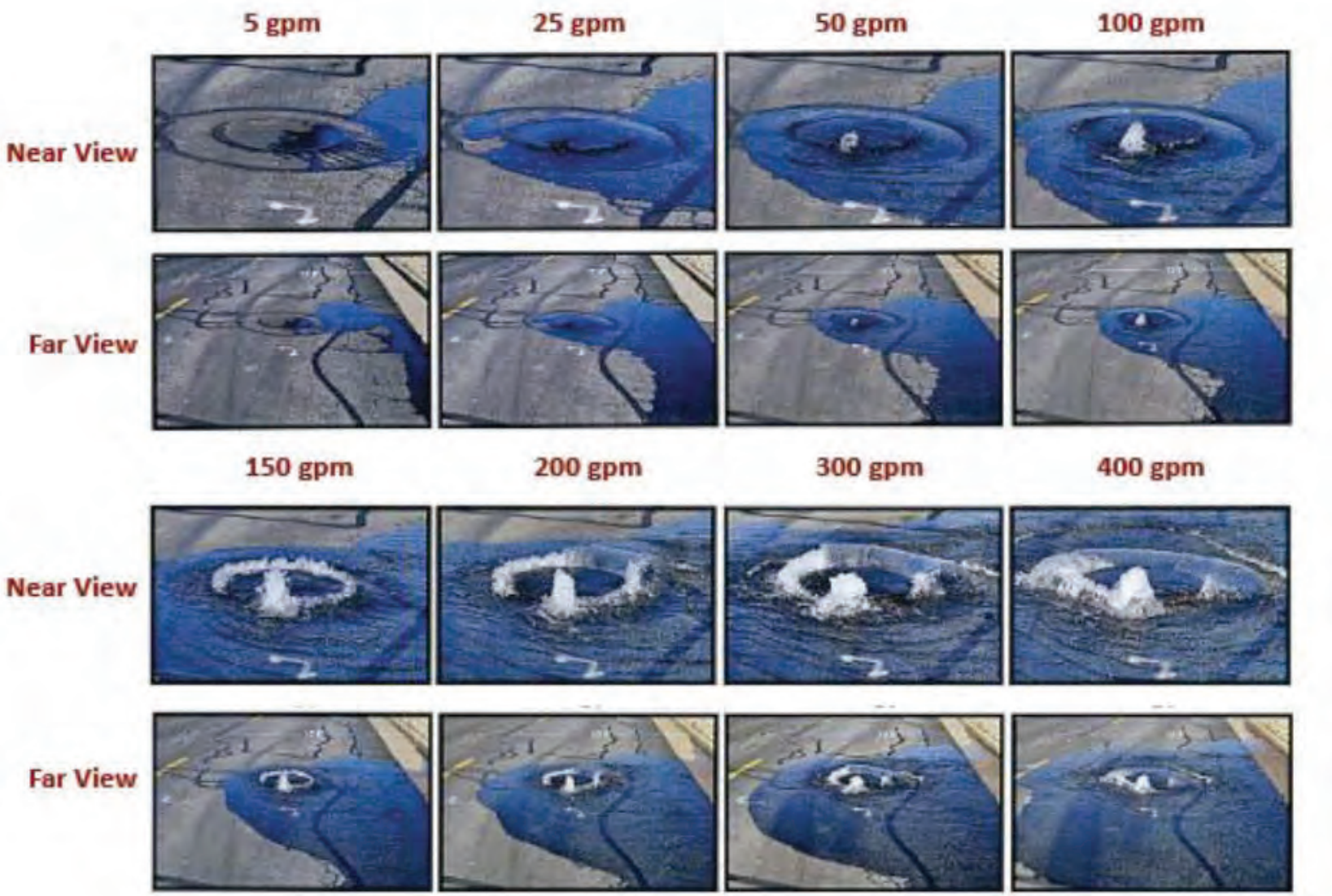
Spill end time = 14:00

Spill duration = 3 hours

3.3 gallons per minute x 3 hours x 60 minutes per hour

= 594 gallons

City of Chico* Manhole Overflow Flowrate Chart



*City of Chico, CA SSO Response Plan; Appendix G; 2014 update
http://www.chico.ca.us/general_services_department/operations_and_maintenance/documents/SSORPUpdateJuly312014forweb.pdf

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Water Quality Monitoring Requirements

The SSO Water Quality Monitoring Program is meant to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled into local surface waters such as Forbes Creek and Clear Lake.

- Refer to SSO Water Quality Sampling, Testing and Reporting protocols set forth in Section 9 *Water Quality* of the City of Lakeport SERP.
- All samples being tested for indicators are to be analyzed in an accredited or certified laboratory.
- When analyzing samples, only use monitoring instruments and devices that have been properly maintained and calibrated.

SSO Reporting Requirements and Procedures

Any prohibited discharge or spill of untreated or partially treated sewage/wastewater (SSO) from a public sewer system must be reported to state and local agencies responsible for oversight, abatement and public health and safety. Specifically, those agencies include:

- California State Water Resources Control Board (SWRCB)
- Central Valley Regional Water Quality Control Board (RWQCB)
- State Office of Emergency Services (OES)
- Lake County Environmental Health Department (LCEH)
- Lake County Air Quality Management District (LCAQMD)
- SSO Investigation and Documentation Forms are included in the Sewer Spill/Backup Response Workbook adopted in 2023 and located on PW Network: S:\Yard Share\Utilities\WASTEWATER\SSMP\1 SERP Update DKF Task 2023\1 FINAL SERP 7.27.23. Also available on the City's website.

City of Lakeport Internal SSO Reporting Protocol

1. Any active or inactive SSO which occurs within the City's sewer system (including the treatment plant) and is a result of, but not limited to, a blockage or obstruction, surge, equipment failure or malfunction, or inappropriate connection of a private lateral to a City main must be reported using the protocols and procedures outlined within this policy and the City's SERP.
2. For purposes of this Policy, an active SSO shall refer to any spill that is in progress at the time identified or observed by City staff. An inactive SSO is any suspected spill positively determined to have occurred by the Utilities Director, or designee.
3. Evidence of any suspected SSO reported to, or identified by, Department staff should be evaluated by the Utilities Director, or designee. That individual shall determine whether a SSO did occur and, if so, the magnitude of the spill.
4. If evidence at a suspected SSO site suggests that a spill occurred, but an exact source, amount of discharge, and destination cannot reasonably be substantiated, the Utilities Director may report the incident to the Compliance Officer at his/her discretion.
5. Unless creating a nuisance (as determined by the Utilities Director), any active, inactive or suspected SSO on private property (PLSD), resulting from a blockage or failure of a sewer lateral from the property to the City right-of-way may not be reported to the Compliance Officer if the source and destination of the spill is determined to be localized to that property.
6. For purposes of this policy, a nuisance shall be defined as anything which meets all the following criteria:
    a. Is a health hazard or has the possibility of being a health hazard, or is indecent or offensive to the senses and restricts the free use of the property;

b. Affects the entire community, neighborhood, or any other reasonable number of persons; and

c. Occurs during, or because of, the treatment or disposal of sewage or wastewater.

7. Reporting of active or suspected SSOs on private property, deemed reportable by the Utilities Director, shall include ownership information of that property and contact information for that owner.

8. If any active or suspected SSO (as determined by the Utilities Director to be an inactive spill) is observed or suspected of reaching a drainage channel or surface water, the Compliance Officer must be notified immediately.

9. Any SSO deemed reportable by the Utilities Director must be reported to the Compliance Officer. SSOs shall be reported as required by the State's Sanitary Sewer Systems General Order using the reporting forms included in the SERP's Sewer Spill/Backup Response Workbook.

10. Any active or inactive SSO estimated to be over 1,000 gallons in volume must be reported to the Public Works Director and the City Manager.

11. The Utilities Director, acting as the City's Legally Responsible Official (LRO), shall be responsible for all SSO regulatory reporting to state and local agencies (referred to herein) and is authorized to certify such reporting as the duly authorized representative of the City of Lakeport Municipal Sewer District. The Compliance Officer is a CIWQS Data Submitter. LROs and Data Submitters have different levels of access in CIWQS:

    - Data Submitters are authorized to enter data into CIWQS for the facility or collection system to which they have been given access by an LRO.

    - In addition to Data Submitter rights, LROs are authorized to certify and submit reports for the regulated facility or collection system. LROs have the additional ability to manage active Data Submitters under their facility or collection system.

12. Individual SSO records, including SSO Investigation and Report Forms, shall be maintained and kept by the Department for five (5) years. The RWQCB may extend this period at their discretion.

When reporting a SSO to the Compliance Officer or Utilities Director, the following procedures shall be followed:

1. As soon as Department staff become aware of an active or inactive SSO (as determined by the Utilities Director), and without substantially impeding cleanup or other emergency efforts, the Sewer System Supervisor, or designee, shall complete, sign and submit a Sanitary Sewer Spill Field Report form (see Section D-1 of the SERP's Sewer Spill/Backup Response Workbook) to the Compliance Officer.

2. If an active or inactive SSO results in discharge to a drainage channel or surface water, the Sewer System Supervisor shall immediately notify the Utilities Director by phone.

3. Upon receipt of notification of an active or inactive SSO discharging to a drainage channel or surface water, the Utilities Director shall immediately notify the Compliance Officer who shall complete all required notifications and reporting. A separate Illicit Discharge report may be necessary for certain SSOs that impact Waters of the State. An illicit discharge is defined as any discharge to the City's storm drain system, or to natural surface waters, that is not composed entirely of stormwater. See City of Lakeport Public Works SOP PW01 ***Illicit Stormwater Discharge Detection, Response & Reporting*** for more information.

4. Category 4 SSO reporting requirements:

    a. If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill

volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred.

b. Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.

5. The Compliance Officer shall complete and submit an Annual Report into the online CIWQS Sanitary Sewer System Database by April 1 of each year. The previous year's Annual Report shall be updated by April 1 of each year after the Effective Date of the 2022 General Order, for each calendar year (January 1 through December 31). See Section 3.9 of Attachment E1 of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)

6. If no SSOs have been reported, identified, or substantiated in any given calendar month, the Compliance Officer shall submit a "No Spill Certification Report" to the SWRCB through the CIWQS Database. This report must be submitted no later than 30 days after the end of the month in question.

7. All reports and information submitted to the SWRCB shall be certified as described in State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) referenced above.

8. The Compliance Officer or Utilities Director shall be responsible for notifying the Public Works Director of any spill over 1,000 gallons in volume; the Public Works Director shall notify the City Manager.

9. The Compliance Officer shall report SSOs to all appropriate state and local agencies based on the following criteria and reporting protocols:

CATEGORIES	DEFINITIONS
CATEGORY 1	A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) that results in a discharge to: • A surface water, including a surface water body that contains no flow or volume of water; or • A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility. A spill from a City-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the City shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Record keeping Requirements) of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).
CATEGORY 2	A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) that does not discharge to a surface water. A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

CATEGORIES	DEFINITIONS
CATEGORY 3	A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) that does not discharge to a surface water. A spill of equal to or greater than SO gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.
CATEGORY 4	A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) that does not discharge to a surface water. A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.
PRIVATE LATERAL SEWAGE SPILL	Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately-owned sewer lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. Spills from private laterals that the enrollee becomes aware of may be voluntarily reported to the SSO Database. The Lakeport SERP includes the following definitions: • A **private sanitary sewer system** is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system. • **Private Sewer Lateral:** In Lakeport, upper laterals are typically privately owned and maintained. A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

The reporting deadline for submittal of a SSO report to the SWRCB depends on the classification of the spill as shown in the above table and in the City's Spill Emergency Response Plan (SERP) and the Notification, Reporting, Monitoring and Recordkeeping Requirements outlined in Attachments E-1 and E-2 of the State's Sanitary Sewer Systems General Order.

Regulatory Reporting Guide

See the City's Sewer Spill Emergency Response Plan (2023) for more details regarding the reporting protocols.

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (See Attachment E1 of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)	Within two hours of becoming aware of any **Category 1 SSO** greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. Within two (2) hours of the City's knowledge of a **Category 2** spill of 1,000 gallons or greater threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. *Note: The City of Lakeport typically notifies Cal OES for all reportable spills to obtain a control number.*	Call Cal OES at: **(800) 852-7550**
NOTIFICATION	SSO All Categories: Notify Lake County Environmental Health Dept. and Lake County Air Quality Management District	LCEH: **(707) 263-1164** LCAQMD: **(707) 263-7000**
REPORTING (See Attachment E1 of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) for ALL reporting requirements)	**Category 1 SSO:** Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. Submit Technical Report within 45 calendar days after the spill end date for a **Category 1** spill in which 50,000 gallons or greater discharged to surface waters; and submit Amended Spill Report within 90 calendar days after the spill end date. **Category 2 SSO:** Submit Draft Spill Report within three (3) business days of the City's knowledge of the spill. Submit Certified Spill Report within 15 calendar days of the spill end date; and submit Amended Spill Report within 90 calendar days after the spill end date. **Category 3 SSO:** Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System	Enter data into the CIWQS Online SSO Database http://ciwqs.waterboards.ca.gov, certified by enrollee's Legally Responsible Official(s).

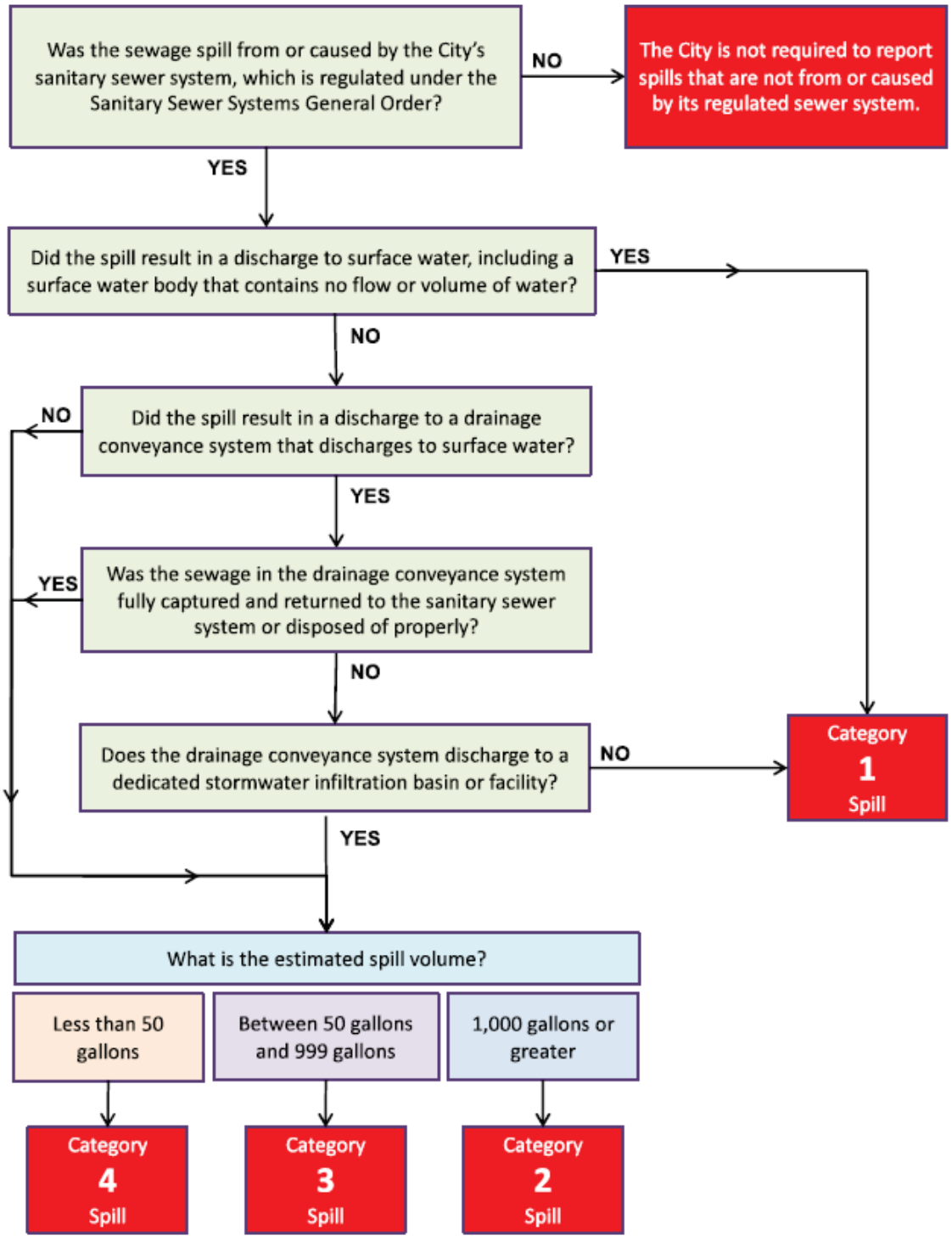
ELEMENT	REQUIREMENT	METHOD
REPORTING (cont.)	Database within 30 calendars days after the end of the month in which the spills occur; and submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date. **Category 4 SSO:** If, during any calendar month, **Category 4** spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. See Lakeport SERP and Section 3.6 of Attachment E1 of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) for more details.	

These reporting requirements are detailed within the following documents:

- State Water Resources Control Board, Order WQ 2022-0103-DWQ, Statewide General Waste Discharge Requirements; General Order for Sanitary Sewer Systems
- California Regional Water Quality Control Board, Central Valley Region, Order No. R-5-2012-0025, Waste Discharge Requirements for City of Lakeport Municipal Sewer District
- City of Lakeport Sewer Spill Emergency Response Plan (SERP), adopted in 2023

SSO Category Determination Flow Chart from 2023 Spill Emergency Response Plan

INSTRUCTIONS: Answer each question in order and stop at the red box once you have determined the category.



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SSO Regulatory Reporting Guide from 2023 Spill Emergency Response Plan

City of Lakeport Spill Emergency Response Plan

Regulatory Reporting Guide

The City's Legally Responsible Officials (LROs) are authorized to electronically sign and certify spill reports in CIWQS. See contact information for LROs on page A-2.

Deadline	Category 1 Spill*	Category 2 Spill++	Category 3 Spill++	Category 4 Spill++
2 hours after awareness of spill	Within two (2) hours of the City's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	Within two (2) hours of the City's knowledge of a Category 2 spill of 1,000 gallons or greater threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number	-	-
Within 18 hours of awareness of spill	Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.	-	-	-
3 Business Days after awareness of spill	Submit Draft Spill Report in the CIWQS database.	Submit Draft Spill Report in the CIWQS database.	-	-
15 Days after the spill end date	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	-	-
Within **30 calendars days** after the end of the calendar month in which the spill occurs	-	-	Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database (Submit Amended Spill Report, as needed, within 90 calendar days after the Certified Spill Report due date.)	Certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database.
45 days after spill end date	Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and	-	-	-
By February 1st after the end of the calendar year in which the spills occur.	-	See ++ note below.	-	Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database.

* A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill.

++ See following page for notes.

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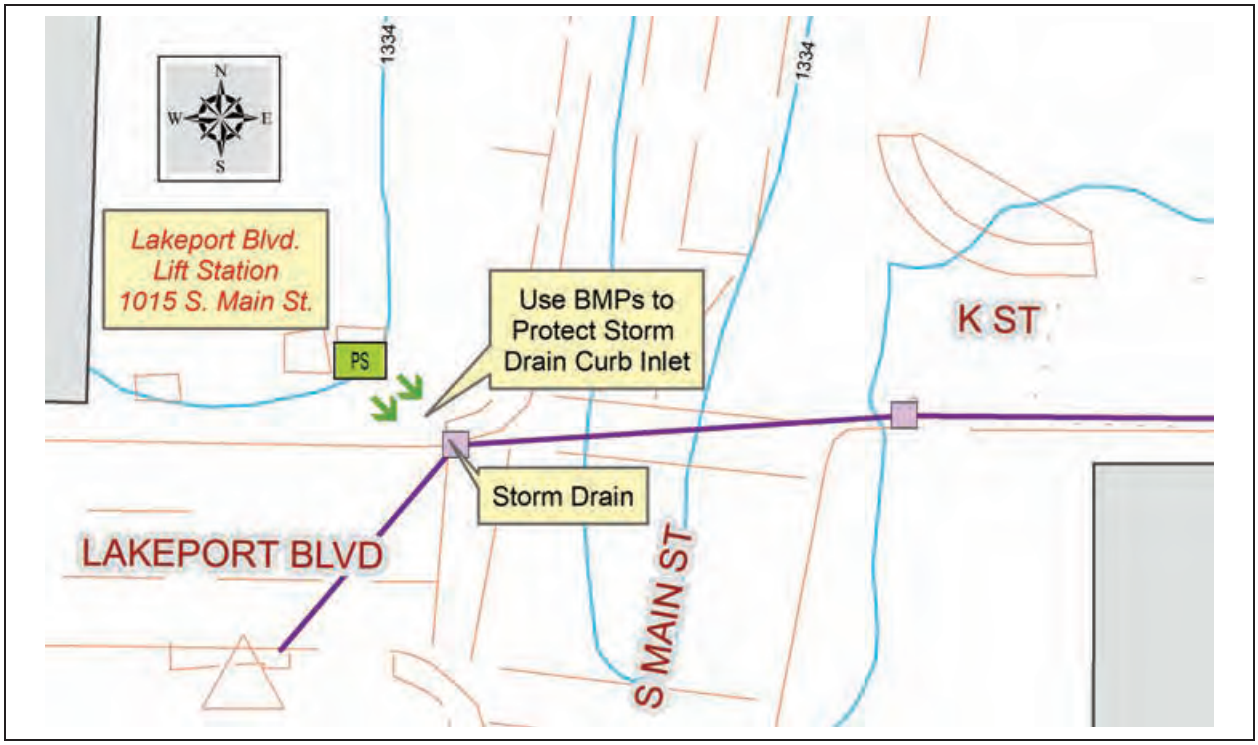
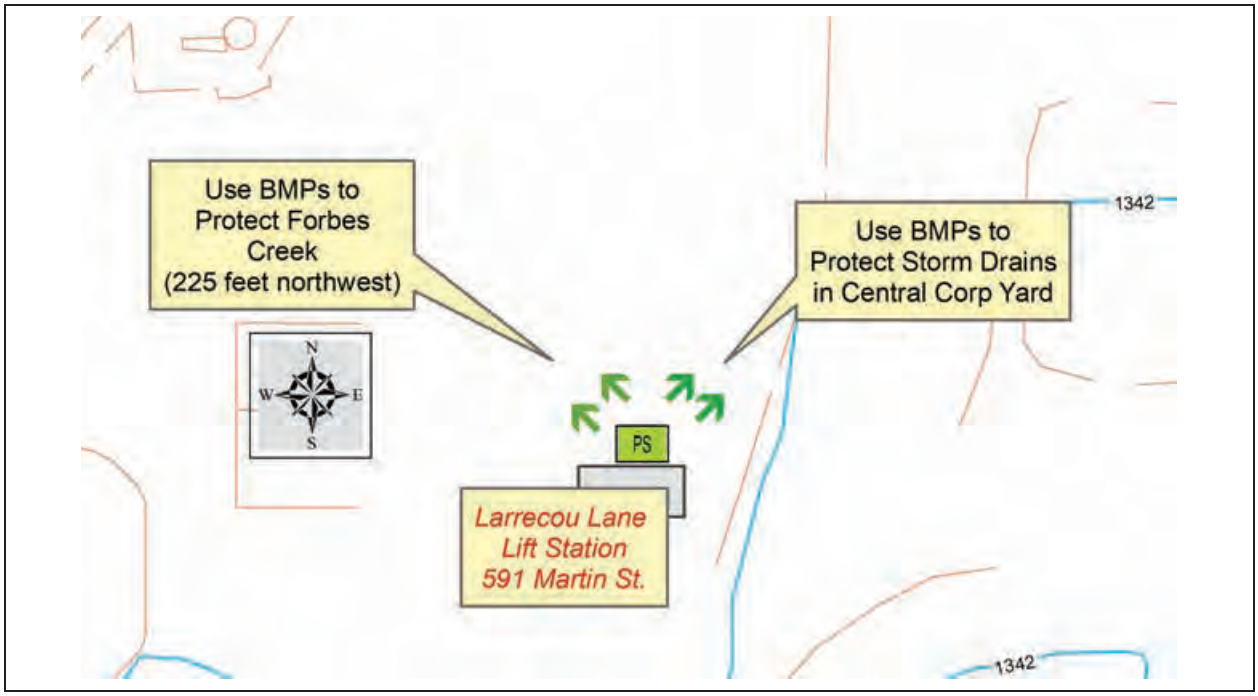
City of Lakeport Sewer Lift (Pump) Stations and SSO Deployment Maps

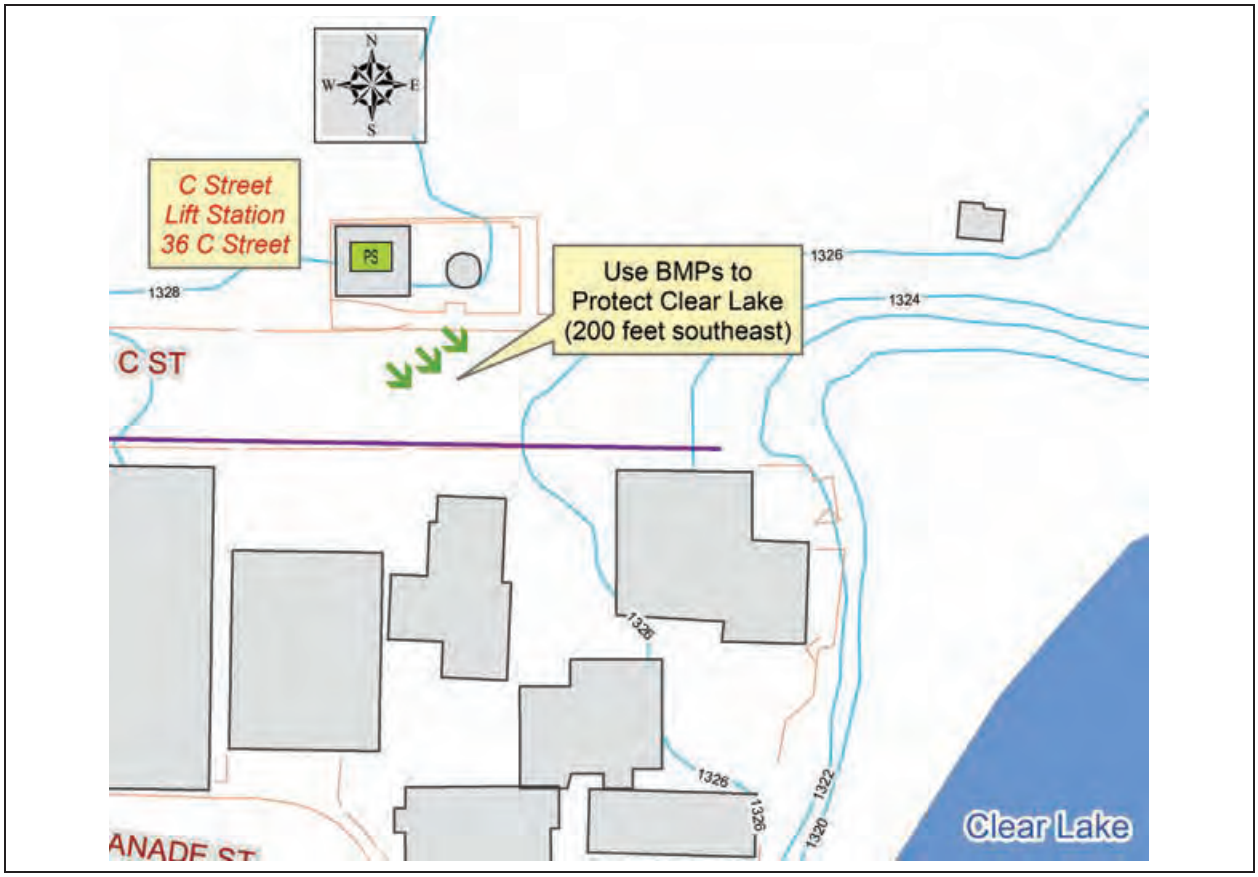
1. **Lakeport Blvd Lift Station** 1015 S. Main Street



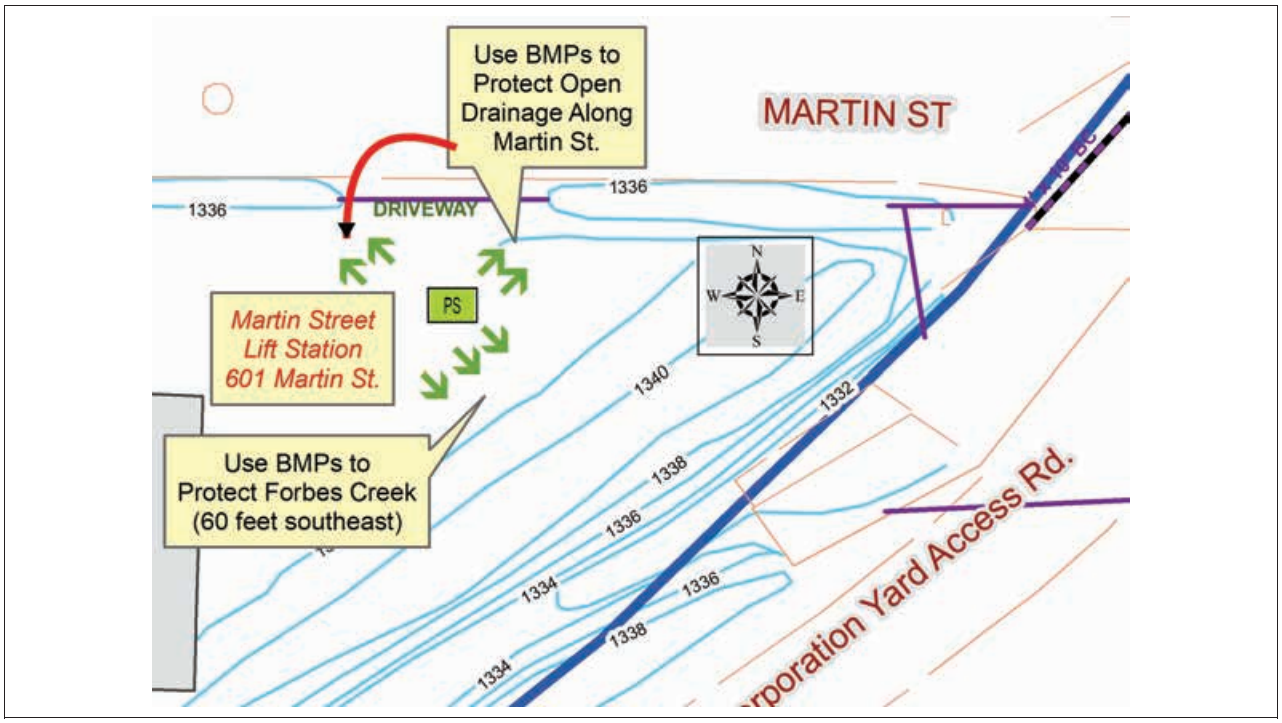
2. **Larrecou Lane Lift Station** 591 Martin Street



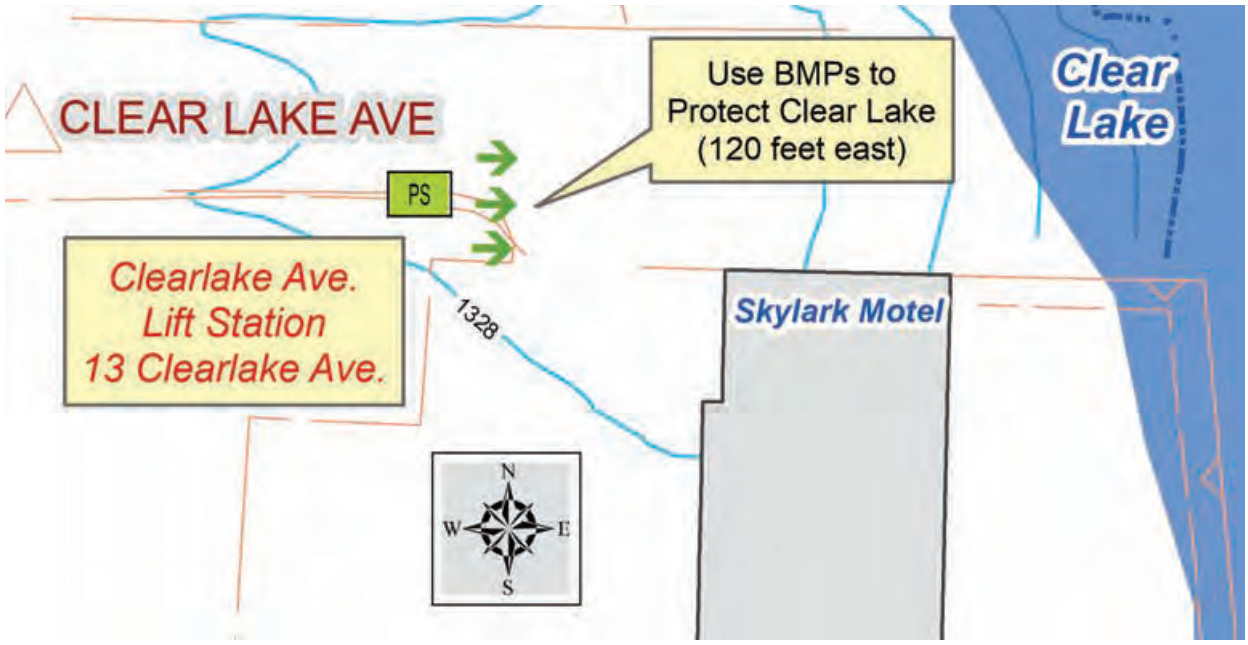
3. **C Street Lift Station** 36 C Street



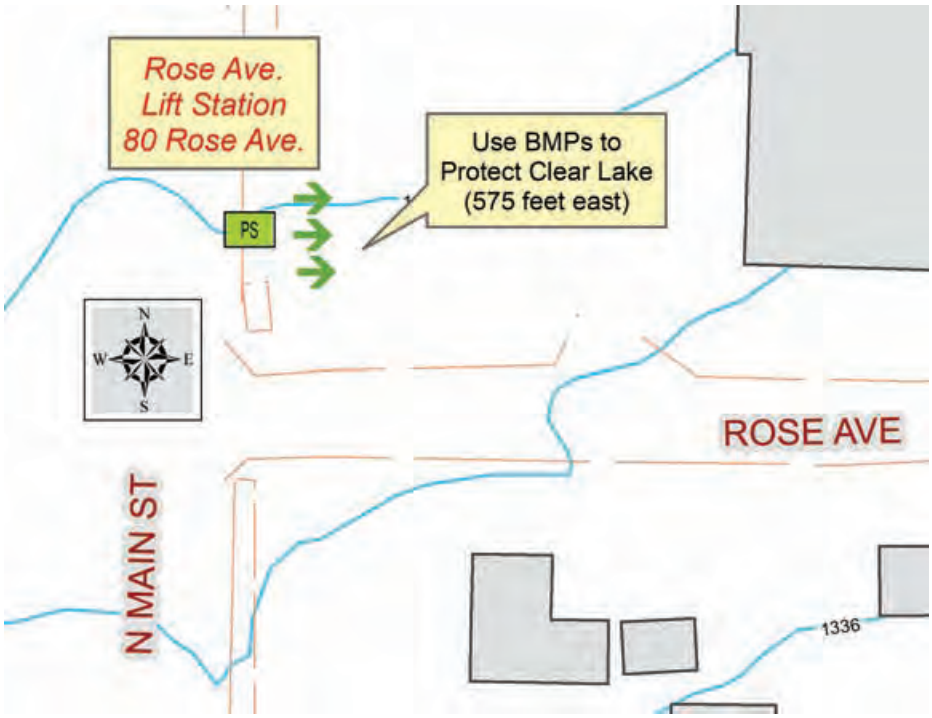
4. **Martin Street Lift Station** 601 Martin Street



5. **Clearlake Avenue Lift Station** 13 Clearlake Avenue



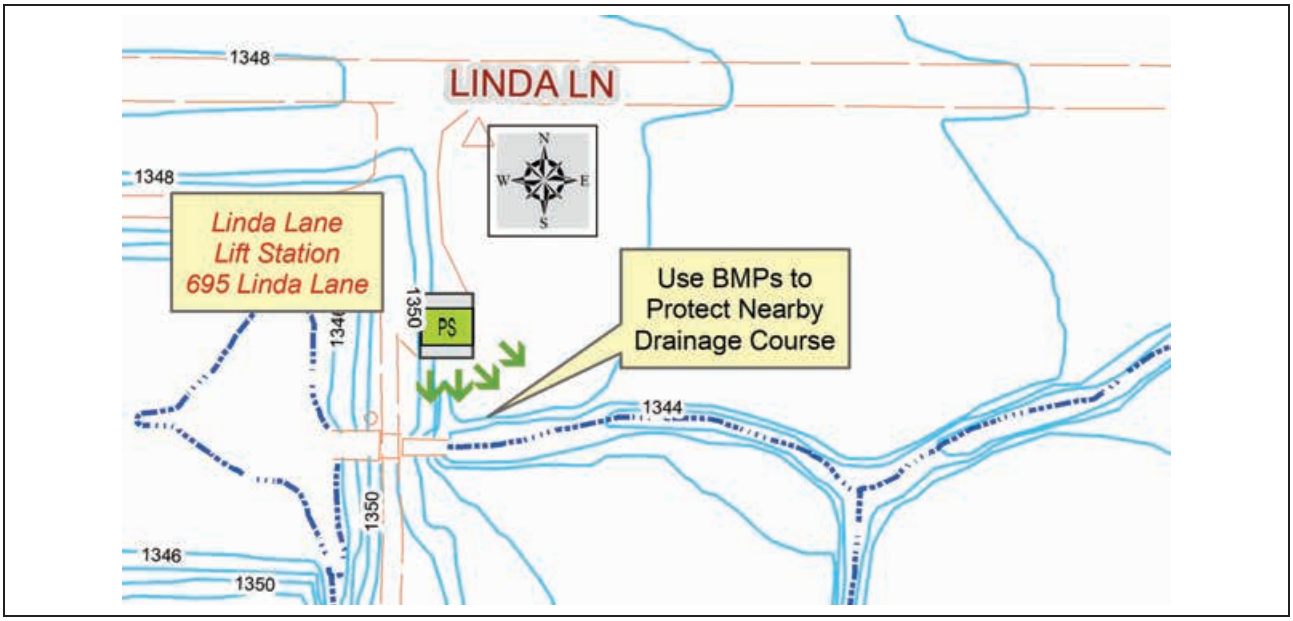
6. **Rose Avenue Lift Station** 80 Rose Avenue



7. **Lakeshore Blvd Lift Station** 1949 Lakeshore Blvd



8. **Linda Lane Lift Station** 695 Linda Lane



Policy reviewed and approved by:

SIGNED COPY ON FILE
Paul Harris
Utilities Director

Date
12/27/2023

SEE SEPARATE CITY OF LAKEPORT SEWER SPILL EMERGENCY RESPONSE PLAN (2023) + SERP SEWER SPILL/BACKUP RESPONSE WORKBOOK (2023) FOR MORE REPORTING DETAILS AND ALL SSO REPORTING FORMS

From the 2023 Sewer Spill Emergency Response Plan:

1. PURPOSE

The purpose of the City of Lakeport Spill Emergency Response Plan (SERP) is to support a prompt, orderly and effective response to spills (sanitary), reduce spill volumes, and collect information for prevention of future spills. A "spill" in this document is defined, by State Water Board Order No. WQ 2022-0103-DWQ as a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure.

The SERP provides guidelines for City personnel to follow in responding to, cleaning up, reporting, and properly documenting spills that may occur within the City's service area. This SERP satisfies the State Water Board Order No. WQ 2022-0103-DWQ, which require wastewater collection agencies to have a Spill Emergency Response Plan.

Additionally, the SERP outlines procedures for responding to sanitary sewer spill backups into structures as required by the City's insurer. "Backup" is a term typically used by insurers to describe property damage resulting from exposure and contact to untreated or partially treated sewage.

2. POLICY

The City's employees are required to report all spills from agency owned sewer mains and publicly owned laterals found and to take the appropriate action to secure the spill area, properly report to the appropriate regulatory agencies, relieve the cause of the spill, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The City's goal is to respond to sewer system spills as soon as possible following notification. The City will follow reporting procedures regarding sewer spills as set forth by the Central Valley Regional Water Quality Control Board and the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

The Lakeport SERP and Sewer Spill/Backup Response Workbook are located on the PW network: S:\Yard Share\Utilities\WASTEWATER\SSMP\1 SERP Update DKF Task 2023\1 FINAL SERP 7.27.23 and on the City's website: www.cityoflakeport.com/public_works/sewer/document_center.php#outer-283

EMERGENCY RELEASE FOLLOW-UP NOTICE REPORTING FORM

Written Reporting of Emergency Releases

The requirements for written reports can be found in the California Code of Regulations - Title 19. Division 2. Chapter 4. Article 2. Section 2632. which states:

(a) If required to submit a written emergency release follow-up notice pursuant to 42 U.S.C. section 11004(c) (1989). or as that section may be subsequently amended. a business shall prepare the written emergency release follow-up notice using the form specified in subsection (c) of this section.

(b) A written emergency release follow-up notice prepared pursuant to subsection (a) shall be sent to the Chemical Emergency Planning and Response Commission (CEPRC) at 3650 Schriever Avenue. Mather. CA 95655. This written report shall be sent as soon as practicable following a release. but no later than 7 days from the date of the release.

(c) The following reporting form (with instructions). the `Emergency Release Follow-up Notice Reporting Form.' shall be used for filing the written emergency release follow-up notice required by subsection (a) of this section.

EMERGENCY RELEASE FOLLOW - UP NOTICE REPORTING FORM

A

BUSINESS NAME

FACILITY EMERGENCY CONTACT & PHONE NUMBER
( ) -

B

INCIDENT DATE MO DAY YR

TIME OES NOTIFIED (use 24 hr time)

OES CONTROL NO.

C

INCIDENT ADDRESS LOCATION

CITY / COMMUNITY

COUNTY ZIP

D

CHEMICAL OR TRADE NAME (print or type)

CAS Number

CHECK IF CHEMICAL IS LISTED IN 40 CFR 355, APPENDIX A ☐

CHECK IF RELEASE REQUIRES NOTIFI - CATION UNDER 42 U.S.C. Section 9603 (a) ☐

PHYSICAL STATE CONTAINED ☐ SOLID ☐ LIQUID ☐ GAS

PHYSICAL STATE RELEASED ☐ SOLID ☐ LIQUID ☐ GAS

QUANTITY RELEASED

ENVIRONMENTAL CONTAMINATION ☐ AIR ☐ WATER ☐ GROUND ☐ OTHER

TIME OF RELEASE

DURATION OF RELEASE ___DAYS ___HOURS ___MINUTES

E

ACTIONS TAKEN

F

KNOWN OR ANTICIPATED HEALTH EFFECTS (Use the comments section for addition information)

☐ ACUTE OR IMMEDIATE (explain) _____

☐ CHRONIC OR DELAYED (explain) _____

☐ NOTKNOWN (explain)

G

ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS

H

COMMENTS (INDICATE SECTION (A - G) AND ITEM WITH COMMENTS OR ADDITIONAL INFORMATION)

I

CERTIFICATION: I certify under penalty of law that I have personally examined and I am familiar with the information submitted and believe the submitted information is true, accurate, and complete.

REPORTING FACILITY REPRESENTATIVE (print or type) _____

SIGNATURE OF REPORTING FACILITY REPRESENTATIVE _____ DATE: _____

EMERGENCY RELEASE FOLLOW-UP NOTICE
REPORTING FORM INSTRUCTIONS

GENERAL INFORMATION:
Chapter 6.95 of Division 20 of the California Health and Safety Code requires that written emergency release follow-up notices prepared pursuant to 42 U.S.C. § 11004, be submitted using this reporting form. Non-permitted releases of reportable quantities of Extremely Hazardous Substances (listed in 40 CFR 355, appendix A) or of chemicals that require release reporting under section 103(a) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [42 U.S.C. § 9603(a)] must be reported on the form, as soon as practicable, but no later than 30 days, following a release. The written follow-up report is required in addition to the verbal notification.

BASIC INSTRUCTIONS:
- The form, when filled out, reports follow-up information required by 42 U.S.C § 11004. Ensure that all information requested by the form is provided as completely as possible.
- If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

SPECIFIC INSTRUCTIONS:
Block A: Enter the name of the business and the name and phone number of a contact person who can provide detailed facility information concerning the release.

Block B: Enter the date of the incident and the time that verbal notification was made to OES. The OES control number is provided to the caller by OES at the time verbal notification is made. Enter this control number in the space provided.

Block C: Provide information pertaining to the location where the release occurred. Include the street address, the city or community, the county and the zip code.

Block D: Provide information concerning the specific chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide best available information on quantity, time and duration of the release.

Block E: Indicate all actions taken to respond to and contain the release as specified in 42 U.S.C. § 11004(c).

Block F: Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use Block H for additional comments/information if necessary to meet requirements specified in 42 U.S.C. § 11004(c).

Block G: Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was made available to individuals exposed and to medical personnel, if appropriate for the incident, as specified in 42 U.S.C. § 11004(c).

Block H: List any additional pertinent information.

Block I: Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

MAIL THE COMPLETED REPORT TO:

Chemical Emergency Planning and Response Commission (CEPRC) /
Attn: Section 304 Reports
Hazardous Materials Unit
3650 Shriever Avenue
Mather, CA 95655

NOTE: Authority cited: Sections 25503, 25503.1 and 25507.1, Health and Safety Code. Reference: Sections 25503(b)(4), 25503.1, 25507.1, 25518 and 25520, Health and Safety Code.

EMERGENCY INCIDENT REPORTING FORM

(Post-Incident Reporting/Recording)

Facility Owner:

Name:_____

Address:_____

Telephone #:_____

Facility:

Name:_____

Address:_____

Telephone:_____

Date of Incident: _____

Time of Incident:_____

Type of Incident (e.g. fire, explosion, etc.): _____

Name & quantity of material(s) involved: _____

Extent of injuries, if any: _____

Assessment of actual or potential hazard to human health or the environment, if Applicable: _____

Estimated quantity and disposition of recovered material that resulted from the Incident:_____

Cause(s) of the incident:_____

Actions taken in response to the incident:_____

Administrative or engineering controls designed to prevent such incidents in the Future:_____

_____ _____

Signature **Date**

CITY OF LAKEPORT
PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PROCEDURE

Subject:

Illicit Stormwater Discharge Detection, Response & Reporting

Version Number: 3

SOP Number: SOP-PW01	Page Number: Page 1 of 2
Date Adopted: 3/3/2022	Date Revised: 11/1/2023

Scope: Applies to all storm drain conveyances that comprise the City of Lakeport's Municipal Separate Storm Sewer System (MS4) including traditional storm drain inlets, pipes and culverts plus all connected conveyances such as ditches, open channels and seasonal creeks or drainages. In Lakeport, all MS4 outfalls drain into Clear Lake.

Purpose: The purpose of this procedure is to identify and address any illicit discharges detected during MS4 outfall inspections or otherwise reported illicit discharges impacting the storm sewer system, related conveyances or Clear Lake.

An **illicit discharge** is defined as any discharge to the City's MS4, or to natural surface waters, that is not composed entirely of stormwater.

Responsibility: The Compliance Officer, Public Works Director or Utilities Director shall be responsible for any future revisions to this SOP.

References:

1. CASQA BMP WM-4 Spill Prevention and Control (2009)
2. Lake County Clean Water Program Illicit Discharge Investigation and Reporting Procedures Guide (Updated April 2023)
3. Staff Memo (2021) re: Identifying Illicit Discharges and Illicit Connections

BACKGROUND:

The City of Lakeport has a permit from the California State Water Resources Control Board to operate a MS4. This permit authorizes the City to discharge stormwater into Clear Lake pursuant to the State's Stormwater Management Program. The City has also adopted regulations that prevent the illicit discharge of non-stormwater materials to the MS4:

Lakeport Municipal Code Section 8.40.110 Prohibited Stormwater Discharges:

A. It is unlawful for any person to discharge or cause to be discharged any stormwater or material that causes or contributes to causing the city to violate water quality standards, the city's obligations under the municipal stormwater permit, or any state- issued discharge permit. (Ord. 853 §1 (part), 2006)

Lakeport Municipal Code Section 8.20.050 Dumping in Streams

It Is unlawful for any person to dump any junk, refuse, garbage, dirt or any other material in any stream, creek, watercourse or streambed, or within the banks of the same, or in the waters of Clear Lake, in the city, without written permission to do so from the director of public works. (Ord. 392 §7,1963)

CITY OF LAKEPORT
PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PROCEDURE

Illicit discharges can contribute high levels of pollutants to waterbodies. Pollutants commonly found in illicit discharges include raw sewage (viruses and bacteria), heavy metals, toxics, oil and grease, solvents, and nutrients. Pollutant levels from these illicit discharges can be high enough to significantly degrade water quality and threaten aquatic, wildlife, and human health.

IDENTIFYING ILLICIT DISCHARGES AND CONNNECTIONS:

See attached memorandum that provides details for identifying Illicit Discharges and Illicit Connections to the City's MS4.

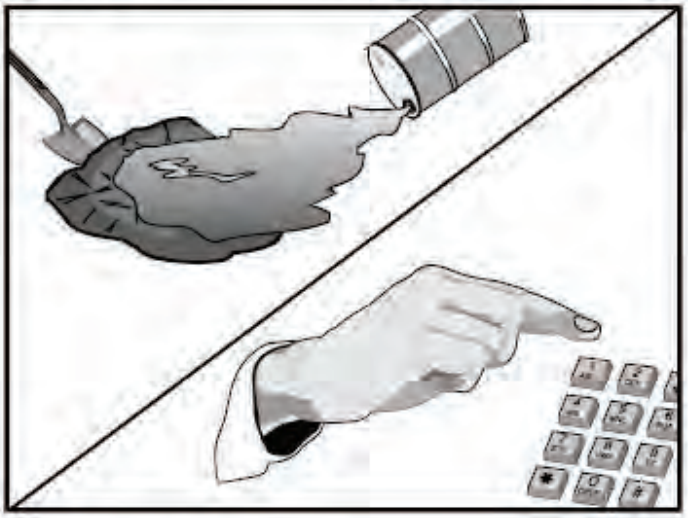
LAKEPORT STAFF PROCEDURE:

1. Upon verification of an Illicit Discharge, either during a routine MS4 inspection or the result of the investigation of a complaint or report of a potential discharge, immediately report the violation to your supervisor who will evaluate the situation and initiate cleanup procedures if deemed necessary.
2. Take photos of Illicit Discharge and impacted areas prior to initiating clean-up activities.
3. Refer to the attached CASQA Spill Prevention and Control BMP for spill control procedures. Members of the Public Works Department have received advanced HAZWOPER training including specialized water-based HazMat Spill Response training.
4. If deemed necessary, City staff shall use spill mitigation materials stored in the City's Spill Response Trailer to control the Illicit Discharge. All mitigation materials used in a spill response shall be logged/tracked by City staff and replaced ASAP to maintain adequate stock in the trailer.
5. Supervisors:
   a) Contact Compliance Officer ASAP who will initiate all required Illicit Discharge reporting tasks.
   b) Contact Public Works Director if Compliance Officer is unavailable.
   c) Refer to the attached Lake County Clean Water Program Illicit Discharge Investigation and Reporting Procedures Guide for reporting protocols, including requirement to contact Lake County Environmental Health and the CalOES Warning Center and prepare and submit a written follow up report.

Ron Ladd
Public Works Director

Attachments: All Referenced Materials on Page 1

Spill Prevention and Control WM-4



Categories		
EC	Erosion Control	
SE	Sediment Control	
TC	Tracking Control	
WE	Wind Erosion Control	
NS	Non-Stormwater Management Control	
WM	Waste Management and Materials Pollution Control	☑

Legend:
☑ **Primary Objective**
☒ **Secondary Objective**

Targeted Constituents	
Sediment	☑
Nutrients	☑
Trash	☑
Metals	☑
Bacteria	
Oil and Grease	☑
Organics	☑

Potential Alternatives

None

Description and Purpose

Prevent or reduce the discharge of pollutants to drainage systems or watercourses from leaks and spills by reducing the chance for spills, stopping the source of spills, containing and cleaning up spills, properly disposing of spill materials, and training employees.

This best management practice covers only spill prevention and control. However, WM-1, Materials Delivery and Storage, and WM-2, Material Use, also contain useful information, particularly on spill prevention. For information on wastes, see the waste management BMPs in this section.

Suitable Applications

This BMP is suitable for all construction projects. Spill control procedures are implemented anytime chemicals or hazardous substances are stored on the construction site, including the following materials:

- Soil stabilizers/binders
- Dust palliatives
- Herbicides
- Growth inhibitors
- Fertilizers
- Deicing/anti-icing chemicals

- Fuels
- Lubricants
- Other petroleum distillates

Limitations

- In some cases it may be necessary to use a private spill cleanup company.
- This BMP applies to spills caused by the contractor and subcontractors.
- Procedures and practices presented in this BMP are general. Contractor should identify appropriate practices for the specific materials used or stored onsite

Implementation

The following steps will help reduce the stormwater impacts of leaks and spills:

Education

- Be aware that different materials pollute in different amounts. Make sure that each employee knows what a "significant spill" is for each material they use, and what is the appropriate response for "significant" and "insignificant" spills.
- Educate employees and subcontractors on potential dangers to humans and the environment from spills and leaks.
- Hold regular meetings to discuss and reinforce appropriate disposal procedures (incorporate into regular safety meetings).
- Establish a continuing education program to indoctrinate new employees.
- Have contractor's superintendent or representative oversee and enforce proper spill prevention and control measures.

General Measures

- To the extent that the work can be accomplished safely, spills of oil, petroleum products, substances listed under 40 CFR parts 110,117, and 302, and sanitary and septic wastes should be contained and cleaned up immediately.
- Store hazardous materials and wastes in covered containers and protect from vandalism.
- Place a stockpile of spill cleanup materials where it will be readily accessible.
- Train employees in spill prevention and cleanup.
- Designate responsible individuals to oversee and enforce control measures.
- Spills should be covered and protected from stormwater runon during rainfall to the extent that it doesn't compromise clean up activities.
- Do not bury or wash spills with water.

- Store and dispose of used clean up materials, contaminated materials, and recovered spill material that is no longer suitable for the intended purpose in conformance with the provisions in applicable BMPs.
- Do not allow water used for cleaning and decontamination to enter storm drains or watercourses. Collect and dispose of contaminated water in accordance with WM-10, Liquid Waste Management.
- Contain water overflow or minor water spillage and do not allow it to discharge into drainage facilities or watercourses.
- Place proper storage, cleanup, and spill reporting instructions for hazardous materials stored or used on the project site in an open, conspicuous, and accessible location.
- Keep waste storage areas clean, well organized, and equipped with ample cleanup supplies as appropriate for the materials being stored. Perimeter controls, containment structures, covers, and liners should be repaired or replaced as needed to maintain proper function.

Cleanup

- Clean up leaks and spills immediately.
- Use a rag for small spills on paved surfaces, a damp mop for general cleanup, and absorbent material for larger spills. If the spilled material is hazardous, then the used cleanup materials are also hazardous and must be sent to either a certified laundry (rags) or disposed of as hazardous waste.
- Never hose down or bury dry material spills. Clean up as much of the material as possible and dispose of properly. See the waste management BMPs in this section for specific information.

Minor Spills

- Minor spills typically involve small quantities of oil, gasoline, paint, etc. which can be controlled by the first responder at the discovery of the spill.
- Use absorbent materials on small spills rather than hosing down or burying the spill.
- Absorbent materials should be promptly removed and disposed of properly.
- Follow the practice below for a minor spill:
  - Contain the spread of the spill.
  - Recover spilled materials.
  - Clean the contaminated area and properly dispose of contaminated materials.

Semi-Significant Spills

- Semi-significant spills still can be controlled by the first responder along with the aid of other personnel such as laborers and the foreman, etc. This response may require the cessation of all other activities.

- Spills should be cleaned up immediately:
  - Contain spread of the spill.
  - Notify the project foreman immediately.
  - If the spill occurs on paved or impermeable surfaces, clean up using "dry" methods (absorbent materials, cat litter and/or rags). Contain the spill by encircling with absorbent materials and do not let the spill spread widely.
  - If the spill occurs in dirt areas, immediately contain the spill by constructing an earthen dike. Dig up and properly dispose of contaminated soil.
  - If the spill occurs during rain, cover spill with tarps or other material to prevent contaminating runoff.

Significant/Hazardous Spills

- For significant or hazardous spills that cannot be controlled by personnel in the immediate vicinity, the following steps should be taken:
  - Notify the local emergency response by dialing 911. In addition to 911, the contractor will notify the proper county officials. It is the contractor's responsibility to have all emergency phone numbers at the construction site.
  - Notify the Governor's Office of Emergency Services Warning Center, (916) 845-8911.
  - For spills of federal reportable quantities, in conformance with the requirements in 40 CFR parts 110,119, and 302, the contractor should notify the National Response Center at (800) 424-8802.
  - Notification should first be made by telephone and followed up with a written report.
  - The services of a spills contractor or a Haz-Mat team should be obtained immediately. Construction personnel should not attempt to clean up until the appropriate and qualified staffs have arrived at the job site.
  - Other agencies which may need to be consulted include, but are not limited to, the Fire Department, the Public Works Department, the Coast Guard, the Highway Patrol, the City/County Police Department, Department of Toxic Substances, California Division of Oil and Gas, Cal/OSHA, etc.

Reporting

- Report significant spills to local agencies, such as the Fire Department; they can assist in cleanup.
- Federal regulations require that any significant oil spill into a water body or onto an adjoining shoreline be reported to the National Response Center (NRC) at 800-424-8802 (24 hours).

Use the following measures related to specific activities:

Vehicle and Equipment Maintenance

- If maintenance must occur onsite, use a designated area and a secondary containment, located away from drainage courses, to prevent the runon of stormwater and the runoff of spills.
- Regularly inspect onsite vehicles and equipment for leaks and repair immediately
- Check incoming vehicles and equipment (including delivery trucks, and employee and subcontractor vehicles) for leaking oil and fluids. Do not allow leaking vehicles or equipment onsite.
- Always use secondary containment, such as a drain pan or drop cloth, to catch spills or leaks when removing or changing fluids.
- Place drip pans or absorbent materials under paving equipment when not in use.
- Use absorbent materials on small spills rather than hosing down or burying the spill. Remove the absorbent materials promptly and dispose of properly.
- Promptly transfer used fluids to the proper waste or recycling drums. Don't leave full drip pans or other open containers lying around
- Oil filters disposed of in trashcans or dumpsters can leak oil and pollute stormwater. Place the oil filter in a funnel over a waste oil-recycling drum to drain excess oil before disposal. Oil filters can also be recycled. Ask the oil supplier or recycler about recycling oil filters.
- Store cracked batteries in a non-leaking secondary container. Do this with all cracked batteries even if you think all the acid has drained out. If you drop a battery, treat it as if it is cracked. Put it into the containment area until you are sure it is not leaking.

Vehicle and Equipment Fueling

- If fueling must occur onsite, use designate areas, located away from drainage courses, to prevent the runon of stormwater and the runoff of spills.
- Discourage "topping off" of fuel tanks.
- Always use secondary containment, such as a drain pan, when fueling to catch spills/ leaks.

Costs

Prevention of leaks and spills is inexpensive. Treatment and/ or disposal of contaminated soil or water can be quite expensive.

Inspection and Maintenance

- Inspect and verify that activity–based BMPs are in place prior to the commencement of associated activities. While activities associated with the BMP are under way, inspect weekly during the rainy season and of two-week intervals in the non-rainy season to verify continued BMP implementation.
- Inspect BMPs subject to non-stormwater discharge daily while non-stormwater discharges occur.

- Keep ample supplies of spill control and cleanup materials onsite, near storage, unloading, and maintenance areas.
- Update your spill prevention and control plan and stock cleanup materials as changes occur in the types of chemicals onsite.

References

Blueprint for a Clean Bay: Best Management Practices to Prevent Stormwater Pollution from Construction Related Activities; Santa Clara Valley Nonpoint Source Pollution Control Program, 1995.

Stormwater Quality Handbooks - Construction Site Best Management Practices (BMPs) Manual, State of California Department of Transportation (Caltrans), November 2000.

Stormwater Management for Construction Activities; Developing Pollution Prevention Plans and Best Management Practice, EPA 832-R-92005; USEPA, April 1992.

Lake County Clean Water Program
Illicit Discharge Investigation & Reporting Procedures

As part of the MS4 Storm Water Phase II Section E.9.d permit requirements, Lake County Clean Water Program (Lake County Watershed Protection District and the Cities of Lakeport and Clearlake) needs to maintain the Illicit Discharge Detection and Elimination Program to detect, investigate, and eliminate illicit discharges.

Section E.9.d describes the specific investigative and reporting requirements that are needed to comply with all State MS4 regulations. These include written procedures for conducting investigations, reporting, and follow-up investigations of all non-storm water discharges suspected to be illicit. These procedures should also include corrective action procedures that are warranted, have been taken, or are being conducted.

Procedures for investigating, reporting, and conducting follow-up on an illicit discharge in Lake County.

1) If you or your department is the first response on the scene of an illicit discharge and/or spill, make sure there are no immediate threats or dangers to human health. If an emergency situation exists call 911 and if there are potential health hazards or exposures to human health and/or wildlife, call Environmental Health at (707)263-1164.
2) Report the incidence to CalOES using the yellow pocket guide shown in Figure 1. The CalOES Warning Center Phone # is (800)852-7550 or (916)845-8911
3) The CalOES report will require the following information:
    a. Identity of caller
    b. Exact location, date and time of spill, release or threatened release
    c. Location of threatened or involved waterway or storm drains
    d. Substance, quantity involved, and isotope if necessary
    e. Chemical name (if known, it should be reported if the chemical is extremely hazardous)
    f. Description of what happened



Figure 1. CalOES Spill Response Pocket Guide Book

4) Using the same information as provided in the CalOES report, complete a Lake County CWP IDDE Investigation Report.
5) If a CWP representative is not the first response to the Illicit Discharge / Spill, a "Lake County CWP IDDE Investigation Report" form must be filled out within 72 hours.

5) If a CWP representative is not the first response to the Illicit Discharge / Spill, a "Lake County CWP IDDE Investigation Report" form must be filled out within 72 hours.

6) File a hard copy of the report in the labeled draw in Water Resource Department and if possible, staple a copy of the CalOES report to the IDDE Investigation Report.

7) If necessary, conduct a Follow-Up report on the incident using the "Lake County CWP IDDE Follow-Up" Form.

8) Send all reports and follow up documents to the appropriate parties. These might include the following:

Lake County Clean Water Program Illicit Discharge Detection and Elimination Program Reporting Contacts (as of April 2023)

Department	Name	Email
Environmental Health	Craig Wetherbee, Director	Craig.Wetherbee@lakecountyca.gov
Environmental Health	Katie Carpenter, Office Services Supervisor	Katie.Carpenter@lakecountyca.gov
Health Administration	Jonathan Portney, Health Services Director	Jonathan.Portney@lakecountyca.gov
Special Districts	Scott Harter, Administrator	Scott.Harter@lakecountyca.gov
Emergency Services	Leah Sautelet, Emergency Services Manager	Leah.Sautelet@lakecountyca.gov
Central Valley Regional Water Quality Control Board, Municipal Storm Water Unit	Elizabeth Lee, Storm Water Resource Control Engineer	Elizabeth.Lee@waterboards.ca.gov

Phone numbers (2023):
LC Environmental Health: 707-263-1164
LC Public Health: 707-263-1090
LC Special Districts: 707-263-0119
LC OES: 707-262-4090
CVRWQCB: 916-464-3291 (Rancho Cordova office)

Lake County Clean Water Program
Illicit Discharge Investigation Reporting Form

CalOES incident ID:_____ Original incident date:_____

Investigation date:_____ Incident time:_____AM/PM

Investigation by (name & dept): _____

Location of discharge:_____

Municipality: Δ Lake County Δ Lakeport Δ Clearlake Δ Oaks Δ Kelseyville Δ Other_____

Responsible party: _____
(Name) (Company)

_____
(Address) (Phone)

Category: Δ Food Service Δ CUPA Δ Commercial - Other Δ Development Δ Agriculture
Δ General Public Δ Municipal Operations Δ Other _____

Activity:
Δ Construction/Grading Δ Automotive Δ Surface Cleaning Δ Food Service Δ Landscaping Δ Agriculture
Δ Illegal Dumping Δ Illicit Connection Δ Creek Work Δ Regular Operations Δ Other _____

Pollutant: Δ None Δ Hazardous Δ Sediment Δ Soap Δ Oil/Grease Δ Concrete Δ Organic Matter
Δ Trash/Litter Δ Sewage Δ Paint Δ Unknown Δ Other_____

Quantity:_____ Notified to Environmental Health: Δ Yes Δ No Δ Unknown

Entered waterbody: Δ Yes Δ No Δ Unknown Name of waterbody: _____

Observations: _____

_____

_____

_____

_____

Pictures: Δ Yes Δ No File #s _____

Enforcement action: Δ None Δ Verbal Warning Δ Citation Δ Admin. Order Δ Stop Work Order

Date:_____

Corrective actions required: _____

_____

_____

_____

_____Compliance date:_____

Abated: Δ Yes Δ No Date abated:_____ Complainant advised: Δ Yes Δ No Δ N/A

Education materials provided: Δ Yes Δ No Description: _____

Sample: Δ Yes Δ No Analytes measured: _____

Referred to: _____
Name Dept. Date

Referred to: _____
Name Dept. Date

W:MS4 Permit/Illicit Discharges/Forms *Updated April 2023*

Lake County Clean Water Program

Illicit Discharge Follow-up Form

Follow-up date:_____ **Time:**_____ **CalOES control #:**_____

Follow-up by (name, dept.):_____

Follow-up form (phone call, email, text, other):_____

Date of original incident: _____

Location of original discharge:_____

Responsible party: _____

Were pictures taken (if yes, file #s): _____

Observations: _____

Actions recommended: _____

Disposition:

Abated: Δ Yes Δ No **Was a sample taken:** Δ Yes Δ No **Analytes:**_____

Sample results if any: _____

Follow up sent to: _____

Name Dept. Date

W:MS4 Permit/Illicit Discharges/Forms *Updated April 2023*

Inter-Office Correspondence

DATE: March 3, 2022

TO: All Public Works Department Field Staff

FROM: Andrew Britton, Compliance Officer II

RE: Identifying Illicit Stormwater Discharges and Illicit Connections to City's MS4

Identifying Illicit Discharges

Lakeport's stormwater conveyance system ("MS4") includes traditional storm drain inlets, pipes and culverts along with other connected conveyances such as ditches, open channels and seasonal creeks or drainages. In Lakeport, all MS4 outfalls drain into Clear Lake.

For a variety of reasons liquids other than stormwater commonly enter the City's MS4. Sometimes there is a misconception that the water or other substance that enters the stormwater conveyance system will be treated and cleaned before it reaches our local waterbodies. However, this is not true. Anything that enters our MS4 will go directly to nearest waterbody and ultimately into Clear Lake which may cause serious environmental damage. State regulations and the City's Municipal Code prohibits Illicit Discharges into the City's stormwater system. Please see the questions and answers below to learn more about illicit discharges and how to identify an illicit discharge.

What is an "illicit discharge" to a stormwater conveyance system?

An illicit discharge is any discharge to a stormwater conveyance system, drainage ditch, seasonal stream or other waterbody that is not composed entirely of stormwater. An illicit discharge could be the result of someone dumping a pollutant (automobile fluids, paint etc.) into the MS4; the result of an illicit connection into the conveyance system, such as a sewer pipe connected to a stormwater pipe; or a pipe that bypasses the sewer connection, producing a direct discharge into open channels or streams.

What is an "illicit connection" to a stormwater conveyance system?

An illicit connection is an improper physical connection of illicit discharges to the stormwater conveyance system. Examples include: a sewer pipe that is connected to the stormwater conveyance system that produces a continuous discharge of raw sewage to the conveyance

system or a shop floor drain connected to the stormwater conveyance system producing a discharge of wash water or other pollution into the City's MS4.

What are the hazards associated with illicit discharges?

Illicit discharges can contribute high levels of pollutants to waterbodies. Pollutants commonly found in illicit discharges include raw sewage (viruses and bacteria), heavy metals, toxics, oil and grease, solvents and nutrients. Pollutant levels from these illicit discharges have been shown in EPA studies to be high enough to significantly degrade water quality and threaten aquatic, wildlife and human health.

So how can you tell a normal stormwater discharge from an illicit discharge?

Dry weather flow is the best indication that the water coming from an outfall pipe is from an illicit connection. If it has not rained in at least three days and there is water coming from a stormwater outfall pipe, chances are that water is from an illegal source.

Although it is a good indication, dry weather flow is not always from an illicit source. Sometimes groundwater seeps into the stormwater conveyance system and is discharged through the outfall pipe. This is a natural source and is not illicit.

When should I report dry weather flow?

The best way to tell if the dry weather flow is an illicit discharge, and should be reported, is by examining the characteristics of the water being discharged.

1. Does the discharge have a distinct odor?

   Some smells coming from an outfall pipe are an immediate indicator of an illicit discharge -- for example, a sewage, gasoline, or chemical smell should be reported.

2. Is the water cloudy or full of sediment?

   Gray water that should be treated at a sewage treatment plant may cause a cloudy appearance in the discharged water. A construction site without proper stormwater best management practices could be discharging sediment to a storm drain. These conditions should be reported.

3. Is there anything floating in the discharge?

   Soap suds and oil sheens are examples of floatables that may be found in an illicit discharge. These conditions should be reported.

4. What color is the discharge?

   An abnormally colored discharge is a good indication that there is an illicit connection to the MS4. However sometimes an abnormal color may have a natural cause. For instance, an orange discharge could be naturally occurring from groundwater that is high in iron. However, if an abnormal color is coupled with another one of the characteristics listed here (odor, floatables, cloudiness, vegetative growth), it should be reported.

5. Is there excessive vegetation around the outfall pipe?

   Excessive vegetation around the outfall pipe as opposed to the surrounding area is an indication of increased nutrients in the stormwater discharge. This could be from fertilizers or sewage in the discharge and should be reported.

Appendix 6.C

Spill/Overflow Emergency Response Plan (SERP/OERP) — August 2023

City of Lakeport Municipal Sewer District │ SSMP Revision 5 │ April 2026

Type: ATTACHED- PLACEHOLDER

Document follows this cover sheet.

City of Lakeport

Sewer Spill Emergency Response Plan

Effective Date: August 3, 2023

Revised Date: _____

Approved by: Paul Harris, Utilities Director

Signature: _____

Date: August 3, 2023

Prepared by: David Patzer
DKF Solutions Group, LLC
dpatzer@dkfsolutions.com

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1. PURPOSE

The purpose of the City of Lakeport Spill Emergency Response Plan (SERP) is to support a prompt, orderly and effective response to spills (sanitary), reduce spill volumes, and collect information for prevention of future spills. A "spill" in this document is defined, by State Water Board Order No. WQ 2022-0103-DWQ as a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure.

The SERP provides guidelines for City personnel to follow in responding to, cleaning up, reporting, and properly documenting spills that may occur within the City's service area. This SERP satisfies the State Water Board Order No. WQ 2022-0103-DWQ, which require wastewater collection agencies to have a Spill Emergency Response Plan.

Additionally, the SERP outlines procedures for responding to sanitary sewer spill backups into structures as required by the City's insurer. "Backup" is a term typically used by insurers to describe property damage resulting from exposure and contact to untreated or partially treated sewage.

2. POLICY

The City's employees are required to report all spills from agency owned sewer mains and publicly owned laterals found and to take the appropriate action to secure the spill area, properly report to the appropriate regulatory agencies, relieve the cause of the spill, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The City's goal is to respond to sewer system spills as soon as possible following notification. The City will follow reporting procedures regarding sewer spills as set forth by the Central Valley Regional Water Quality Control Board and the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)**.**

3. DEFINITIONS AS USED IN THIS SERP

ANNUAL REPORT: An Annual Report (previously termed as Collection System Questionnaire in previous State Water Board Order No. 2006-0003-DWQ) is a mandatory report in which the City provides a calendar-year update of its efforts to prevent spills.

BASIN PLAN: A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

BENEFICIAL USES: The term "Beneficial Uses" is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural, and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS): CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

DATA SUBMITTER: A Data Submitter is an individual designated and authorized by the City's Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

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DRAINAGE CONVEYANCE SYSTEM: A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

ENVIRONMENTALLY SENSITIVE AREA: An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

EXFILTRATION: Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

FOG – Fats, Oils, and Grease: Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.

HYDROLOGICALLY CONNECTED: Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of the SWRCB Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. See image, right. The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.



LATERAL (INCLUDING LOWER AND UPPER LATERAL): A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the City's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership. The City is typically responsible for lower lateral maintenance. A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations. An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

LEGALLY RESPONSIBLE OFFICIAL: A Legally Responsible Official is an official representative, designated by the City, with authority to sign and certify submitted information and documents required by State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

MAINLINE SEWER: Refers to City wastewater collection system piping downstream of the sewer laterals that is not a private sewer lateral connection to a building.

MAINTENANCE HOLE OR MANHOLE: Refers to an engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection

NOTIFICATION OF A SPILL: Refers to the time at which the City becomes aware of a spill event through observation or notification by the public or other source.

NUISANCE: For the purpose of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;

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- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

PREVENTATIVE MAINTENANCE: Refers to maintenance activities intended to prevent failures of the wastewater collection system facilities (e.g. cleaning, CCTV, inspection).

PRIVATE LATERAL SEWAGE SPILL – Spills that are caused by blockages or other problems within a privately-owned lateral.

PRIVATE SANITARY SEWER SYSTEM: A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

PRIVATE SEWER LATERAL: In Lakeport, upper laterals are typically privately owned and maintained. A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

POTENTIAL TO DISCHARGE, POTENTIAL DISCHARGE: Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

RECEIVING WATER: A receiving water is a water of the State that receives a discharge of waste.

SANITARY SEWER SYSTEM: A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the City;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks, and diversion structures.

For purpose of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), sanitary sewer systems include only systems owned and/or operated by the City.

SATELLITE SEWER SYSTEM: A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

SEWAGE: Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of storm-water or groundwater, conveyed in a sanitary sewer system.

SEWER BACKUP: A sanitary sewer spill resulting from a sanitary sewer system overflow, operational failure, and/or infrastructure failure in a publicly owned sewer system, with an appearance point and subsequent discharge into a structure.

SPILL: A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under the

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State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

- **Category 1 Spill**

  A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) that results in a discharge to:

  - A surface water, including a surface water body that contains no flow or volume of water; or
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

  Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

  A spill from a City-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the City shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) that does not discharge to a surface water. A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) that does not discharge to a surface water. A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) that does not discharge to a surface water. A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

TRAINING: Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

WASH DOWN WATER: Wash down water is water used to clean a spill area.

WASTE: Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

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WATERS OF THE STATE: Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

WATERS OF THE UNITED STATES: Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

WATER QUALITY OBJECTIVE: A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

4. STATE REGULATORY REQUIREMENTS FOR ELEMENT 6, SPILL EMERGENCY RESPONSE PLAN

The Sewer System Management Plan (SSMP) must include an up to date Spill Emergency Response Plan (SERP) to ensure prompt detection of and response to spills to reduce spill volumes and collect information for prevention of future spills. The SERP must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the SERP and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR); and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update it as needed.

The Sewer System Management Plan is available to the public at https://www.cityoflakeport.com/public_works/sewer/sewer_system_management_plan_ssmp.php.

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5. SPILL EMERGENCY RESPONSE PLAN OBJECTIVES

The Spill Emergency Response Plan includes measures to protect public health and the environment. The City will respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing discharges to waters of the State.

Additionally, City Staff will:

- Work safely;
- Properly document each spill event in a separate file including photos and/or video where applicable;
- Collect information for prevention of future spills;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the spill;
- Meet the regulatory reporting requirements;
- Evaluate the causes of failure related to spills;
- Perform post-spill response evaluation for adherence to procedures and effectiveness of response; and
- Revise response procedures, modify maintenance practices or provide additional training based on the results from the debrief and failure analysis of spills, if needed.

6. SPILL DETECTION AND NOTIFICATION

ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)*, ATTACHMENT D, Element 6, Page D-6*

The processes that are employed to notify the City of the occurrence of a spill include: observation by the public, receipt of an alarm, or observation by City staff during the normal course of their work.

6.1 LIFT STATION ALARMS

The City operates 8 wastewater lift stations. In the event of a station failure the SCADA alarm system is activated and the City is contacted. To prevent spills, wastewater from the wet well can either be pumped into a vacuum truck for disposal to a nearby sanitary sewer manhole or bypassed around the station into the sanitary sewer system.

6.2 PUBLIC OBSERVATION

Public observation is the most common way that the City is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are on the City's website: https://www.cityoflakeport.com/public_works/sewer/index.php. The City's telephone number for reporting sewer problems is (707) 263-3578.

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- Normal Work Hours: City Public Works Administrative Assistant will receive sewer service requests. They will relay the callers information and nature of service request to the Public Works Supervisor or designee and they will dispatch an available crew. They will perform an investigation and note findings and any actions taken in Cartograph on a field tablet (2023). For spills, Public Works staff will complete the Spill Response Workbook.

- After Hours: After hours the number rolls over to an answering service and they will contact the Standby Employee. They will perform an investigation and note findings and any actions taken in Cartograph on a field tablet (2023). For spills, Public Works staff will complete the Spill Response Workbook.

When calls are received, either during normal work hours or after hours, the individual receiving the call will collect and include in the spill event file, at a minimum, the following information to record the complaint:

- Date, time, and method of notification,
- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and

If the spill or backup is not in the City's service area the individual receiving the call provides the customer with the contact information for the responsible agency, and then notifies that agency.

6.3 CITY STAFF OBSERVATION

City staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate City staff that, in turn, responds to emergency situations. Work orders are issued to correct non-emergency conditions.

6.4 CONTRACTOR OBSERVATION

Contractors working on the City sewer system will be informed of contractor spill response procedures. Contractors working on behalf of property owners will be provided spill response information by Building Department when they pull a permit. The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a sanitary sewer spill. If the contractor/plumber causes or witnesses a spill they should:

1. Immediately notify Lakeport Public Works at (707) 263-3578 and provide the following information if available:
    a. Date, time contractor first noticed the spill
    b. Description of the contractor's observation, including any information regarding whether the spill has reached surface waters or a drainage conveyance system
    c. Contractor's contact information
2. Protect storm drains.
3. Protect the public.
4. Direct ALL media and public relations requests to the Utilities Director.

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6.5 NO OBSERVATION

If there are no witnesses or no call was received for a spill, the City staff will contact nearby residences or business owners in the vicinity of the spill, in an attempt to obtain information that brackets a given start time that the spill began. This information will be collected and documented on the Sanitary Sewer Spill Report in the Sanitary Sewer Spill/Backup Response Workbook.

7. SPILL RESPONSE PROCEDURES *(Ref.* State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)*, ATTACHMENT D Element 6 page D-6)*

7.1 SEWER SPILL/BACKUP RESPONSE SUMMARY

The City will respond to spills as soon as feasible following notification of a spill/backup.

If it is not possible that the spill/backup is due to a failure in the City-owned/maintained sewer lines the Sewer Crew performs the following:

- Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- If the customer is not home the SEWER CREW completes the Door Hanger and leaves it on the customer's door.
- If the customer is home the SEWER CREW:
    - Explains that the blockage is in the customer's lateral and the City does not have legal authority to maintain or perform work on privately owned laterals.
    - Recommends to the customer that they hire a licensed contractor to clear their line.
    - Gives the customer the Your Responsibilities as a Private Property Owner pages from the Sanitary Sewer Spill/Backup Response Workbook, see form F-5.

If it is possible that the spill/backup is due to a failure in the City-owned/maintained sewer lines the Sewer Crew:

- Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- Notifies Utilities Director or designee of the incident.
- Relieves blockage and cleans impacted areas.
- Forwards the completed Sanitary Sewer Spill/Backup Response Workbook to the Utilities Director.

The Utilities Director or designee performs required regulatory reporting in accordance with the Sanitary Sewer Spill/Backup Response Workbook's Regulatory Reporting section.

If the overflow has impacted private property, the Sewer Crew:

- Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- Provides the customer with forms and information as indicated in the Sanitary Sewer Spill/Backup Response Workbook.
- Forwards the completed Sanitary Sewer Spill/Backup Response Workbook to the Utilities Director.

The Utilities Director notifies the City Clerk of incident.

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The City Clerk or designee:

- Reviews incident reports, claim form and other incident information and forwards, as appropriate, to Sierra Pacific Loss Management.
- Communicates with claimant as appropriate.
- Communicates with Sierra Pacific Loss Management to adjust and administer the claim to closure.
- Properly documents in writing all activities and communications before approving the final event file.

7.2 FIRST RESPONDER PRIORITIES

The first responder's priorities are:

- Prompt response to spills.
- To follow safe work practices.
- To respond promptly with the appropriate and necessary equipment.
- To reduce spill volume and contain the spill wherever feasible.
- To restore the flow as soon as practicable.
- To minimize public access to and/or contact with the spilled sewage.
- To promptly notify the Utilities Director in event of a spill needing additional resources, and/or impacting environmentally sensitive areas.
- To return the spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible). Collect information for the prevention of future spills.
- Properly document the spill and response activities on the forms provided in the Sanitary Sewer Spill/Backup Response Workbook, including photos and/or video where practicable.

7.3 SAFETY

The first responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. There may be times when City personnel responding to a sewer system event are not familiar with potential safety hazards peculiar to sewer work. In such cases it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before beginning response activities.

If the first responders encounter access restrictions or unsafe conditions that prevent its compliance with spill response requirements or monitoring requirements in State Water Board Order No. WQ 2022-0103-DWQ (SSS-WDR), the City provides written documentation of access restrictions and/or safety hazards in the corresponding required report.

7.4 INITIAL RESPONSE

The first responder must respond to the site of the spill/backup and visually check for potential sewer stoppages. The first responder will:

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- Note arrival time at the site of the spill/backup.
- Verify the existence of a public sewer system spill or backup.
- Identify and assess the affected area and extent of spill.
- Assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools.
- Contact caller if time permits.
- Document the spill according to the requirements described in Section 10 of this SERP, including taking photos and/or videos of overflowing manhole(s)/cleanout(s).
- Take steps to contain, recover, and return the spill to the sanitary sewer as feasible. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.
- Protect surface waters to the extent practicable. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event.

7.5 INITIATE SPILL CONTAINMENT MEASURES

The first responder will attempt to contain as much of the spilled sewage as possible using the following steps:

- Determine the immediate destination of the overflowing sewage.
- Plug storm drains using air plugs, sandbags, and/or plastic mats to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Contain/direct the spilled sewage using dike/dam or sandbags.
- Vacuum retrieve sewage whenever practicable.
- Pump around the blockage/pipe failure.

Containment efforts will be documented. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.

7.6 RESTORE FLOW

Using the appropriate cleaning equipment, set up downstream of the blockage and hydro-clean upstream from a clear manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not reoccur downstream. If the blockage cannot be cleared within a reasonable time from arrival, or sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping. If other assistance is required, immediately contact the Utilities Director. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.

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7.7 EQUIPMENT

This section provides a list of specialized equipment that may be used to support this Spill Emergency Response Plan.

- *Closed Circuit Television (CCTV) Inspection Unit* – A CCTV Inspection Unit is required to determine the root cause for all spills from gravity sewers.
- *Camera* -- A digital or disposable camera (photo, video or phone) is required to record the conditions upon arrival, during clean up, and upon departure.
- *Emergency Response Trucks* -- A utility body pickup truck, or open bed is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools will include containment and clean up materials.
- *Portable Generators, Portable Pumps, Piping, and Hoses* – Equipment used to bypass pump, divert, or power equipment to mitigate a spill.
- *Combination Sewer Cleaning Trucks* -- Combination high velocity sewer cleaning trucks with vacuum tanks are required to clear blockages in gravity sewers, vacuum spilled sewage, and wash down the impacted area following the spill event.
- *Rodding (snake) equipment for responding to lateral blockages.*
- *Air plugs, sandbags and plastic mats*
- *Spill Sampling Kits*
- *Portable Lights*

Standard operating procedures for equipment that may be necessary in the event of a sanitary sewer overflow or backup can be found in the City Server.

8. RECOVERY AND CLEANUP *(Ref.* State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)*, Element 6, ATTACHMENT D, Page D-6)*

The recovery and cleanup phase begins immediately after the flow has been restored and the spilled sewage has been contained to the extent possible. The spill recovery and cleanup procedures are described in the following sections.

8.1 ESTIMATE THE FLOW AND VOLUME OF SPILLED SEWAGE

A variety of approaches exist for estimating the volume of a sanitary sewer spill. The Sewer Crew members should use the method most appropriate to the sewer overflow in question and reference the Sanitary Sewer Spill/Backup Response Workbook which provides four (4) methods:

- Eyeball Estimation Method
- Duration and Flow Rate Calculation Method

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- Area/Volume Method
- Upstream Connections Method

In addition, the following will be documented on the Sewer Spill Report form:

1. Description, photographs, and GPS coordinates of the system location where the spill originated. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
2. Estimated total spill volume exiting the system;
3. Description and photographs of the extent of the spill and spill boundaries;
4. Did the spill reach a drainage conveyance system? If yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume that reached the drainage conveyance system;
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system
    - Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable;
    - Estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water.
5. Estimated total spill volume recovered.

8.2 RECOVERY OF SPILLED SEWAGE

Vacuum up and/or pump the spilled sewage and wash down water and discharge it back into the sanitary sewer system. Thoroughly recover and dispose of sewage and wash down water.

8.3 CLEAN-UP AND DISINFECTION

Clean up procedures will be implemented to reduce the potential for human health issues and adverse environmental impacts associated with a spill event. The procedures described are for dry weather conditions and will be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of City staff, a cleanup contractor will be used.

Private Property

City crews are responsible for the cleanup when the property damage is minor in nature and is outside of private building dwellings, such as in front, side and backyards, easements, etc. In all other cases, affected property owners can call a water damage restoration contractor to complete the cleanup and restoration. If the overflow into property is the definite cause of City system failure, the property owner can call out a water damage restoration contractor to complete the cleanup and restoration. In both cases, property owners may submit a claim form.

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Hard Surface Areas

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water and/or deozyme or similar non-toxic biodegradable surface disinfectant until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Take steps to contain and vacuum up the wastewater. Allow area to dry. Repeat the process if additional cleaning is required.

Landscaped and Unimproved Natural Vegetation

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Either contain or vacuum up the wash water so that none is released. Allow the area to dry. Repeat the process if additional cleaning is required.

Natural Waterways

The Department of Fish and Wildlife will be notified by CalOES for spills greater than or equal to 1,000 gallons. For spills less than 1,000 gallons, contact Lake County Environmental Health for direction.

Wet Weather Modifications

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Omit flushing and sampling during heavy storm events (i.e., sheet of rainwater across paved surfaces) with heavy runoff where flushing is not required and sampling would not provide meaningful results.

8.4 PUBLIC NOTIFICATION

Signs will be posted and barricades put in place to keep vehicles and pedestrians away from contact with spilled sewage. Lake County Environmental Health instructions and directions regarding placement and language of public warnings will be followed. Additionally, the Utilities Director or designee will use their best judgment regarding supplemental sign placement in order to protect the public and local environment. Signs will not be removed until directed by Lake County Environmental Health or the Utilities Director or designee.

Creeks, streams and beaches that have been contaminated as a result of a spill will be posted at visible access locations until the risk of contamination has subsided to acceptable background bacteria levels. Document the number and location of posted signs. The area and warning signs, once posted, will be checked every day to ensure that they are still in place. Photographs of sign placement will be taken.

In the event that an overflow occurs at night, the location will be inspected first thing the following day. The field crew will look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

When contact with the local media is deemed necessary, the Utilities Director or their designee will provide the media with all relevant information.

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9. WATER QUALITY *(Ref.* State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)*, Element 6, Attachment A - DEFINITIONs page A-5, Attachment E1 2.3 through 2.4 pages E1-5 through E1-8)*

9.1 SURFACE WATERS OF CONCERN

The following waters of the State are in the City's service area:

- Clear Lake
- Forbes Creek

9.2 WATER QUALITY SAMPLING AND TESTING

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the City or designee will conduct the following water quality sampling as soon as possible but no later than **18 hours** after the City's knowledge of a potential discharge to a surface water. Collect one water sample, each day of the duration of the spill, at:

- The DCS-001 location as described in section 9.5 (Receiving Water Sampling Locations) below, if sewage discharges to a surface water via a drainage conveyance system; and/or
- Each of the three receiving water sampling locations in section 9.5 (Receiving Water Sampling Locations) below;

If the receiving water has no flow during the duration of the spill, the City must report "No Sampling Due To No Flow" for its receiving water sampling locations.

The lab staff will collect water quality samples in accordance with State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

The lab staff collecting the samples will complete the Chain of Custody prior to transferring ownership of the samples to the Clear Lake Environmental Research Center (CLERC) Lab.

The Clear Lake Environmental Research Center (CLERC) Lab shall analyze the collected receiving water samples for the following constituents:

- Ammonia, and
- E. coli:
    - Amendment to the Basin Plan for Bacteria
      Updates the water quality objectives for bacteria to use an E. coli pathogen indicator rather than fecal coliform. Status: Adopted by the Regional Board on 6 September 2002 in Resolution No. R5-2002-0150**.** This Amendment was not submitted for approvals due to a similar, concurrent state-wide effort. Updated state-wide bacteria water quality objectives are included in the State Water Resources Control Board's Part 3 of the Water Quality Control Plan for Inland Surface Waters, Enclosed Bays, and Estuaries of California, Bacteria Provisions and a Water Quality Standards Variance Policy (https://www.waterboards.ca.gov/bacterialobjectives/docs/bacteria.pdf), effective 4 February 2019
    - Sacramento River and San Joaquin River: In waters designated for contact recreation (REC-1), the fecal coliform concentration based on a minimum of not less than five samples for any 30-day

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period shall not exceed a geometric mean of 200/100 ml, nor shall more than ten percent of the total number of samples taken during any 30-day period exceed 400/100 ml.

- For Folsom Lake (50), the fecal coliform concentration based on a minimum of not less than five samples for any 30-day period, shall not exceed a geometric mean of 100/100 ml, nor shall more than ten percent of the total number of samples taken during any 30-day period exceed 200/100 ml.
- Tulare Lake: In waters designated REC-1, the fecal coliform concentration based on a minimum of not less than five samples for any 30-day period shall not exceed a geometric mean of 200/100 ml, nor shall more than ten percent of the total number of samples taken during any 30-day period exceed 400/100 ml.

Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The City or designee shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

9.3 LAB SELECTION

Analytical Lab
Samples collected for spill response and background monitoring purposes will be analyzed at Clear Lake Environmental Research Center (CLERC) Lab, which is accredited through the California State Water Resources Control Board Environmental Laboratory Accreditation Program (ELAP). ELAP provides evaluation and accreditation of environmental testing laboratories to ensure the quality of analytical data used for regulatory purposes to meet the requirements of the State's drinking water, wastewater, shellfish, food, and hazardous waste programs. The State agencies that monitor the environment use the analytical data from these accredited labs. The ELAP-accredited laboratories have demonstrated capability to analyze environmental samples using approved methods.

Getting Samples to the Lab
At all times, sample hold times identified below will be observed in accordance with the following:

Analytical Parameter	Maximum Holding Time	Required Container Type	Required Preservative	Minimum Amount
Ammonia (NH3 as N); SM 4500NH3 B/C or B/G	28 days	Plastic / Glass	H_2SO_4 pH <2 +0-6°C	200 mL
Coliform, Total / E.Coli; SM 9223 B (Present/Absent or Quantitray)	8 hours	Plastic (sterile)	$Na_2S_2O_3$ + 0-10°C; No regulatory temp. req. for DW	100 mL

Once samples are collected, they will be transported by City staff or designee to the lab to be processed.

9.4 WATER QUALITY ANALYSIS SPECIFICATIONS

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

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Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per State Water Board Order No. WQ 2022-0103-DWQ (SSS-WDR) must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

9.5 RECEIVING WATER SAMPLING LOCATIONS

Receiving water samples shall be collected at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)[1]

Sampling Location	Sampling Location Description
RSW-001: Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

9.6 STREAM VELOCITY MEASUREMENTS

If sampling is performed after the spill has stopped, the velocity of the impacted surface water must be determined to estimate spill travel time and select an accurate Downstream sample location. One way to measure the spill travel time is to use a velocity probe (such as a Global Water FP111-S Flow Probe) to determine the rate of

[1] The City must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

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flow in the water body. In cases where a water velocity probe is used, the manufacturer's instructions will be followed.

9.7 SAMPLE TYPES

Grab Samples

Grab samples are appropriate for the characterization of surface waters at a particular time and place, to provide information about minimum and maximum concentrations, and to allow for the collection of variable sample volume.

Grab samples may be collected directly into the sample container, or a clean decontaminated intermediate container may be used if a wading sample is not possible or safe. If an intermediate container is used, when in the field, double rinse the sampling device (bucket, automatic sampler) with sample water prior to collecting the sample and be sure to discard rinse water downstream of where sample will be collected. If samples are collected in a bucket and distributed into a consolidation collection container, swirl the contents of the bucket as it is being poured into the consolidation collection container to avoid settling of solids (and pour in back-and-forth pattern – *e.g.*, 1-2-3-3-2-1).

- Grab Sample: A grab sample is defined as an individual sample collected at a given time. Grab samples represent only the condition that exists at the time the sample is collected (US EPA 1977).

- Surface Grab Sample: A sample collected at the water surface (i.e., skimming) directly into the sample container or into an intermediate container such as a clean bucket. A single or discrete sample collected at a single location.

Field Blanks

Field Blanks are used to evaluate the potential for contamination of a sample by site contaminants from a source not associated with the sample collected (e.g., airborne dust, etc.). Sterile, deionized water is taken into the field in a sealed container. This is the stock water. The stock water is then poured into the sample container. The containers and sample submission forms are labeled as "Field Blank." The same template selected for the test samples should be used. Field blanks are subject to the same holding time limitations as samples. The appropriate FIELD QC box on the sample Chain of Custody form should be checked.

9.8 SAMPLE LABELING AND CHAIN OF CUSTODY PROCEDURES

At a minimum, the following grab samples will be collected:

- Field Blank: See Section 9.7 for discussion.
- Upstream: A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
- Source: A point in the receiving water where sewage initially enters the receiving water. See Section 9.6 for information on determining velocity of the surface water in order to determine the Source sample location.
- "Downstream" of spill: A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water. This location will vary with the velocity of the surface water to be sampled (*see Section 9.6)*.

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- A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Sample labels shall be completed for each sample, using waterproof ink.

Photos or video of each sample location will be taken, properly labeled with date, time, and view direction and a map of the photo locations completed. Photos and videos shall include relevant landmarks to identify sampling locations and their surroundings.

Due to the evidentiary nature of samples collected during enforcement investigations, possession must be traceable from the time the samples are collected until they are analyzed. To maintain and document sample possession, a Surface Water Sample Chain of Custody Record (see Sewer Spill/Backup Response Workbook) must be completed. A sample is under custody if:

- It is in your possession, or
- It is in your view, after being in your possession, or
- It was in your possession and under your control to prevent tampering, or
- It is in a designated secure area.

As few people as possible should handle samples. The person taking the samples is personally responsible for the care and custody of the samples collected until they are transferred or dispatched properly.

Samples are accompanied by a chain of custody record. When transferring the possession of samples, the individuals relinquishing and receiving will sign, date, and note the time on the record. This record documents sample custody transfer from the sampler, often through another person, to the analyst at the laboratory. The samples are typically transferred to the sample-receiving custodian at the laboratory.

9.9 SPILL TECHNICAL REPORT: Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Legally Responible Official shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
    - Complete and detailed explanation of how and when the spill was discovered;
    - Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
    - Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
    - Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
    - Detailed description of the spill cause(s);
    - Description of the pipe material, and estimated age of the pipe material, at the failure location;
    - Description of the impact of the spill;
    - Copy of original field crew records used to document the spill; and

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- Historical maintenance records for the failure location.

2. City's response to the spill:
   - Chronological narrative description of all actions taken by the City to terminate the spill;
   - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
   - Final corrective action(s) completed and a schedule for planned corrective actions, including:
     - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
     - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
     - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
   - Description of all water quality sampling activities conducted;
   - List of pollutant and parameters monitored, sampled and analyzed; as required in Section 9.2.
   - Laboratory results, including laboratory reports;
   - Detailed location map illustrating all water quality sampling points; and
   - Other regulatory agencies receiving sample results (if applicable).
5. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

10. NOTIFICATION, REPORTING, MONITORING AND RECORDKEEPING REQUIREMENTS

ref. ORDER WQ 2022-0103-DWQ Attachment E-1 and E-2

10.1 REPORTING REQUIREMENTS

All reporting required in State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR). Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

The City shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

Refer to APPENDIX A for detailed reporting requirements by spill category.

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10.2 REGULATOR REQUIRED NOTIFICATIONS

10.2.1 Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the City's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
Reporting	• Submit Draft Spill Report **within three (3) business days** of the City's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

10.2.2 Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the City's knowledge of a Category 2 spill of 1,000 gallons or greater threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

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Reporting	• Submit Draft Spill Report **within three (3) business days** of the City's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

10.2.3 Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

10.2.4 Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

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	Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	

10.2.5 City Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the City's knowledge of a spill of 1,000 gallons or greater, from an City- owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

10.3 COMPLAINT RECORDS

The City maintains records of all complaints received whether or not they result in sanitary sewer overflows. These complaint records include, but are not limited to, records documenting how the City responded to notifications of spills. Each complaint record must, at a minimum, include the following information:

- Date, time, and method of notification,
- Date and time the complainant first noticed the spill, if available,

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- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;

All complaint records will be maintained for a minimum of five years in Cartograph whether or not they result in a spill. Spill files (field notes, spill/Backup Response Workbook) are kept on the City server.

11. POST-SPILL ASSESSMENTS OF SPILL RESPONSE ACTIVITIES

(ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)*, Element 6, ATTACHMENT D, Page D-6)*

Every spill event is an opportunity to evaluate the City adherence to response and reporting procedures and effectiveness of the response. Each spill event is unique, with its own elements and challenges including volume, cause, location, terrain, climate, and other parameters.

As soon as possible after spill events all the participants, from the person who received the call to the last person to leave the site, will meet to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future spill events. The results of the debriefing will be documented and tracked to ensure the action items are completed as scheduled.

11.1 FAILURE ANALYSIS INVESTIGATION

The objective of the failure analysis investigation is to determine the "root cause" of the spill and to identify corrective action(s) needed that will reduce or eliminate future potential for the spill to recur or for other spills to occur.

The investigation will include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation may include:

- Reviewing and completing the Sanitary Sewer Spill Report and any other documents related to the incident
- Reviewing the incident timeline and other documentation regarding the incident
- Reviewing communications with the reporting party and witness
- Reviewing volume estimate, volume recovered estimate, volume estimation assumptions and associated drawings
- Reviewing available photographs
- Interviewing staff that responded to the spill
- Reviewing past maintenance records
- Reviewing past CCTV records,
- Conducting a CCTV inspection to determine the condition of all line segments immediately following the spill and reviewing the video and logs,
- Reviewing any Fats, Roots, Oils, and Grease (FROG) related information or results

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- Post spill debrief records
- Interviews with the public at the spill location

The product of the failure analysis investigation will be the determination of the root cause and the identification and scheduling of the corrective actions. The Collection System Failure Analysis Form (in Sanitary Sewer Spill/Backup Response Workbook) will be used to document the investigation.

12. SPILL RESPONSE TRAINING

(ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)*, Element 6, Attachment D 4.3 page D-5 and Element 6 page D-6*

This section provides information on the training that is required to support this Spill Emergency Response Plan.

12.1 INITIAL AND ANNUAL REFRESHER TRAINING

All City personnel who may have a role in responding to, reporting, and/or mitigating a sewer system spill will receive training on the contents of this SERP. All new employees will receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training on this SERP and the procedures to be followed. The City will document all training.

Affected employees will receive annual training on the following topics by knowledgeable trainers:

- The requirements of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6
- The City's Spill Emergency Response Plan procedures and practice drills
- Containment and cleanup methods
- Researching and documenting Sanitary Sewer Spill Start Times
- Skilled estimation of spill volume for field operators
- Electronic CIWQS reporting procedures for staff submitting data
- State Water Resources Control Board Employee Knowledge Expectations

Through SWRCB Employee Knowledge Expectations training, the employee will be able to answer the following:

1. Please briefly describe your name and job title.
2. Please describe for us approximately when you started in this field and how long you have worked for your agency.
3. Please expand on your current position duties and role in responding in the field to any spill complaints.
4. Please describe your SOPs used to respond/mitigate spills when they occur.
5. Describe any training your agency provides or sends you to for conducting spill volume estimates.

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6. We are interested in learning more about how your historical spill response activities have worked in the field. We understand from discussions with management earlier that you use the SERP from the SSMP. Please elaborate on how you implement and utilize the procedures in the plan.

7. Historically, before any recent changes, can you please walk us through how you would typically receive and respond to any spill complaints in the field?

8. Can you tell us who is responsible for estimating spill volumes discharged? If it is you, please describe how you go about estimating the spill volume that you record on the work order/service request forms?

9. What other information do you collect or record other than what is written on the work order form?

10. Describe if and when you ever talk with people that call in spills (either onsite or via telephone) to further check out when the spill might have occurred based on what they or others know? If you do this, can you tell us where this information is recorded?

11. We understand you may be instructed to take pictures of some sewer spills/backups into structures. Other than these spills, when else would you typically take any pictures of a spill?

12. Please walk us through anything else you'd like to add to help us better understand how your field crews respond and mitigate spill complaints.

12.2 SPILL RESPONSE DRILLS

Periodic training drills or field exercises will be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, and lateral blockage). The results and the observations during the drills will be recorded and action items will be tracked to ensure completion.

12.3 SPILL TRAINING RECORD KEEPING

Records will be kept of all training that is provided in support of this SERP for 5 years. The records for all scheduled training courses and for each overflow emergency response training event will include date, time, place, content, name of trainer(s), names and titles of attendees, brief narrative description of the training, including training method(s) and training materials and/or equipment used.

12.4 CONTRACTORS WORKING ON CITY SEWER FACILITIES

All contractors working on City sewer facilities will be required to follow the spill response instructions on the Sanitary Sewer Spill Response Instructions for Contractors (Appendix C). Additional training may be required depending on the nature of the work on any or all of the following:

- The requirements of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6
- Communication procedures to City in the event a spill is caused or witnessed
- The City's Spill Emergency Response Plan procedures and practice drills

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- Skilled estimation of spill volume for field operators
- Electronic CIWQS reporting procedures for staff submitting data

13. SEWER BACKUP INTO/ONTO PRIVATE PROPERTY CLAIMS HANDLING POLICY

It is the policy of the City that a claims form shall be offered to anyone wishing to file a claim. The following procedures will be observed for all sewer overflows/backups into/onto private property:

- City staff will offer a City claim form irrespective of fault whenever it is possible that the sanitary sewer backup may have resulted from an apparent blockage in the City-owned sewer lines or whenever a City customer requests a claim form. The claim may later be rejected if subsequent investigations into the cause of the loss indicate the City was not at fault.
- It is the responsibility of the SEWER CREW to gather information regarding the incident and notify the Utilities Director or their designee.
- It is the responsibility of the City Clerk or their designee to review all claims and to oversee the adjustment and administration of the claim to closure.

14. AUTHORITY

This SERP is written in accordance with the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

15. APPENDICES

A. Reporting Requirements by Spill Category
B. Door Hanger
C. Sanitary Sewer Spill Response Instructions for Contractors
D. Sanitary Sewer Spill/Backup Response Workbook

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APPENDIX A:

Reporting Requirements by Spill Category

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REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 1 SPILL REPORTING

Draft Spill Report

Within three (3) business days of the City's knowledge of a Category 1 spill, any spill amount with discharge to surface waters or drainage conveyance system that discharges to surface waters and is not captured/recovered, the City shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of City contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the City was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the City notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated; If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    a. Description of the drainage conveyance system transporting the spill;
    b. Photographs of the drainage conveyance system entry location(s);
    c. Estimated spill volume fully recovered from the drainage conveyance system;
    d. Estimated spill volume remaining within the drainage conveyance system;
    e. Description and photographs of all discharge point(s) into the surface water;
    f. Estimated spill volume that discharged to surface waters; and
    g. Estimated total spill volume recovered.

Certified Spill Report

Within 15 calendar days of the spill end date, the City shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database.

Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

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(Category 1 continued)

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    a. The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    b. The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
    a. Observed impacts on aquatic life,
    b. Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
    c. Responsible entity for closing/restricting use of water body, and
    d. Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

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(Category 1 continued)

Amended Certified Spill Reports

The City shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The City shall certify the amended report.

After **90 calendar days**, the City shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

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REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 2 SPILL REPORTING

Draft Spill Report

Within three (3) business days of the City's knowledge of a Category 2 spill, spills of 1,000 gallons or more; no discharge to surface waters or drainage conveyances, the City shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of City contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the City was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the City notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated; If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and
12. Estimated total spill volume recovered.

Certified Spill Report

Within 15 calendar days of the spill end date, the City shall submit a Certified Spill Report for the Category 2 spill, to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;

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(Category 2 continued)

2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and
14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

Amended Certified Spill Reports

The City shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The City shall certify the amended report.

After **90 calendar days**, the City shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

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REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 3 SPILL REPORTING

Monthly Certified Spill Reporting

The City shall report and certify all Category 3, spills of 50 gallons or more and less than 1,000 gallons; no discharge to surface waters or drainage conveyances, spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of City contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the City was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
    a. Description of the drainage conveyance system transporting the spill;
    b. Photographs of the drainage conveyance system entry locations(s);
    c. Estimated spill volume fully recovered from the drainage conveyance system; and
    d. Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable.
10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    a. The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was re-covered), and
    b. The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);

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(Category 3 Continued)

15. System failure location (for example, main, pump station, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;
18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    a. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    b. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
        - Adjusted schedule/method of preventive maintenance,
        - Planned rehabilitation or replacement of sanitary sewer asset,
        - Inspected, repaired asset(s), or replaced defective asset(s),
        - Capital improvements,
        - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
        - Description of spill response activities,
        - Spill response completion date, and
        - Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;
21. Detailed narrative of investigation and investigation findings of cause of spill.

Amended Certified Spill Reports

Within 90 calendar days of the certified Spill Report due date, the City may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The City shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

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REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 4 SPILL REPORTING

Monthly Certified Spill Reporting

The City shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills, spills less than 50 gallons; no discharge to surface waters or drainage conveyances, to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

Annual Certified Spill Reporting of Category 4 and/or Lateral Spills

For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the City shall:

- Maintain records per section 4.4. of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR). The City shall provide records upon request by State Water Board or Regional Water Board staff.

- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from an City-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the City shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

Monthly Certification of "No-Spills" Or "Category 4 Spills" and/or "Non-Category 1 Lateral Spills"

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or City-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the City shall certify, within 30 calendar days after the end of each calendar month, either a "No-Spill" certification statement, or a "Category 4 Spills" and/or "Non-Category 1 Lateral Spills" certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the City has no further spills of any category, in the subsequent calendar month, the City shall certify "no-spills" for the subsequent calendar month.

If the City has no spills from its systems during a calendar month, but the City voluntarily reported a spill from a private lateral or a private system, the City shall certify "no-spills" for that calendar month.

If the Citys has spills from its owned and/or operated laterals during a calendar month, the City shall not certify "no spills" for that calendar month.

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APPENDIX B:

Door Hanger

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City of Lakeport

On (date) _____

at (location) _____

we responded to a reported blockage of the sanitary sewer service to your property.

We discovered a blockage in:

- ☐ The sanitary sewer main and cleared the line
- ☐ Your sanitary sewer lateral, which is your responsibility to maintain.

If you require assistance to clear your portion of the lateral you can search the internet for “Sewer Contractors” or “Plumbing Drains & Sewer Cleaning.” If you plan to hire a contractor, we recommend getting estimates from more than one company.

City representative notes: _____

_____

_____

City representative name:

_____

For questions or comments, please call

City of Lakeport
(707) 263-3578

City of Lakeport

On (date) _____

at (location) _____

we responded to a reported blockage of the sanitary sewer service to your property.

We discovered a blockage in:

- ☐ The sanitary sewer main and cleared the line
- ☐ Your sanitary sewer lateral, which is your responsibility to maintain.

If you require assistance to clear your portion of the lateral you can search the internet for “Sewer Contractors” or “Plumbing Drains & Sewer Cleaning.” If you plan to hire a contractor, we recommend getting estimates from more than one company.

City representative notes: _____

_____

_____

City representative name:

_____

For questions or comments, please call

City of Lakeport
(707) 263-3578

APPENDIX C:

Sewer Spill Response Instructions for Contractors

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Sewer Spill Response Instructions for Contractors

For contractors working on the sanitary sewer system the City expects them to have, at all worksites, spill response materials necessary to block drainage conveyance system entry points near the work area and surface waters.

Additionally, contractor must be trained on spill response materials and equipment.

The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a sanitary sewer spill. If the contractor/plumber causes or witnesses a spill they should:

1. Immediately notify the City at (707) 263-3578 and provide the following information if available:
   - Date, time contractor first noticed the spill
   - Description of the contractor's observation, including any information regarding whether the spill has reached surface waters or a drainage conveyance system
   - Contractor's contact information
2. Protect storm drains.
3. Protect the public.
4. Direct ALL media and public relations requests to the Utilities Director at (707) 263-3578 ext. 402.

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APPENDIX D:

Sewer Spill/Backup Response Workbook

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City of Lakeport

Sewer Spill Emergency Response Plan

Sewer Spill/Backup Response Workbook

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Tab A: Start Here

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Sanitary Sewer Spill/Backup Response Workbook

See the following page for contact information as needed.

☐ Make immediate notifications:

- O If this spill is discharging or threatening to discharge greater than or equal to 1,000 gallons to waters of the State, immediately contact the Compliance Officer or Utilities Director who will notify CalOES at (800) 852-7550 within 2 hours and obtain a control number. Record this number on the following pages: A-4, B-2, and D-1 Page 1.
- O If there is a backup into a residence/business that may be due to a problem in the City's sewer, notify the Utilities Director at (707) 263-3578 ext. 402.
- O For media inquiries/requests contact the Utilities Director at (707) 263-3578 ext. 402.

☐ Refer to the Regulatory Reporting Guide in this Workbook for additional reporting requirements.

SEWER CREW:	CHAIN OF CUSTODY
☐ Follow the instructions on the Spill/Backup Response Flowchart and complete forms in this Workbook as indicated. ☐ Complete the chain of custody record (to the right) and deliver this workbook to the Utilities Director.	Print Name: Initial: Date:

UTILITIES DIRECTOR:	CHAIN OF CUSTODY
☐ Review the Spill Event Checklist (A-4) and the forms in this Workbook. Contact the Sewer Crew for additional information if necessary. ☐ Confirm that all required regulatory notifications have been made (B-1). ☐ If this was a Sewer Backup, follow instructions on the Backup Forms Checklist (F-1). ☐ Complete the Post Spill Assessment (G-1) and Collection System Failure Analysis Form (G-2). ☐ Complete the Chain of Custody record (right) and forward Workbook to Data Submitter	Print Name: Initial: Date:

DATA SUBMITTER:	CHAIN OF CUSTODY
☐ Refer to Spill Event Checklist (A-4) Data Submitter Responsibilities ☐ Complete the chain of custody record (to the right) and deliver this workbook to a Legally Responsible Official (see A-2 for LROs).	Print Name: Initial: Date:

LEGALLY RESPONSIBLE OFFICIAL:	CHAIN OF CUSTODY
☐ Refer to Spill Event Checklist (A-4) Data Submitter Responsibilities ☐ Complete the chain of custody record (to the right) and file this Workbook with the spill file.	Print Name: Initial: Date:

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Contact	Description	Telephone/Email/Address
CAL/OES	California Office of Emergency Services	(800) 852-7550
Utilities Director	Media inquiries/requests CalOES 2-hour notification and other regulatory notifications Outside Assistance / Mutual Aid	Utilities Director at (707) 263-3578 ext. 402
Clear Lake Environmental Research Center (CLERC)	Water quality sample analysis	CLERC Lab and Office (Lakeport Carnegie Library) 200 Park Street Lakeport, CA 95453 1-707-850-0650
Central Valley Regional Water Quality Control Board c/o Guy Childs	Notifications	(916) 464-4648
Lake County Air Quality Management District	Notifications	(707) 263-7000
Lake County Environmental Health	o Notifications o Sign placement guidance	(707) 263-1164
Sierra Pacific Loss Management	Assistance with sewer backup customers	(800) 413-2999 / (707) 252-5525 info@splmca.com
State Water Resources Control Board	Walter Mobley	(916) 323-0878 Walter.Mobley@waterboards.ca.gov

Authorized Personnel:

The following are authorized to perform regulatory reporting of spills:

Job Title	Telephone	Check if LRO
Utilities Director	(707) 263-3578 Ext. 402	✓
Compliance Officer	(707) 263-3578 Ext. 403	
Public Works Director	(707) 263-3578 Ext. 401	

The City's Legally Responsible Official (LRO) is authorized to electronically sign and certify spill reports in CIWQS. The LRO is the Utilities Director.

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NOTE: All references to "SSWDR" refer to State Water Board Order No. WQ 2022-0103-DWQ.

DRAINAGE CONVEYANCE SYSTEM: A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

SPILL: A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under SSWDR if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

- **Category 1 Spill:**

  A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under SSWDR that results in a discharge to:

  - A surface water, including a surface water body that contains no flow or volume of water; or
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

  Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

  A spill from an City-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the City shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of SSWDR.

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under SSWDR that does not discharge to a surface water. A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under SSWDR that does not discharge to a surface water. A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under SSWDR that does not discharge to a surface water. A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

WATERS OF THE STATE: Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

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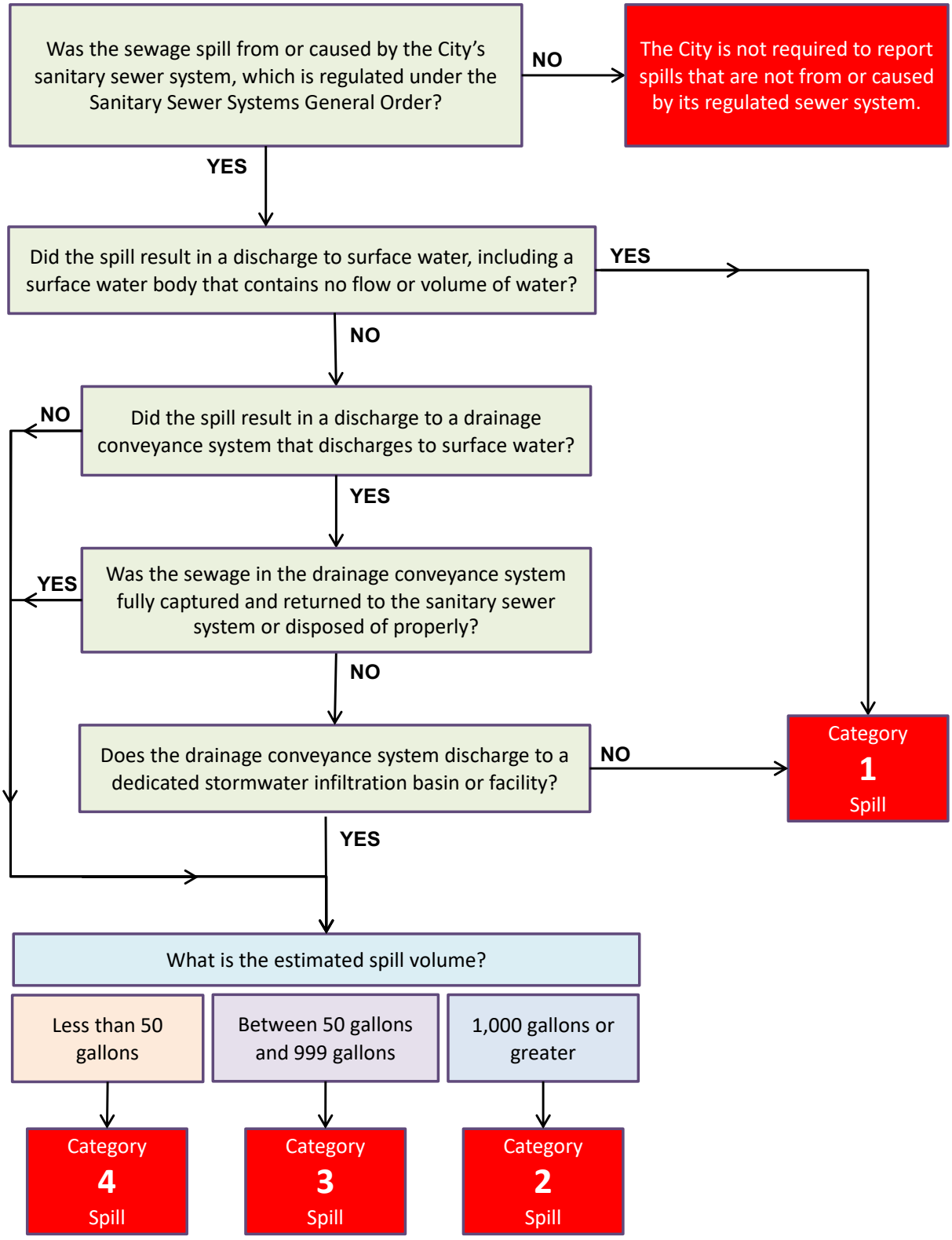
INSTRUCTIONS: Answer each question in order and stop at the red box once you have determined the category.



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Spill Event Checklist

Date of Spill: _____ Spill Location/Name: _____

CIWQS Event ID #: _____ Category? ☐ 1 ☐ 2 ☐3 ☐4 OES#: _____

Property Damage? ☐ Yes ☐ No Service Request #: _____

SEWER CREW RESPONSIBILITIES

- ☐ Effort made to contain and return a portion/all to the sanitary sewer
- ☐ Pictures/video taken of spill
- ☐ Pictures taken of affected/unaffected area
- ☐ If property damage, start that process
- ☐ Pictures taken of containment efforts
- ☐ If spill is Cat 1 > 1000 gallons or Cat 2 > 1000 gal threatening to discharge to waters of the State: OES Control #_____
- ☐ Were surface waters impacted?
- ☐ Impacted waters identified?
- ☐ Assess and document spill location and spread including photos
- ☐ Spill Report Form Complete (includes fields for all required fields in CIWQS, and a sketch of spill)
- ☐ Volume Estimation Worksheet(s) done
- ☐ Start Time Determination Form done
- ☐ Follow Water Quality Monitoring and Sampling procedures

UTILITIES DIRECTOR RESPONSIBILITIES

- ☐ Map of where samples were taken, if applicable
- ☐ For Cat 1 Spills 50,000 gallons or larger, obtain sampling results
- ☐ Ensure Technical Report is written
- ☐ Initial review of forms is complete (ensure consistency of dates, times, volumes, and other data)
- ☐ Review of photos and videos (label/date)
- ☐ Conduct Post Spill Assessment & complete form (G-1)
- ☐ Failure Analysis
  - o TV to determine cause
  - o Review Asset History
- ☐ Determine next steps to prevent recurrence
- ☐ Document findings and next steps on Spill Report
- ☐ Start folder for all documentation for this spill event. Put everything in it (Spill Report, Field Reports, Worksheets/Forms, follow-up work orders, notes, photos, drawings, CIWQS print outs, emails, etc.)

DATA SUBMITTER RESPONSIBILITIES

- ☐ Submit Draft in CIWQS w/in 3 business days (for Categories 1 and 2 only)
- ☐ Print CIWQS Draft hard copy and email
- ☐ Review CIWQS, spill Report, Worksheets, CMMS, and any other documentation to ensure data is consistent (e.g. dates, times, volumes, cause, follow-up action, etc.
- ☐ Attach photos, forms etc. to CIWQS
- ☐ Attach Technical Report to CIWQS, if applicable
- ☐ Submit Ready to Certify in CIWQS (with sufficient time for LRO review)
- ☐ Print CIWQS Ready to Certify and email
- ☐ Hand Workbook to LRO and complete Chain of Custody form

LRO RESPONSIBILITIES

- ☐ LRO review Workbook and CIWQS verify accurate and consistent data
- ☐ Certify in CIWQS (within 15 calendar days for Categories 1 & 2, 30 days after the month for Category 3 & 4)
- ☐ Print Certified CIWQS and email
- ☐ Any changes? Change in CIWQS and hard copies and explain changes, print out current version
- ☐ Move completed Workbook and spill folder to spill files
- ☐ If any changes are made to SSMP
  - o Update SSMP and link on CIWQS to SSMP
  - o Add change to SSMP Change Log
  - o Consider need to re-certify SSMP

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INSERT TAB:
Tab B: Regulatory Reporting

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Regulatory Reporting Guide

The City's Legally Responsible Officials (LROs) are authorized to electronically sign and certify spill reports in CIWQS. See contact information for LROs on page A-2.

Deadline	Category 1 Spill*	Category 2 Spill++	Category 3 Spill++	Category 4 Spill++
2 hours after awareness of spill	Within two (2) hours of the City's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	Within two (2) hours of the City's knowledge of a Category 2 spill of 1,000 gallons or greater threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	-	-
Within 18 hours of awareness of spill	Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.	-	-	-
3 Business Days after awareness of spill	Submit Draft Spill Report in the CIWQS database.	Submit Draft Spill Report in the CIWQS database.	-	-
15 Days after the spill end date	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	-	-
Within **30 calendars days** after the end of the calendar month in which the spill occurs	-	-	Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database (Submit Amended Spill Report, as needed, within 90 calendar days after the Certified Spill Report due date.)	Certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database.
45 days after spill end date	Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and	-	-	-
By February 1st after the end of the calendar year in which the spills occur.	-	See ++ note below.	-	Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database.

* A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill.

++ See following page for notes.

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++ Agency owned lateral spills (Cat 2-4) to be reported by Feb 1 of the following year.

- **Monthly Spill Reporting of Non-Category 1 Lateral Spills:** If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after the end of each calendar month, either a "No-Spill" certification statement, or a "Category 4 Spills" and/or "Non-Category 1 Lateral Spills" certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually for the designated month.

- **Annual Certified Spill Reporting of Category 4 and/or Lateral Spills:** For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

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Regulatory Reporting/Notifications Log B-2

Agency/Firm Contacted	Individual Spoken to:	Date	Time	Notes
CalOES				Control Number:

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INSERT TAB:
Tab C: Flowchart

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Spill/Backup Response Flowchart

START HERE

Does the spill/backup appear to be due to a problem in the **City-owned/maintained** sewer line?

NO

This is a Private Spill

1. Photograph the extent of the discharge and the discharge boundaries if possible.
2. Notify the property owner that the blockage is in their lateral and that the City does not have legal authority to maintain or perform work on privately-owned laterals.
3. Give customer the "Your Responsibilities as a Private Property Owner" pages from this Workbook (F-4).
4. Recommend to customer they hire a contractor to clear their line.
5. If customer is not home:
   - Complete Door Hanger and leave on customer's door.
   - Leave a message on the customer's voicemail.
6. If the property owner is unable or unwilling to address the cause of the Spill, immediately contact your supervisor and discuss whether Code Enforcement, the County Department of Environmental Health or Regional Water Quality Control Board should be notified.
7. If you are directed to, break the stoppage and clean up the private spill. Be sure to document City staff time and equipment used for potential billing purposes and take pictures.

1. **Document the service call according to City procedures.**
2. **STOP. Do not continue to PAGE 2**

YES

1. Document arrival time.
2. Consider the need to call out additional staff, contractor or mutual aid assistance.
3. If it is possible that this is a Category 1 spill greater than or equal to 1,000 gallons or a Category 2 spill that is threatening to discharge to waters of the State, immediately make the 2-hour notification to Cal-OES and obtain a control number. Record this number on the following pages: A-4, B-2, and D-1 Page 1.

1. Record manhole number or cleanout location of the spill appearance point closest to the failure point, and describe each additional appearance point on the Spill Report (D-1).
2. Take photographs of all spill appearance points, the extent of the spill, and spill boundaries.

Go to PAGE 2

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Continue from PAGE 1

BEGIN DIVERSION AND CONTAINMENT, AS NECESSARY

1. DIVERT AWAY FROM SENSITIVE AREAS:

a. Cover unplugged storm drains w/mats, or use dirt/other material to divert sewage away from sensitive areas (e.g., schools, playgrounds, intersections, etc.)

b. ENSURE PUBLIC CONTACT DOES NOT OCCUR. Use cones/barricades to isolate area.

2. CONTAIN SPILL & RETURN TO SYSTEM, IF POSSIBLE:

a. As practical, plug or block drainage conveyance system entry locations or use rubber mats to cover basin inlet and divert flow to a downstream sanitary sewer manhole (*barricade manhole if left open and monitor after barricade)* or area suitable to capture the spill for later collection.

If any amount has already reached the drainage conveyance system, trace it downstream to a dry manhole and block it from entering surface waters. i.e., plugs, sandbags, or vacuum truck.

b. If you are confident that you can capture the spill in the drainage conveyance system, trace it downstream to a dry manhole and then divert the spill to the drainage conveyance system for later recovery and return to the sanitary sewer.

c. Use bypass pumps to pump around blockage until it can be removed.

d. Divert to low area of ground where it can be collected later.

3. PHOTOGRAPH each drainage conveyance system entry location.

ADDRESS CAUSE OF SPILL/BACKUP ASAP

1. For spill/backups not related to a pump station, relieve the stoppage. Note the distance of the obstruction from the manhole and catch/remove debris that could cause another stoppage. After flow has returned to normal, clean the pipe thoroughly. Consider televising (CCTV) the affected line.
2. For pump station related spill/backups refer to that station's Emergency Response Plan.
3. Photograph staff activities while clearing the blockage.

Go to PAGE 3

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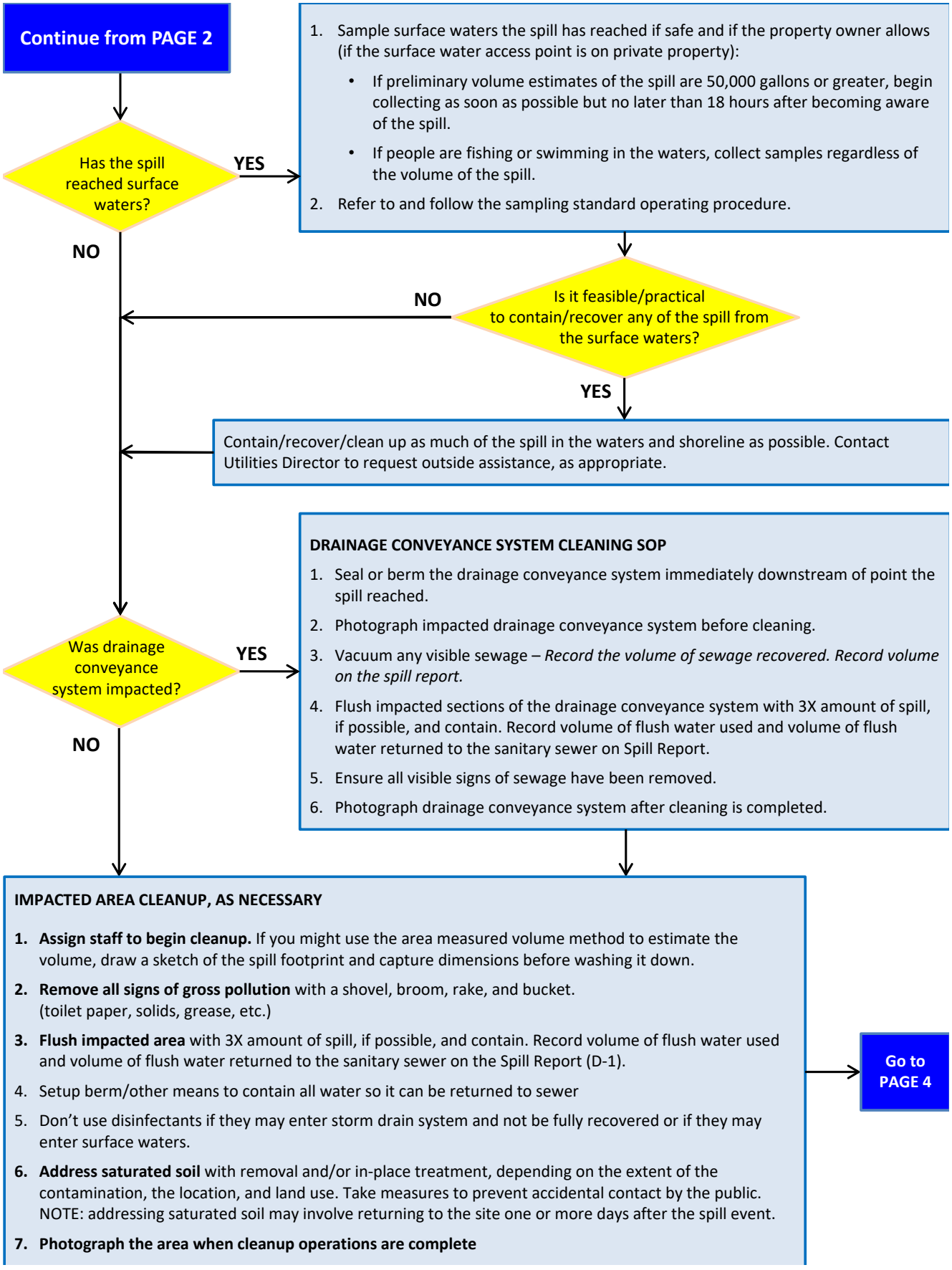
Spill/Backup Response Flowchart



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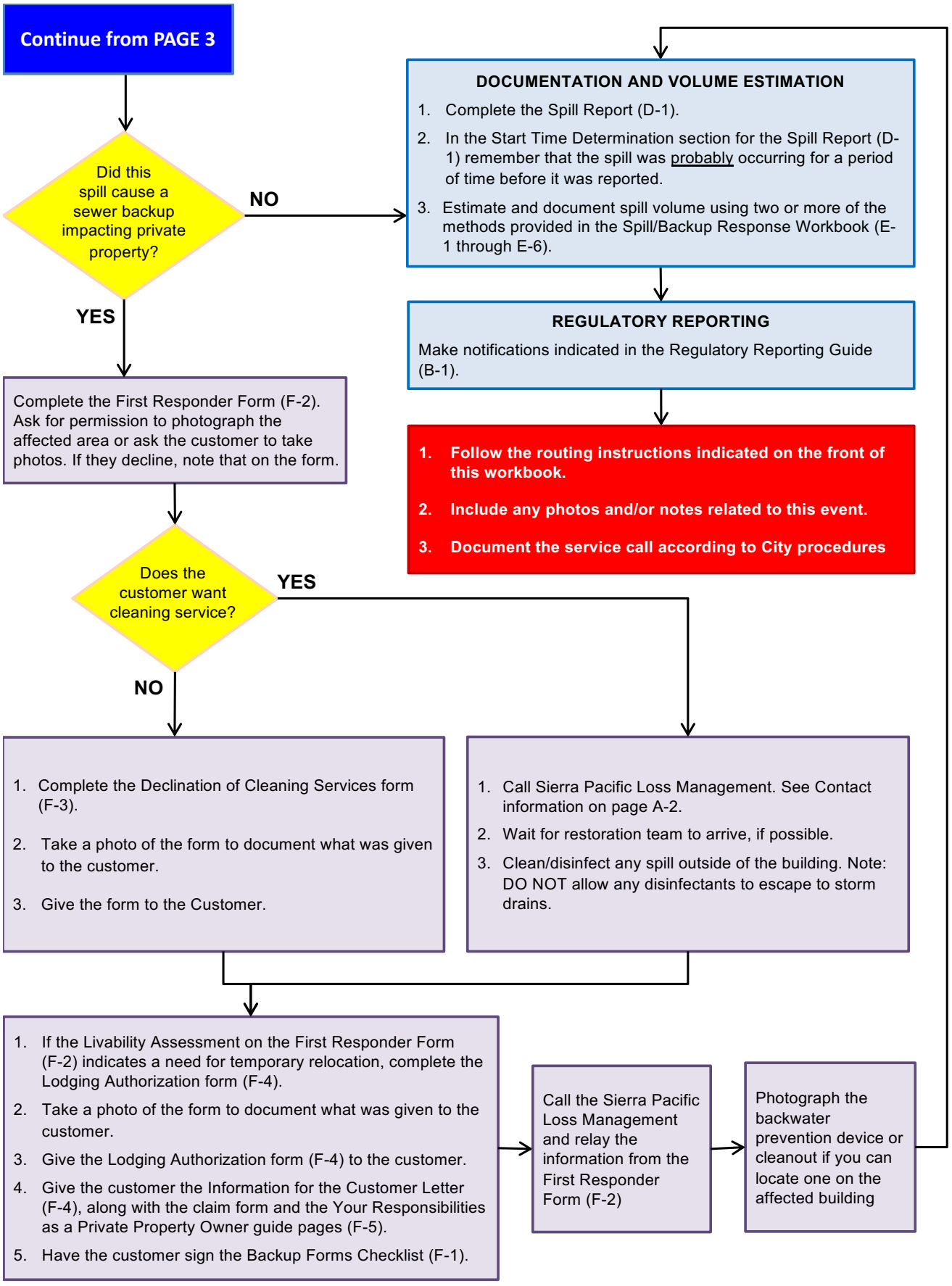
Spill/Backup Response Flowchart



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INSERT TAB:
Tab D: Spill Report

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Sanitary Sewer Spill Field Report

Check spill category (see A-3 for definitions): ☐CATEGORY 1 ☐CATEGORY 2 ☐CATEGORY 3 ☐CATEGORY 4

CalOES NOTIFICATION*		
Date:	Time:	Assigned Control Number:

Names of the Persons Completing this Report	Contact Information

PHYSICAL LOCATION DETAILS	
Spill location name:	
Location description:	
Address of spill:	
City: **City of Lakeport**	Cross Street:
Regional Water Quality Control Board: **Central Valley**	County: **Lake County**

DATE/TIME
Date and time the City was notified of, or self-discovered, the spill: _____
Operator arrival time: _____

PHOTOGRAPHS
Photos must be taken during the spill event. At a minimum, the following photos must be taken: ○ Appearance point closest to the failure point ○ Extent of the spill and spill boundaries ○ Entry location of each drainage conveyance system the sewage entered ○ All discharge points into surface waters ○ Location(s) of clean up
Where are photographs stored?

* Within two (2) hours of the City's knowledge of a Category 1 or Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State, notify CalOES and obtain a notification control number.

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SPILL ORIGINATION	
Description and GPS coordinates of the system location where the spill originated*: *Include manhole number or cleanout location of the spill appearance point closest to the failure point as applicable.*	
Latitude:	Longitude:
Number of additional appearance points:	
Spill appearance points: (Check all that apply) ☐ Backflow Prevention Device ☐ Combined Sewer Drain Inlet (Combined Collection System Only) ☐ Force Main ☐ Gravity Mainline ☐ Inside Building/Structure ☐ Lateral Clean Out (Private) ☐ Lateral Clean Out (Public) ☐ Lower Lateral (Private) ☐ Lower Lateral (Public) ☐ Manhole ☐ Other Sewer System Structure ☐ Pump Station ☐ Upper Lateral (Private) ☐ Upper Lateral (Public) ☐ Other, describe:	
Describe each spill appearance point:	
Check to confirm photos were taken of all appearance points: ☐	

* Note: If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the "Describe each spill appearance point" description section above. Take photos of spill appearance point(s).

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SPILL DESTINATION (Check all that apply)	
Final spill destination(s): ☐ Drainage Conveyance System That Discharges to Surface Water ☐ Surface Water ☐ Building or Structure ☐ Drainage Conveyance System ☐ Groundwater Infiltration Basic or Facility ☐ Paved Surface ☐ Street/Curb and Gutter ☐ Unpaved Surface ☐ Other, describe:	
Description of the spill event destination(s) including GPS coordinates if available that represent the full spread and reach of the spill.	
Latitude:	Longitude:
Latitude (if needed):	Longitude (if needed):
Latitude (if needed):	Longitude (if needed):
Latitude (if needed):	Longitude (if needed):
Check to confirm photos were taken of spill destination/boundaries: ☐	

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SPILL VOLUME

Estimated total spill volume exiting the system: _____ gallons

Did the spill reach a drainage conveyance system? ☐ YES ☐ NO If yes:

- Estimated time the spill reached the drainage conveyance system: _____
- Distance from drainage conveyance system to entry point to surface waters: _____ feet
- Method to determine travel time from point of entry to drainage conveyance system to receiving waters:

  _____

  _____

  _____
- Describe the drainage conveyance system transporting the spill: _____

  _____

  _____

Estimated spill volume fully recovered from the drainage conveyance system: _____ gallons

Estimated spill volume remaining within the drainage conveyance system: _____ gallons

Check to confirm photos taken of entry location of drainage conveyance system the sewage entered: ☐

Did the spill reach surface water? ☐ YES ☐ NO

If yes:

- Estimated time the spill entered the surface water: _____
- Distance from spill appearance point to entry point to surface water: _____ feet
- Method to determine travel time to receiving waters: _____

  _____

  _____
- Describe all discharge points: _____

  _____

  _____

Estimated spill volume that discharged to surface waters: _____ gallons

Estimated total spill volume recovered: _____ gallons

Check to confirm photos were taken of the following, as applicable: all discharge points into surface waters, waterbody bank erosion, floating matter, water surface sheen, discoloration of receiving water, any notable impacts to the receiving water: ☐

Did the spill discharge to a groundwater infiltration basin or facility? ☐ YES ☐ NO

If yes,

- Estimated time the spill entered the groundwater infiltration basin or facility: _____
- Estimated spill volume discharged to the groundwater infiltration basin or facility: _____ gallons

Estimated spill volume that did NOT reach drainage conveyance system, surface water, or groundwater infiltration basin or facility: _____ gallons

Estimated Total Spill Volume Recovered: _____ gallons

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SPILL VOLUME (continued)
Method and explanation of volume estimation methods used: (Check all that apply) ☐ Eyeball Estimate (worksheet included in Spill/Backup Response Workbook) ☐ Counting Upstream Connections (worksheet included in Spill/Backup Response Workbook) ☐ Duration and Flow Rate (worksheet included in Spill/Backup Response Workbook) ☐ Measured Volume (worksheet included in Spill/Backup Response Workbook) ☐ Other (provide worksheet/calculations)
Description of how the spill volume estimations were calculated, including at a minimum, the methodology, assumptions and types of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information, used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered):

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SPILL START TIME and END TIME DETERMINATION	
Were there witnesses to the spill? ☐ YES ☐ NO If yes, provide Spill Witness Statements below:	
Witness 1 Name:	Witness 1 Contact Information:
Where did they see sewage spill from? ☐ Manhole ☐ Inside Building ☐ Vent/Clean Out ☐ Catch Basin ☐ Wet Well/Lift Station ☐ Other (describe):	
When did the witness notice the sewage spilling? _____ AM / PM Date _____ /_____ /_____ Witness description of spill and affected area: Is it currently spilling? ☐ YES ☐ NO When did the witness last observe **NO Spill** occurring? _____ AM / PM Date _____ /_____ /_____	
Did the witness notice if the spill had reached the storm drain or surface waters?	
Comments:	
Witness 2 Name:	Witness 2 Contact Information:
Where did they see sewage spill from? ☐ Manhole ☐ Inside Building ☐ Vent/Clean Out ☐ Catch Basin ☐ Wet Well/Lift Station ☐ Other (describe):	
When did the witness notice the sewage spilling? _____ AM / PM Date _____ /_____ /_____ Witness description of spill and affected area: Is it currently spilling? ☐ YES ☐ NO When did the witness last observe **NO Spill** occurring? _____ AM / PM Date _____ /_____ /_____	
Did the witness notice if the spill had reached the storm drain or surface waters?	
Comments:	
Witness 3 Name:	Witness 3 Contact Information:
Where did they see sewage spill from? ☐ Manhole ☐ Inside Building ☐ Vent/Clean Out ☐ Catch Basin ☐ Wet Well/Lift Station ☐ Other (describe):	
When did the witness notice the sewage spilling? _____ AM / PM Date _____ /_____ /_____ Witness description of spill and affected area: Is it currently spilling? ☐ YES ☐ NO When did the witness last observe **NO Spill** occurring? _____ AM / PM Date _____ /_____ /_____	
Did the witness notice if the spill had reached the storm drain or surface waters?	
Comments:	

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SPILL START TIME and END TIME DETERMINATION (continued)

Are the volume of the spill and rate of flow known? ☐ YES ☐ NO

If yes, divide volume by rate of flow to get duration of spill event:

_____ Gallons ÷ _____ GPM = _____ Minutes
Spill Volume Flow Rate Spill Duration

Subtract the duration from the spill end date/time to establish the spill start date/time:

_____ — _____ = _____
Spill End Date/Time Duration Spill Start Time

Method to determine flow rate:

Solids Present? ☐ None or small amount (indicates recent start)
☐ Significant amount of buildup

Staining? ☐ None (indicates recent start)
☐ Minor
☐ Significant

Distance sewage has traveled from spill point:

Spill Start Time:

Spill End Date and Time:

How was end time determined?
☐ Broke stoppage
☐ Turned pump station back on
☐ Other, explain:

Description of the methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time.

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SPILL CAUSE (check all that apply)
☐ Air Relief Valve (ARV)/Blow Off Valve (BOV)/Backwater Valve Failure
☐ Construction Diversion Failure
☐ Collection System Maintenance Failure (Specify Below)
☐ Damage by Others Not Related to CS Construction/Maintenance (Specify Below)
☐ Debris from Construction
☐ Debris from Lateral
☐ Debris-General
☐ Debris-Rags
☐ Debris-wipes/Non-disposables
☐ Flow Exceeded Capacity (Separate CS Only)
☐ Fats, Oils and Grease (FOG)
☐ Inappropriate Discharge to CS
☐ Natural Disaster (Specify Below)
☐ Operator Error (Specify Below)
☐ Pipe Structural Problem/Failure – Installation
☐ Pipe Structural Problem/Failure – Controls
☐ Pump Station Failure – Power
☐ Pump Station Failure – Mechanical
☐ Pump Station Failure – Controls
☐ Rainfall Exceeded Design, I and I (Separate CS Only)
☐ Root Intrusion
☐ Siphon Failure
☐ Surcharged Pipe (Combines CS Only)
☐ Vandalism (Specify Below)
☐ Other, specify:

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SYSTEM FAILURE LOCATION	
System failure location: ☐ Air Relief Valve (ARV)/Blow Off Valve (BOV) Failure ☐ Force Main ☐ Gravity Mainline ☐ Lower Lateral ☐ Manhole ☐ Pump Station Failure – Controls ☐ Pump Station Failure – Mechanical ☐ Pump Station Failure – Power ☐ Siphon ☐ Upper Lateral (Specify Below) ☐ Other, specify:	
Description of the pipe material at the failure location: ☐ Copper ☐ Galvanized Steel ☐ Polyvinyl Chloride (PVC) ☐ Acrylonitrile Butadiene Styrene (ABS) ☐ Cross-Linked Polyethylene (PEX) ☐ Cast Iron ☐ Vitrified Clay ☐ Concrete ☐ Ductile Iron ☐ Fiberglass ☐ Other, specify:	
Estimated age of sewer asset at the point of blockage or failure (if applicable):	years
Diameter of sewer pipe at the point of blockage or failure:	inches

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SPILL IMPACT
Description of the impact of the spill:

STORM EVENT
Was spill associated with a storm event? ☐ YES ☐ NO

SPILL RESPONSE ACTIVITIES (check all that apply)
☐ Cleaned Up (Specify Below) ☐ Mitigated Effects of Spill (Specify Below) ☐ Contained All or Portion of Spill ☐ Restored Flow ☐ Returned All Spill to Sanitary Sewer System ☐ Returned Portion of Spill to Sanitary Sewer System ☐ Property Owner Notified ☐ Other Enforcement Agency Notified ☐ Other, specify:
Description of spill response activities including description of immediate spill containment and cleanup efforts:

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SPILL CORRECTIVE ACTION (check all that apply)
☐ Added Sewer to Preventive Maintenance Program ☐ Adjusted Schedule/Method of Preventive Maintenance ☐ Enforcement Action Against FOG Source ☐ Inspected Sewer Using CCTV to Determine Cause ☐ Plan Rehabilitation or Replacement of Sewer ☐ Repaired Facilities or Replaced Defect ☐ Other, specify:
Refer to Collection System Failure Analysis Report for details about: • Spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps. • Schedule of major milestones Check to confirm completion of each report: ☐ Post-Spill Assessment ☐ Collection System Failure Analysis
Spill response completion date:

INVESTIGATION
Detailed narrative of investigation and investigation findings of cause of spill:
Is the City conducting an ongoing investigation? ☐ YES ☐ NO If yes, reasons for an ongoing investigation: If yes, expected date of completion of investigation: _____

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SURFACE WATERS (Complete for Category 1 Spills Only)		
Name of receiving water body	Type of receiving water body: Stream, Ocean, Wetland, Slough, Estuary, River, Lake, Reservoir, Vernal Pool, Wash, or Other (specify)	Description of the water body(s), including but not limited to: o Observed impacts on aquatic life, o Public access impact(s): public closure, restricted public access, temporary restricted use, and/or other (specify below) o Responsible entity for closing/restricting use of water body, and o Number of days closed/restricted as a result of the spill.

MUNICIPAL INTAKE (Complete for Category 1 and 2 Spills Only)		
Was the spill located within 1,000 feet of a municipal surface water intake?	☐ YES	☐ NO
Describe:		

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WATER SAMPLING
Were water quality samples collected? ☐ YES ☐ NO ☐ N/A If yes, identify sample locations:
Identify parameters the water quality samples were analyzed for: (Check all that apply) ☐ Total Coliform Bacteria ☐ Fecal coliform bacteria ☐ E-coli ☐ Ammonia ☐ Other, specify:

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INSERT TAB:
Tab E: Volume Estimation

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Miscellaneous Computations & Examples

To convert inches to feet (NOTE: for the purposes of this worksheet, the unit of measurement will be in feet for formula examples)	Divide the inches by 12 or use the chart on the right. **Example 1:** 27" ÷ 12 = 2.25' **Example 2:** 1¾" = ?' 1" (0.08') + ¾" (0.06') = 0.14'
Volume of one cubic foot	7.48 gallons of liquid
Area: Two-dimensional measurement represented in square feet (SQ/FT or ft^2)	Square/rectangle: Area = Length x Width Circle: Area = π x r^2 (where π ≈ 3.14 and r = radius = ½ diameter) Triangle: Area = ½ (Base x Height)
Volume: Three-dimensional measurement represented in cubic feet (CU/FT or ft^3)	Rectangle/square footprint: Volume = Length x Width x Depth Circle footprint (cylinder): Volume = π x r^2 x Depth (where π ≈ 3.14 and r = radius = ½ diameter) Triangle footprint: Volume = ½ (Base x Height) x Depth
Depth: Wet Stain on Concrete or asphalt surface	If the depth is not measurable because it is only a wet stain, use the following estimated depths: o Depth of a wet stain on concrete surface: 0.0026' (1/32") o Depth of a wet stain on asphalt surface: 0.0013' (1/64") These were determined to be a reasonable depth to use on the respective surfaces through a process of trial and error. One gallon of water was poured onto both asphalt and concrete surfaces. Once the area was determined as accurately as possible, different depths were used to determine the volume of the wetted footprint until the formula produced a result that (closely) matched the one gallon spilled. This process was repeated several times.
Depth: Contained or "Ponded" sewage	Measure actual depth of standing sewage whenever possible. When depth varies, measure several representative sample points and determine the average. Use that number in your formula to determine volume.

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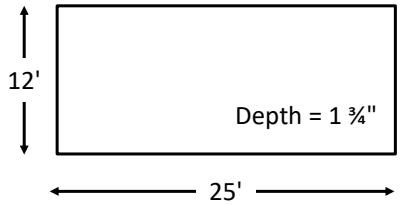
Miscellaneous Computations & Examples (continued)

Convert Inches to Feet	
Inches	**Feet**
1/8"	0.01'
1/4"	0.02'
3/8"	0.03'
1/2"	0.04'
5/8"	0.05'
3/4"	0.06'
7/8"	0.07'
1"	0.08'
2"	0.17'
3"	0.25'
4"	0.33'
5"	0.42'
6"	0.50'
7"	0.58'
8"	0.67'
9"	0.75'
10"	0.83'
11"	0.92'
12"	1.00'

Area/Volume of a Rectangle or Square

Formula: Length x Width x Depth = Volume in **cubic feet**



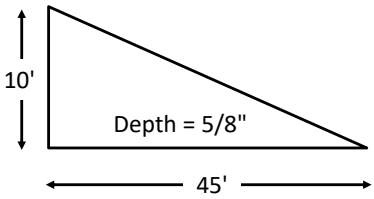
25'	X	12'	X	0.14'	=	**42 Cubic Feet**
Length		Width		Depth		Volume

Multiply the volume by 7.48 gallons to determine the volume in **gallons**:

42 ft³	X	7.48	=	**314.16 gallons**
Volume		gal/ft³		Volume

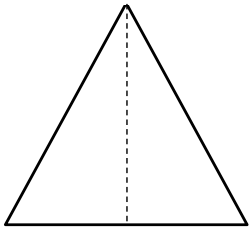
Area/Volume of a Right Triangle

Formula: Base x Height x Depth = Volume in **cubic feet**



0.5	X	45'	X	10'	X	0.05'	x	7.48	=	84.15 gallons
		Base		Height		Depth		gal/ft³		Volume

For isosceles triangles (two sides are equal lengths), break it down into two right triangles and compute area as you would for the right triangle.

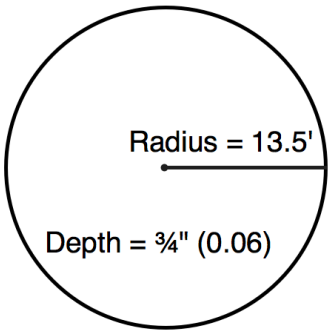


Area/Volume of a Circle

Formula: π x r² x Depth = Volume in **cubic feet**

The radius is ½ the diameter, which is a straight line passing from side to side through the center of a circle.

13.5'	X	13.5'	X	3.14	X	0.06'	x	7.48	=	256.8 gallons
Radius		Radius		π		Depth		gal/ft³		Volume



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Volume Estimation: Eyeball Estimation Method (for ≤100 gallons) E-2

Spill Date: _____ Location: _____

This method is invalid if surface conditions are wet (due to rainfall, irrigation, etc.) DO NOT use this method under these circumstances.

STEP 1: Position yourself so that you have a vantage point where you can see the entire spill.

STEP 2: Imagine one or more buckets or barrels of water tipped over. Depending on the size of the spill, select a bucket or barrel size as a frame of reference. It may be necessary to use more than one bucket/barrel size.

STEP 3: Estimate how many of each size bucket or barrel it would take to make an equivalent spill. Enter those numbers in Column A of the row in the table below that corresponds to the bucket/barrel sizes you are using as a frame of reference.

STEP 4: Multiply the number in Column A by the multiplier in Column B. Enter the result in Column C.

	A	B	C
Size of bucket(s)/barrel(s)	How many of this size?	Multiplier	Estimated Spill Volume
		x 1 gallon	
		x 5 gallons	
		x 32 gallons	
		x 55 gallons	
		x ___ gallons	
		Estimated Total Spill Volume:	

STEP 5: List assumptions made to arrive at the total estimated spill volume:

STEP 6: Take photographs. Where are photographs stored?

The following photos must be taken: appearance point closest to the failure point, extent of the spill and spill boundaries, the entry location of each drainage conveyance system the sewage entered, all discharge points into surface waters (Category 1 spill only), and location(s) of clean up.

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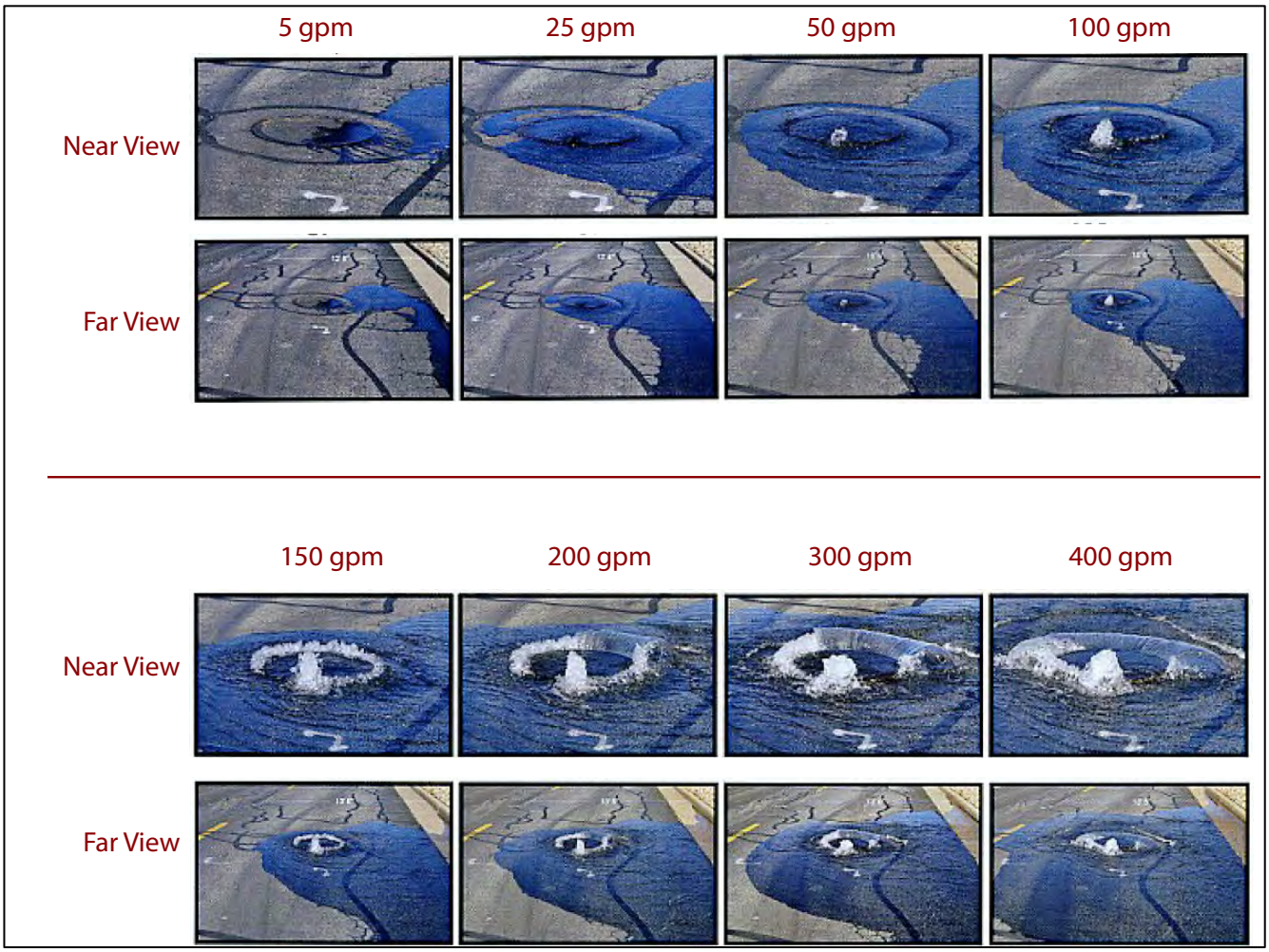
Volume Estimation: Duration and Flow Rate Comparison Method

Spill Date: _____ Location: _____

Compare the spill to reference images below to estimate flow rate of the current spill. **NOTE: If the manhole cover in your picture has vent holes or more than one pry hole, do not use these pictures for comparison.**



SSCSC Manhole Spill Gauge: CWEA Southern Section Collections Systems Committee. Spill Simulation courtesy of Eastern Municipal Water District.

Describe which reference photo(s) were used and any additional factors that influenced applying the reference photo data to the actual spill:

Flow Rate Based on Photo Comparison: _____ gallons per minute (gpm)

(Continued on next page)

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Start Date and Time	1.
End Date and Time	2.
Spill Event Total Time Elapsed (subtract Line 1 from Line 2. Show in minutes.)	3.
Average Flow Rate GPM (Account for diurnal flow pattern)	4.
Total Volume Estimated Using Duration and Flow Method (Line 3 x Line 4)	5.

List assumptions made to arrive at the total estimated spill volume:

Take photographs. Where are photographs stored?

The following photos must be taken: appearance point closest to the failure point, extent of the spill and spill boundaries, the entry location of each drainage conveyance system the sewage entered, all discharge points into surface waters (Category 1 spill only), and location(s) of clean up.

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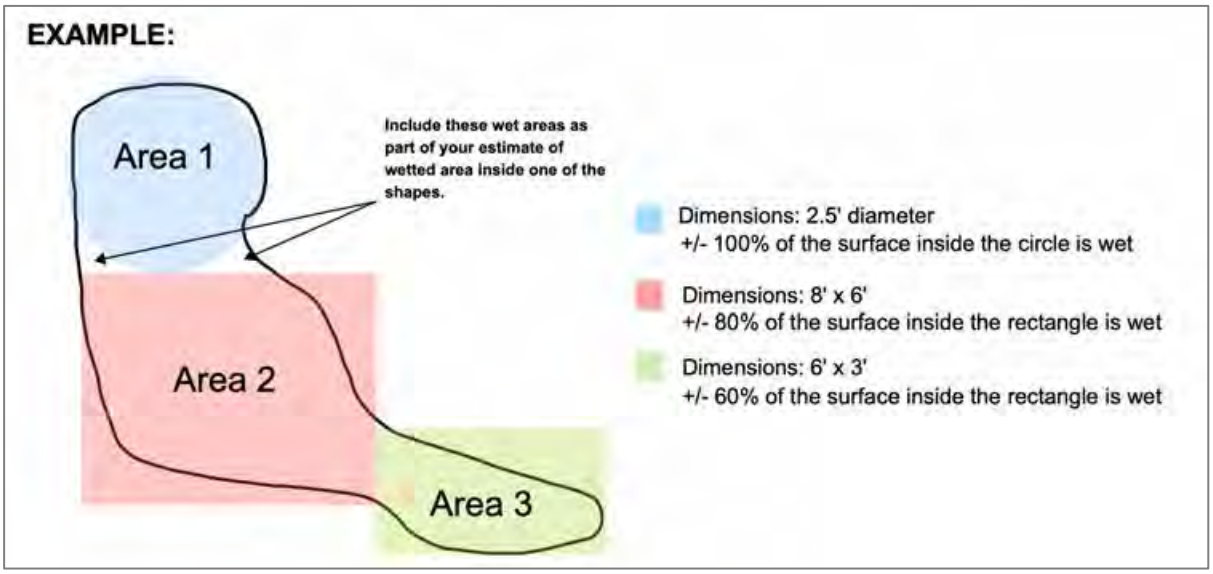
Volume Estimation: Area/Volume Method

Spill Date: _____ Location: _____

STEP 1: Describe spill area surface: ☐ Asphalt ☐ Concrete ☐ Dirt ☐ Landscape ☐ Inside Building

☐ Other: _____

STEP 2: Draw/sketch the outline (footprint) of the spill. Then break the footprint down into recognizable shapes. Label/identify each sketch outline area (Area 1, Area 2, etc.) See example below.



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STEP 3: Calculate the area of the footprint by completing the table below for each area in Step 2. Measure actual depth of standing sewage whenever possible. When depth varies, measure several representative sample points and determine the average. If the depth is not measurable because it is only a wet stain, use the following estimated depths: Depth of a wet stain on concrete surface: 0.0026' (1/32")
Depth of a wet stain on asphalt surface: 0.0013' (1/64")

Rectangles:

Area # (from labeled drawing)		Length	X	Width	X	% Wet	=	Area	X	Depth	=	Volume
	→	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	→	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	→	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3

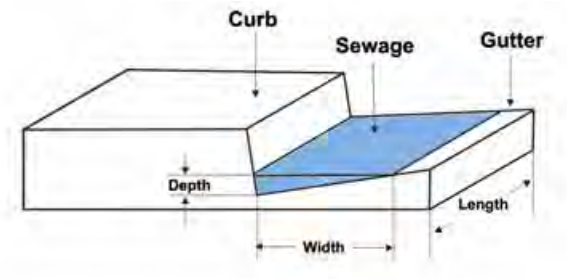
Circles:

Area # (from labeled drawing)		π	X	Radius	X	Radius	X	% Wet	=	Area	X	Depth	=	Volume
	→	3.14	X	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	→	3.14	X	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	→	3.14	X	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3

STEP 4: If part of the spill is in a gutter, use the formula below to calculate the volume:

_____ X _____ X _____ X 0.5 = _____ ft^3

Length Depth Width **Volume**



STEP 5: Calculate Total Spill Volume (sum of all of the volume calculations above): _____ ft^3

STEP 6: Convert from cubic feet to gallons by multiplying by 7.48.

_____ ft^3 x 7.48 gallons = _____ gallons

spill volume in cubic feet **Total estimated volume**

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STEP 7: List assumptions made to arrive at the total estimated spill volume. Adjust estimation up for moderate to severe cracking and/or roughness of surface (General Rule 20% to 40%):

STEP 8: Take photographs. Where are photographs stored?

The following photos must be taken: appearance point closest to the failure point, extent of the spill and spill boundaries, the entry location of each drainage conveyance system the sewage entered, all discharge points into surface waters (Category 1 spill only), and location(s) of clean up.

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Volume Estimation: Upstream Connections Method E-5

Spill Date: _____ Location: _____

Attach and/or reference system map and identify location of spill and buildings contributing to spill.

STEP 1: Determine the number of Equivalent Dwelling Units (EDUs) for this spill: _____ EDUs
NOTE: A single-family residential home = 1 EDU. For commercial buildings, refer to agency documentation.

STEP 2: This volume estimation method utilizes daily usage data based on flow rate studies of several jurisdictions in California. Column A shows how an average daily usage of 180 gallons per day is distributed during each 6-hour period. Adjust the table as necessary to accurately represent the actual data.

Complete Column E by entering the number of minutes the spill was active during each 6-hour time period. Multiply column D times Column E to calculate the gallons spilled during each time period. Add the numbers in Column F together for the Total Estimated spill Volume per EDU.

	Flow Rate Per EDU				**Spill**	
	A	**B**	**C**	**D**	**E**	**F**
Time Period	Gallons per Period	Hours per period	A÷B = Gallons per Hour	C÷60 = Gallons per Minute	Minutes spill was active during period	D × E = Gallons spilled per period
6am-noon	72	6	12	0.20		
noon-6pm	36	6	6	0.10		
6pm-midnight	54	6	9	0.15		
midnight-6am	18	6	3	0.05		
Total Estimated Spill Volume per EDU:						

STEP 3: Multiply the Estimated spill Volume per EDU from Step 2 by the number of EDUs from Step 1.

_____ gallons X _____ = _____ gallons
Volume per EDU # of EDUs Estimated spill Volume

STEP 4: Adjust spill volume as necessary considering other factors, such as activity that would cause a fluctuating flow rate (doing laundry, taking showers, etc.). Explain rationale below and indicate adjusted spill estimate (attach a separate page if necessary).

Total Estimated spill Volume: _____ gallons

STEP 7: List assumptions made to arrive at the total estimated spill volume:

STEP 8: Take photographs. Where are photographs stored?

The following photos must be taken: appearance point closest to the failure point, extent of the spill and spill boundaries, the entry location of each drainage conveyance system the sewage entered, all discharge points into surface waters (Category 1 spill only), and location(s) of clean up.

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Drawing Worksheet

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INSERT TAB:
Tab F: Backup Forms

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Backup Forms Checklist (Backup Only) F-1

Complete this form only if there is a backup into a residence or business.

Instructions to Sewer Crew:

1. Take photo of each form before giving it to the customer for documentation.
2. Tear forms listed below out of this workbook and hand to customer. *Leave this page (F-1) and the First Responder Form (F-2) in this workbook, do not give to Customer.*
3. Check each item that was provided to the customer.
4. Have customer sign below.

Forms/Documents:

- ☐ Form F-3: Declination of Cleaning Services
- ☐ Form F-4: Customer Information Letter
- ☐ Form F-5: Your Responsibilities as a Private Property Owner
- ☐ Form F-6: Claim Form

Forms Provided to:

_____
Customer Name

_____
Customer Signature

_____
Date

Check here if customer declines to sign: ☐

Formularios / Documentos:

- ☐ F-3: Declinación de los Servicios de Limpieza
- ☐ F-4: Carta de Información del Cliente
- ☐ F-5: Sus Responsabilidades Como Propietario de Una Propiedad Privad
- ☐ F-6: Formulario de Reclamación

Formularios Proporcionados a:

_____
Nombre del cliente

_____
Firma del cliente

_____
Fecha

Marque aquí si el cliente se niega a firmar: ☐

Forms Provided by: _____ _____ _____
Employee Name Initial Date

Instructions to Utilities Director:

Send photos, including the photos of the documents given to the customer, and a copy of the First Responder form to the City Clerk.

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Complete this form only if there is a backup into a residence or business.

Fill out this form as completely as possible.
Ask customer if you may enter the home. If so, take photos of all damaged and undamaged areas.

PERSON COMPLETING THIS FORM: Name: _____ Title: _____	PHONE: DATE: TIME:
TIME STAFF ARRIVED ON-SITE:	
DOES THE CUSTOMER WANT THE CITY TO CALL FOR CLEANING SERVICE? ☐ Yes ☐ No If no, give the customer the Cleaning Declination Form and have them sign here: _____ If customer called a cleaning contractor, provide name and contact number:	
RESIDENT NAME: ☐ Owner ☐ Renter ADDRESS: PHONE:	IF RENT, PROPERTY MANAGER(S): OWNER: ADDRESS: PHONE:
# OF PEOPLE LIVING AT RESIDENCE:	

Approximate Age of Home:	# of Bathrooms:	# of Rooms Affected:
Numbers of Photographs or Videos Taken: ☐ Photographs _____ ☐ Video _____ ☐ Customer did not provide or allow photographs	Where are photos/video stored?	

Is nearest upstream manhole visibly higher than the drain/fixture that spilled? ☐ Yes ☐ No
Does property have a Property Line Cleanout or BPD? ☐ Cleanout ☐ BPD ☐ Neither ☐ Unknown
If yes, was the Property Line Cleanout/BPD operational at the time of the spill? ☐ Yes ☐ No ☐ Unknown
Have there ever been any previous spills at this location? ☐ Yes ☐ No ☐ Unknown
Has the resident had any plumbing work done recently? ☐ Yes ☐ No ☐ Unknown *If YES, please describe:*

GO TO PAGE 2

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LIVABILITY ASESSMENT

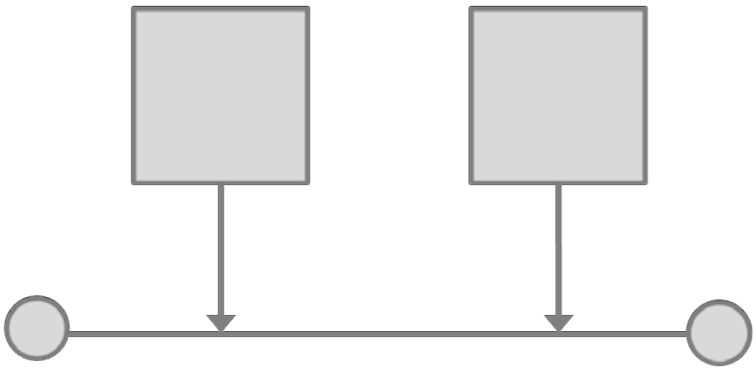
- Is there insufficient non-contaminated living space for residents to stay during cleaning including a functioning and non-contaminated bathroom? ☐ Yes ☐ No
- Are there any residents that are pregnant, are children, have severe allergies/asthma, have respiratory problems, and/or have a compromised immune system? ☐ Yes ☐ No
- Is the area a childcare or extended care facility? ☐ Yes ☐ No
- Is the food preparation area contaminated? ☐ Yes ☐ No
- Is it currently after 8pm, or if it is currently before 8pm will the cleaning and disinfection be completed after 10pm? ☐ Yes ☐ No

If the answer to any of the questions above is YES, advise the resident to consider temporarily relocating while the living area is cleaned.

SANITARY SEWER LINE BLOCKAGE LOCATION

PLEASE CHECK THE BOXES THAT DESCRIBE YOUR OBSERVATIONS:	
Building Cleanout Was: ☐ Non-Existent ☐ Full ☐ Empty	Property Line Cleanout was ☐ Non-Existent ☐ Full ☐ Empty

On the diagram below, place an X where in the mainline or lateral you believe the problem occurred.



Did sewage go under buildings? ☐ Yes ☐ No ☐ Unsure

Recommended Follow-Up Action(s):

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Declination of Cleaning Services (Backup Only) F-3

Customer Information		
NAME:	ADDRESS:	TELEPHONE:

ON (date)	AT (time)	Approximately (quantity)	GALLONS OF: ☐ Sewage ☐ Grey Water ☐ Toilet Bowl Water ☐ Odor ☐ Other (describe):

Spilled from (or odor emanating from)
☐ Toilet ☐ Shower/Tub ☐ Washer ☐ Other (describe):

The spill affected the following areas *(check one):*
☐ Bathroom ☐ Bedroom ☐ Hallway ☐ Garage
☐ Kitchen ☐ Crawlspace ☐ Other (specify):

The spill affected the following flooring: **and/or additional materials:**
☐ Tile ☐ Wood Flooring ☐ Area Rugs ☐ Towels
☐ Linoleum ☐ Carpet ☐ Clothing ☐ Other (specify):
☐ Other (specify):

This Form Completed By: Name: **Date:**
(Write legibly) Title: **Time:**

CUSTOMER, please read the following and sign below. I/We acknowledge that City of Lakeport (City) has offered to provide professional cleaning and decontamination services to remediate the sewage backup and/or spill described above and that we declined the offer. We further understand and acknowledge that because we have declined, any necessary remediation activities will be conducted without City assistance, and that the City will not accept responsibility for work performed by persons other than those engaged by the City. The City will also not accept responsibility for any charges related to this incident that are not usual and customary. Refer to "Your Responsibilities as a Private Property Owner" (Page F-5) for recommendations regarding spill cleanup.

CLIENTE, por favor lea lo siguiente y firme a continuación. Yo/Nosotros reconocemos que City of Lakeport (ciudad) se ha ofrecido a proporcionar servicios profesionales de limpieza y descontaminación para remediar la reserva de aguas residuales y/o derrame descrita anteriormente y que rechazamos la oferta. Además, entendemos y reconocemos que debido a que hemos rechazado, cualquier actividad de remediación necesaria se llevará a cabo sin la asistencia de ciudad, y que ciudad no aceptará responsabilidad por el trabajo realizado por personas que no sean las contratadas por ciudad. La ciudad tampoco aceptará responsabilidad por ningún cargo relacionado con este incidente que no sea habitual y habitual. Consulte "Sus Responsabilidades Como Propietario De Una Propiedad Privada" (Página F-5) para obtener recomendaciones sobre la limpieza de derrames.

Customer Signature / Firma del cliente *:		**Date:**
The information above was explained to the customer by the following employee:	**Name:**	**Title:**
	Signature:	**Date:**

**Note to responders: if customer declines to sign this form, then have a co-worker sign here as a witness:*

Name: _____ *Signature:* _____ *Date:* _____

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Customer Information Letter (Backup Only) F-4 (English)

Dear Property Owner:

We recognize that sewer backup incidents can be stressful and require immediate response while all facts concerning how an incident occurred are still unknown. Rest assured that we do all we can to prevent this type of event from occurring in the first place. Nevertheless, occasionally tree roots or other debris in the sewer lines causes a backup into homes immediately upstream of the blockage. At this time the City is investigating the cause of this incident.

If the City is found to be responsible for the incident, we are committed to cleaning and restoring your property, and to protecting the health of those affected during the remediation process.

The cleaning contractor provided by the City has been selected because of their adherence to established protocols that are designed to assure to all parties thorough, cost-effective and expeditious cleaning services. You also have the right to select your own cleaning contractor, but the City does not guarantee payment of fees/expenses incurred and reserves the right to dispute fees/expenses deemed not usual and customary.

Depending on the extent of the backup our Sewer Crew may advise you to consider relocating temporarily while the living area is cleaned. In that case, if the City is found to be responsible for the backup you may submit a claim for reimbursement of reasonable lodging for one night. Additional lodging and other expenses may be discussed with Sierra Pacific Loss Management at (800) 413-2999.

To discuss this matter, or to submit a claim, contact the City Clerk at (707) 263-5615.

Sincerely,
The City of Lakeport

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Customer Information Letter (Backup Only) F-4 (Spanish)

Estimado Propietario:

Reconocemos que los incidentes de la red de alcantarillado pueden ser estresantes y requieren una respuesta inmediata, mientras que todos los hechos relacionados con la forma en que ocurrió el incidente aún son desconocidos. Tenga la seguridad de que haremos todo lo posible para evitar que este tipo de evento ocurra en primer lugar. Sin embargo, ocasionalmente las raíces de los árboles u otros residuos en las líneas de alcantarillado causan una copia de seguridad en los hogares inmediatamente antes del bloqueo. En este momento el ciudad está investigando la causa de este incidente.

Si se determina que el ciudad es responsable del incidente, nos comprometemos a limpiar y restaurar su propiedad, ya proteger la salud de las personas afectadas durante el proceso de remediación.

El contratista de limpieza proporcionado por el Distrito ha sido seleccionado debido a su adhesión a los protocolos establecidos que están diseñados para garantizar a todas las partes servicios de limpieza exhaustivos, rentables y rápidos. También tiene derecho a seleccionar su propio contratista de limpieza, pero el ciudad no garantiza el pago de los honorarios / gastos incurridos y se reserva el derecho de disputar los honorarios / gastos que se consideren no habituales y habituales.

Dependiendo de la extensión de la copia de seguridad, nuestro Sewer Crew puede aconsejarle que considere reubicarse temporalmente mientras se limpia la sala de estar. En ese caso, si se determina que el cuidad es responsable de la copia de seguridad, puede presentar una reclamación de reembolso de alojamiento razonable por una noche. El alojamiento adicional y otros gastos pueden discutirse con el Sierra Pacific Loss Management al (800) 413-2999.

Para discutir este asunto, comuníquese con el City Clerk al (707) 263-5615. Para presentar un reclamo por daños comuníquese con la City Clerk al (707) 263-5615.

Sinceramente,
The City of Lakeport

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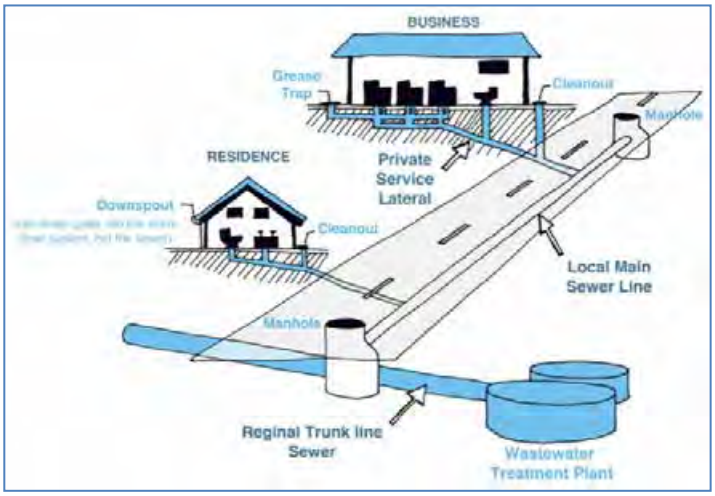
How a Sewer System Works

A property owner's sewer pipes are called ***service laterals*** and are connected to larger local main and regional trunk lines. Service laterals run from the connection at the home to the connection with the public sewer. Depending on your location, a portion of the lateral is the responsibility of the property owner and must be maintained by the property owner.

How do sewage spills happen?

Sewage spills occur when the wastewater in underground pipes spills through a manhole, cleanout, or broken pipe. Most spills are relatively small and can be stopped and cleaned up quickly, but left unattended they can cause health hazards, damage to homes and businesses, and threaten the environment, local waterways, and beaches. Common causes of sewage spills include grease build-up, tree roots, broken/cracked pipes, missing or broken cleanout caps, undersized sewers, and groundwater/rainwater entering the sewer system through pipe defects and illegal connections.



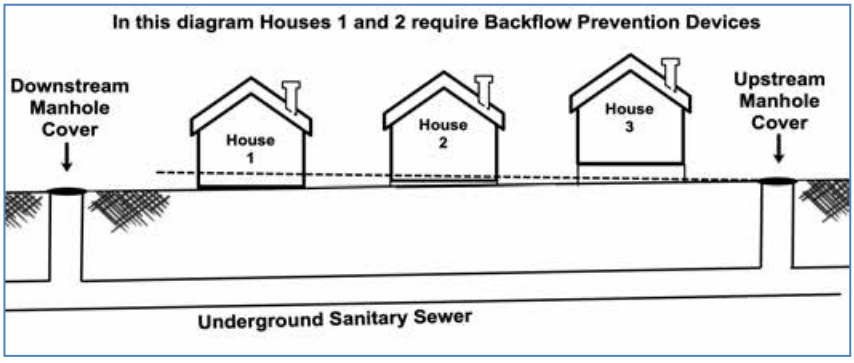
Prevent most sewage backups with a Backflow Prevention Device

This type of device can help prevent sewage backups into homes and businesses. If you don't already have a Backflow Prevention Device, contact a professional plumber or contractor to install one as soon as possible.

Is my home required to have a backflow prevention device?

Section 710.1 of the Uniform Plumbing Code (U.P.C.) states: *"Drainage piping serving fixtures which have flood level rims located below the elevation of the next upstream manhole cover or private sewer serving such drainage piping **shall** be protected from backflow of sewage by installing an approved type of backwater valve."* The intent of Section 710.1 is to protect the building interior from mainline sewer spills or surcharges.

Additionally, U.P.C. 710.6 states: *"Backwater valves **shall** be located where they will be accessible for inspection and repair at all times and, unless continuously exposed, shall be enclosed in a masonry pit fitted with an adequately sized removable cover."*



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Spill cleanup inside the home:

For large clean ups, a professional cleaning firm should be contacted to clean up impacted areas, If you hire a contractor, it is recommended to get estimates from more than one company. Sometimes, homeowner's insurance will pay for the necessary cleaning due to sewer backups. Not all policies have this coverage, so check with your agent.

If you decide to clean up a small spill inside your home, protect yourself from contamination by observing the following safety measures. Those persons whose resistance to infection is compromised should not attempt this type of clean up.

Other Tips:

Seek immediate attention if you become injured or ill during or after the cleanup process.

- Keep children and pets out of the affected area.
- Turn off heating/air conditioning systems
- Wear rubber boots, rubber gloves, and goggles during cleanup.
- Discard items that cannot be washed and disinfected (such as: mattresses, rugs, cosmetics, toys, etc.)
- Remove and discard drywall and insulation that has been contaminated with sewage or flood waters.
- Thoroughly clean all hard surfaces (such as flooring, concrete, molding, wood and metal furniture, countertops, appliances, sinks and other plumbing fixtures) with hot water and laundry or dish detergent.
- Help the drying process with fans, air conditioning units, and dehumidifiers.
- After completing cleanup, wash your hands with soap and water. Use water that has been boiled for 1 minute (allow the water to cool before washing your hands) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water & detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a laundromat until your onsite wastewater system has been professionally inspected and serviced.

Spill cleanup outside the home:

- Keep children and pets out of the affected area until cleanup has been completed.
- Wear rubber boots, rubber gloves, and goggles during cleanup of affected area.
- Clean up sewage solids (fecal material) and place in properly functioning toilet or double bag and place in garbage container.
- On hard surfaces areas such as asphalt or concrete, it is safe to use a 2% bleach solution, or ½ cup of bleach to 5 gallons of water, but don't allow it to reach a storm drain as the bleach can harm the environment.
- After cleanup, wash hands with soap and water. Use water that has been boiled for 1 minute (allow to cool before washing your hands) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water and detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a laundromat until your onsite wastewater system has been professionally inspected and serviced.

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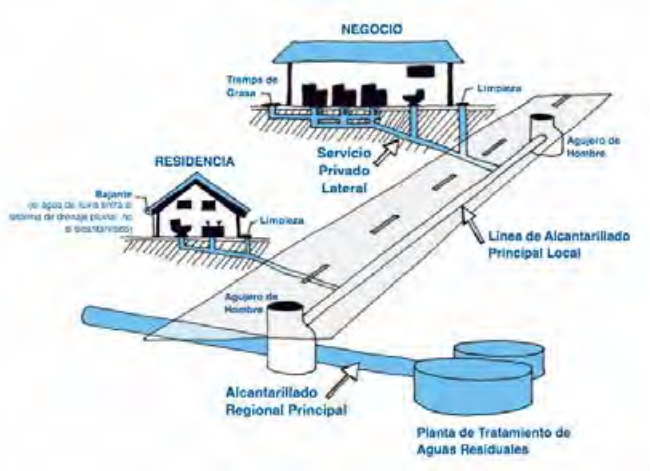
Cómo funciona un sistema de alcantarillado

Las tuberías de alcantarillado de un propietario se denominan servicios laterales y están conectadas a líneas troncales principales y regionales locales más grandes. Los servicios laterales se ejecutan desde la conexión en el hogar hasta la conexión con el sistema de alcantarillado del Distrito. Estos laterales son responsabilidad del propietario y deben ser mantenidos por el propietario.

¿Cómo ocurren los derrames de aguas residuales?

Los derrames de aguas residuales ocurren cuando las aguas residuales en las tuberías subterráneas se desbordan a través de un pozo de acceso, limpieza o tubería rota. La mayoría de los derrames son relativamente pequeños y se pueden detener y limpiar rápidamente, pero si se los deja desatendidos, pueden causar riesgos para la salud, dañar viviendas y negocios y amenazar el medio ambiente, las vías fluviales locales y las playas. Las causas comunes de derrames de aguas residuales incluyen acumulación de grasa, raíces de árboles, tuberías rotas / agrietadas, tapas de limpieza faltantes o rotas, alcantarillas de tamaño insuficiente y aguas subterráneas / pluviales que ingresan al sistema de alcantarillado a través de defectos en las tuberías y conexiones ilegales.



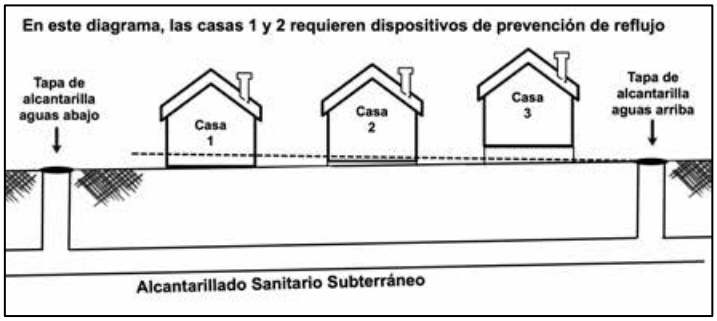
Prevenga la mayoría de las copias de seguridad de aguas residuales con un dispositivo de prevención de reflujo

Este tipo de dispositivo puede ayudar a prevenir las copias de seguridad de aguas residuales en hogares y empresas. Si aún no tiene un dispositivo de prevención de reflujo, comuníquese con un plomero o contratista profesional para instalar uno lo antes posible.

¿Se requiere que mi hogar tenga un dispositivo de prevención de reflujo?

La Sección 710.1 del Código Uniforme de Plomería (UPC) establece: “Los accesorios de tuberías de drenaje que tienen llantas de nivel de inundación ubicadas debajo de la elevación de la siguiente boca de alcantarilla corriente arriba o la alcantarilla privada que atiende dicha tubería de drenaje deben protegerse contra el reflujo de aguas residuales al instalar un tipo de válvula de evacuación ”. La intención de la Sección 710.1 es proteger el interior del edificio de los desagües o sobrecargas de alcantarillado de la línea principal.

Adicionalmente, U.P.C. 710.6 dice: Las válvulas de aguas residuales deben ubicarse donde puedan ser inspeccionadas y reparadas en todo momento y, a menos que estén continuamente expuestas, deben estar encerradas en un pozo de mampostería equipado con una cubierta removible del tamaño adecuado.



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Limpieza de derrames dentro de la casa:

Para grandes limpiezas, se debe contactar a una empresa de limpieza profesional para limpiar las áreas afectadas. Si contrata a un contratista, se recomienda obtener estimaciones de más de una compañía. A veces, el seguro del propietario de vivienda pagará la limpieza necesaria debido a las reservas de alcantarillado. No todas las pólizas tienen esta cobertura, así que consulte con su agente.

Si decide limpiar un pequeño derrame dentro de su casa, protéjase de la contaminación observando las siguientes medidas de seguridad. Aquellas personas cuya resistencia a la infección esté comprometida no deben intentar este tipo de limpieza.

Busque atención inmediata si se lesiona o se enferma durante o después del proceso de limpieza.

Otros consejos:

- Mantenga a los niños y mascotas fuera del área afectada.
- Apague los sistemas de calefacción / aire acondicionado
- Use botas de goma, guantes de goma y gafas durante la limpieza.
- Deseche los artículos que no se puedan lavar y desinfectar (como: colchones, alfombras, cosméticos, juguetes, etc.)
- Retire y deseche los paneles de yeso y el aislamiento contaminado con aguas residuales o aguas de inundación.
- Limpie a fondo todas las superficies duras (como pisos, concreto, molduras, muebles de madera y metal, mostradores, electrodomésticos, fregaderos y otros accesorios de plomería) con agua caliente y ropa o detergente para platos.
- Ayude al proceso de secado con ventiladores, unidades de aire acondicionado y deshumidificadores.
- Después de completar la limpieza, lávese las manos con agua y jabón. Use agua que haya sido hervida por 1 minuto (deje que el agua se enfríe antes de lavarse las manos) O use agua que haya sido desinfectada (solución de 1/8 cucharadita de lejía doméstica por 1 galón de agua). Dejar reposar durante 30 min. Si el agua está turbia, use ¼ cucharadita de lejía de uso doméstico por 1 galón de agua.
- Lave la ropa usada durante la limpieza con agua caliente y detergente (lave aparte de la ropa no contaminada).
- Lavar la ropa contaminada con aguas residuales en agua caliente y detergente. Considere usar una lavandería hasta que su sistema de aguas residuales en el sitio haya sido inspeccionado y reparado profesionalmente.

Limpieza de derrames fuera de la casa:

- Mantenga a los niños y las mascotas fuera del área afectada hasta que se haya completado la limpieza.
- Use botas de goma, guantes de goma y gafas protectoras durante la limpieza del área afectada.
- Limpie los sólidos de alcantarillado (material fecal) y colóquelos en un inodoro o bolsa doble que funcione correctamente y colóquelos en un contenedor de basura.
- En áreas de superficies duras como el asfalto o el concreto, es seguro usar una solución de lejía al 2%, o ½ taza de lejía a 5 galones de agua, pero no permita que llegue a un drenaje de tormenta ya que la lejía puede dañar la ambiente.
- Después de la limpieza, lávese las manos con agua y jabón. Use agua que haya sido hervida por 1 minuto (deje enfriar antes de lavarse las manos) O use agua que haya sido desinfectada (solución de 1/8 cucharadita de cloro por 1 galón de agua). Dejar reposar durante 30 min. Si el agua está turbia, use ¼ cucharadita de lejía de uso doméstico por 1 galón de agua.
- Lave la ropa usada durante la limpieza con agua caliente y detergente (lave aparte de la ropa no contaminada).
- Lavar la ropa contaminada con aguas residuales en agua caliente y detergente. Considere usar una lavandería hasta que su sistema de aguas residuales en el sitio haya sido inspeccionado y reparado profesionalmente.

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File with:

City Clerk's Office
City of Lakeport
City Hall
225 Park Street
Lakeport, CA 95453

CLAIM FOR MONEY OR DAMAGES AGAINST THE CITY OF LAKEPORT

RESERVE FOR FILING STAMP

CLAIM NO. _____

A claim must be presented, as prescribed by the *Government Code* of the State of California, by the claimant or a person acting on his/her behalf and shall show the following:

If additional space is needed to provide your information, please attach sheets, identifying the paragraph(s) being answered.

1. Name and Post Office address of the Claimant:

Name of Claimant:

Post Office Address:

2. Post Office address to which the person presenting the claim desires notices to be sent:

Name of Addressee: Telephone:

Post Office Address:

3. The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.

Date of Occurrence: Time of Occurrence:

Location:

Circumstances giving rise to this claim:

4. General description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of the presentation of the claim.

5. The name or names of the public employee or employees causing the injury, damage, or loss, if known.

6. **If amount claimed totals less than $10,000:** The amount claimed if it totals less than ten thousand dollars ($10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed.

Amount Claimed and basis for computation:

If amount claimed exceeds $10,000: If the amount claimed exceeds ten thousand dollars ($10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case. A limited civil case is one where the recovery sought, exclusive of attorney fees, interest and court costs does not exceed $25,000. An unlimited civil case is one in which the recovery sought is more than $25,000. (See *CCP* § 86.)

☐ Limited Civil Case	☐ Unlimited Civil Case

You are required to provide the information requested above in order to comply with *Government Code* §910.

7. Claimant(s) Date(s) of Birth:

8. Name, address and telephone number of any witnesses to the occurrence or transaction which gave rise to the claim asserted:

9. If the claim involves medical treatment for a claimed injury, please provide the name, address and telephone number of any doctors or hospitals providing treatment:

If applicable, please attach any medical bills or reports or similar documents supporting your claim.

10. If the claim relates to an automobile accident:

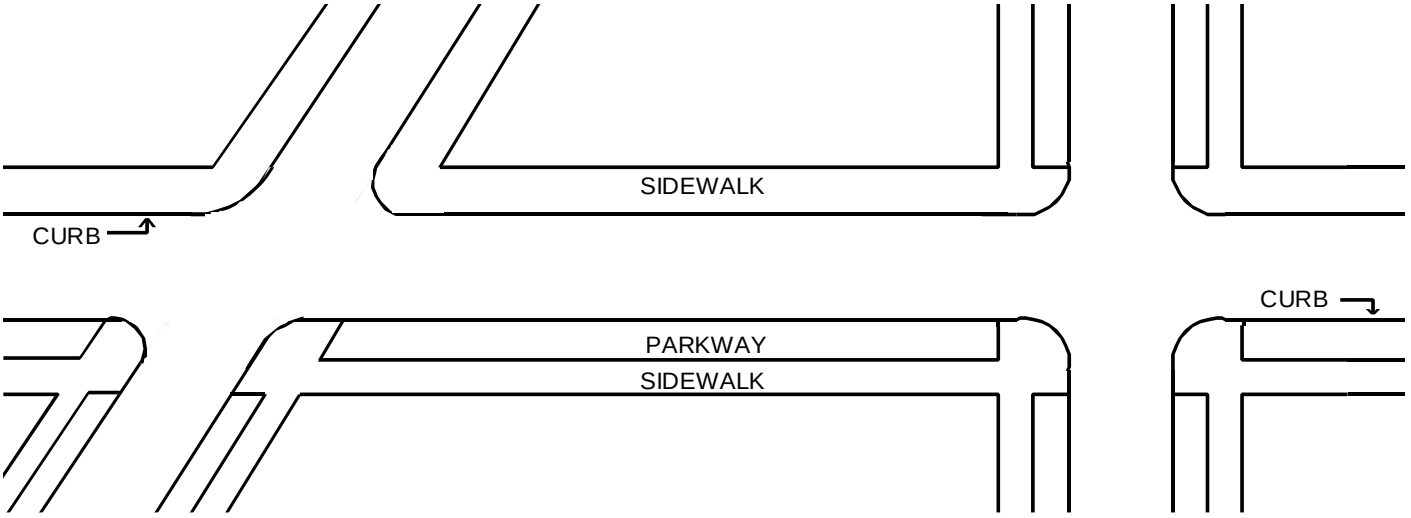
Claimant(s) Auto Ins. Co.:	Telephone:
Address:	
	Insurance Policy No.:
Insurance Broker/Agent:	Telephone:
Address:	
Claimant's Veh. Lic. No.:	Vehicle Make/Year:
Claimant's Drivers Lic. No.:	Expiration:

If applicable, please attach any repair bills, estimates or similar documents supporting your claim.

READ CAREFULLY

For all accident claims, place on following diagram name of streets, including North, East, South, and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If City/Agency Vehicle was involved, designate by letter "A" location of City/Agency Vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City/Agency Vehicle; location of City/Agency vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Warning: Presentation of a false claim is a felony (*Penal Code* §72). Pursuant to *CCP* §1038, the City/Agency may seek to recover all costs of defense in the event an action is filed which is later determined not to have been brought in good faith and with reasonable cause.

Signature: Date:

INSERT TAB:
Tab G: POST-SPILL

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SPILL LOCATION
Spill location name:
Address of spill:

NOTIFICATION AND COMMUNICATION PROCEDURES	
Were notification procedures adhered to?	☐ Yes ☐ No
Were notification procedures effective?	☐ Yes ☐ No
RESPONSE PROCEDURES	
Were response time goals met?	☐ Yes ☐ No
Were safety procedures adhered to?	☐ Yes ☐ No
Were safety procedures effective?	☐ Yes ☐ No
Were initial response procedures adhered to?	☐ Yes ☐ No
Were initial response procedures effective?	☐ Yes ☐ No
Were containment procedures adhered to?	☐ Yes ☐ No

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RESPONSE PROCEDURES (continued)	
Were containment procedures effective?	☐ Yes ☐ No
Were clean up and recovery procedures adhered to?	☐ Yes ☐ No
Were clean up and recovery procedures effective?	☐ Yes ☐ No
Were sewer back up procedures adhered to?	☐ Yes ☐ No
Were sewer back up procedures effective?	☐ Yes ☐ No
Were chain of custody procedures adhered to?	☐ Yes ☐ No
Was failure analysis investigation performed and documented?	☐ Yes ☐ No
REPORTING AND NOTIFICATION PROCEDURES	
Were reporting and notification timeline requirements met?	☐ Yes ☐ No

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DOCUMENTATION	
Was spill file created?	☐ Yes ☐ No
Was QA/QC performed to ensure field data matched CIWQS data?	☐ Yes ☐ No

RECOMMENDED CHANGES
☐ N/A

ATTENDEES	

FACILITATED BY	
	Date:

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OFFICE USE ONLY

Incident Report #		Prepared By	
Spill/Backup Information			
Cause			
Summary of Historical Spills/Backups/Service Calls/Other Problems			
Date	Cause	Date Last Cleaned	Crew
Records Reviewed By:		Record Review Date:	
Summary of CCTV Information			
CCTV Inspection Date		File Name/Number	
CCTV File Reviewed By		CCTV Review Date	
Observations			

Go to Page 2

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Recommendations					
✓	Type	Specific Actions	Who is Responsible?	Completion Deadline	Who Will Verify Completion?
	No Changes or Repairs Required	n/a	n/a	n/a	n/a
	Added sewer to preventive maintenance program				
	Adjusted schedule/method of preventive maintenance				
	Enforcement action against FOG source				
	Plan rehabilitation or replacement of sewer				
	Repaired facilities or replaced defect				
	Change(s) to Spill Response Procedures				
	Training				
	Misc.				
Comments/Notes:					
Reviewed By:				Review Date:	

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Appendix 7.A

Grease Trap / Interceptor Inspection Policy

City of Lakeport Municipal Sewer District │ SSMP Revision 5 │ April 2026

Type: ATTACHED

Document follows this cover sheet.

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Policy Number: U-9

FOG ABATEMENT PROGRAM: GREASE TRAP/INTERCEPTOR MAINTENANCE AND INSPECTIONS

Date Adopted: January 15, 2010
Date Revised: April 2026

Scope: Applies to all personnel responsible for administering and enforcing the provisions of Lakeport Municipal Code (LMC) Chapter 13.20 (Sewer Use and Pretreatment).

Purpose: Establish guidelines and procedures for the maintenance and inspection of grease traps and interceptors serving any Food Service Establishment (FSE) located within the jurisdictional boundaries of the City of Lakeport. Proper maintenance of grease traps and interceptors helps prevent sanitary sewer overflows (SSOs) and sewer backups resulting from the accumulation of fats, oils, and grease (FOG) in the City's sewer system.

Responsibility: The Utilities Division is primarily responsible for coordinating FOG inspections required by LMC Chapter 13.20. Program success depends on ongoing coordination with the Community Development Department. The Compliance Officer and/or Utilities Director are responsible for future revisions to this policy. The Community Development Director may provide input.

BACKGROUND

City Ordinance No. 872 was adopted in 2008 and established regulations associated with the use of the City's sanitary sewer system, codified in Lakeport Municipal Code (LMC) Chapter 13.20 (Sewer Use and Pretreatment).

The goal of these regulations is to ensure the City's sanitary sewer system is adequately maintained, including inspection and enforcement programs designed to ensure ongoing compliance. This policy accomplishes the following:

1. **Establish guidelines and procedures for the maintenance and inspection of grease traps and interceptors maintained by any Food Service Establishment (FSE) in Lakeport.**
2. **Establish the roles and responsibilities of City staff involved in grease trap and interceptor inspection activities.**

POLICY

1. **Inspections shall be conducted by a qualified Utilities Division employee designated by the Utilities Director or Compliance Officer. The Compliance Officer (FOG Inspector Certified) and the Chief Building Official are the preferred inspectors for formal enforcement-related inspections. Other qualified field staff may conduct inspections at the direction of the Compliance Officer or Utilities Director.**
2. **All FSEs shall maintain and update a maintenance log for their grease trap(s) and/or interceptor(s) and shall make that log available to any inspector from the City or County Environmental Health upon request.**
3. **If, upon inspection, a grease trap or interceptor is found to be improperly maintained, undersized, incorrectly configured, or deficient in preventing FOG from entering the City's sewer system, the inspector shall provide the Compliance Officer with all relevant information for review.**
4. **Inspectors shall arrive in an official City vehicle if possible, and shall present a business card or City identification, together with a copy of the FOG education packet or introductory letter, to clearly identify themselves and explain the purpose of the visit.**
5. **Inspections may be announced or unannounced. The Compliance Officer shall be made aware of any FSE grease trap inspection conducted by City staff.**
6. **If deemed essential to the FOG program, effluent from grease interceptors or traps may be sampled to determine the amount of FOG being discharged to the sewer system. Samples of equipment effluent best represent the nature of an FSE's discharge.**
7. **Inspectors shall have the following equipment and materials available during an inspection:**

Equipment	Paperwork / Materials
GIS map printout or mobile GIS access	FSE file and prior inspection report
Manhole pick	FOG Inspection Checklist (Attachment A)
Depth probe	FOG Inspection Report Form (Attachment B)
Ratchet set	List of licensed grease haulers and recyclers
Pipe wrench	BMP materials and current FSE education packet
Inspection mirror	Notice of Violation form (if enforcement action anticipated)
Camera or phone with camera	Business card or City identification
Steel-toed boots and PPE (gloves, safety vest, safety glasses)	
Sample bottles and sampling equipment (if sampling anticipated)	

INSPECTION TRIGGERS

CLMSD conducts FOG inspections on a trigger basis rather than a fixed routine schedule, consistent with the FOG Control Program described in the SSMP (Element VII). Circumstances that may initiate an inspection include:

1. **Referral from the Lake County Environmental Health Department, including cases where an FSE cannot produce grease disposal receipts at an annual County health inspection.**
2. **A sanitary sewer overflow (SSO) attributed to FOG in a system segment associated with a known FSE.**
3. **A written or verbal complaint from a property owner, tenant, or member of the public regarding FOG-related conditions.**
4. **A new FSE permit application or business license review, inspection may be initiated at the discretion of the Compliance Officer or Utilities Director.**
5. **Direction of the Compliance Officer or Utilities Director based on system performance data, SSO trends, or other program activity.**

PROCEDURE

1. **The following activities shall be carried out during each inspection, unless specific justification is documented as to why they were not:**

   a. **Request copies of hauling receipts for all grease handler services completed since the last inspection.**
   b. **Inspect grease removal equipment and cleaning logs to determine if the equipment is being operated and maintained properly.**
   c. **Inspect connections to the grease trap or interceptor to ensure that only authorized equipment and fixtures discharge to the device.**
   d. **Check for evidence of illicit dumping such as debris in floor drains, missing or altered log entries, or use of a vegetable sink for washing dishes (vegetable sinks are not typically plumbed to a trap or interceptor).**
   e. **Spot check for evidence of BMP implementation: dry-wipe scraper, spill kit, BMP poster, staff training log, drain screens, and grease storage bin.**
   f. **Collect effluent samples for laboratory analysis of FOG concentration if warranted. Document sampling in the inspection report.**
   g. **Determine how waste grease is collected from work stoves, deep fat fryers, and grills, and confirm proper storage.**
   h. **Inspect grease barrels and storage containers to confirm proper storage conditions.**
   i. **Discuss hood and vent cleaning methods. If the facility uses a self-cleaning hood, confirm where wash water is discharged.**

These activities are presented in detail in Attachment A, FOG Inspection Checklist.

2. **After an inspection is performed, the inspector shall complete the FOG Inspection Report Form (Attachment B) before leaving the facility and submit it to the Compliance Officer within twenty-four (24) hours. The Compliance Officer shall make a determination of compliance standing or request additional review no later than thirty (30) days following receipt of the inspection form. An inspection summary letter or copy of the**

report may be provided to the FSE. If the FSE is found to be non-compliant, enforcement actions shall be consistent with department Policy.

Policy reviewed and approved by:

Paul Harris

Paul Harris, Utilities Director

4/14/2026

Date

ATTACHMENT A

UTILITIES DIVISION POLICY U-9

FOG Inspection Checklist

City of Lakeport Municipal Sewer District | Policy U-9 | April 2026 Revision

Complete this checklist during each FSE inspection. Check each item as verified. Note any deficiencies in the comments field of the FOG Inspection Report Form (Attachment B). Submit completed checklist with Attachment B to the Compliance Officer within 24 hours.

Tip: Review the prior inspection report (Attachment B) before arrival to identify outstanding items or previous deficiencies that require follow-up.

General Information

- □ **Introduce yourself, present City identification, and explain the purpose of the visit.**
- □ **Confirm FSE contact name, title, and current phone number. Update FSE file if changed.**
- □ **Provide a copy of the current CLMSD FOG education packet to the owner, manager, or staff.**
- □ **Confirm whether this is the FSE's first inspection or a follow-up.**
- □ **Note inspection trigger: County EH Referral / FOG-Attributed SSO / Complaint / Permit Application / Director Discretion.**

Grease Trap / Interceptor

- □ **Identify type of grease removal device(s): grease trap (under-sink), grease interceptor (exterior vault), automatic grease removal device (AGRD), or other.**
- □ **Record number of units, size (gallons), and location.**
- □ **Inspect overall condition and cleanliness of device(s).**
- □ **Check for foreign objects, fecal matter, or evidence of tampering.**
- □ **Inspect inlet and outlet plumbing for proper configuration and connections.**
- □ **Confirm that only authorized equipment and fixtures discharge to the device.**
- □ **Assess whether device appears adequately sized for the volume of FOG generated.**
- □ **Request grease trap/interceptor maintenance log and verify it is current and complete.**
- □ **Request hauling/cleaning receipts for all services since the last inspection.**
- □ **Verify cleaning frequency is appropriate and consistent with the hauler schedule.**
- □ **If effluent sampling is warranted, collect sample per standard protocol and document.**

Grease Storage

- □ **Locate grease storage container (tallow bin, barrel, or similar).**
- □ **Confirm container is covered, bermed if outdoors, and not discharging to the sewer or storm drain.**
- □ **Verify grease is stored in a manner that prevents spills, pests, and odors.**
- □ **Confirm method of grease disposal: licensed hauler, recycler, or solid waste (nominal amounts only).**

Floor Drains and Drainage

- □ **Check for presence of floor drains and confirm drainage connections.**
- □ **Inspect floor mat and equipment cleaning procedures — verify washwater drains to sewer, not storm drain.**
- □ **Inspect hood cleaning procedures: check for caustics or solvents; confirm washwater discharge point.**
- □ **Check for automatic dishwasher — confirm drainage connection to utility sink or curbed facility draining to sewer.**

Sinks, Drains, and Solids

- □ Check for pre-wash sink and confirm it has proper screening.
- □ Verify screening devices are in place and in use in all sinks.
- □ Discuss limiting use of under-the-sink garbage disposal units to reduce solids to sewer.
- □ Verify employees are scraping food and grease from dishes and cookware before washing.
- □ Verify employees are wiping excess FOG with paper towels before washing.
- □ Confirm food scraps, FOG, and paper towels are discarded in solid waste — not the drain.
- □ Confirm grill-cleaning residuals are going to grease storage or solid waste, not the drain.

Equipment Washing Procedures

- □ Identify location of cleaning mat washing (indoors or outdoors).
- □ If outdoors, confirm area is covered and bermed and does not drain to the storm system.
- □ Confirm mat washwater discharges to grease trap/vault — not the storm drain.

BMP Verification

- □ Check for BMP poster or signage visible to kitchen staff.
- □ Check for drain screens on all floor drains and prep sinks.
- □ Verify spill kit is present and accessible.
- □ Confirm staff training log is maintained and current.
- □ Discuss any BMP deficiencies and provide corrective guidance.

Inspection Completion

- □ Complete the FOG Inspection Report Form (Attachment B) before leaving the facility.
- □ Advise the FSE owner or manager of any deficiencies noted and the required corrective actions.
- □ Issue a Notice of Violation if warranted, consistent with Policy U-6.
- □ Submit completed Attachment B to the Compliance Officer within 24 hours of inspection.

ATTACHMENT B

UTILITIES DIVISION POLICY U-9

FOG Inspection Report Form

City of Lakeport Municipal Sewer District | Policy U-9 | April 2026 Revision

Complete this form during or immediately after the inspection. Submit to the Compliance Officer within 24 hours. File in FSE compliance record.

Facility and Inspection Information

Facility Name		**Date**	
Facility Address		**Time**	
Owner / Authorized Rep.		**Inspector**	
Facility Phone		**Facility Email**	

Inspection Trigger	**□ County EH Referral □ FOG-Attributed SSO □ Complaint □ Permit Application □ Director Discretion**
Inspection Type	**□ Initial □ Follow-Up □ Complaint Response □ Enforcement**

Facility Type	**□ Restaurant**		**□ Grocery/Market**		**□ Coffee/Café**	**□ Other:**	
	□ Fast Food		**□ Bakery/Deli**		**□ Cafeteria**		

Grease Removal Device

Grease Removal Device	**Type: □ Grease Trap □ Interceptor □ AGRD □ Recycle Bin □ Manual □ None □ Other: _____**
	Number of Units: _____ Size (gallons): _____ **Location: _____**
	Condition: □ Good □ Fair □ Poor □ Deficient — describe below

	Cleanliness: □ Adequate □ Inadequate Foreign Objects: □ None □ Present
	Plumbing Condition: □ Good □ Fair □ Poor Fecal Matter Present: □ No □ Yes
	Sizing appears adequate: □ Yes □ No — note in comments

Maintenance Records

Maintenance Records	Maintenance log available: □ Yes □ No
	Hauling receipts provided: □ Yes □ No □ Partial Date of last service: _____
	Name of cleaning firm / hauler: _____
	Cleaning on schedule: □ Yes □ No Cleaning frequency: _____
	Samples collected: □ No □ Yes — describe in comments

BMP, Storage, and Equipment

BMP Verification	□ BMP poster visible □ Drain screens in place □ Spill kit present □ Staff training log current □ Dry-wipe practices observed
Garbage Disposal Unit	□ Present □ Not present Solids disposal method: _____
Grease Storage	Location: □ Indoors □ Outdoors Covered & Bermed: □ Yes □ No Discharge to sewer: □ No □ Yes

Compliance Determination and Follow-Up

Overall Compliance	□ Compliant □ Compliant with Deficiencies □ Non-Compliant
NOV Issued	□ No □ Yes Correction required by: _____
Follow-Up Required	□ No □ Yes Follow-up date: _____
Education Packet Provided	□ Yes □ Already on file / FSE confirmed receipt

Required Actions / Comments	

Inspector Signature	Name (printed) and Title
Date of Inspection	***Submit completed form to Compliance Officer within 24 hours of inspection. File in FSE record.***

Appendix 7.B

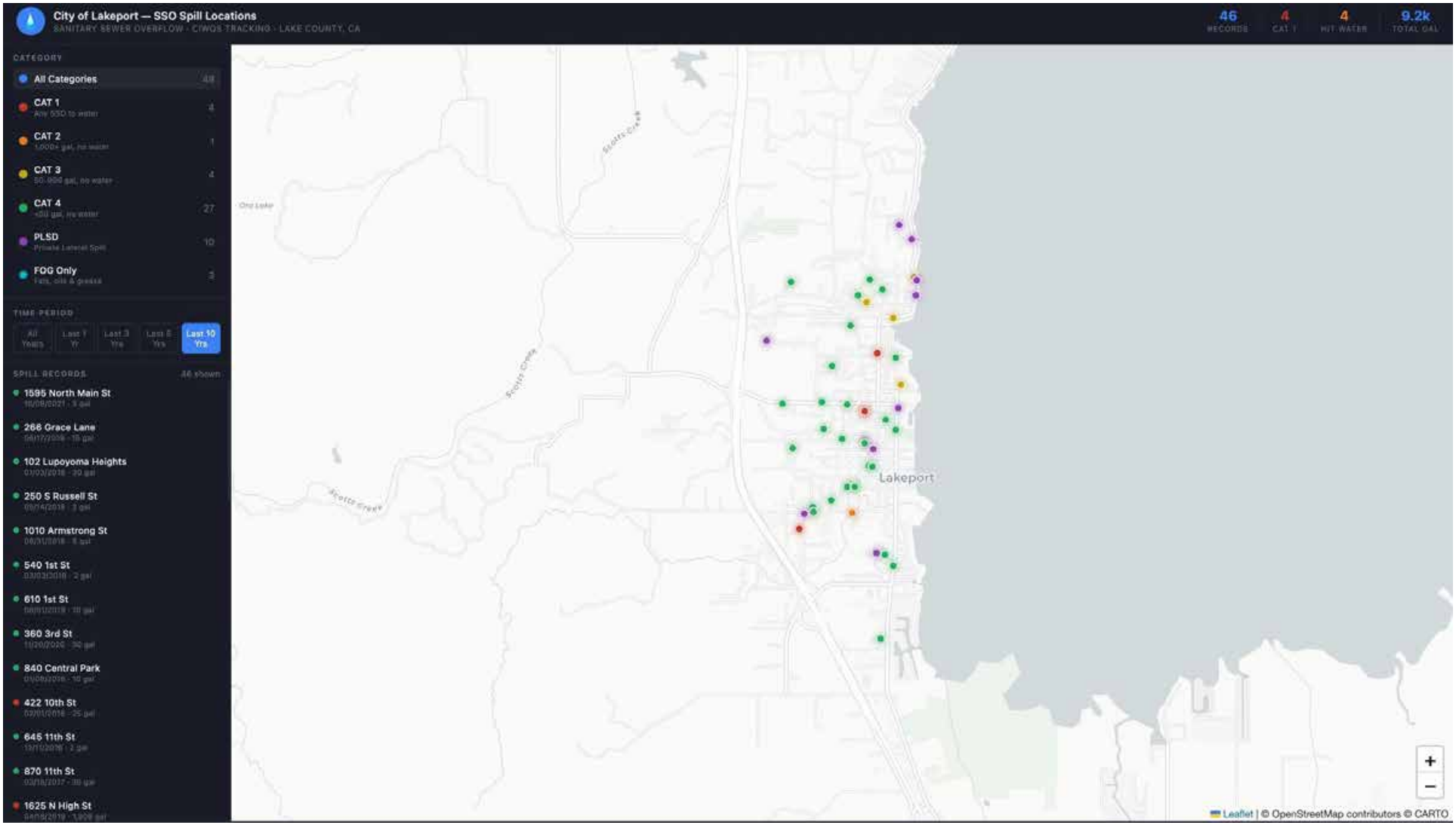
SSO / FOG Incident Map

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

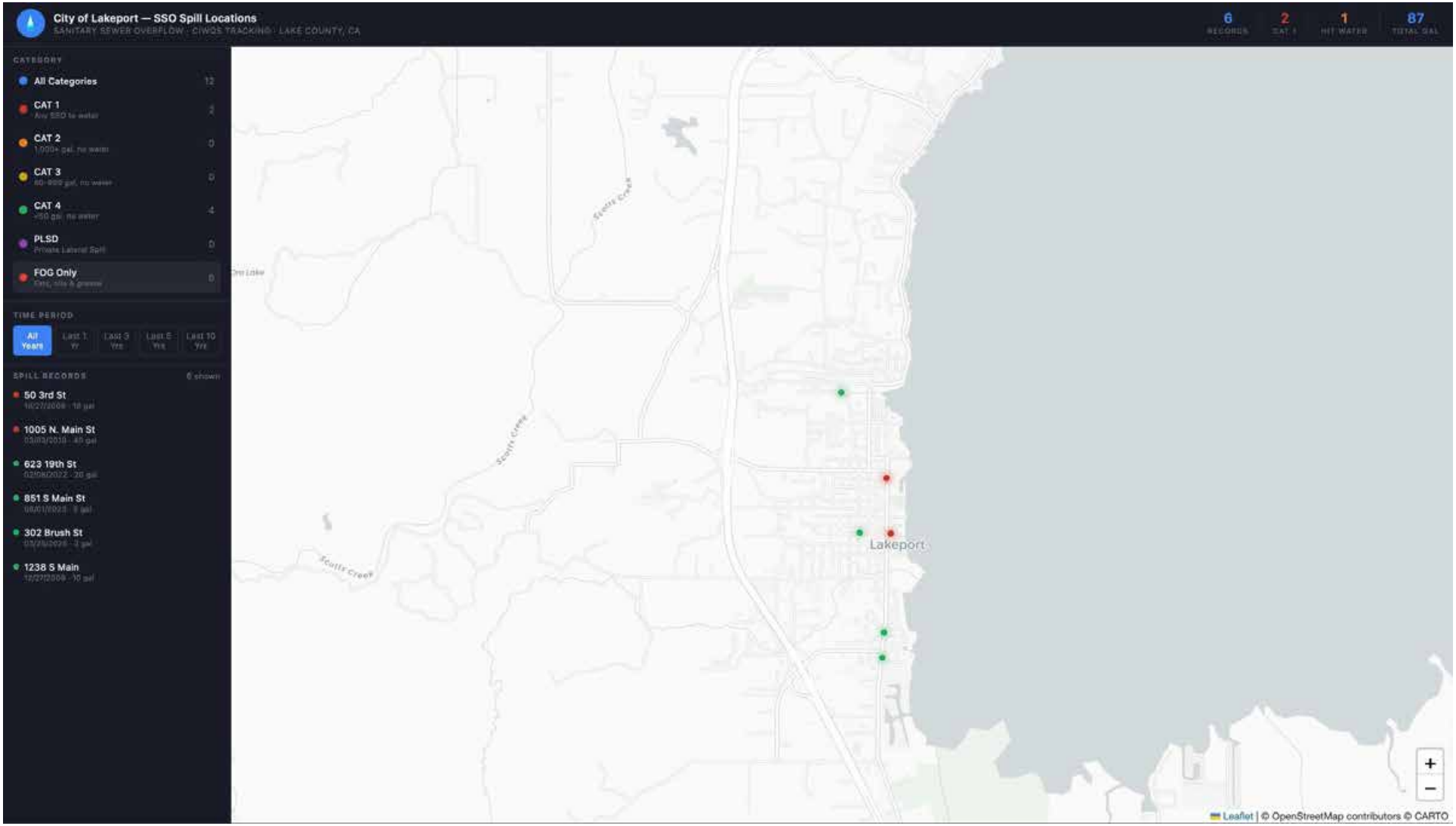
Type: ATTACHED

Document follows this cover sheet.

SSO – 10 YEAR MAP All CATEGORIES (INCLUDING PLSD)



SSO – 10 YEAR MAP FOG INCIDENTS ONLY



Appendix 10.A

SSMP Audit Template — 11-Element Standard Format

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: ATTACHED

Document follows this cover sheet.

CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT

SEWER SYSTEM MANAGEMENT PLAN

TRIENNIAL AUDIT REPORT TEMPLATE

Pursuant to Order WQ 2022-0103-DWQ, Section 5.4

WDID Number	**5SSO10896**
Audit Period	*[Start Date] – [End Date]*
Report Date	*[Month DD, YYYY]*
Prepared By	**Jen Baker, Compliance Officer**
Approved By	**Paul Harris, Utilities Director**
CIWQS Due Date	*[6 months after end of audit period]*

1. Acronym Table

► *Update this table as needed if your program uses acronyms not listed here.*

Acronym	Definition
CalOES	California Governor's Office of Emergency Services
CCTV	Closed-Circuit Television
CIWQS	California Integrated Water Quality System
CIP	Capital Improvement Plan
CIPP	Cured-in-Place Pipe
CLMSD	City of Lakeport Municipal Sewer District
CWEA	California Water Environment Association
DWQ	Division of Water Quality
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
GIS	Geographic Information System
I/I	Inflow and Infiltration
KPI	Key Performance Indicator
LF	Linear Feet
LM	Linear Miles
LMC	Lakeport Municipal Code
MOU	Memorandum of Understanding
NASSCO	National Association of Sewer Service Companies
O&M	Operations and Maintenance
OERP	Overflow Emergency Response Plan
PM	Preventive Maintenance
SCADA	Supervisory Control and Data Acquisition
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board

Acronym	Definition
WDID	**Waste Discharge Identification Number**
WQ	**Water Quality**
WWTP	**Wastewater Treatment Plant**

2. Executive Summary

► *Complete after all element reviews are done. Summarize overall findings in 2–3 paragraphs.*

[Opening paragraph: Identify the audit period, governing order, and purpose of the audit.]

[Middle paragraph: Summarize key strengths and overall compliance posture.]

[Closing paragraph: Identify high-priority corrective actions and overall trajectory.]

Summary of Element Status

Element	Status	One-Line Summary
I – Goals	*[Select status]*	*[Fill in after element review]*
II – Organization	*[Select status]*	*[Fill in after element review]*
III – Legal Authority	*[Select status]*	*[Fill in after element review]*
IV – Operations & Maintenance	*[Select status]*	*[Fill in after element review]*
V – Design & Performance Provisions	*[Select status]*	*[Fill in after element review]*
VI – Overflow Emergency Response Plan	*[Select status]*	*[Fill in after element review]*
VII – Sewer Pipe Blockage Control (FOG)	*[Select status]*	*[Fill in after element review]*
VIII – System Evaluation & Capacity Assurance	*[Select status]*	*[Fill in after element review]*
IX – Monitoring, Measurement & Program Modifications	*[Select status]*	*[Fill in after element review]*
X – Program Audits	*[Select status]*	*[Fill in after element review]*
XI – Communication Program	*[Select status]*	*[Fill in after element review]*

3. Audit Purpose and Regulatory Background

► *This section is largely static. Update dates and any citation changes each cycle.*

Regulatory Requirement

This SSMP Audit has been prepared pursuant to State Water Resources Control Board Order WQ 2022-0103-DWQ. Section 5.4 requires each Enrolled Agency to conduct an internal audit of its SSMP at least once every three years.

Purpose of the Audit

- **Evaluate the effectiveness of the SSMP in reducing sanitary sewer overflows (SSOs).**
- **Assess the Enrollee's compliance with the General Order.**
- **Identify program elements needing revision or improvement.**
- **Identify necessary modifications to the SSMP to correct deficiencies.**

CIWQS Submittal Requirement

Within six (6) months after the end of the required 3-year audit period, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in Section 3.10 of Attachment E1 of the General Order.

Recordkeeping

This SSMP Audit Report will be maintained on file at the City of Lakeport Utilities Department and made available to the State or Regional Water Board upon request.

4. Audit Methodology

Audit Team Members and Roles

► *List all staff who contributed. Note who served as Lead Auditor. The Order requires sewer system operators to be involved.*

Name	Title	Role in Audit
Jen Baker	**Compliance Officer**	**Lead Auditor – document review, data analysis, report preparation**
Paul Harris	**Utilities Director**	**Oversight; confirmation of operational practices and approvals**
[Name]	*[Title]*	*[Role]*
[Name]	*[Title]*	*[Role]*

Data Sources Reviewed

► *List every document, system, or data source reviewed. This list becomes Appendix A.*

- **CIWQS (California Integrated Water Quality System) – SSO reports, volumes, causes**
- **OpenGov EAM Operations Management System – work orders, PM records, asset history**
- **Internal Standard Operating Procedures (SOPs)**
- **Inspection Logs and Maintenance Work Orders**
- **Compliance Share Drive – SSMP source files, historical revisions, training records**
- **Training Documentation – sign-in sheets, certifications**
- **City Council and Public Communication Archives**
- **[Sewer Master Plan – year/version]**
- **[Other – add as applicable]**

Document Review Approach

Each SSMP element was reviewed against the requirements of WQ 2022-0103-DWQ, Attachment D, with emphasis on:

- **Currentness – does the SSMP reflect existing conditions, organization, and legal authority?**
- **Implementation Evidence – are procedures practiced and documented?**
- **Effectiveness – what do data and performance outcomes (SSO frequency, recovery) show?**
- **Regulatory Alignment – is the element consistent with SWRCB and Regional Board expectations?**

Field Verification and Staff Interviews

Interview Date(s): *[Date(s)]*

Participants: *[Names and titles]*

Topics Discussed: *[Brief summary of focus areas]*

► *Per Order WQ 2022-0103-DWQ, sewer system operators must be involved in completing the audit. Document that operator input was solicited and considered.*

[Describe the process used to involve operators: interview, draft review, sign-off, etc.]

Summary of Tools Used

- **SSO Tracking Spreadsheet – [version/year] – captures spill data by date, cause, volume, recovery, environmental impact**
- **GIS Mapping Layer – SSO locations overlaid with collection system assets**
- **CIWQS Query Export – used to reconcile state-reported spills with internal tracking**
- **OpenGov EAM Asset Management System – work orders, PM records**
- **[Other tools – add as applicable]**

5. System Overview

► *Update system statistics from the most current Sewer Master Plan or CIWQS records. Cite your source for each figure.*

System Size Snapshot

Audit Period Reference: *[Start Date] – [End Date]*

System Metric	Value	Source
Gravity mains (miles)	*[##] LM*	*[Source]*
Force mains (miles)	*[##] LM (est.)*	*[Source]*
Service laterals (#)	*[##] (approx. ## LM)*	*[Source]*
Pump stations (total)	*[#]*	*[Source]*
> 75,000 gpd design capacity	*[#]*	*[Source]*
< 75,000 gpd design capacity	*[#]*	*[Source]*
Manholes (#)	*[##]*	*[Source]*
Aerial/water crossings (#)	*[#]*	*[Source]*
System not readily accessible (%)	*[#]%*	*[Source]*
Annual CCTV (LF)	*[##,###] LF*	*[Source]*
Annual cleaning (lines/laterals)	*[##] targeted mains/laterals (quarterly)*	*[Source]*

System Changes During the Audit Period

► *Summarize capital improvements, operational changes, policy changes, and asset additions/retirements during the audit period.*

Renewal & Replacement

[Describe capital projects completed during the audit period.]

Operational Changes

[Describe changes to operations, systems, or equipment.]

Policy/Ownership Changes

[Describe any changes to lateral ownership policy, ordinances, or service agreements.]

Resiliency Improvements

[Describe backup power, SCADA, or other resiliency upgrades.]

6. Summary of SSO Trends

► *Pull all data from CIWQS and your internal SSO Tracking Spreadsheet. Cross-check for consistency. All tables below must be populated from verified data before submission.*

6.1 Sewer Overflow Performance

Key measures reviewed in this audit include:

- **Spill Rate: Number of SSOs per 100 miles of gravity mainlines and force mains per year.**
- **Spills Impacting Surface Waters: Frequency and volume of discharges reaching receiving waters.**
- **Spill Magnitude: Number and size of SSOs by volume range.**
- **Spill Categories: Distribution of spills by SWRCB category (1–4).**
- **Spill Causes: Primary causes of SSOs.**
- **System Component: Infrastructure type associated with each event.**

6.2 Sanitary Sewer Overflow Rate

Total system miles: *[## gravity + ## force main + ## public laterals = ## total miles]*

Total SSOs during audit period: *[#]*

SSO rate (per 100 miles/year): *[#.##] SSOs per 100 miles per year*

Statewide benchmark (small systems): *Typically 3–5 SSOs per 100 miles per year*

[Narrative: Is the rate above or below benchmark? What factors explain the rate?]

6.3 Spills Impacting Surface Waters

► *Complete this table for each audit year. 'Surface Waters' = Category 1 spills reaching a water body.*

Year	Total Spill Vol. (gal)	Vol. Recovered	Vol. to Surface Waters	% Recovered	% to Surface Waters
[YYYY]					
[YYYY]					
[YYYY]					
TOTAL					

6.4 Number and Size of Sewer Overflows

Spill Size (gallons)	Count	% of Total
≥ 50,000		
10,000–49,999		
1,000–9,999		
100–999		
50–99		
< 50		
TOTAL		100%

6.5 Spill Categories

Category	Definition	Count	% of Total
Cat. 1	Discharge to surface water or storm drain with potential to reach surface water		
Cat. 2	Discharge > 1,000 gal not reaching surface water		
Cat. 3	Discharge ≤ 1,000 gal not reaching surface water and contained		
Cat. 4	Private lateral spill (voluntary reporting)		
TOTAL			100%

6.6 Causes of Spills

Cause	Count	% of Total
Root Intrusion		
Debris / Grease Blockage		
FOG Blockage		
Pump Station / Mechanical Failure		
Power Failure		

Cause	Count	% of Total
Third-Party / Contractor Damage		
Vandalism		
Other: [specify]		
TOTAL		**100%**

6.7 System Component

System Component	Count	% of Total
Gravity Mainline		
Public Lower Lateral		
Manhole		
Pump Station		
Force Main		
Other: [specify]		
TOTAL		**100%**

7. SSMP Element-by-Element Compliance Review

► *Complete each element section in order. Each section has: (a) regulatory requirements checklist, (b) narrative analysis, (c) corrective actions table. Use the three status designations: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required).*

Element I – Goals

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section I*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*
Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **Mission statement that commits the agency to safe, reliable sewer service.**
- **Clear, specific goals for operation and maintenance designed to reduce SSOs.**
- **Goals should reference reduction of SSOs, public health protection, and environmental compliance.**
- **Integration of Sewer Master Plan goals (Element VIII linkage).**
- **A schedule for SSMP updates including internal audit milestones (Attachment D, Section 1.2).**
- **Measurable performance indicators or KPIs tied to goals (best practice).**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
3.	*[Add more rows as needed]*		

Element II – Organization

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section II*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*
Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **Name of the Legally Responsible Official (LRO) — designated through CIWQS enrollment.**
- **Position titles, telephone numbers, and email addresses for management, administrative, and maintenance staff responsible for SSMP elements.**
- **Organizational chart showing lines of authority.**
- **Chain of communication for reporting spills, from complaint receipt through external agency notification.**
- **Identification of the person responsible for reporting SSOs to State and Regional Water Boards.**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
3.	*[Add more rows as needed]*		

Element III – Legal Authority

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section III*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*

Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **Authority to prevent illicit discharges into the sewer system.**
- **Authority to require proper design and construction of sewer connections.**
- **Authority to ensure access for inspection and maintenance.**
- **Authority to limit FOG discharges (grease control).**
- **Authority to enforce sewer use violations.**
- **Documentation of legal basis: municipal code sections, ordinances, resolutions, service agreements.**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
3.	*[Add more rows as needed]*		

Element IV – Operations & Maintenance Program

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section IV*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*
Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **4.1 — Up-to-date maps of gravity mains, manholes, pumping facilities, pressure pipes/valves, and applicable stormwater connections.**
- **4.2 — Preventive O&M program including scheduled cleaning and increased frequency for known problem areas.**
- **4.2 — Rehabilitation and replacement plan to identify and prioritize deficiencies with short- and long-term corrective actions.**
- **4.3 — Training program providing regular instruction on collection system O&M; contractors appropriately trained.**
- **4.4 — Inventory of equipment and critical replacement parts.**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
3.	*[Add more rows as needed]*		

Element V – Design & Performance Provisions

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section V*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*
Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **5.1 — Design and construction standards for new sewer systems and rehabilitation projects (current edition of California Uniform Plumbing Code plus local standards).**
- **5.2 — Procedures for inspecting and testing new construction and rehabilitation improvements.**

- **Reference to applicable local standards (e.g., CLMSD adopted construction standards).**
- **Documentation of inspection authority and triggering conditions for testing.**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
3.	*[Add more rows as needed]*		

Element VI – Overflow Emergency Response Plan (OERP)

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section VI*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*
Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **Procedures for proper notification of regulatory agencies (SWRCB, Regional Board, CalOES, County EH, County AQMD) and the public.**
- **Appropriate response program procedures: detection, assessment, containment, cleanup, and recovery.**
- **Coordination procedures with outside agencies.**
- **Procedures to ensure staff and contractors are trained on OERP procedures.**
- **Program to contain and minimize impacts of SSOs, including post-incident documentation.**
- **Performance metrics: initial notification time, first responder arrival time, CalOES notification time.**
- **Post-spill assessment and lessons learned process.**
- **Annual drill schedule and documentation.**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
3.	*[Add more rows as needed]*		

Element VII – Sewer Pipe Blockage Control Program (FOG)

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section VII*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*
Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **Public education and outreach for proper disposal of FOG.**
- **Authority to inspect grease-producing facilities (FSEs) and enforce FOG ordinance.**
- **Requirements for grease removal devices (grease interceptors/traps) for applicable FSEs.**
- **Inspection schedule and enforcement procedures.**
- **Mechanism to identify FOG blockage problem areas.**
- **Source control measures to reduce FOG in the collection system.**
- **Legal authority: current ordinance enabling inspection, compliance, and enforcement.**
- **Coordination mechanism with County Environmental Health (MOU or equivalent).**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
3.	*[Add more rows as needed]*		

Element VIII – System Evaluation, Capacity Assurance & Capital Improvements

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section VIII*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*
Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **8.1 — Condition assessment: annual scope (% of system), prioritization criteria including proximity to sensitive waters, inspection methods, climate vulnerability assessment.**
- **8.2 — Capacity assessment: identification of hydraulic deficiencies, design criteria, analysis of dry-weather and wet-weather peak flows, I/I evaluation.**
- **8.3 — Prioritization of corrective action based on condition and capacity findings, considering consequence of potential spills.**
- **8.4 — Capital Improvement Plan (CIP) with project schedules, completion dates, funding sources, and coordination between O&M and engineering staff.**
- **Reference to current (adopted) Sewer Master Plan.**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
3.	*[Add more rows as needed]*		

Element IX – Monitoring, Measurement & Program Modifications

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section IX*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*
Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **Program to accurately and consistently monitor and measure the effectiveness of the SSMP.**
- **Maintain relevant information to establish and prioritize appropriate Plan activities, including audit findings.**
- **Monitor implementation and measure the effectiveness of each Plan element.**
- **Assess success of preventive O&M activities.**
- **Update procedures based on monitoring and performance evaluations.**
- **Identify and illustrate SSO trends in frequency, location, and volume.**
- **SSMP Change Log: document all significant revisions to the plan.**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
3.	*[Add more rows as needed]*		

Element X – Program Audits

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section X*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*
Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **SSMP audit procedures appropriate to the size and performance of the system (per Attachment D, Section 10).**
- **Internal audit conducted at least once every three years (Section 5.4).**
- **Audit covers implementation and effectiveness of the SSMP in preventing spills.**
- **Audit evaluates compliance with the General Order.**
- **Audit identifies SSMP deficiencies and recommends modifications.**
- **Sewer system operators involved in completing the audit (Section 5.4).**
- **Audit report submitted to CIWQS within 6 months of end of audit period (Section 3.10, Attachment E1).**
- **Audit report includes: findings, recommended corrective actions, statement of operator input, and schedule to address deficiencies.**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*

#	Corrective Action	Responsible Party	Target Date
3.	*[Add more rows as needed]*		

Element XI – Communication Program

Regulatory Cite	*WQ 2022-0103-DWQ, Attachment D, Section XI*
Compliance Status	*[Select: Compliant | Compliant with Deficiencies | Non-Compliant (Action Required)]*
Documents Reviewed	*[List all source documents reviewed for this element]*
Staff Interviewed	*[Name, Title — date of interview]*

Regulatory Requirements

► *Verify ALL sub-requirements below are addressed in your narrative.*

- **Procedures to communicate with the public about: (a) spills and discharges resulting in closures or entry into drinking water sources; and (b) development, implementation, and update of the SSMP including public input opportunities.**
- **Procedures to communicate with owners/operators of systems that connect into the Enrollee's system (satellite systems) about O&M, capital improvement activities.**
- **Identification of communication channels: website, social media, public notices, press releases.**
- **Mechanism for receiving and responding to public feedback on the SSMP.**
- **Outreach schedule or communication calendar.**

Narrative Analysis

► *Describe what CLMSD actually does. Distinguish between compliant items and deficiencies. Support every statement with evidence.*

[Summarize current program status and implementation evidence]

[Identify specific gaps, informal practices, or documentation deficiencies]

[Assess overall effectiveness during the audit period]

Recommended Corrective Actions

► *Number each action. Include responsible party and target completion date.*

#	Corrective Action	Responsible Party	Target Date
1.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
2.	*[Describe specific corrective action]*	*[Name/Title]*	*[Q#/YYYY]*
3.	*[Add more rows as needed]*		

8. Audit Findings Summary

► *Complete this table after all element sections are done. It is the primary summary document for the CIWQS upload.*

Element	Compliance Status	Summary of Findings	Corrective Actions Proposed
I – Goals	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*
II – Organization	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*
III – Legal Authority	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*
IV – Operations & Maintenance	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*
V – Design & Performance Provisions	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*
VI – Overflow Emergency Response Plan	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*
VII – Sewer Pipe Blockage Control	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*
VIII – System Evaluation & Capacity	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*
IX – Monitoring, Measurement & Modifications	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*
X – Program Audits	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*
XI – Communication Program	*[Status]*	*[Key finding from narrative]*	*[High-level corrective action]*

9. Corrective Action Plan

► *List ALL corrective actions from the element sections. Assign responsible party, target date, and priority. This table drives your SSMP Revision planning.*

Element	Task / Corrective Action	Responsible Party	Target Date	Priority
I	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*
II	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*
III	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*
IV	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*
V	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*
VI	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*
VII	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*
VIII	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*
IX	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*
X	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*
XI	*[Corrective action description]*	*[Name/Title]*	*[Q#/YYYY]*	*[High/Med/Low]*

► *Add rows for all corrective actions. Multiple rows per element are expected. Copy the row pattern above.*

10. Appendix A – Documents and Tools Referenced

► *List every document and tool reviewed during the audit. Update this list each cycle.*

Regulatory Documents

- **State Water Resources Control Board Order WQ 2022-0103-DWQ**
- **California Integrated Water Quality System (CIWQS)**
- **California Uniform Plumbing Code (CCR Title 24, Part 5)**

CLMSD Planning Documents

- **City of Lakeport SSMP – [current version, date]**
- **Sewer System Master Plan – [year, consultant]**
- **[Prior Sewer Master Plan – year, if referenced]**

Legal and Policy Documents

- **Lakeport Municipal Code (LMC) Chapter 13.20**
- **Ordinance No. [###] ([year])**
- **Resolution No. [####] ([year])**
- **Utility Department Policies [list applicable]**
- **Mutual Aid Agreement with [agency] – [date]**

Operational Records

- **CIWQS SSO Query Export (Excel Format)**
- **SSO Tracking Spreadsheet ([year/version])**
- **GIS Mapping Layer – Current Collection System**
- **OpenGov EAM Asset Management System – work orders and PM records**
- **Inspection Logs and Maintenance Work Orders**
- **City O&M Logs**

Emergency Response Documents

- **City of Lakeport Overflow Emergency Response Plan (OERP) – [effective date]**
- **Hazardous Materials Incident Response Plan**
- **Field Staff Spill Report Form**

Training and HR Records

- **Staff Training Documentation – sign-in sheets, certifications**
- **Contractor Compliance Agreements**

Communication and Public Records

- **City of Lakeport Website**
- **City Council and Public Communication Archives**
- **[FOG Educational Materials – version/date]**

Data and Analysis Tools

- **SSO Trend Spreadsheet – [version]**
- **Grease Interceptor Sizing Calculator – [version]**
- **[Other tools used during audit]**

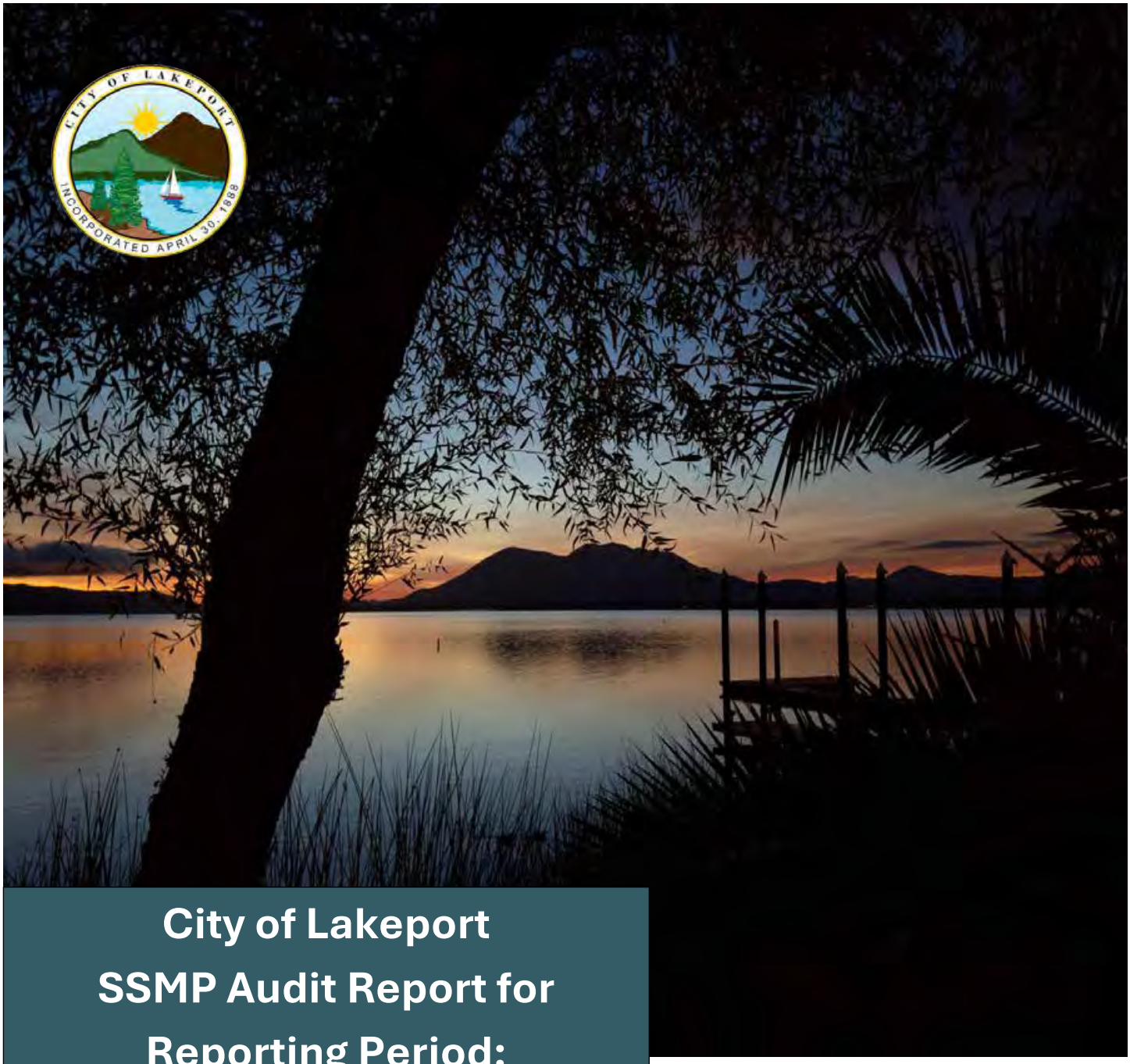
Appendix 10.B

2022–2025 SSMP Audit Report — October 2025

City of Lakeport Municipal Sewer District │ SSMP Revision 5 │ April 2026

Type: ATTACHED

Document follows this cover sheet. Approved by Utilities Director Paul Harris, October 2025.



City of Lakeport SSMP Audit Report for Reporting Period: May 2, 2022 – May 2, 2025

WDID # 5SSO10896

Prepared by: Jen Baker, Compliance Officer

October 23, 2025

Approved by: Paul Harris, Utilities Director

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1. Acronym Table – Lakeport SSMP Audit

Acronym	Definition / Meaning
CalOES	California Governor's Office of Emergency Services
CCR	California Code of Regulations
CCTV	Closed-Circuit Television
CIWQS	California Integrated Water Quality System
CIP	Capital Improvement Plan
CIPP	Cured-in-Place Pipe
CLMSD	City of Lakeport Municipal Sewer District
CWEA	California Water Environment Association
DWQ	Division of Water Quality
EPA	Environmental Protection Agency
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
GIS	Geographic Information System
gpd	Gallons per Day
I/I	Inflow and Infiltration
IT	Information Technology Department
KPI	Key Performance Indicator
LACOSAN	Lake County Sanitation District
LF	Linear Feet
LM	Linear Miles
LMC	Lakeport Municipal Code
MOU	Memorandum of Understanding
MTS	Manual Transfer Switch
NASSCO	National Association of Sewer Service Companies
O&M	Operations and Maintenance
OERP	Overflow Emergency Response Plan
PM	Preventive Maintenance
PPE	Personal Protective Equipment
PVC	Polyvinyl Chloride
SCADA	Supervisory Control and Data Acquisition
SOP	Standard Operating Procedure.
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow.
SWRCB	State Water Resources Control Board

Acronym	Definition / Meaning
VPN	Virtual Private Network
WDR	Waste Discharge Requirements
WDID	Waste Discharge Identification Number
WQ	Water Quality
WWTP	Wastewater Treatment Plant

2. Executive Summary

The City of Lakeport conducted a comprehensive audit of its Sewer System Management Plan (SSMP) for the reporting period May 2, 2022 – May 2, 2025, in accordance with the State Water Resources Control Board (SWRCB) Order WQ 2022-0103-DWQ.

The purpose of this triennial audit is to evaluate the effectiveness of the SSMP in reducing sanitary sewer overflows (SSOs), assess compliance with regulatory requirements, and identify opportunities for improvement across all eleven SSMP elements.

Overview of Findings

The audit found that the City continues to demonstrate progress toward a structured, data-driven SSMP program despite persistent resource and staffing constraints.

Key strengths include strong regulatory awareness, recent modernization of compliance documentation, active SSO tracking improvements, and the initiation of several critical updates, such as the Sewer Master Plan and FOG Program redevelopment, and the Operations and Maintenance (O&M) framework.

The City's Utilities Department shows high operational awareness and a commitment to continuous improvement, as evidenced by field interviews and proactive program and administrative tools development. However, several program elements remain non-compliant or compliant with deficiencies, largely due to legacy documentation gaps, staffing limitations, informal practices, or procedural standardization. Each deficiency is accompanied by clear corrective actions and target completion dates to ensure full compliance by the next audit cycle.

Summary of Element Status

Goals (Element I): *Non-Compliant (Action Required)* – The 2008 Sewer Master Plan is outdated, and no quantifiable KPIs currently measure goal attainment.

Organization (Element II): *Compliant* – Roles and responsibilities are clearly defined and updated, though a recurring review cadence should be formalized.

Legal Authority (Element III): *Compliant* – Core authority under Lakeport Municipal Code Chapter 13.20 remains adequate; updates to enforcement provisions are recommended.

Operations and Maintenance (Element IV): *Compliant with Deficiencies* – Core programs for mapping, preventive maintenance, inspection, and lift station O&M are active and generally effective. However, formal documentation is inconsistent, especially for GIS update logging, manhole inspection frequency, CCTV data integration, and critical parts inventory. Staff interviews confirm strong institutional knowledge but highlight the need to transition informal practices into standardized, verifiable procedures.

Design and Performance Provisions (Element V): *Compliant* – Standards are current; documentation and outreach on private lateral inspections should be expanded.

Overflow Emergency Response Plan (Element VI): *Compliant with Deficiencies* – A robust response framework exists, but performance metrics, drills, and post-incident documentation need standardization.

Sewer Pipe Blockage Control Program (Element VII): *Non-Compliant (Action Required)* – The program remains largely inactive but is undergoing redevelopment, including ordinance updates and inspection program design.

System Evaluation & Capacity Assurance (Element VIII): *Non-Compliant (Action Required)* – The 2008 Master Plan is obsolete; however, a full replacement is in progress with an expected draft by October 2025.

Monitoring, Measurement & Program Modifications (Element IX): *Non-Compliant (Action Required)* – Data collection and trend analysis have improved through a new SSO tracking tool but require formal integration into SSMP performance reporting.

Program Audits (Element X): *Non-Compliant (Action Required)* – No prior triennial audits were on record; this report restores compliance and provides a foundation for future cycles.

Communication Program (Element XI): *Compliant with Deficiencies* – Public communication is active but lacks standardized processes for feedback, outreach scheduling, and web content management.

Key Corrective Priorities

The audit identifies the following high-priority corrective actions:

1. Finalize and adopt the updated Sewer Master Plan to restore capacity planning compliance and support Element I and VIII goals.
2. Standardize Operations & Maintenance documentation**,** including GIS edit logs, quarterly hotspot lists, manhole inspection records, CCTV integration, and critical spare part tracking.
3. Activate and formalize the FOG Control Program, including ordinance revision, inspection scheduling, and County Environmental Health MOU coordination.
4. Institutionalize data tracking and performance measurement through consistent use of the new SSO spreadsheet, change log, and quarterly review cycles.

5. Conduct recurring OERP drills and develop performance metrics for SSO response and recovery efficiency.
6. Establish a standardized SSMP audit and communication framework with routine updates and documented public engagement.

Overall Assessment

The City of Lakeport's SSMP demonstrates a maturing compliance framework that continues to evolve toward full regulatory alignment. Despite limited staffing and competing program demands, the Utilities Department exhibits strong institutional knowledge and an evident commitment to system reliability, public health protection, and environmental compliance.

By completing the recommended actions, particularly those tied to Elements I, IV, VII, and VIII, the City is well-positioned to achieve full compliance and operational efficiency by the next triennial audit in 2028**.**

3. Audit Purpose and Regulatory Background

This Sewer System Management Plan (SSMP) Audit has been prepared pursuant to the requirements of the State Water Resources Control Board Order WQ 2022-0103-DWQ (Sanitary Sewer Systems General Order). Section 5.4 – SSMP Audits requires each Enrolled Agency to conduct an internal audit of its SSMP at least once every three years.

The purpose of the audit is to:

- Evaluate the effectiveness of the SSMP in reducing sanitary sewer overflows (SSOs).
- Assess the Enrollee's compliance with the General Order.
- Identify program elements needing revision or improvement.

A written audit report must be prepared and submitted to CIWQS within 6 months of the close of the audit period.

SSMP Effectiveness Evaluation

This triennial audit (May 2022 – May 2025) evaluated the overall effectiveness of the City of Lakeport's SSMP in minimizing SSOs, ensuring prompt response and reporting, and maintaining compliance with State Water Board Order WQ 2022-0103-DWQ.

The audit found that the SSMP remains generally effective in achieving its goals and continues to serve as an active management framework guiding operations, maintenance, and regulatory reporting. Ongoing improvements to the FOG Program, Capacity Evaluation Plan, and data tracking systems are expected to further strengthen SSMP performance and ensure full alignment with current regulatory expectations.

Triennial Audit Requirement

The triennial audit is a core compliance obligation designed to ensure that the SSMP remains accurate and actionable. Each audit covers the period since the last audit and must be kept on file for State or Regional Water Board review.

This cycle complements, but is distinct from, the six-year SSMP update requirement under Section 5.5 of the General Order.

Connection to CIWQS Reporting and Performance Measures

The California Integrated Water Quality System (CIWQS) provides the data backbone for SSMP audits. Spill volumes, causes, and response actions reported in CIWQS form the quantitative basis for performance analysis.

The audit process, therefore, functions as a regulatory feedback loop:

- SSO Reporting in CIWQS → creates the dataset of incidents and performance indicators.
- SSMP Audit (every 3 years) → evaluates program effectiveness based on CIWQS and local data.
- SSMP Update (every 6 years) → incorporates audit findings, ensuring continuous program improvement.

Recordkeeping and Availability

In accordance with Order WQ 2022-0103-DWQ, this SSMP Audit Report will be maintained on file at the City of Lakeport Utilities Department. A copy will be made available to the State Water Resources Control Board or the Regional Water Quality Control Board upon request.

4. Audit Methodology

Audit Team Members and Roles

The SSMP Audit was conducted internally by the City of Lakeport Utilities Department, led by the Compliance Officer with support from Public Works, Utilities, and administrative staff.

- Jen Baker – Compliance Officer: Lead auditor; responsible for document review, data analysis, audit findings, and report preparation.
- Paul Harris– Utilities Director: Oversight and confirmation of operational practices, maintenance procedures, and resource allocations.
- Mel Olea – GIS Technician: Data support, spatial verification of SSO incidents, and mapping integration for trend analysis.
- Dylan Teverbaugh, Underground Supervisor, Mark Fetzer, Water/Wastewater Supervisor, and Forrest Stogner, Utilities Superintendent: Provided field-level insight into maintenance practices, response procedures, and preventive cleaning schedules.

The audit was reviewed by the Utilities Director (Paul Harris) for technical accuracy and management concurrence before submittal.

Data Sources Used

The following sources were reviewed to evaluate the City's SSMP implementation and effectiveness for the audit period May 2, 2022 – May 2, 2025:

- CIWQS (California Integrated Water Quality System) – SSO reports, volumes, and causes used to verify data accuracy and compliance with statewide reporting timelines.
- OpenGov EAM Operations Management System – Work orders, asset maintenance history, and preventive maintenance records.
- Internal Standard Operating Procedures (SOPs) – Field response procedures, documentation templates, and training materials.
- Inspection Logs and Maintenance Work Orders – Quarterly line cleaning records, CCTV logs, and work order logs.
- Compliance Share Drive (City Network) – SSMP source files, historical revisions, training sign-in sheets, and prior updates.
- Training Documentation – Annual spill response and safety training records.
- City Council and Public Communication Archives – Documentation of public engagement and outreach activities related to the SSMP.
- 2008 Sewer Master Plan, and 2025 Draft Sewer Master Plan.

Document Review Approach

Each SSMP element was reviewed against the requirements of WQ 2022-0103-DWQ Section D.13, with emphasis on:

1. Currentness – ensuring the SSMP reflects existing conditions, organization, and legal authority.
2. Implementation Evidence – verifying whether procedures are practiced and documented.
3. Effectiveness – assessing data and performance outcomes such as SSO frequency and recovery percentages.
4. Regulatory Alignment – confirming consistency with both SWRCB and Regional Water Board expectations.

Supporting records (maintenance logs, SOPs, and training materials) were compared against the narrative descriptions in the SSMP to determine practical alignment between written policies and field implementation.

Field Verification and Staff Interviews

While comprehensive field inspections were not part of this audit due to time and staffing constraints, the Compliance Officer conducted informal interviews with field personnel and supervisors to confirm day-to-day operational practices supporting SSMP Element IV.

Interviews were held on October 20, 2025, with the Utilities Director, Utilities Superintendent,

Utilities Underground Supervisor, and Water/Wastewater Supervisor. Additional clarifications regarding GIS data management and mapping edits were obtained through informal discussions with the City's GIS Technician**.**

Verification included discussion of:

Preventive Maintenance Practices: Quarterly cleaning of established "hot spot" mains and condition-based cleaning of other lines, with work orders documented in OpenGov EAM.

Inspection and Asset Data Management: CCTV inspections performed reactively and for inspections are stored on the shared drive; GIS maps are maintained by the Utilities Department and updated verbally or by marked-up map sheets pending formal edit tracking.

Lift Station Operations: Tier 1/2/3 preventive maintenance rotation performed monthly, including alarm checks, flow verification, and site housekeeping.

Training and Field Awareness: Staff exhibit strong operational knowledge, though documentation and frequency of SSO/SSMP training remain areas for improvement.

Equipment Readiness: All major equipment (Vactor, CCTV, generators) remains available and serviceable, though spare parts inventory is informal and should transition to a standardized tracking system.

While direct field verification was deferred, interview responses and document review collectively validated that core O&M practices are in place and functioning.
A follow-up field verification effort is recommended in the next audit cycle to confirm progress on GIS edit logging, manhole inspection cadence, and critical spare parts documentation.

Operator Review and Input: In accordance with the coordination requirements under State Water Board Order WQ 2022-0103-DWQ, a summary of the SSMP Audit findings was distributed to wastewater operators for review and input prior to finalization. The Operator's Executive Summary provided an accessible overview of audit results, and operators were invited to provide feedback or corrections to ensure field practices were accurately represented. This process confirms that operator perspectives were considered in the preparation of the final audit report and satisfies the regulatory requirement for operator involvement in the SSMP audit process.

Summary of Tools Used

To support data analysis and visual reporting, the following tools were utilized:

- SSO Trend Spreadsheet (2025 Edition) – Developed internally to capture spill data by date, cause, volume, recovery rate, and environmental impact.
- GIS Mapping Layer – Used to spatially display SSO locations and overlay with collection system assets for pattern recognition.

- CIWQS Query Export (Excel Format) – Used to reconcile state-reported spills with internal tracking logs.
- OpenGov EAM Asset Management System: Used to review work orders for cleaning, inspections, and lift station preventive maintenance activities.
- Staff Interviews and Supporting Documentation: Provided qualitative verification of program practices described in Element IV and corroborated maintenance record accuracy.

---

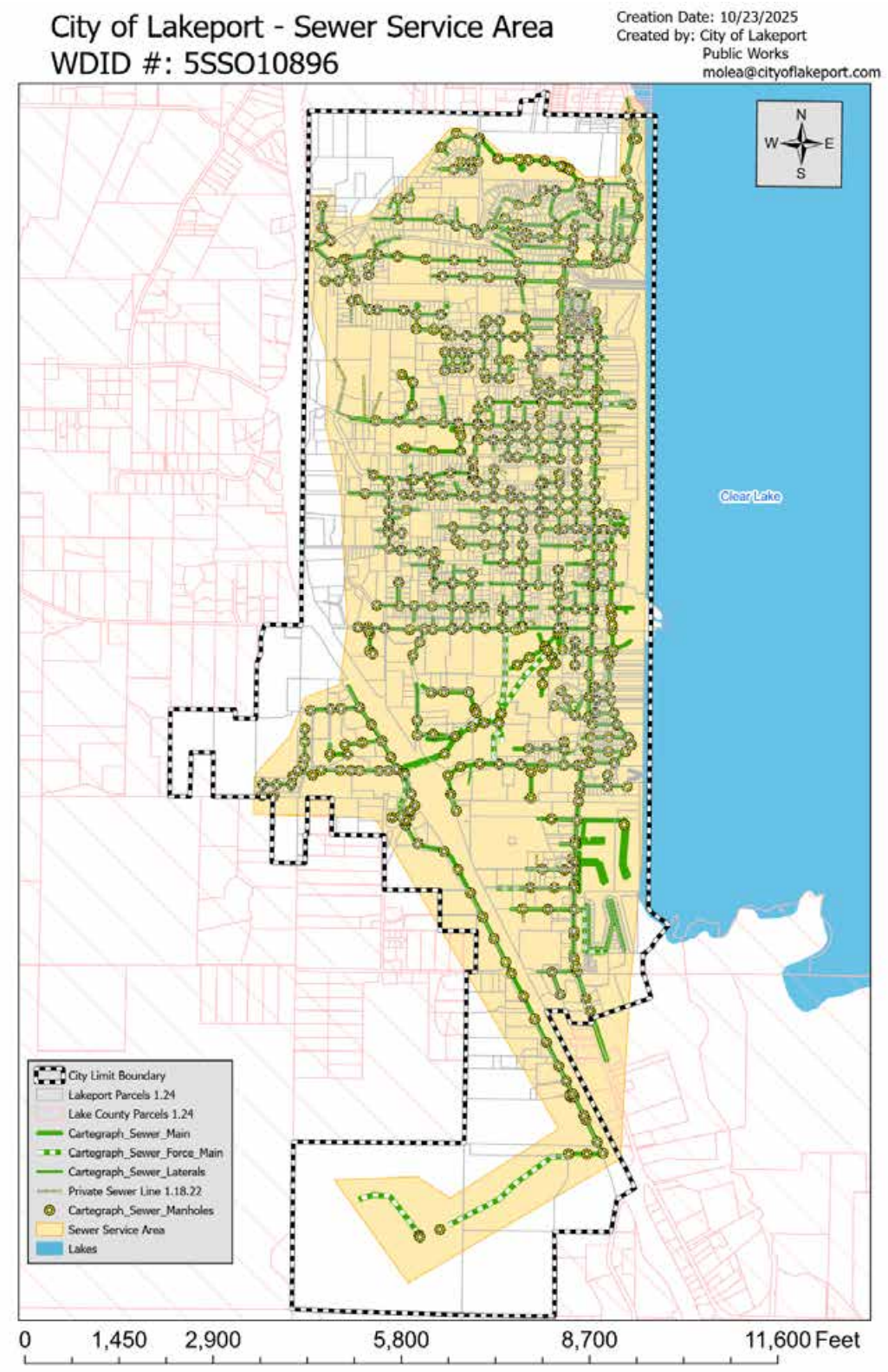
5. System Overview

The City of Lakeport owns and operates the municipal sanitary sewer collection system serving the incorporated city and immediately adjacent service areas. Wastewater is conveyed to the City's treatment facilities via gravity mains and force mains with multiple pump stations.

The Utilities Department manages the collection system; the Compliance Officer oversees program certification and reporting.

System Size Snapshot
Audit Period Reference: May 1, 2022 – May 1, 2025

- The gravity sewer system spans 30.23 linear miles, with the predominant installation eras being jointly the 1940–1959 (24%) and 1920–1939 (24%) periods. The system is made up of a variety of materials, including vitrified clay, orangeburg, asbestos-concrete, plastic, and PVC.
- Force mains: Present in system; total length not aggregated but includes multiple active segments (estimated at ~4 linear miles per CIWQS 2024).
- Service laterals: Approximately 1,805 service laterals within the system. Historical rehabilitation (1993–1994) replaced 3,100 linear feet of 3–4" laterals within the right-of-way.
- Pump stations: 8 total publicly operated sewage lift stations, all of which exceed 75,000 gallons per day design flow capacity.
- Manholes: Approximately 568 total manholes within the collection system.
  Aerial/water crossings: 1 identified crossing.
- System accessibility: 2.13% of the system is not readily accessible for maintenance.
- Annual O&M (typical recent year): Approximately 44,000 linear feet of larger-diameter pipelines CCTV inspected (2018–2025 cumulative) and an average of 23 specific sewer lines and laterals maintained/cleaned on a quarterly cleaning rotation.


City of Lakeport - Sewer Service Area
WDID #: 5SSO10896
Creation Date: 10/23/2025
Created by: City of Lakeport
Public Works
molea@cityoflakeport.com
N
W
E
S
Clear Lake
City Limit Boundary
Lakeport Parcels 1.24
Lake County Parcels 1.24
Cartegraph_Sewer_Main
Cartegraph_Sewer_Force_Main
Cartegraph_Sewer_Laterals
Private Sewer Line 1.18.22
Cartegraph_Sewer_Manholes
Sewer Service Area
Lakes
0
1,450
2,900
5,800
8,700
11,600 Feet

System Metric	Value	Source
Gravity mains (miles)	30.23 LM	Sewer Master Plan 2025
Force mains (miles)	4 LM (est.)	CIWQS 2024
Service laterals (#)	1,805 (Approx 10 LM)	City Records
Pump stations (total)	8	Sewer Master Plan 2025
>75k gpd	8	Sewer Master Plan 2025
<75k gpd	0	Sewer Master Plan 2025
Manholes (#)	568	Sewer Master Plan 2025
Aerial/water crossings (#)	1	CIWQS 2024
2024 cleaning (LF)	Quarterly cleaning average of 23 targeted mains and laterals	City O&M Logs
2024 CCTV (LF)	44,000 LF (2018–2025 cumulative)	Sewer Master Plan 2025

System Changes During the Audit Period

Renewal & Replacement: The 2024 Water and Sewer Main Replacement Project included the replacement of 2,760 linear feet of sewer main line and 27 service laterals. Based on CCTV condition assessments, 1,307 linear feet are recommended for complete replacement and 4,482 linear feet for trenchless rehabilitation.

Operational Changes: Quarterly cleaning program continued with designated hotspots; SCADA control system upgraded in 2024, including a new server and VPN for remote access.

Asset Additions/Retirements: Routine minor asset adjustments and infrastructure improvements; no significant retirements reported.

Policy/Ownership: Service lateral ownership policy remains under internal confirmation; no changes reported during the audit period.

Resiliency: Lift stations without dedicated generators have been equipped with Manual Transfer Switches (MTSs) for portable generator connection. The SCADA system was modernized for enhanced remote access. A conversion of the WWTP chlorine gas system to a sodium hypochlorite feed system is currently under construction, anticipated for completion by late 2025.

6. Summary of SSO Trends

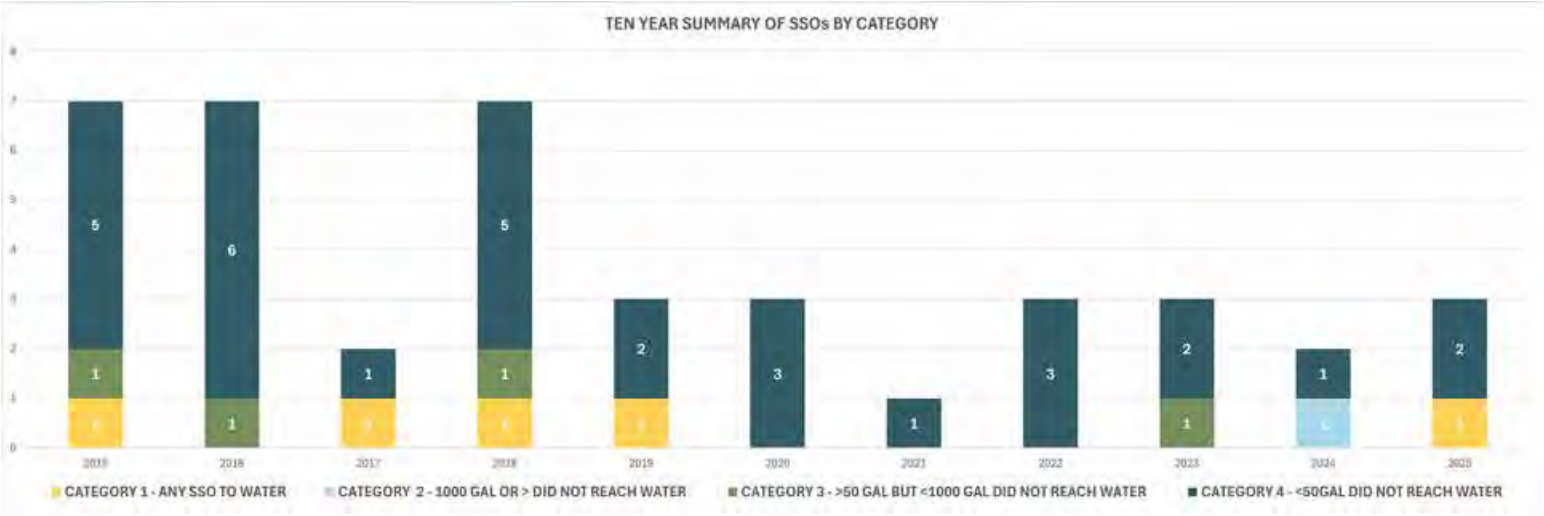
6.1 Sewer Overflow Performance

The City of Lakeport's Sewer System Management Plan (SSMP) effectiveness is evaluated in part through its sanitary sewer overflow (SSO) performance. Key measures include:

- **Spill Rate**: Number of SSOs per 100 miles of gravity mainlines and force mains per year.
- **Spills Impacting Surface Waters**: Frequency and volume of discharges reaching receiving waters.
- **Spill Magnitude**: Number and size of SSOs by volume range.
- **Spill Categories**: Distribution of spills by State Water Resources Control Board (SWRCB) category (1–4).
- **Spill Causes**: Primary causes of SSOs.
- **System Component:** Infrastructure type associated with each event (e.g., mainline, lateral, manhole, pump station).

This analysis is based on SSO data reported to CIWQS and maintained by the City of Lakeport from May 1, 2022, through May 1, 2025, with long-term trend context from 2015 to 2025.

Chart 6 A – Ten Year Summary of SSOs by Category



6.2 Sanitary Sewer Overflow Rate

The City of Lakeport operates and maintains approximately 44 miles of sewer pipelines (30 miles of gravity, 4 miles of force mains, and 10 miles of public laterals).

During the period reviewed (May 1, 2022 – May 1, 2025), the City reported nine (9) SSOs, averaging 6.38 SSOs per 100 miles per year. This spill rate is above the statewide median for small collection systems, which typically ranges between 3–5 SSOs per 100 miles per year. The higher rate is attributable to recurring root intrusion and public lateral failures.

6.3 Spills Impacting Surface Waters

One of Lakeport's SSOs reached Forbes Creek during this period, primarily through a storm drain connection. Table 6B summarizes the reported spill volumes.

Table 6 B: Percent of Sewer Overflow Volume Reaching Surface Waters (5/1/2022 – 5/1/2025)

Year	Total Spill Volume (gallons)	Volume Recovered	Volume to Surface Waters	% Recovered	% to Surface Waters
2022	20	20	0	100%	0%
2023	140	140	0	100%	0%
2024	1,604	1,604	0	100%	0%
2025	19	12	5	63.16%	26.32%

Chart 6 C: Category 1 SSOs – 10 Year Summary of Spill, Capture, and to Surface Water Volumes

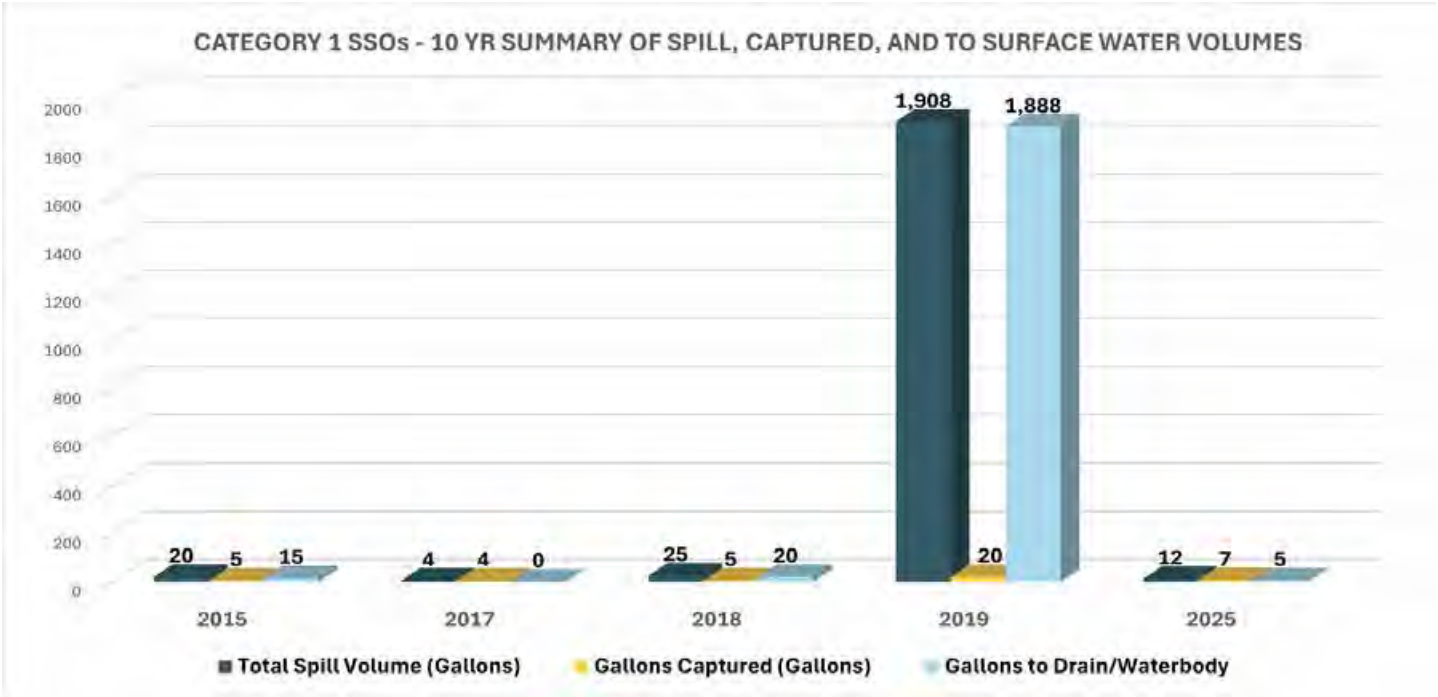
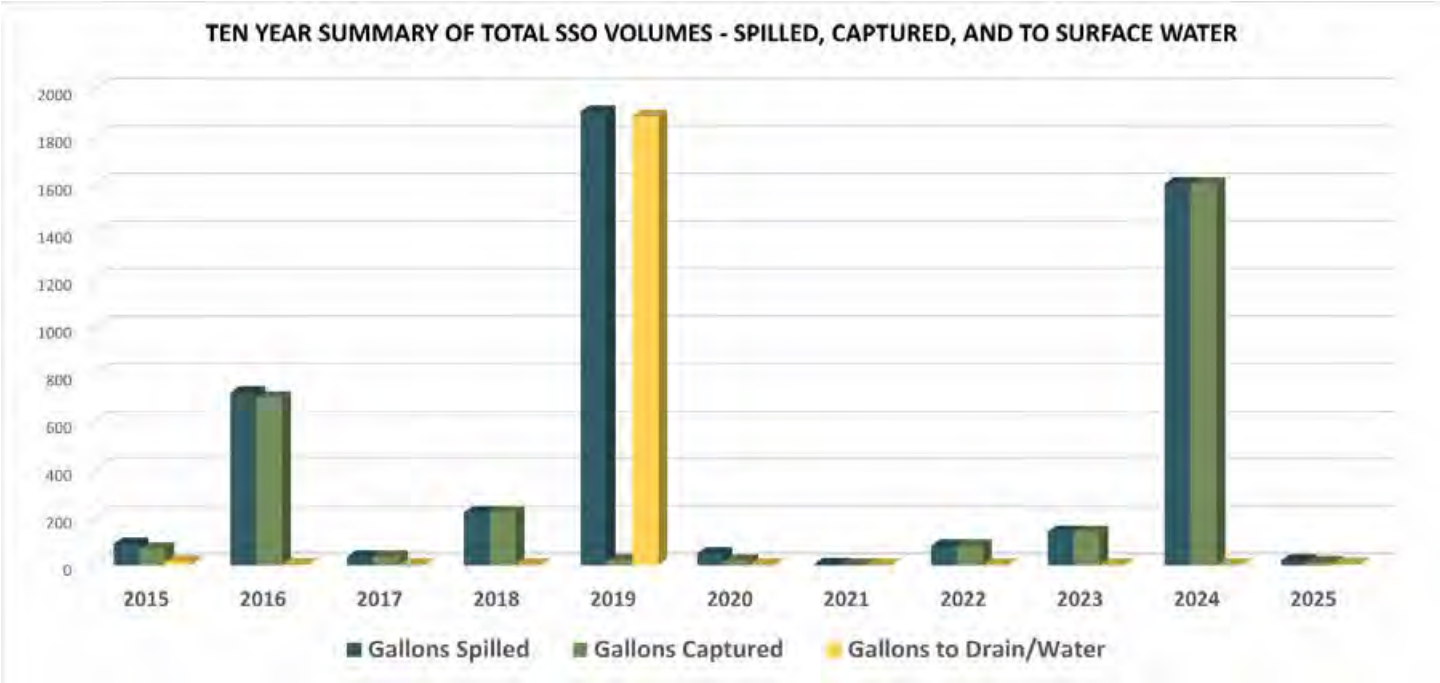


Chart 6 D: Ten Year Summary of Total SSO Volumes – Spilled, Captured, and to Surface Water



Findings:

The largest spill during this audit period was in July 2024 (1,600 gallons), which did not reach surface water. The only spill during this audit period reaching surface water was in January 2025 (12 gallons total, 5 gallons to Forbes Creek).

From 2022 to 2024, no spill volumes reached surface waters. However, in 2025, the District experienced a single documented discharge of 5 gallons to surface waters, marking an isolated but notable event.

Recovery rates averaged approximately 99.58% for the period, indicating generally effective containment practices, although a portion of the 2025 Category 1 spill remained unrecovered.

6.4 Number and Size of Sewer Overflows

Table 6 E categorizes Lakeport SSOs by volume for the period from May 1, 2022, to May 1, 2025.

Table 6 E: Number and Size of Spills (5/1/2022 – 5/1/2025)

Spill Size (gallons)	Count	% of Total
≥50,000	0	0%
10,000–49,999	0	0%
1,000–9,999	1	11%
100–999	1	11%
50–99	0	0%
<50	7	78%
Total	9	100%

Findings:

The overwhelming majority (78%) of SSOs were small spills (<50 gallons), reflecting effective maintenance and rapid response practices.

Only one spill exceeded 1,000 gallons (the 2024 Larrecou Lane pump station failure at 1,600 gallons), which was promptly contained and recovered in full.

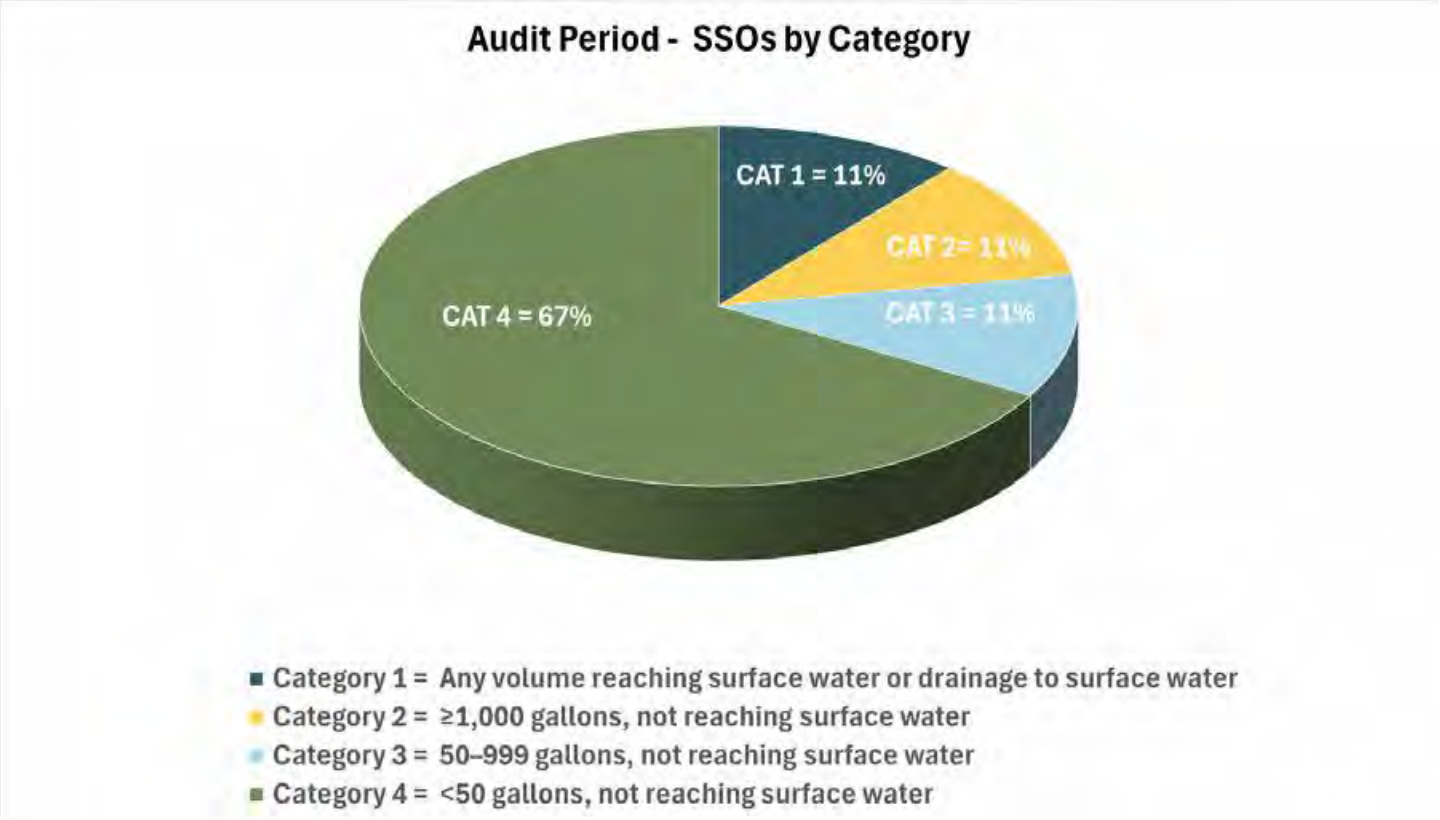
No high-volume (>50,000 gallons) SSOs were reported during the audit period, and no chronic spill locations were identified.

Overall, the data indicate that while infrequent moderate events can occur, the City's collection system operations successfully limit the scale and impact of most overflows.

6.5 Spill Categories

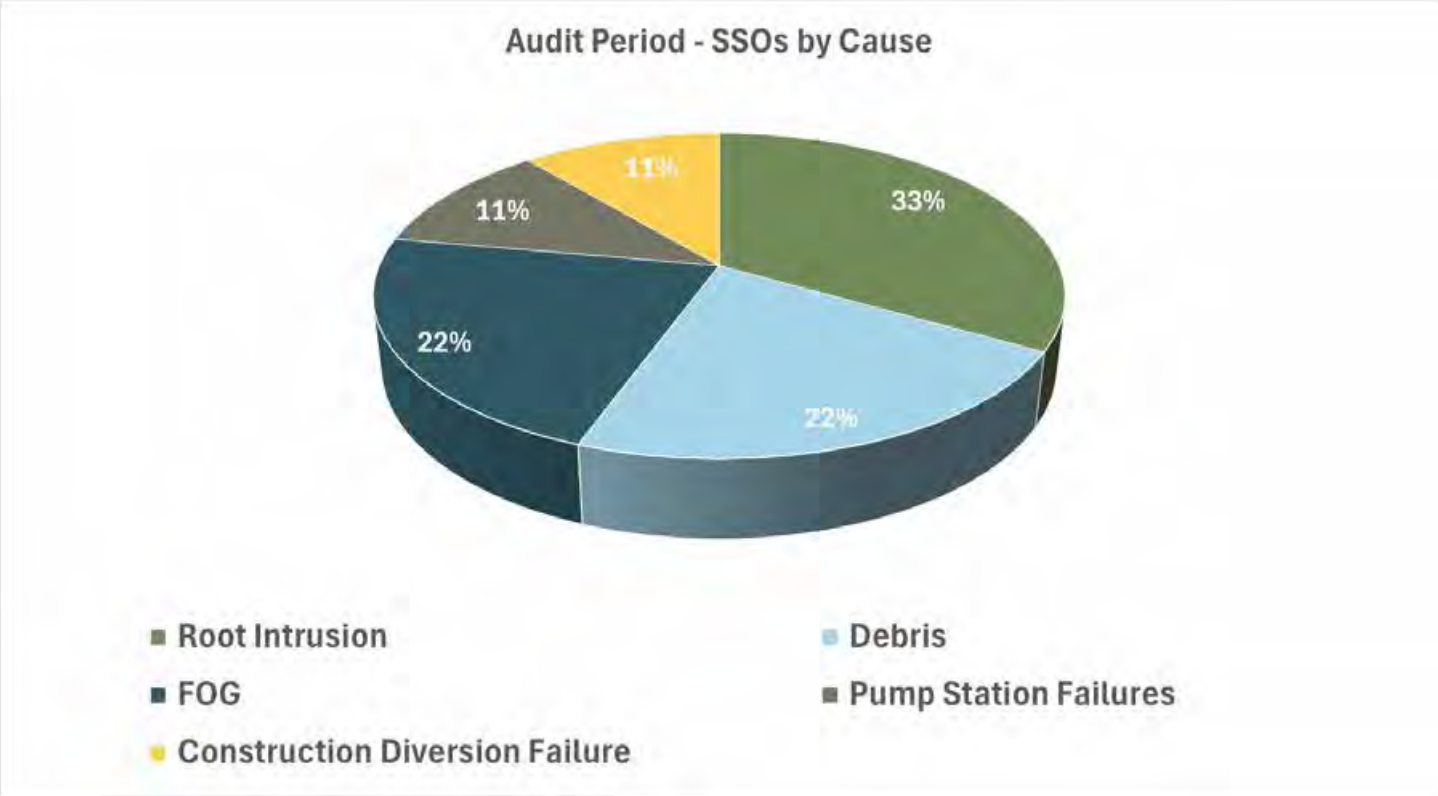
Following the 2022 General Order WQ 2022-0103-DWQ, SSOs are classified into four categories. The table summarizes Lakeport's distribution for the period from May 1, 2022, to May 1, 2025.

Chart 6 F: SSO Categories (5/2/2022 – 5/2/2025)



6.6 Causes of Spills

Chart 6 G: Causes of SSOs (5/1/2022 – 5/1/2025)



Findings:

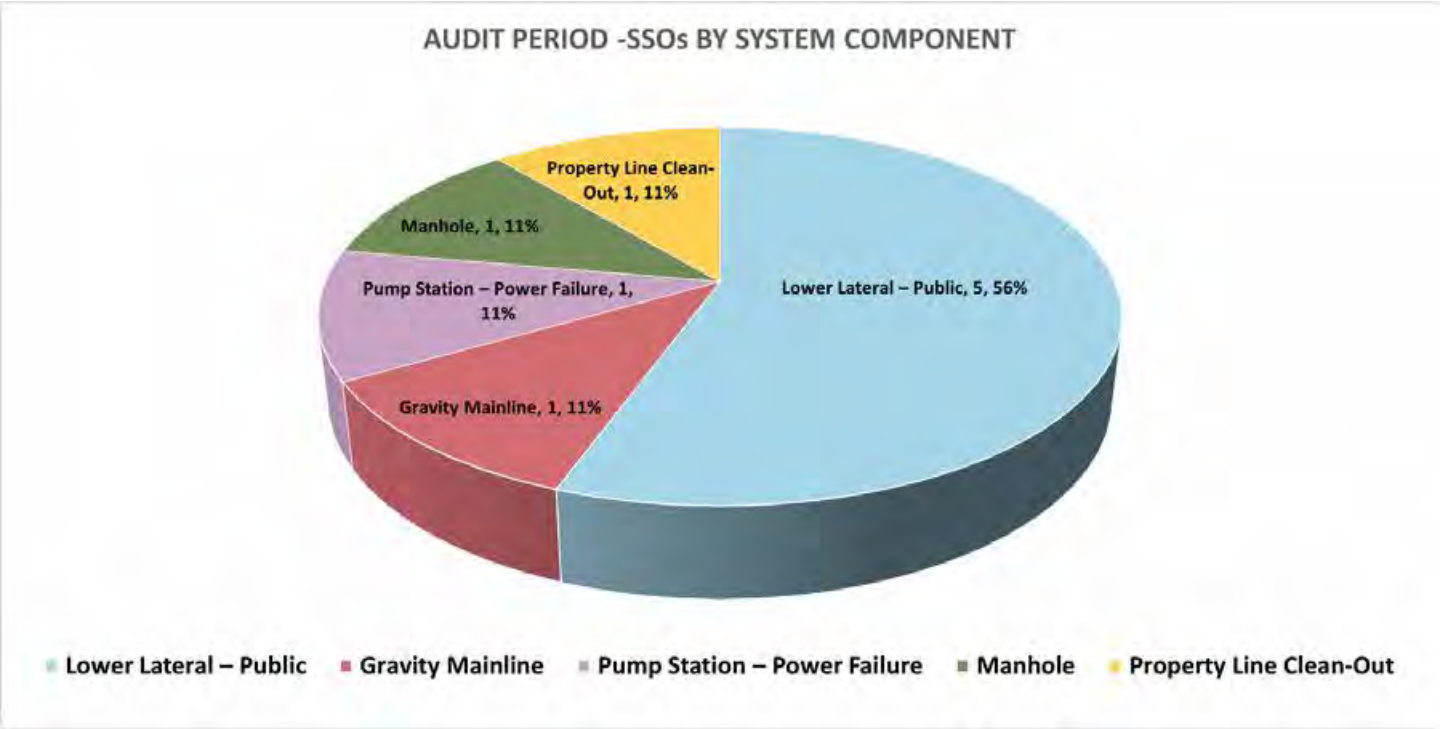
During the audit period, the City of Lakeport reported a total of nine (9) SSOs. The leading causes were root intrusion (33%), debris accumulation (22%), and FOG blockages (22%).
Less frequent but notable causes included a pump station power failure in July 2024 and a construction-related (third-party) damage event in January 2025.

Lakeport's SSO frequency averaged 6.38 per 100 miles per year, which exceeds the statewide benchmark for small collection systems (typically 3–5 SSOs per 100 miles/year).
However, the majority of incidents were minor (<50 gallons, 78%) and effectively contained, with only one Category 1 spill reaching Forbes Creek in January 2025.

These trends indicate a generally well-managed system with localized maintenance needs. The data highlights ongoing challenges with root intrusion and FOG-related blockages, emphasizing the need for continued CCTV inspection, targeted root control, and strengthened FOG education and enforcement programs to reduce recurrence.

6.7 System Component

Chart 6 H: Audit Period SSOs by System Component



Findings: Most SSOs occurred in public lower laterals, followed by gravity mainlines, manholes, and pump-station assets.
This pattern aligns with the City's known maintenance priorities and supports continued focus on lateral inspections, power redundancy, and targeted rehabilitation.

7. SSMP Element-by-Element Compliance Review

7.1 Element I – Goals

Regulatory Requirement: The Sewer System Management Plan (SSMP) must include a mission statement and a set of clear goals for the operation and maintenance of the wastewater collection system. The goals should be designed to reduce sanitary sewer overflows (SSOs) and prevent public health and environmental hazards.

Audit Finding: Non-Compliant (Action Required) - Foundational Goals in Progress.

Evidence and Records Reviewed: City of Lakeport Municipal Sewer District (CLMSD) SSMP document (May 2024 revision), 2008 Sewer System Master Plan, and verbal confirmation of contracted 2025 Sewer Master Plan Update. (Draft expected mid-October)

Narrative Analysis and Effectiveness: The SSMP's mission statement appropriately commits the CLMSD to providing safe, reliable sewer service and includes eight supporting goals that collectively guide the City's operations and maintenance efforts. Historically, the most critical of

these goals, ongoing implementation of the Sewer System Master Plan, has been unfulfilled, as the existing Master Plan (2008) is long outdated and the previously stated 2020 update target was not met.

However, during this audit period, the City initiated a full Master Plan update, and the consultant-delivered a draft 2025 Draft Sewer Master Plan. This plan is under internal review as of mid-October 2025. This represents a significant advancement toward restoring capacity planning compliance and aligning the City's infrastructure management with current system conditions, growth trends, and regulatory expectations.

While the update demonstrates renewed momentum, the lack of a finalized and adopted plan at the time of this audit means that measurable performance indicators and goal tracking systems are still not fully in place. The City has not yet established a consistent framework to assess progress toward SSMP objectives such as I/I reduction, asset renewal, or system reliability.

Overall, this element shows substantial improvement in progress and intent**,** but full compliance will be achieved only after the updated Master Plan is adopted and integrated into measurable goal tracking within the SSMP.

Recommended Corrective Actions:

1. **Finalize and Adopt the 2025 Sewer Master Plan:** Complete internal review and City adoption to restore compliance with foundational SSMP goals and capacity planning requirements.
2. **Establish Performance Metrics:** Following adoption, develop data-driven key performance indicators (KPIs) tied to SSMP goals, e.g., I/I reduction, SSO frequency, and asset rehabilitation progress.
3. **Formalize Goal Tracking and Reporting:** Implement a system to annually review and document progress toward each SSMP goal, using measurable data from maintenance, inspection, and capital improvement programs.

7.2 Element II – Organization

Regulatory Requirement: The SSMP must clearly identify the agency's responsible or authorized representative, provide names and contact information for key management and maintenance personnel, and establish a clear chain of communication for responding to and reporting SSOs.

Audit Finding: Compliant.

Evidence and Records Reviewed: CLMSD SSMP document (May 2024 revision), supporting documents including the District Organization Chart (SSMP Figure 2.A), CLMSD Contact List (SSMP Figure 2.B, updated 5/1/2024), and the SSO Reporting and Response Chain of Communication (SSMP Figure 2.C).

Narrative Analysis and Effectiveness: The CLMSD's SSMP demonstrates a high degree of follow-through in this foundational element. It clearly defines the roles, responsibilities, and lines of authority for key staff, from the Board of Directors down to the Wastewater Facilities Supervisor. The designation of the CLMSD Director as the authorized representative is clearly stated, and the authority to certify reports is appropriately delegated to the Utilities Director and Compliance Officer, meeting all regulatory requirements.

The primary performance indicator for this element is the currency and accuracy of the organizational documents. The referenced contact list was updated on May 1, 2024, just prior to this audit, which is a strong indicator that the agency is actively maintaining this information. This proactive approach ensures that personnel responding to and reporting SSOs have the correct and most current information available, directly contributing to the effectiveness of the agency's overall response plan.

Recommended Corrective Actions:

1. **Incorporate Formal Review Process:** While the contact information appears current, a formal, documented process for reviewing and updating the organizational chart and contact lists should be established. This process should occur at a regular, pre-defined interval (e.g., quarterly) to proactively prevent outdated information from being published.
2. **SSMP Training Verification:** The audit should confirm that all key personnel, particularly new hires, have received documented training on the official SSO reporting and response chain of communication to ensure the documented process is followed in practice.

7.3 Element III – Legal Authority

Regulatory Requirement: The SSMP must demonstrate, through sanitary sewer use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to prevent illicit discharges, require proper design and construction of sewer connections, ensure access for maintenance and inspection, limit FOG discharges, and enforce violations of its sewer ordinances.

Audit Finding: Compliant.

Evidence and Records Reviewed: Lakeport Municipal Code (LMC) Chapter 13.20, Sewer Use and Pretreatment regulations; Resolution No. 2315 (2008); Utilities Department Policies U-3, U-4, and U-6; and Mutual Aid Agreement with LACOSAN.

Narrative Analysis and Effectiveness: The City of Lakeport Municipal Sewer District (CLMSD) has a robust legal framework in place to support its SSMP. The Lakeport Municipal Code, specifically Chapter 13.20, provides the necessary authority to fulfill all five requirements of the SWRCB's Organization element. The code grants the agency the authority to prevent illicit discharges, including Inflow/Infiltration (I/I), and to ensure proper design and construction of new sewer infrastructure through the adoption of the California Plumbing Code and specific construction standards.

Furthermore, LMC Section 13.20.340 clearly provides CLMSD personnel with the legal right of entry to private property for inspections and maintenance, which is a critical component for ensuring the integrity of the system and controlling illicit discharges. The SSMP also cites a comprehensive list of enforcement mechanisms, including fines and civil action, which allows the agency to effectively enforce violations.

The primary strength of this element is the clear and well-documented legal basis for the agency’s actions. The supporting documents, particularly the LMC and the resolution, demonstrate that the agency has established the necessary legal authority to manage its sewer system effectively.

Recommended Corrective Actions:

1. **Review and Update Fines and Enforcement Mechanisms:** The referenced FOG Fines Resolution (No. 2315) and Sewer Use Ordinance (No. 872) were both enacted in 2008. These documents should be reviewed to ensure the fines and enforcement mechanisms remain relevant and sufficiently punitive to deter non-compliance in the current economic climate.
2. **Formalize Industrial User Program:** While the CLMSD has permit authority to regulate industrial users, it has not exercised this authority. The agency should consider formalizing this program and developing clear procedures for enforcement to proactively manage potential high-risk industrial discharges.

7.4 Element IV – Operations & Maintenance Program

Regulatory Requirement: The SSMP must include:

(a) Maintenance of up-to-date collection system maps showing all gravity mains, manholes, pumping facilities, pressure pipes/valves, and applicable stormwater connections.

(b) A preventive operations and maintenance program, performed by staff and contractors, including scheduled cleaning and increased frequency for known problem areas

(c) A rehabilitation and replacement plan to identify and prioritize system deficiencies and implement both short- and long-term corrective actions.

(d) A training program to provide regular instruction on collection system operations and maintenance, with requirements that contractors be appropriately trained.

(e) An inventory of equipment and critical replacement parts.

Audit Finding: Compliant with Deficiencies - Core O&M practices are in place and effective; however, several supporting procedures are informal, undocumented, or lack consistent implementation, specifically mapping edit logs, manhole inspection cadence, CCTV data integration, and critical spare part tracking.

Evidence and Records Reviewed: SSMP Element IV narrative (2024 revision); Sewer Master Plan 2008, draft Sewer Master Plan 2025 update; quarterly hot-spot cleaning work orders and completion logs; and CCTV inspection summaries maintained by the Utilities Department.

Supporting evidence was also obtained through staff interviews conducted on October 20, 2025, with the Utilities Director, Utilities Superintendent, Utilities Underground Supervisor, and Water/Wastewater Supervisor. Additional clarifications regarding GIS data maintenance and mapping edits were provided through informal consultation with the City's GIS Technician.

Narrative Analysis and Effectiveness:

Mapping (4.1): The City maintains an Esri-based GIS map of its wastewater collection system, including mains, manholes, lift stations, and known stormwater connections. Updates are typically provided verbally or through marked-up map sheets that are later incorporated by the GIS lead.

Printed map books exist but vary in currency, and an offline version for field use has not yet been developed. While GIS and OpenGov EAM are conceptually linked, updates and approvals are not formalized.

Overall, the GIS system is functionally accurate and reliable for daily operations but lacks documented version control and consistent verification of field edits.

Preventive Operations and Maintenance (4.2): The collection system totals approximately 44 miles (30 miles gravity, 4 miles force main, and 10 miles public laterals). Known root and FOG trouble spots are cleaned quarterly, while other areas are serviced on a condition-based schedule. Work is planned and tracked in OpenGov EAM, with cleaning records used to identify recurring issues and refine maintenance frequencies.

During the audit period, the City demonstrated effective containment and cleanup of small SSOs, suggesting that routine maintenance practices are generally effective. However, work order closure notes and asset-specific documentation are inconsistent.

Inspection Program (4.3): Closed-circuit television (CCTV) inspection is used primarily in response to identified issues or as part of rehabilitation projects. Inspections follow NASSCO standards, but reports are stored on a shared drive and not systematically attached to asset records in OpenGov EAM. Manhole inspections are recognized as a current gap, with a target of approximately 100 manholes per year (over five years) to complete system-wide coverage.

Lift stations follow a rotating Tier 1–3 preventive maintenance program, with Tier 1 inspections occurring monthly and more detailed Tier 2 and 3 inspections addressing electrical and mechanical performance. Odor control is being upgraded through activated carbon and chemical feed systems.

Rehabilitation & Replacement (4.4): Rehabilitation and replacement decisions are driven by CCTV findings, SSO history, and observed field conditions. Repair options include point repairs, cured-in-place pipe (CIPP) lining, sliplining, or full replacement. Recent improvements include the 2024 Martin Street sewer upgrades.

While immediate repair response is effective, prioritization of long-term rehabilitation remains informal. During this audit period the City relied on the 2008 Sewer System Master Plan, which is outdated and does not reflect the current system condition or growth. A formal, risk-based prioritization framework is not yet in place.

Training (4.5): Wastewater personnel are expected to maintain certifications consistent with California Code of Regulations requirements. The SSMP notes Grade I certification as the minimum standard, and the treatment facility requires a Grade II Chief Operator. Regular staff meetings include safety, equipment, and SSO response training. Contractor awareness of SSO procedures is maintained through contract language, but formal training documentation is not available.

Equipment & Critical Spares (4.6): The City maintains essential equipment including Vactor and CCTV trucks, portable generators, and bypass pumps. Smaller tools and PPE are stored in service vehicles for field access, while larger assets are housed at the Corporation Yard. Spare parts

management remains informal, inventory is visually monitored, and replacements are ordered as needed through vendor accounts.

Although no shortages or critical delays were reported during the audit period, the absence of a documented critical spares list and tracking system limits the City's ability to verify readiness during an emergency.

The City of Lakeport's Operations and Maintenance Program provides a sound operational foundation and demonstrates effective day-to-day performance, particularly in preventive maintenance and lift station operations. However, the program remains dependent on institutional knowledge rather than documented systems. Strengthening recordkeeping and risk-based planning will move the City from reactive management toward a fully data-driven, resilient asset management program, consistent with the intent of Element IV.

Recommended Corrective Actions:

1. **Mapping Controls:** Implement a one-page Map Edit Log (date, asset ID, change, source, staff, approver) and adopt a quarterly GIS update cadence (w/ named approver).

   Produce an offline Emergency Map Pack (PDF tiles for high-risk areas/pump stations) for field tablets/phones.
2. **Preventative Maintenance Standardization:** Publish the Quarterly Hot-Spot List in OpenGov EAM with asset IDs, reasons - roots/FOG/aged asset, and due dates; require work order closure notes (what was found, footage cleaned).
3. **Inspection Program:** Use simple NASSCO-based forms/templates; store CCTV/manhole PDFs and links directly on asset records in OpenGov EAM. Track manhole program at ~100 manholes per year with a small dashboard showing inspected/defects/repaired.
4. **Lift Station Preventative Maintenance Adherence:** Keep the weekly presence goal, if tiers are bundled, add a brief exception note to the work order. Log monthly flow checks and electrician findings (amps) together.
5. **Risk-Based Rehab:** Each year, rank rehab projects by likelihood × consequence using NASSCO grades, SSO history, I/I indicators, proximity to water bodies/critical facilities, and pavement constraints; publish a 12-month CIP watchlist. Update legacy items (remove "no longer needed").
6. **Training Matrix & Records:** Create a training matrix (roles × courses × frequency), document annual SSO Response and Confined Space refreshers, and set a goal to achieve ≥2 CWEA Collection Grade I within 24 months; file contractor SSO reporting handout/sign-backs with each project and copies to internal safety coordinator.
7. **Critical Spares & Readiness:** Build a critical spares list per lift station/pump model with defined reorder points; record quarterly inventory counts in OpenGov EAM. Include visual verification (attach photo/PDF). Add a quarterly standby pump start/swap check where feasible and document results.

7.5 Element V – Design & Performance Provisions

Regulatory Requirement: The SSMP must identify design and construction standards for new sanitary sewer systems and rehabilitation projects, as well as the procedures for inspecting and testing these improvements.

Audit Finding: Compliant.

Evidence and Records Reviewed: CLMSD SSMP document, California Uniform Plumbing Code (CCR Title 24, Part 5), CLMSD adopted Sewer System Design and Construction Standards (Appendix 5), Lakeport Municipal Code (LMC) Sections 13.20.190 and 13.20.320.F.

Narrative Analysis and Effectiveness: The City of Lakeport Municipal Sewer District (CLMSD) has a well-defined and multi-layered framework for its Design and Performance Provisions. The SSMP and its supporting documents demonstrate a clear commitment to maintaining and improving the sewer system in accordance with established standards.

The agency's legal authority is established through the adoption of the California Uniform Plumbing Code and additional, more detailed design and construction standards. This framework ensures that all new construction, rehabilitation, and improvements, including those performed by private contractors, are held to a consistent and high standard. The LMC further reinforces this by requiring all connections and modifications to be reviewed and approved by CLMSD as a condition of the building permit. This provides a crucial point of control to prevent future issues.

The inspection and testing procedures are also well-documented. The use of smoke testing and CCTV inspections for public lines and the requirement for private sewer laterals to be inspected and tested upon specific "triggering events" is an effective way to identify and prevent Inflow and Infiltration (I/I) and other potential problems before they lead to SSOs. While hydrostatic testing is rare, the combination of visual inspections, CCTV, and smoke testing provides a robust and proactive program to verify that all new and rehabilitated infrastructure is performing as intended.

Recommended Corrective Actions:

1. **Standardize Inspection and Testing Procedures:** While various inspection methods are mentioned, formalizing the specific circumstances under which each method (e.g., CCTV, smoke testing, dye testing) is used would add clarity. A documented Standard Operating Procedure (SOP) for new construction and rehabilitation inspections would ensure consistency across all projects.
2. **Enhance Public Outreach on Lateral Inspections:** To maximize the effectiveness of the private lateral inspection program, consider enhancing public outreach to inform property owners about the "triggering events" and the importance of compliance. This can help prevent surprises and ensure the agency is capturing as many deficiencies as possible.

7.6 Element VI – Overflow Emergency Response Plan

Regulatory Requirement: The SSMP must include an up-to-date Overflow Emergency Response Plan (OERP) that identifies measures to protect public health and the environment. The plan must include procedures for proper notification, an appropriate response program, coordination with outside agencies, procedures to ensure that staff and contractors are trained, and a program to contain and minimize the impacts of SSOs.

Audit Finding: Compliant with Deficiencies.

Evidence and Records Reviewed: City of Lakeport Overflow Emergency Response Plan (OERP) (effective August 3, 2023), Hazardous Materials Incident Response Plan, an informal Field Staff Spill Report form, staff training sign-in sheets, records of informal post-spill after-action meetings, and the 2025 SSO Tracking Spreadsheet.

Narrative Analysis and Effectiveness: The City maintains a comprehensive Overflow Emergency Response Plan (OERP) that clearly defines procedures for detection, response, containment, cleanup, and notification during sanitary sewer overflows (SSOs). The plan establishes a 24-hour emergency contact system, delineates the chain of command for internal and external notifications, and provides detailed response guidance for field personnel. The Field Staff Spill Report form remains a practical tool for documenting key data in the field during an active response.

The City's internally developed SSO Tracking Spreadsheet (2025 Edition) has become a valuable tool for maintaining spill response data and tracking trends across multiple metrics, including spill cause, volume, recovery, location, environmental impact, and responsible system component. This represents a significant improvement in data consistency and analytical capability compared to prior years.

However, a gap remains in documenting real-time response performance metrics**,** specifically:

The initial notification timestamp, Operator arrival time, and CalOES reporting time.

These three parameters are essential for assessing response timeliness and compliance with state reporting requirements. While the OERP requires such data, it is not yet fully captured in the current tracking framework.

Training for all personnel involved in spill response was conducted in 2023, with attendance documented via sign-in sheets. Refresher training and a full-scale OERP drill are scheduled for early 2026**,** which will help restore the City's annual training cadence and reinforce staff familiarity with updated procedures.

The City's OERP framework is well-developed and operationally sound. Staff demonstrate clear understanding of response expectations, and documentation practices have significantly improved through the SSO Tracking Spreadsheet. To reach full compliance, the City should expand the spreadsheet to capture real-time response intervals, formalize drill documentation, and implement a consistent post-incident review system.

Recommended Corrective Actions:

1. **Integrate Time-Based Metrics:** Expand the SSO Tracking Spreadsheet to include fields for (a) initial notification time, (b) first responder arrival time, and (c) CalOES notification time to establish quantifiable performance benchmarks.
2. **Formalize Drill Schedule and Documentation:** Establish a formal schedule for annual overflow response drills. Each drill should be documented with a summary of the scenario, a

list of participants, and a formal review of lessons learned to ensure the response procedures remain effective.

3. **Formalize Post-Spill Assessments:** Create a process for the formal review of all post-spill assessments by management. Findings and corrective actions should be compiled in a central database or log and used to update training materials, refine procedures, and inform capital improvement planning.
4. **Continuous Improvement Integration:** Incorporate the enhanced response metrics and post-spill review data into future SSMP audits to demonstrate continuous improvement and response efficiency.

7.7 Element VII – Sewer Pipe Blockage Control Program

Regulatory Requirement: The SSMP must include a FOG control program that addresses public education, FOG disposal, legal authority, requirements for grease removal devices, inspection and enforcement authority, identification of FOG blockage areas, and source control measures.

Audit Finding: Non-Compliant (Action Required), with Significant Progress on Corrective Actions.

Evidence and Records Reviewed: Lakeport Municipal Code (LMC) Chapter 13.20.600, Ordinance No. 872 (2008), FOG Informational/Educational Documents (last updated in 2009), the SSO incident map (SSMP Appendix 7.D), a list of FOG program variance policies, a newly created calculation spreadsheet for grease interceptor capacity, a revised permit application, development of new public educational materials, and a verbal confirmation of a developing Memorandum of Understanding (MOU) with the County Environmental Health Department.

Narrative Analysis and Effectiveness: The City of Lakeport Municipal Sewer District (CLMSD) retains sufficient legal authority under LMC Chapter 13.20 to regulate fats, oils, and grease (FOG) discharges. This authority, established through Ordinance No. 872 (2008), meets the SWRCB's baseline requirement for enforcement and provides a clear framework for inspection and penalty authority. However, the implementing regulations and supporting program materials are outdated and no longer reflect current operational practices. While Element III (Legal Authority) was found compliant because the City possesses adequate enabling authority, Element VII remains non-compliant because that authority has not yet been modernized or actively enforced through an operational program.

The City's FOG Program is largely inactive due to aging documents and limited staff capacity. Educational materials last revised in 2009 are obsolete, and no active inspection schedule exists. Nevertheless, significant progress has been made during the audit period to restore program functionality: a new permit application and grease-interceptor sizing calculator have been developed to support future enforcement; a draft MOU with County Environmental Health will trigger FOG inspections when food service establishments (FSEs) cannot produce grease disposal receipts at their annual health inspections; and new bilingual educational materials are being prepared for distribution. Additionally, the Compliance Officer is pursuing FOG Inspector Certification to enable in-house inspection and enforcement authority.

Collectively, these actions demonstrate meaningful progress toward restoring a fully compliant FOG Program. Once the ordinance update and MOU implementation are complete, the City will have both the legal and operational capacity to enforce FOG controls and reduce recurring blockages.

Recommended Corrective Actions:

1. **Prioritize Legal Revisions:** Continue to prioritize the comprehensive revision of the FOG ordinance as part of the broader update to LMC Chapter 13.20. The new ordinance must be legally defensible and support all recent programmatic improvements.
2. **Complete Inspector Certification:** Ensure the Compliance Officer completes the FOG inspector certification class to provide the necessary expertise for program enforcement.
3. **Formalize and Implement New Triggers:** Finalize and formalize the MOU with the County Environmental Health Department and implement the new internal inspection triggers.
4. **Launch Updated Educational Materials:** Complete and launch the full package of updated FOG educational materials and a formal distribution plan.
5. **Formalize and Implement Inspection and Enforcement:** Once the legal authority is updated and the new inspection system is fully in place, formalize a regular inspection and enforcement schedule to ensure the program is actively managed and documented.

7.8 Element VIII – System Evaluation & Capacity Assurance Plan

Regulatory Requirement: Under the SWRCB Statewide General Waste Discharge Requirements (WQ 2022-0103-DWQ), each Enrollee must evaluate the capacity of their sanitary sewer system and prepare and implement a Capital Improvement Plan (CIP) to provide hydraulic capacity for existing and future conditions. The SSMP must include:

1. Evaluation of hydraulic deficiencies.
2. Establishment or confirmation of appropriate design criteria.
3. Development of capacity enhancement measures; and
4. A schedule for implementing the capital improvements.

Audit Finding: Non-Compliant (Action Required) – Master Plan Under Active Update

Evidence and Records Reviewed: CLMSD SSMP (May 2024 Revision); City of Lakeport Master Sewer Plan (2008); Appendix 4.B of SSMP; SSMP Appendix 8.A and 8.B; Verbal confirmation of active Master Plan update with consulting firm (2025).

Narrative Analysis and Effectiveness:
CLMSD currently relies on the 2008 Master Sewer Plan to satisfy this element's planning and evaluation requirements. The plan includes an analysis of hydraulic capacity and Capital Improvement Plan (CIP) recommendations based on projected flows and development conditions as of 2006–2008. However, the plan is now significantly outdated and based on assumptions no

longer reflective of current conditions. Furthermore, the SSMP explicitly stated that the plan would be updated prior to 2020, a milestone that has not been met.

Despite this lapse, the District has recently engaged a consulting firm to develop a new Master Sewer Plan, which will include updated flow monitoring, hydraulic modeling, and an updated CIP. At the time of this audit, a draft of the updated Master Plan is expected to be received for review mid-October. Once finalized and adopted, this will bring CLMSD back into compliance with the current SSMP requirements under Element 8.

The audit finds this element temporarily non-compliant due to the lack of an updated and adopted system evaluation and capacity assurance document. However, the active progress toward completing this deliverable is duly noted and positively acknowledged.

Recommended Corrective Actions:

1. **Finalize and Adopt Updated Master Sewer Plan:** Complete review of the draft document upon receipt. Ensure that it meets the requirements of Element 8, including updated design criteria, capacity modeling, and I/I evaluations.
2. **Extract and Publish Capital Improvement Plan (CIP):** Use the finalized Master Plan to develop a clear, prioritized CIP that addresses identified deficiencies. The CIP should include project descriptions, costs, prioritization logic, and proposed funding sources.
3. **Incorporate into SSMP and City Budget**: Update the SSMP to reference the new plan and its associated CIP. Ensure consistency with budget planning and future SSMP audits.
4. **Track Implementation and Progress:** Develop an internal mechanism for tracking project completion, funding status, and capacity impacts. Link this schedule to future SSMP reviews and public reporting as applicable.

7.9 Element IX – Monitoring, Measurement, & Program Modifications

Regulatory Requirement: The SSMP must include a program to accurately and consistently monitor and measure the effectiveness of the SSMP. The program should maintain relevant information, assess the success of preventive maintenance, and update program elements based on performance evaluations. The program must also identify and illustrate SSO trends in frequency, location, and volume.

Audit Finding: Non-Compliant (Action Required), with Significant Progress on Corrective Actions.

Evidence and Records Reviewed: The SSMP document references the use of electronic asset and operations management software (OpenGov EAM), a GIS data layer for SSO incidents, and an SSO Trends table. The document also mentions a Change Log Form and a process for SSMP revisions. The audit also reviewed a newly created SSO tracking spreadsheet that collects detailed spill data.

Narrative Analysis and Effectiveness: The agency's monitoring and measurement program is non-compliant with the requirements of the State Water Resources Control Board. While the SSMP document states that the agency uses electronic tools such as OpenGov EAM and a GIS data layer to track maintenance and SSO incidents, the SSO Trends table, which is the primary tool for demonstrating programmatic effectiveness, contains data only through 2017 and has several incomplete fields.

However, the agency has already taken a significant and proactive step toward correcting this deficiency by creating a new SSO tracking spreadsheet. This tool collects critical information for each spill, including date, time, location, length, amount, cause, and after-actions, with a column to link to the full spill report. This new system directly addresses the core issue of a lack of current data and serves as the foundation for a compliant monitoring program. While the official SSMP document has not yet been updated with this information, the creation of this spreadsheet demonstrates a strong, forward-looking commitment to rectifying the program's deficiencies.

Recommended Corrective Actions:

1. **Immediate Data Compilation and Entry:** As an immediate priority, populate the new SSO tracking spreadsheet with all available historical data from 2018 to the present.
2. **Update and Integrate SSO Trend Data:** Once the spreadsheet is populated, use the data to create a new, complete SSO Trends table and integrate it into the SSMP document.
3. **Formalize a Data Review and Update Cycle:** Formalize a process for regularly (e.g., quarterly or annually) reviewing and updating the SSO data. This process should ensure that the SSMP remains a living document that accurately reflects the agency's current performance.
4. **Integrate Data into Program Decisions:** Use the updated data to actively inform all SSMP elements. For example, SSO trends and performance evaluations should be used to directly guide changes in the preventive maintenance program, capital improvement priorities, and FOG control program.
5. **Enforce Use of the Change Log:** Ensure that the SSMP Change Log is consistently used and maintained to track all minor and significant revisions to the document.

7.10 Element X – Program Audits

Regulatory Requirement: The SSMP must be audited at least every three years, per the State Water Resources Control Board's Waste Discharge Requirements (WDR) Order No. WQ 2022-0103-DWQ. The audit must evaluate the effectiveness of the SSMP, determine compliance with the WDR, identify necessary program improvements, and include a report that is kept on file and made available to the public upon request.

Audit Finding: Non-Compliant (Action Required)**,** No Previous Audit Records on File.

Evidence and Records Reviewed: CLMSD SSMP (May 2024 revision), internal City shared drive, Compliance folder, prior SSMP versions (2013, 2020), CIWQS SSO Reporting System. No formal

audit reports or supporting documentation from previous triennial cycles were located at the time of review.

Narrative Analysis and Effectiveness: The Program Audit element is designed to serve as a feedback loop, ensuring the SSMP remains a living, effective document. While the current SSMP describes the requirement for biennial audits under the older WDR, there is no evidence that a triennial audit has been conducted or documented since the adoption of the SSMP. No audit reports, supporting files, or corrective action logs were found on the City's shared drive or within the appendices of the SSMP.

This lack of documentation creates a gap in compliance and weakens the City's ability to demonstrate the effectiveness of its SSMP implementation to regulators or the public. However, the current Compliance Officer is preparing a full retrospective audit for the period May 2022–May 2025 to bring the City into compliance with the current WDR.

Recommended Corrective Actions:

1. **Reconstruct and Document Prior Audits:** Work with management to locate any existing audit materials or staff notes from previous years. Where full reports cannot be located, prepare a retrospective audit summary using available data (CIWQS reports, maintenance logs, or SSMP update notes) to demonstrate good-faith compliance.
2. **Adopt a Standard Audit Template:** Develop a standardized SSMP audit template mirroring the SSMP's 11 elements. This template should be used every three years regardless of whether the SSMP is also being updated, ensuring consistent documentation of findings and corrective actions.
3. **Synchronize Audit and SSMP Updates:** Align the triennial audit cycle with the six-year SSMP update schedule so that audit findings feed directly into future updates and CIP planning.

7.11 Element XI – Communication Program

Regulatory Requirement: The SSMP must include a communication program that provides the public with the opportunity to offer input as the SSMP is developed and implemented. The program should outline how the agency communicates with the public about SSMP content, sewer system performance, and spill prevention measures.

Audit Finding: Compliant with Deficiencies - Active Communication Channels Identified; Standardization and Feedback Mechanism Lacking.

Evidence and Records Reviewed: CLMSD SSMP (May 2024 revision), City of Lakeport website, active Facebook pages for Public Works, City Hall, and Police Department, recent public notices (e.g., EPA Lead Line Survey, smoke testing), internal documentation from the Compliance folder on the City's shared server.

Narrative Analysis and Effectiveness The City of Lakeport maintains several public-facing communication platforms, including a well-structured city website and active Facebook pages for the City, Public Works, and Police Department. These platforms are used to share a variety of

announcements, such as construction alerts, smoke testing notices, winterizing tips, and educational reminders about proper disposal practices. Press releases are also issued for major infrastructure projects and regulatory notices.

While evidence of these communication efforts exists, the SSMP does not yet describe these tools or explain how they are used to meet the SSMP's requirement for ongoing public engagement. Additionally, the current program lacks a standardized outreach schedule or formal structure to ensure consistent messaging and ongoing opportunities for public input as the SSMP evolves.

Internally, training records and program documentation were previously stored on the retired "My Safety Officer" server but are now housed in the City's shared Compliance folder. This update has improved internal accessibility and document retention practices but does not directly affect the public communication element of the SSMP.

There is currently no documented procedure in place for collecting or responding to public feedback on the SSMP. While public comment opportunities could be offered via the City website or social media channels, no system is outlined in the plan to manage those submissions or incorporate public input into program implementation.

Recommended Corrective Actions

1. **Formalize Public Input Opportunities:** Establish a process for collecting public feedback when SSMP updates are posted, such as a dedicated email address or web-based submission form. Include this information in any SSMP public review announcements.
2. **Describe Existing Communication Tools in the SSMP:** Update the SSMP to include descriptions of the City's website, Facebook pages, and press release practices, specifying how each platform supports public education and sewer-related awareness.
3. **Develop a Communication Calendar or Strategy:** Create a basic outreach plan or calendar to guide the timing and content of public education campaigns (e.g., quarterly outreach tied to FOG, inflow/infiltration, or system capacity education). This ensures consistent messaging and builds public awareness over time.
4. **Document and Review Public Feedback:** Assign a staff lead to collect, track, and review comments submitted during public SSMP reviews. This supports transparency, accountability, and improved responsiveness.
5. **Audit Legacy Web Content:** Review all publicly posted materials related to the sewer system and SSMP. Identify and archive any outdated, contradictory, or redundant information. Establish version control for future updates to ensure accurate and compliant public-facing content.

8. Audit Findings Summary

Element	Compliance Status	Summary of Findings	Corrective Actions Proposed
I – Goals	Non-Compliant (Action Required)	The 2008 Sewer Master Plan is outdated; no quantifiable KPIs are in place. A 2025 Master Plan draft was initiated and is under internal review (mid-Oct 2025), but has not yet been adopted or integrated into goal tracking.	Finalize and adopt the 2025 Master Plan; implement measurable KPI tracking (I/I, SSO frequency, asset renewal); formalize annual goal review and reporting.
II – Organization	Compliant	Org chart and contact list current (5/1/2024). Chain of communication documented. No recurring review cadence; need verification of SSMP/OERP chain-of-communication training for new hires.	Establish quarterly reviews of org chart/contact lists; verify and document SSMP/OERP communication training for all responsible roles.
III – Legal Authority	Compliant	Core authority in LMC Ch. 13.20 is adequate (illicit discharge control, design standards, right of entry, enforcement). Fines/resolution dates (2008) may be outdated; industrial user controls have not been formalized.	Update fines/enforcement schedule to current conditions; formalize industrial user program procedures and enforcement pathways.
IV – Operations & Maintenance Program	Compliant with Deficiencies	Core O&M programs are active (mapping, preventive cleaning, lift-station PM). Documentation is inconsistent: no formal GIS edit log/version control; manhole inspection cadence not standardized; CCTV results not linked to asset records; critical spares tracked informally. The program relies on institutional knowledge.	Implement GIS Map Edit Log and quarterly update cadence; publish quarterly hot-spot list with closure notes; attach CCTV/manhole reports to assets; track approximately 100 manholes per year; maintain Tier 1–3 lift-station PM notes; adopt risk-based rehab ranking; create training matrix; formalize critical spares list with reorder points and quarterly counts.

Element	Compliance Status	Summary of Findings	Corrective Actions Proposed
V- Design and Performance Provisions	Compliant	Standards current (California Plumbing Code plus CLMSD standards). Inspection/testing methods referenced, but triggers for CCTV/smoke/dye use not fully standardized; outreach on private-lateral "trigger events" could improve.	Publish SOP defining when to use CCTV/smoke/dye; expand public outreach on private-lateral triggers and responsibilities. Expand public outreach/education.
VI- Overflow Emergency Response Plan (OERP)	Compliant with Deficiencies	OERP (8/3/2023) is comprehensive. New SSO Tracking Spreadsheet (2025) captures causes/volumes/recovery but does not log initial notification time, first responder arrival, or CalOES notification time. Drill cadence and after-action documentation are inconsistent.	Expand tracker to include time-based metrics; set annual drill schedule with documentation; formalize post-incident reviews; include metrics in future audits.
VII – Sewer Pipe Blockage Control Program	Non-Compliant (Action Required)	Enabling authority exists (LMC Ch. 13.20), but the program is largely inactive (outdated materials; no routine inspections/enforcement). Progress underway: new permit application, sizing calculator, draft County Environmental Health MOU triggers, bilingual education in development; inspector certification in progress.	Prioritize ordinance updates; finalize County Environmental Health MOU and internal triggers; complete inspector certification; publish education kit; implement routine inspection and enforcement schedule.
VIII- System Evaluation & Capacity Assurance	Non-Compliant (Action Required)	Capacity planning relies on the 2008 Master Plan; assumptions are outdated. Master Plan update is active; draft expected mid-Oct 2025, but not adopted.	Finalize and adopt updated Master Plan with modeling and design criteria; extract prioritized, funded CIP; integrate into SSMP and budget; track delivery and capacity outcomes.

Element	Compliance Status	Summary of Findings	Corrective Actions Proposed
IX – Monitoring, Measurement & Program Modifications	Non-Compliant (Action Required)	Legacy SSO trends table stale (to 2017). New SSO Tracking Spreadsheet created, but needs historical backfill and formal integration into SSMP performance reporting and decision-making.	Backfill 2018–present data; generate updated trends and insert into SSMP; formalize quarterly/annual data refresh; use metrics to drive PM, CIP, and FOG priorities; enforce SSMP change-log use.
X – Program Audits	Non-Compliant (Action Required)	No prior triennial audit reports on file. This audit (May 2022–May 2025) re-establishes compliance going forward.	Reconstruct prior cycles where feasible (CIWQS, work orders, SSMP notes); adopt standard 11-element audit template; calendar triennial audits and align with 6-year SSMP updates
XI – Communication Program	Compliant with Deficiencies	Active channels (City website, Facebook pages, press releases) are used but not described in the SSMP; no formal outreach calendar; no defined public feedback intake/response process for SSMP.	Add communication tool descriptions to SSMP; publish SSMP feedback email/web form and process; create annual outreach calendar (for example, FOG/I/I/storm prep); track and review public comments; audit legacy web content and implement version control.

9. Corrective Action Plan

Task Name	Responsible Party	Target Date	Priority Level	Follow-Up Needed?
Finalize and adopt the 2025 Sewer Master Plan	Utilities Director; Consulting Engineer	Dec 2025	High	Yes – Council adoption; update SSMP Element VIII upon approval
Establish SSMP performance metrics (KPIs) tied to goals (I/I, SSO rate, rehab progress)	Compliance Officer; Utilities Director	Q1 2026	High	Yes – Insert KPI set into SSMP and annual reporting
Implement annual goal tracking and reporting process	Compliance Officer; Utilities Director	Q2 2026 (onward)	High	Yes – Document results each year and file in SSMP Change Log
Create a formal annual review of org chart and contact lists	Compliance Officer	Q1 2026 (onward)	Medium	Yes – Record quarterly review in SSMP Change Log
Verify SSMP/OERP chain-of-communication training for key staff and new hires	Compliance Officer	Q1 2026	Medium	Yes – Maintain training sign-ins in Compliance folder
Review and update fines/enforcement (Ord. 872; Res. 2315)	City Attorney; Finance; Compliance Officer	Q2 2026	Medium	Yes – Council action to adopt revised schedule
Formalize industrial user program procedures and enforcement pathways	Utilities Director; Compliance Officer	Q3 2026	Medium	Yes – Add procedures to SSMP Element III
Implement GIS Map Edit Log and quarterly GIS update cadence (with approver)	GIS Technician; Utilities Director	Q1 2026	Medium	Yes – Archive logs each quarter
Publish quarterly Hot-Spot List in OpenGov EAM; require work-order closure notes	Underground Supervisor; Public Works Admin	Q1 2026	Medium	Yes – Spot-check closures monthly
Attach CCTV/manhole PDFs to asset records; track ~100 manholes/year	Underground Supervisor; GIS Technician	Q2 2026 (start)	Medium	Yes – Quarterly dashboard review
Document lift-station tier PM notes, monthly flow checks, electrician readings	Utilities Superintendent; Underground Supervisor	Q1 2026	Medium	Yes – Monthly PM roll-up

Task Name	Responsible Party	Target Date	Priority Level	Follow-Up Needed?
Stand up risk-based rehab prioritization (likelihood × consequence) and 12-month watchlist	Utilities Director; Consulting Engineer	Q2 2026	Medium	Yes – Annual refresh aligned to budget cycle
Create training matrix (roles × courses × frequency); document annual SSO/Confined Space refreshers	Compliance Officer	Q2 2026	Medium	Yes – File matrix and sign-ins; review annually
Build a critical spares list per station/pump model; set reorder points; quarterly counts	Compliance Officer; Underground Supervisor	Q2 2026	Medium	Yes – Attach inventory photos/PDFs; quarterly verification
Standardize inspection/testing SOPs (CCTV/smoke/dye) and when to use each	Utilities Director; Underground Supervisor; Compliance Officer	Q3 2026	Medium	Yes – create an annual SOP review
Enhance public outreach on private lateral inspection triggers	Compliance Officer	Q2 2026	Medium	Yes – Track outreach artifacts and schedule
Add time-based response metrics to SSO Tracking Sheet (dispatch, arrival, CalOES)	Compliance Officer	Q1 2026	Medium	Yes – Include metrics in future audits
Establish annual OERP drill schedule and documentation package	Compliance Officer; Utilities Director	Q2 2026 (start)	Medium	Yes – File scenario, roster, and lessons learned
Create post-spill assessment form and central log; management review protocol	Compliance Officer	Q1 2026	Medium	Yes – Quarterly review and updates to training/CIP
Prioritize and draft FOG ordinance revisions (LMC Ch. 13.20)	Compliance Officer; City Attorney; Community Development Department	Q2 2026	High	Yes – Council action; incorporate into SSMP
Complete FOG Inspector certification	Compliance Officer	Dec 2025	High	No – File certificate in training records
Execute MOU with County Environmental Health for inspection triggers	Compliance Officer; Environmental Health Dept	Q1 2026	High	Yes – File executed MOU in Compliance folder
Publish updated bilingual FOG education kit and distribution plan	Compliance Officer	Q2 2026	High	Yes – Track distribution to FSEs

Task Name	Responsible Party	Target Date	Priority Level	Follow-Up Needed?
Stand up standardized FOG inspection and enforcement schedule	Compliance Officer; Underground Supervisor	Q3 2026	High	Yes – Inspection log and enforcement tracking
Extract prioritized CIP from the adopted Master Plan with costs/funding	Consulting Engineer; Utilities Director; Finance	Q1 2026	High	Yes – Incorporate into budget and SSMP
Integrate new Master Plan/CIP into SSMP; align to budget	Compliance Officer; Utilities Director	Q2 2026	High	Yes – Cross-reference in Elements I and VIII
Create internal tracker for CIP delivery and capacity outcomes	Utilities Director; Compliance Officer	Q2 2026 (onward)	High	Yes – Quarterly update and audit readiness
Populate SSO Tracking Sheet with 2018–present data	Compliance Officer	Dec 2025	High	Yes – Spot-check variances and resolve
Generate updated SSO trends tables/figures and insert into SSMP	Compliance Officer	Q1 2026	High	Yes – Maintain update history in Change Log
Formalize quarterly and annual data review cycle	Compliance Officer; Utilities Director	Q1 2026 (onward)	High	Yes – Calendar recurring reviews
Use SSO metrics to drive PM, CIP, and FOG decisions	Utilities Director; Compliance Officer	Q2 2026 (onward)	High	Yes – Create dashboard
Enforce use of SSMP Change Log for all revisions	Compliance Officer; Utilities Director	Immediate and ongoing	High	Yes – Audit the log annually
Reconstruct prior audit records where possible (2013–2020)	Compliance Officer	Q2 2026	High	Yes – Archive summary in appendix
Adopt standardized SSMP audit template (11 elements)	Compliance Officer; Utilities Director	Oct 2025	High	No – Use in all future cycles
Calendar triennial audits and sync to 6-year SSMP updates	Compliance Officer	Ongoing (next due 2028)	High	Yes – Add to compliance calendar
Add descriptions of website, Facebook, and press-release practices to SSMP	Compliance Officer	Q1 2026	Medium	Yes – Verify against live site
Create public feedback intake (email or web form) and procedure	Compliance Officer; IT Dept	Q2 2026	Medium	Yes – Test and document workflow

Task Name	Responsible Party	Target Date	Priority Level	Follow-Up Needed?
Develop annual communication calendar (FOG, I/I, storm prep)	Compliance Officer; Utilities Director	Q1 2026 (onward)	Medium	Yes – Review each fiscal year
Track, review, and respond to SSMP public comments	Compliance Officer	Q2 2026 (onward)	Medium	Yes – Maintain comment log
Audit and archive outdated SSMP-related web content; set version control	Compliance Officer; IT Dept	Q1 2026	Medium	Yes – Keep version log current

10. Appendix A

SSMP Audit Documents and Tools Referenced

- 2008 Sewer Master Plan (SMP)
- 2025 Draft Sewer Master Plan
- 2025 SSO Tracking Spreadsheet
- California Integrated Water Quality System (CIWQS) Query Export (Excel Format)
- California Uniform Plumbing Code (CCR Title 24 Part 5)
- OpenGov EAM Assett Management System
- City Council and Public Communication Archives
- City Network Shared Drive (Compliance & Utility Folders)
- City O&M Logs
- City of Lakeport Municipal Sewer District Contact List (SSMP Figure 2.B updated 5/1/24)
- City of Lakeport Overflow Emergency Response Plan (OERP)
- City of Lakeport Utility Department SOPs U-3, U-4, and U-6
- City of Lakeport Website
- CLMSD adopted Sewer System Design and Construction Standards
- CLMSD SSMP (May 2024 revision)
- FOG Informational/Educational Documents
- FOG program variance policies
- GIS Mapping Layer - Current System
- Hazardous Materials Incident Response Plan
- Field Staff Spill Report form
- Inspection logs and Maintenance Work Orders
- Lakeport Municipal Code (LMC) Chapter 13.20
- Mutual Aid Agreement with LACOSAN
- Ordinance number 872 (2008)
- Revised FOG Permit application
- Historical SSO reports
- Resolution Number 2315 (2008)
- SSMP – City of Lakeport current version
- State Water Resources Control Board Order WQ 2022-0103-DWQ
- Staff Training Documentation (SI Sheets, Training Info/presentations

Appendix 10.C

Element Status Summary — Revision 5 Corrective Action Program Log

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: ATTACHED

In development. Insert completed Appendix 10.C document upon completion.

Appendix 10.C

Element Status Summary — Corrective Action Program Log

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Purpose and Use of This Document

This document is Appendix 10.C of the City of Lakeport Municipal Sewer District (CLMSD) Sewer System Management Plan, Revision 5. It serves as the Corrective Action Program (CAP) Log, translating findings and recommended corrective actions from the 2022–2025 Triennial SSMP Audit (October 2025) into tracked, element-by-element commitments.

Each row in the log below corresponds to a numbered corrective action from the audit report. The SSMP Rev 5 Response column describes the specific action taken or committed in this revision. Status designations are:

Complete	Action fully implemented in SSMP Revision 5.
In Progress	Action underway; committed with a specific target date.
Deferred	Action formally deferred to a future cycle with noted reason.

This log is a living document. Entries are updated as actions are completed between formal SSMP revision cycles. All updates are also recorded in the SSMP Change Log (Appendix 10.D).

Summary by Element

El.	Element Name	Audit Finding	# CAs	Status Summary
I	Goals	Non-Compliant	3	1 Complete, 2 In Progress
II	Organization	Compliant	2	1 Complete, 1 In Progress
III	Legal Authority	Compliant	2	2 In Progress
IV	Operations & Maintenance	Compliant w/ Deficiencies	7	0 Complete, 6 In Progress, 1 Deferred
V	Design & Performance	Compliant	2	1 Complete, 1 In Progress
VI	OERP	Compliant w/ Deficiencies	4	1 Complete, 3 In Progress
VII	FOG Control Program	Non-Compliant	5	1 Complete, 3 In Progress, 1 Deferred
VIII	Capacity Assurance	Non-Compliant	4	3 Complete, 1 In Progress
IX	Monitoring & Measurement	Non-Compliant	5	4 Complete, 1 In Progress
X	Program Audits	Non-Compliant	3	3 Complete
XI	Communication Program	Compliant w/ Deficiencies	5	3 Complete, 2 In Progress

Corrective Action Detail by Element

Element I — Goals *Audit Finding: Non-Compliant (Action Required)*					
#	**Audit Corrective Action**	**SSMP Rev 5 Response**	**Responsible Party**	**Target Date**	**Status**
I-1	Finalize and adopt the 2025 Sewer Master Plan to restore compliance with foundational SSMP goals and capacity planning requirements.	2025 Sewer Master Plan Update (PACE Engineering) adopted by City Council February 2026. Integrated into Element I goals and Element VIII.	Utilities Director / City Engineer	Feb 2026	**Complete**
I-2	Develop data-driven KPIs tied to SSMP goals (I/I reduction, SSO frequency, asset rehabilitation progress).	KPI framework established in Element I. Metrics tied to SSO frequency, I/I reduction, asset renewal rate, and PM completion. Annual review cadence committed.	Compliance Officer	Apr 2026	**Complete**
I-3	Implement a system to annually review and document progress toward each SSMP goal using measurable data.	Quarterly and annual performance review cycle formalized in Element IX. Goal progress documented through KPI tracking.	Compliance Officer	Ongoing	**In Progress**
Element II — Organization *Audit Finding: Compliant*					
#	**Audit Corrective Action**	**SSMP Rev 5 Response**	**Responsible Party**	**Target Date**	**Status**
II-1	Establish a formal, documented process for reviewing and updating organizational chart and contact lists at a regular interval (e.g., quarterly).	Quarterly contact list review by Compliance Officer formalized in Section 2.3. Contact list updated April 2026.	Compliance Officer	Apr 2026	**Complete**
II-2	Confirm that all key personnel have received documented training on the SSO reporting and response chain of communication.	Training matrix in development (Section 4.7). Annual SSO response training committed. Documentation of completion to be recorded in training matrix.	Utilities Director	Q4 2026	**In Progress**
Element III — Legal Authority *Audit Finding: Compliant*					
#	**Audit Corrective Action**	**SSMP Rev 5 Response**	**Responsible Party**	**Target Date**	**Status**
III-1	Review and update FOG Fines Resolution (No. 2315) and Sewer Use Ordinance (No. 872) to ensure fines and enforcement	Noted in Element III. LMC Chapter 13.20 revision is a program improvement target coordinated with FOG program rebuild.	Utilities Director / City Attorney	2027	**In Progress**

	mechanisms remain relevant.				
III-2	Formalize industrial user program and develop clear procedures for enforcement to manage potential high-risk industrial discharges.	Nondomestic user survey planned Q4 2026. Industrial user permitting program pathway established for Q2 2027.	Compliance Officer	Q2 2027	**In Progress**
Element IV — Operations & Maintenance	***Audit Finding: Compliant with Deficiencies***				
#	**Audit Corrective Action**	**SSMP Rev 5 Response**	**Responsible Party**	**Target Date**	**Status**
IV-1	Implement a one-page GIS Map Edit Log (date, asset ID, change, source, staff, approver) and adopt a quarterly GIS update cadence. Produce an offline Emergency Map Pack for field use.	GIS Map Edit Log implemented; field staff submit requests to Compliance Officer who logs and forwards to Utilities Director for GIS vendor submission. Emergency Map Pack in development.	Compliance Officer	Q4 2026	**In Progress**
IV-2	Publish the quarterly priority cleaning list in EAM with asset IDs and reason codes; require work order closure notes documenting findings and footage cleaned.	Quarterly Priority Cleaning Program described in Section 4.3. Location list maintained in EAM; work orders tracked in Cartegraph.	Utilities Superintendent	Ongoing	**In Progress**
IV-3	Implement NASSCO-based inspection forms; link CCTV and manhole records directly to asset records in EAM. Track manhole program at ~100 manholes/year.	CCTV records organization onto portable hard drives by year — in development. Manhole inspection program not yet implemented; equipment procurement required. Target implementation Q4 2026.	Utilities Underground Supervisor	Q4 2026	**In Progress**
IV-4	Maintain lift station PM tier documentation; log flow checks and electrician findings together in EAM work orders.	Tier 1–3 PM program active. Tier 1 (alarm test) and Tier 2 (flows/pump run) documented on hardcopy forms. Electrical/amp readings on annual cadence. Long-term goal: full migration to EAM records.	Water/Wastewater Supervisor	Ongoing	**In Progress**
IV-5	Implement risk-based rehabilitation prioritization framework ranking projects by likelihood × consequence using NASSCO grades, SSO history, and other factors.	Risk-based prioritization framework deferred pending CCTV-to-asset-record integration. Target Q1 2027.	Compliance Officer / City Engineer	Q1 2027	**Deferred**

IV-6	Create training matrix (roles × courses × frequency); document annual SSO response and confined space refreshers; goal of ≥2 CWEA Collection Grade I within 24 months; file contractor SSO reporting sign-backs.	Training matrix in development. Annual SSO response training committed. Goal of ≥2 staff achieving CWEA Collection System Maintenance Grade I within 24 months of SSMP adoption; funding earmarked.	Utilities Director	Q4 2027	**In Progress**
IV-7	Build a critical spares list per lift station/pump model with defined reorder points; record quarterly inventory counts in EAM; add quarterly standby pump start/swap check.	Critical Spares Program in development. List being developed per lift station and pump model. Quarterly inventory counts to be recorded in EAM.	Utilities Superintendent	Q4 2026	**In Progress**

Element V — Design & Performance Provisions ***Audit Finding: Compliant***

#	Audit Corrective Action	SSMP Rev 5 Response	Responsible Party	Target Date	Status
V-1	Formalize a Standard Operating Procedure (SOP) for new construction and rehabilitation inspections specifying which inspection method is used under which circumstances.	Inspection method table formalized in Section 5.3, documenting application and authority for smoke testing, CCTV, visual inspection, dye testing, and hydrostatic pressure testing.	Compliance Officer	Apr 2026	**Complete**
V-2	Enhance public outreach to inform property owners about lateral inspection triggering events and compliance requirements.	Lateral certificate program fact sheet at permit counter noted in Section 5.4. Public outreach on lateral program is an ongoing improvement target.	Building Official / Compliance Officer	Ongoing	**In Progress**

Element VI — Overflow Emergency Response Plan (OERP) ***Audit Finding: Compliant with Deficiencies***

#	Audit Corrective Action	SSMP Rev 5 Response	Responsible Party	Target Date	Status
VI-1	Expand SSO Tracking Spreadsheet to include initial notification time, first responder arrival time, and CalOES notification time.	Time-based response fields added to SSO Tracking Spreadsheet (Appendix 9.A). Fields capture notification time, arrival time, and CalOES reporting time.	Compliance Officer	Apr 2026	**Complete**
VI-2	Establish a formal schedule for annual overflow response drills with documented scenario, participants, and lessons learned.	Annual OERP drill committed in Section 6.4. Documentation requirements established.	Utilities Director	Annual	**In Progress**

VI-3	Create a formal post-spill assessment process; compile findings and corrective actions in a central log to update training and inform capital planning.	Post-incident review process formalized in Section 6.5. After-action review required for all Category 1 and 2 SSOs.	Compliance Officer	Ongoing	**In Progress**
VI-4	Incorporate enhanced response metrics and post-spill review data into future SSMP audits to demonstrate continuous improvement.	Response metrics integrated into Element IX monitoring framework and linked to next triennial audit cycle (2025–2028).	Compliance Officer	Nov 2028	**In Progress**
Element VII — FOG Control Program ***Audit Finding: Non-Compliant (Action Required)***					
#	**Audit Corrective Action**	**SSMP Rev 5 Response**	**Responsible Party**	**Target Date**	**Status**
VII-1	Prioritize comprehensive revision of the FOG ordinance (LMC Chapter 13.20) to ensure it is legally defensible and supports all programmatic improvements.	FOG ordinance revision is a program improvement target coordinated with overall LMC Chapter 13.20 update. No firm adoption date committed due to capacity constraints.	Utilities Director / City Attorney	2027	**In Progress**
VII-2	Ensure the Compliance Officer completes FOG inspector certification to provide enforcement expertise.	FOG Inspector Certification completed. Certificate on file in Compliance Department training records.	Compliance Officer	Complete	**Complete**
VII-3	Finalize and implement MOU with County Environmental Health Department for coordinated FOG inspection triggers.	County EH MOU deferred to 2027 due to staff capacity constraints on both sides. Noted in Section 7.4.	Compliance Officer	2027	**Deferred**
VII-4	Complete and launch full package of updated FOG educational materials with a formal distribution plan.	English-language FSE education package complete (Appendix 7.A). Spanish translation target Q4 2026. Residential fact sheet target Q3 2026. Website update Q4 2026.	Compliance Officer	Q4 2026	**In Progress**
VII-5	Formalize a regular FOG inspection and enforcement schedule once legal authority is updated.	Trigger-based FSE inspection approach documented in Section 7.3. Routine inspection schedule to be formalized following ordinance update.	Compliance Officer	2027	**In Progress**
Element VIII — System Evaluation & Capacity Assurance ***Audit Finding: Non-Compliant (Action Required)***					

#	Audit Corrective Action	SSMP Rev 5 Response	Responsible Party	Target Date	Status
VIII-1	Finalize and adopt the updated Master Sewer Plan including updated design criteria, capacity modeling, and I/I evaluations.	2025 Sewer Master Plan Update (PACE Engineering) adopted by City Council February 2026.	City Engineer	Feb 2026	**Complete**
VIII-2	Extract and publish a prioritized CIP from the finalized Master Plan including project descriptions, costs, prioritization logic, and funding sources.	CIP incorporated from 2025 SMPU into Element VIII. Near-term rehabilitation priorities and project descriptions documented in Section 4.6.	City Engineer / Utilities Director	Feb 2026	**Complete**
VIII-3	Update the SSMP to reference the new Master Plan and ensure consistency with budget planning and future audits.	2025 SMPU integrated throughout SSMP Revision 5 /5, including Elements I, IV, VIII, and IX.	Compliance Officer	Apr 2026	**Complete**
VIII-4	Develop an internal mechanism for tracking project completion, funding status, and capacity impacts linked to future SSMP reviews.	CIP tracking linked to annual performance review cycle in Element IX. Project completion to be documented in Appendix 10.D change log.	City Engineer / Compliance Officer	Ongoing	**In Progress**

Element IX — Monitoring, Measurement & Program Modifications ***Audit Finding: Non-Compliant (Action Required)***

#	Audit Corrective Action	SSMP Rev 5 Response	Responsible Party	Target Date	Status
IX-1	Populate the SSO tracking spreadsheet with all available historical data from 2018 to the present.	SSO Tracking Spreadsheet backfilled from 2018 to present. Historical data compiled and entered.	Compliance Officer	Apr 2026	**Complete**
IX-2	Use populated spreadsheet data to create a new, complete SSO Trends table and integrate it into the SSMP.	Updated SSO Trends table (Table 9.1) integrated into Element IX based on 2018–2025 tracking data.	Compliance Officer	Apr 2026	**Complete**
IX-3	Formalize a quarterly/annual process for reviewing and updating SSO data to keep the SSMP current.	Quarterly and annual performance review cycle formalized in Section 9.2. Review triggers and documentation requirements established.	Compliance Officer	Apr 2026	**Complete**
IX-4	Use updated data to actively inform all SSMP elements, including PM	KPI framework in Element I links SSO trend data to PM, FOG, and CIP decisions. Annual review process	Compliance Officer	Ongoing	**In Progress**

	program, CIP priorities, and FOG control.	connects performance data to program modifications.			
IX-5	Ensure the SSMP Change Log is consistently used and maintained to track all revisions.	SSMP Change Log formalized as Appendix 10.D. Living document with defined reason codes and approval requirements.	Compliance Officer	Apr 2026	**Complete**

Element X — Program Audits ***Audit Finding: Non-Compliant (Action Required)***

#	Audit Corrective Action	SSMP Rev 5 Response	Responsible Party	Target Date	Status
X-1	Reconstruct and document prior audit cycles; where reports cannot be located, prepare a retrospective audit summary using available data.	2022–2025 Triennial SSMP Audit completed October 2025. Full retrospective audit prepared by Compliance Officer. Report on file and included as Appendix 10.B.	Compliance Officer	Oct 2025	**Complete**
X-2	Develop a standardized SSMP audit template mirroring the SSMP's 11 elements for consistent use every three years.	Standardized 11-element audit template developed and adopted. Template included as Appendix 10.A.	Compliance Officer	Oct 2025	**Complete**
X-3	Align the triennial audit cycle with the six-year SSMP update schedule so audit findings feed directly into future updates.	Audit and SSMP update cycles synchronized. Next triennial audit due November 2028; next SSMP update (Revision 6) estimated 2032.	Compliance Officer	Nov 2028	**Complete**

Element XI — Communication Program ***Audit Finding: Compliant with Deficiencies***

#	Audit Corrective Action	SSMP Rev 5 Response	Responsible Party	Target Date	Status
XI-1	Establish a process for collecting public feedback when SSMP updates are posted (e.g., dedicated email or web form).	Public input process established in Section 11.3. Public comment channel documented and included in SSMP public availability notice.	Compliance Officer	Apr 2026	**Complete**
XI-2	Update the SSMP to describe the City's website, Facebook pages, and press release practices as public education and awareness tools.	Communication tools described in Section 11.2. Website, City and Public Works Facebook pages, billing inserts, and press releases documented.	Compliance Officer	Apr 2026	**Complete**
XI-3	Create a basic outreach plan or communication calendar to guide timing and content of public education campaigns.	Annual communication calendar created as a standalone working document (Appendix 11.A). Quarterly billing insert schedule and monthly social media schedule established.	Compliance Officer	Apr 2026	**Complete**

XI-4	Assign a staff lead to collect, track, and review comments submitted during public SSMP reviews.	Compliance Officer designated as staff lead for public feedback intake and response tracking. Process documented in Section 11.3.	Compliance Officer	Ongoing	**In Progress**
XI-5	Review all publicly posted sewer/SSMP materials; archive outdated content and establish version control for future updates.	Website content review and update scheduled for Q4 2026 as part of FOG program website update and SSMP public posting.	Compliance Officer	Q4 2026	**In Progress**

Appendix 10.D

SSMP Change Log

City of Lakeport Municipal Sewer District | SSMP Revision 5 | April 2026

Type: ATTACHED

Document follows this cover sheet. Living document — updated as changes occur.

Appendix 10.D

SSMP Change Log

City of Lakeport Municipal Sewer District

WDID No. 5SSO10896 │ Living Document — Updated in Place

Purpose and Use of This Document

This document is Appendix 10.D of the City of Lakeport Municipal Sewer District (CLMSD) Sewer System Management Plan, Revision 5. It serves as the official change log for the SSMP and is a living document, updated in place whenever substantive changes are made between formal revision cycles.

This log fulfills the corrective action identified in the 2022–2025 Triennial SSMP Audit (Element X), requiring consistent use and maintenance of an SSMP change log to track all revisions to the document.

This document is organized into four sections:

- **Section 1 — Revision Summary: High-level table of all formal SSMP revisions.**
- **Section 2 — Prior Revision Detail (Rev 1–3): Line-by-line record of changes made in Revisions 1 through 3.**
- **Section 3 — Revision 5 Change Record: Element-by-element summary of all substantive changes made during the 2026 comprehensive update.**
- **Section 4 — Post-Certification Change Log: Standing table for recording all changes made after April 2026 CIWQS certification. This is the active working section of this document.**

Instructions: Record every substantive change to the SSMP in Section 4 at the time it is made, including language corrections, program updates, appendix replacements, and cross-reference fixes. Author initials and Utilities Director approval are required for all entries. At the next formal revision cycle, Section 4 entries become the source record for the new revision's change documentation.

Section 1 — Revision Summary

The table below summarizes all recorded SSMP revisions. A formal revision is a certified update submitted to CIWQS.

Rev	Date	Description	Author	Status
1	May 2010	Original SSMP adoption. Baseline document prepared by City of Lakeport Utilities Department.		
2	March 2018	Updates include modifications to the district's SSO emergency response plan, monitoring and reporting program, and contact info updates		
3	December 2022	Administrative update. Contact information, appendices, and hyperlinks revised. No substantive program changes.	AB	Final
4	May 2024	Administrative update. Contact list, org chart, and appendices updated. No substantive program changes.	AB	Final
5	April 2026	Comprehensive update. Revised to comply with Order WQ 2022-0103-DWQ. Incorporates 2022–2025 Triennial Audit findings and corrective actions. Integrates adopted 2025 Sewer Master Plan Update. Full narrative rewrite of all eleven elements. See Section 3 for detailed change record.	JB	Final

Section 2 — Prior Revision Detail (Revisions 1–4)

The entries below reflect the complete revision history as documented in the SSMP prior to Revision 5. Revisions 2,3 and 4 consisted entirely of administrative and contact updates. No substantive program changes were made between the 2018 adoption of revision 2 and the 2026 comprehensive update.

Date	Section / Item	Description of Change	Author	Rev
12/21/2022	**Element 2 — Organization; Figure 2.B — CLMSD Contact List; Appendix 2.A — Staff Directory; Table 0.1 — SSMP Update Schedule; Figure 6.A — CLMSD Notification Procedures; Appendix 5 — Sewer System Design Standards; Appendix 6.A — SSO Investigation and Reporting Forms; Appendix 6.B — Hazardous Materials Incident Response Plan; Appendix 6.C — Sanitary Sewer Overflow (SSO) Emergency Response Plan {updated Appendix A — Cleaning Declination Form + CLMSD Contact List}**	**Administrative update. Contact list, staff directory, update schedule, notification procedures, design standards, SSO forms, hazmat plan, and SERP updated. Internal Appendix A of 6.C (Cleaning Declination Form and Contact List) also updated.**	**AB**	**2**

12/21/2022	Various — hyperlinks throughout document	Hyperlinks to City website updated throughout.	AB	2
4/1/2024	Figure 2.A — CLMSD Org Chart; Figure 2.B — CLMSD Contact List; Figure 2.C — Chain of Communication; Appendix 2.A — Staff Directory; all references to Utilities Superintendent throughout document	Contact information updated. All references to Utilities Superintendent replaced with Utilities Director throughout.	AB	3
4/22/2024	Appendix 6.A — SSO Investigation and Reporting Forms; Appendix 6.B — Hazardous Materials Incident Response Plan; Appendix 6.C — SSO Emergency Response Plan	Appendices updated with current documents.	AB	3
5/8/2024	Appendix 2.B — External Reporting Guide; Figure 6.B; Appendix 7.D — FOG GIS Map	External reporting guide updated. Figure 6.B revised. FOG GIS map updated.	AB	3

Section 3 — Revision 5 Change Record (April 2026)

Revision 5 is a comprehensive update driven by three factors: (1) requirements of Order WQ 2022-0103-DWQ; (2) findings and corrective actions from the 2022–2025 Triennial SSMP Audit (October 2025); and (3) adoption of the 2025 Sewer Master Plan Update (PACE Engineering, February 2026). All eleven elements were substantively revised.

Prepared by: Jen Baker, Compliance Officer. Approved by: Paul Harris, Utilities Director. CIWQS certification date: April 20, 2026.

El.	Element Name / Section	Prior Status	Changes in Revision 5	Driver
—	Introduction	Outdated	Full rewrite. Regulatory background updated to reflect Order WQ 2022-0103-DWQ superseding 2006 and 2013 orders. Revision history table updated. Element status summary table added. Document organization section revised.	Order WQ 2022-0103-DWQ; document standardization
—	Acronym List	Outdated / absent	48-entry acronym list created. OERP terminology established and corrected	Regulatory terminology alignment;

			throughout document (replacing SERP) to align with Order WQ 2022-0103-DWQ.	document standardization
—	Key Terms and Definitions	Outdated/Absent	28-entry key terms and definitions list created.	Document standardization; Order WQ 2022-0103-DWQ
I	Goals	Non-Compliant	Full rewrite. Replaced generic goals with measurable KPI framework. Goals aligned to 2025 Sewer Master Plan Update and audit findings.	Audit finding; Order WQ 2022-0103-DWQ
II	Organization	Compliant	Contacts verified and updated. Quarterly review cadence added. Title corrections made (Utilities Director). Training documentation requirements noted.	Administrative; audit recommendation
III	Legal Authority	Compliant	FOG fines resolution update noted. Aspirational industrial user language replaced with corrective action pathway: nondomestic user survey Q4 2026, permitting program Q2 2027.	Audit recommendation; honesty over aspiration
IV	Operations & Maintenance	Compliant with Deficiencies	Full rewrite into six subsections. GIS edit log added. Manhole inspection cadence documented. CCTV integration described. Critical spares inventory noted. Hotspot terminology removed; replaced with condition-based priority cleaning language.	Audit finding; Order WQ 2022-0103-DWQ
V	Design & Performance Provisions	Compliant	Inspection method triggers standardized. Mandatory lateral certificate program replaced with permit counter fact sheet and voluntary inspection program cross-reference. Certificate issued under existing LMC authority; no new permit required.	Audit recommendation; LMC accuracy correction

VI	Overflow Emergency Response Plan (OERP)	Compliant with Deficiencies	Time-based response metrics added. Post-incident review process formalized. Annual drill documentation added. Terminology corrected from SERP to OERP throughout to align with Order WQ 2022-0103-DWQ.	Audit finding; regulatory terminology alignment
VII	FOG Control Program	Non-Compliant	Full program rebuild. Routine inspection schedule replaced with trigger-based approach. Updated FSE education package completed in English (Spanish Q4 2026). Residential fact sheet target Q3 2026. FOG Inspector Certification complete. County EH MOU deferred to 2027.	Audit finding; staff capacity; honesty over aspiration
VIII	System Evaluation & Capacity Assurance	Non-Compliant	2025 Sewer Master Plan Update (PACE Engineering, Feb. 2026) integrated. CIP framework grounded in Master Plan findings. Rehab prioritization based on pipe age, material, and SSO history.	Audit finding; Master Plan adoption
IX	Monitoring, Measurement & Program Modifications	Compliant with Deficiencies	SSO tracking spreadsheet updated and formalized. Quarterly and annual performance review cadence established. KPI framework linked to Element I goals. Condition-based priority cross-reference corrected.	Audit finding; Order WQ 2022-0103-DWQ
X	Program Audits	Non-Compliant	2022–2025 Triennial Audit completed October 2025. Standardized 11-element audit template adopted. Audit and SSMP update cycles synchronized. Next audit due November 2028.	Audit finding; Order WQ 2022-0103-DWQ
XI	Communication Program	Compliant with Deficiencies	Annual communication calendar created as standalone working document. Quarterly billing insert schedule and monthly social media schedule	Audit finding; audit recommendation

			established. Q3 topic updated. Public feedback intake process added.	
App.	Appendices	Inconsistent	22 standardized appendix cover sheets created. Appendix numbering and cross-references reviewed and corrected throughout. Appendix 7.A updated to reflect English-complete FSE education package (Spanish translation pending Q4 2026). Appendix 10.D (this document) added as new living change log.	Document management; audit recommendation

Section 4 — Post-Certification Change Log

Use this section to record all changes made to the SSMP after the May 2, 2026, CIWQS certification. Every substantive change requires an entry before or at the time the change is made.

Reason codes: AF = Audit Finding | RU = Regulatory Update | OP = Operational Change | CA = Corrective Action | AD = Administrative / Contact Update | ER = Error Correction

Date	Element / Section	Description of Change	Reason	Author	Approved By	Rev Status

Additional rows or pages may be added as needed. File the updated version in the Compliance Department records and replace the prior version in the SSMP appendix binder.

Minutes
Measure Z Advisory Committee
REGULAR MEETING
Wednesday, April 15, 2026

1. CALL TO ORDER AND INTRODUCTIONS

Chair Harper opened the meeting at 5:30 p.m. with Committee members Harper, King, Porter and Rollins present, Committee Member Sombs was absent.

The following staff were present: City Manager Ingram, Finance Director Dizon, Administrative Services Director Buendia, Public Works Director Ladd and Police Chief Stoebe.

2. APPROVAL OF MINUTES

Committee member Rollins made a motion; seconded by Committee member Porter and carried unanimously 4-0-1 to approve the Minutes of January 14, 2026, regular meeting.

3. PUBLIC INPUT

No input was offered by the public.

4. DISCUSSION/ACTION ITEMS

A. 2026-27 Budget Overview

Staff provided a preliminary overview financial outlook for the 2026–2027 fiscal year. The presentation highlighted revenue trends and expenditure projections, noting that revenues are lower than anticipated and expenses are continuing to outpace available funding, particularly in insurance costs (General Liability, Workers Comp, Property and others). The unfunded liabilities for PERS have been trending upwards for some time. There was also discussion about reserve levels and Council policy on reserve usage. Staff also reminded the committee the basics of property taxes and sales taxes and how those contribute to the General Fund.

B. 2025-2026 Project Update
C. 2026-27 Project Recommendations

Staff reviewed the Capital Improvement Plan and priorities including ongoing projects from 2025-2026 and upcoming projects for 2026-2027.

5. ADJOURN

Chair Harper adjourned the meeting at 6:51 p.m. with the next meeting scheduled for Wednesday, July 15, 2026, at 5:30 p.m.

_____

Kelly Buendia, City Clerk

CITY OF LAKEPORT

City Council ☒
City of Lakeport Municipal Sewer District ☐
Lakeport Redevelopment Successor Agency ☐
Lakeport Industrial Development Agency ☐
Municipal Financing Agency of Lakeport ☐

STAFF REPORT

RE: Adoption of Title VI Program Documents	**MEETING DATE:** 04/21/2026
SUBMITTED BY: Kelly Buendia, Administrative Services Director	
PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt a Resolution approving the City of Lakeport Title VI Plan, Limited English Proficiency (LEP) Assessment and Language Access Plan (LAP), and Title VI Annual Work Plan.

BACKGROUND:

The City of Lakeport receives federal transportation funding and is therefore required to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in federally funded programs and activities. The Civil Rights Restoration Act of 1987 further clarifies that these nondiscrimination requirements apply agency-wide when any part of an agency receives federal financial assistance.

The City previously adopted a Title VI Plan in 2019 to formalize existing nondiscrimination practices and support compliance with federal requirements. While that plan established a solid foundation, subsequent Caltrans review and evolving federal guidance identified areas where documentation, tracking, and program components needed to be further developed and formalized.

Since that time, Caltrans has increased its emphasis on comprehensive Title VI program implementation, including documentation of Limited English Proficiency (LEP) efforts, training, complaint tracking, and ongoing program monitoring. In response, the City has undertaken a thorough review and update of its Title VI materials to align with current Federal Highway Administration (FHWA) and Caltrans expectations.

The proposed documents represent an update and consolidation of the City's Title VI program to ensure it reflects current practices, addresses identified gaps, and positions the City for continued compliance and eligibility for federal funding.

DISCUSSION:

Accordingly, the City has prepared updated Title VI program documents for City Council consideration and adoption. The proposed Resolution adopts the following Title VI program documents, which together establish the City's framework for Title VI compliance:

Title VI Implementation Plan - The Title VI Implementation Plan establishes the City's policies, procedures, and responsibilities for complying with Title VI requirements. The Plan:

- Defines the City's nondiscrimination policy consistent with federal law
- Designates the City Manager as the Title VI Coordinator
- Establishes procedures for handling Title VI complaints
- Addresses training, data collection, and internal and external reviews

Limited English Proficiency (LEP) Assessment and Language Access Plan - Federal guidance requires agencies to take reasonable steps to provide meaningful access to individuals with limited English proficiency. The LEP Assessment and Language Access Plan:

- Evaluates the language needs of the community using a federally prescribed four-factor analysis
- Identifies Spanish as the primary non-English language encountered
- Describes reasonable, resource-appropriate language assistance measures that reflect current City practices

Title VI Annual Work Plan- The Title VI Annual Work Plan documents prior-year Title VI-related activities and outlines planned actions for the upcoming year. The Work Plan demonstrates ongoing program oversight and is updated annually.

Adoption of these documents ensures the City remains compliant with federal civil rights requirements and maintains eligibility for federal transportation funding. The proposed documents do not expand the City's legal obligations beyond existing federal and state law.

OPTIONS:

1. Adopt the Title VI Program Documents
2. Do not adopt the Title VI Program Documents which may result in the loss of federally funded grants.
3. Provide other direction.

FISCAL IMPACT:

☒ None ☐ $ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: $

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:

Comments**:**

COUNCIL PRIORITIES:

☒ Priority #1: Public Safety & Crisis Response

☐ Priority #2: Disaster Resiliency

☒ Priority #3: Good Governance & Fiscal Stability

☒ Priority #4: Capital Infrastructure Improvement

☐ Priority #5: Safe, Sustainable & Attractive Neighborhoods

☐ Priority #6: Economic Development

SUGGESTED MOTIONS:

Move to rescind Resolution 2713 (2019) and adopt a Resolution approving the City of Lakeport Title VI Plan, the Limited English Proficiency (LEP) Assessment and Language Access Plan (LAP) and the Title VI Annual Work Plan.

☒ **Attachments:**

1. Resolution Adopting Title VI Program Documents
2. Title VI Plan and Appendices
3. Limited English Proficiency Assessment and Language Access Plan
4. Title VI Annual Work Plan

RESOLUTION NO. XXX (2026)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT RESCINDING RESOLUTION 2713 (2019) AND APPROVING THE CITY OF LAKEPORT TITLE VI PLAN, LIMITED ENGLISH PROFICIENCY (LEP) ASSESSMENT AND LANGUAGE ACCESS PLAN (LAP), AND TITLE VI ANNUAL WORK PLAN

WHEREAS, the City Council previously adopted a Title VI Plan by Resolution No. 2713 (2019); and

WHEREAS, City staff have reviewed the previously adopted Title VI Plan and determined that updates are necessary to reflect current Federal Highway Administration (FHWA) and California Department of Transportation (Caltrans) requirements; and

WHEREAS, the City of Lakeport receives federal financial assistance for transportation and related programs and is therefore subject to the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d) and related federal regulations; and

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance; and

WHEREAS, the Civil Rights Restoration Act of 1987 clarifies that Title VI nondiscrimination requirements apply to all programs and activities of a recipient agency when any part of the agency receives federal financial assistance; and

WHEREAS, the Federal Highway Administration (FHWA) and the California Department of Transportation (Caltrans) require local public agencies receiving federal transportation funds to adopt and maintain a Title VI Implementation Plan and supporting documentation; and

WHEREAS, the City of Lakeport has prepared an updated Title VI Implementation Plan to ensure compliance with current FHWA and Caltrans requirements; and

WHEREAS, the City of Lakeport has prepared a Limited English Proficiency (LEP) Assessment and Language Access Plan (LAP) to ensure meaningful access to City programs, services, and activities for individuals with limited English proficiency, in accordance with Executive Order 13166; and

WHEREAS, the City of Lakeport has prepared a Title VI Annual Work Plan documenting prior-year accomplishments and planned Title VI-related activities for the upcoming reporting period; and

WHEREAS, adoption of these documents demonstrates the City's ongoing commitment to nondiscrimination, equity, and compliance with federal civil rights requirements;

NOW, THEREFORE, BE IT RESOLVED, that Resolution No. 2713 (2019) is hereby rescinded and replaced in its entirety by the City of Lakeport Title VI Plan and supporting documents adopted by this Resolution.

PASSED AND ADOPTED by the City Council of the City of Lakeport this 7th day of April, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

BRANDON DISNEY, Mayor

ATTEST:

_____

KELLY BUENDIA, City Clerk

CITY OF LAKEPORT
TITLE VI PLAN

ADOPTED 4/21/2026
RESOLUTION ####(2026)

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title VI Plan

City of Lakeport, California
Adopted April 21, 2026

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1. Introduction

The City of Lakeport is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of **race, color, or national origin** in any program or activity of the City, in accordance with **Title VI of the Civil Rights Act of 1964** and related federal regulations.

This Title VI Plan establishes the policies, procedures, and responsibilities through which the City of Lakeport ensures compliance with Title VI requirements applicable to recipients of federal financial assistance, including funds administered through the California Department of Transportation (Caltrans) and the Federal Highway Administration (FHWA).

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2. Authority

This Plan is adopted pursuant to the following authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
- The Civil Rights Restoration Act of 1987
- 23 Code of Federal Regulations (CFR) Part 200
- 49 Code of Federal Regulations (CFR) Part 21
- Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency)

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3. Title VI Policy Statement

The City of Lakeport hereby gives public notice that it is the City's policy to ensure full compliance with Title VI of the Civil Rights Act of 1964. Title VI prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance. The City also complies with other applicable federal and state nondiscrimination laws, including those related to sex, age, and disability; however, this Plan is intended to address Title VI requirements.

In accordance with the Civil Rights Restoration Act of 1987, this nondiscrimination policy applies to **all programs, services, and activities of the City**, whether or not each individual program or activity is federally funded, when any part of the City receives federal financial assistance.

This policy applies to all City departments, officers, employees, contractors, consultants, sub-recipients, and any other parties carrying out City programs or activities.

Signed :



Kevin M. Ingram
City Manager
City of Lakeport

4/6/2026
Date

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4. Title VI Coordinator

The **City Manager** is designated as the City of Lakeport's **Title VI Coordinator** and is responsible for the overall administration and implementation of the City's Title VI Program.

Title VI Coordinator Contact Information:
City Manager, City of Lakeport
225 Park Street
Lakeport, CA 95453
Phone: (707) 263-5615

The Title VI Coordinator is responsible for:

- Monitoring compliance with Title VI requirements
- Receiving and coordinating the handling of Title VI complaints
- Ensuring dissemination of Title VI information to the public
- Coordinating Title VI training for City staff
- Overseeing compliance by contractors and sub-recipients, as applicable
- Conducting periodic Title VI reviews, as appropriate.
- Supporting data collection and analysis, as needed.

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5. Dissemination of Title VI Information

The City of Lakeport will inform the public of its Title VI obligations and protections through the following means:

- Posting Title VI notices and information on the City's Title VI/ Nondiscrimination webpage
- Making Title VI information available at City Hall public counters

- Including Title VI nondiscrimination language in public outreach materials, when appropriate

Title VI information will be made available in languages other than English as identified through the City's Limited English Proficiency (LEP) Assessment.

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6. Title VI Complaint Procedures

6.1 Filing a Complaint

Any person who believes they have been subjected to discrimination on the basis of race, color, or national origin under a City program or activity may file a Title VI complaint using the City's Title VI Complaint Form with the City of Lakeport.

Complaints must be filed within **180 days** of the alleged discriminatory act. Complaints may be submitted in writing or verbally. Reasonable assistance will be provided to individuals who are unable to submit a written complaint.

6.2 Processing Complaints

The City will:

- Log all Title VI complaints received
- Review complaints for completeness and jurisdiction
- Forward all Title VI complaints involving FHWA jurisdiction or federally funded transportation programs to **Caltrans** for processing, as required

A Title VI Complaint Form and Title VI Complaint Log will be maintained by the Title VI Coordinator.

---

7. Limited English Proficiency (LEP)

The City of Lakeport is committed to providing meaningful access to its programs and services for individuals with Limited English Proficiency.

The City maintains a **Limited English Proficiency (LEP) Assessment and Language Access Plan (LAP)** that:

- Includes a Four-Factor Analysis consistent with federal guidance
- Identifies languages commonly encountered within the community
- Establishes reasonable procedures for providing interpretation and translation services, subject to staff availability and existing resources
- Requires maintenance of an LEP Log to document language assistance requests

The LEP Assessment and LAP are reviewed and updated annually and are incorporated by reference into this Plan.

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8. Title VI Training

The City of Lakeport will provide Title VI training to City employees at least once every **two years**, and upon hire when appropriate.

Training will include:

- An overview of Title VI requirements
- The City's responsibilities under Title VI
- Procedures for handling Title VI complaints
- Procedures for responding to LEP requests

Training attendance will be documented and retained.

---

9. Title VI Assurances in Contracts and Agreements

The City of Lakeport will include Title VI non-discrimination assurances in all federally funded contracts, subcontracts, and agreements, as applicable.

For projects administered through Caltrans, the City will incorporate the Title VI Assurances contained in the **Caltrans Local Agency Master Agreement (Exhibit 4-C)**.

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10. Data Collection and Analysis

The City will collect and analyze demographic data related to race, color, and national origin for participants in and beneficiaries of federally funded programs and projects, as appropriate.

This data will be used to:

- Evaluate the effectiveness of public outreach efforts
- Ensure equitable participation in decision-making processes
- Identify and address potential disparities

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11. Internal and External Title VI Reviews

The City of Lakeport will conduct periodic internal reviews of City programs to assess Title VI compliance.

Where the City passes federal funds to sub-recipients, the City will conduct external Title VI reviews, as applicable, using reasonable and proportionate measures such as contract review and documentation verification.

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12. Title VI Annual Work Plan

The City will prepare a **Title VI Annual Work Plan** documenting prior-year accomplishments and planned Title VI-related activities for the upcoming reporting period.

The Annual Work Plan will be reviewed annually and made available to the public upon request or via the City's Title VI/ Nondiscrimination webpage.

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13. Adoption and Implementation

This Title VI Plan shall be adopted by **Resolution of the City Council of the City of Lakeport**.

Following adoption, the Plan will be:

- Signed by the City Manager as Title VI Coordinator
- Posted on the City's Title VI/ Nondiscrimination webpage
- Made available at City Hall upon request

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14. Environmental Justice

In accordance with Executive Order 12898, the City will consider Environmental Justice principles, as appropriate, in its federally funded programs and activities, including efforts to avoid disproportionately high and adverse effects on minority and low-income populations and to promote meaningful public participation.

City of Lakeport
LIMITED ENGLISH PROFICIENCY (LEP) ASSESSMENT AND LANGUAGE ACCESS PLAN (LAP) *Revised 4/1/2026*

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1. Purpose and Authority

The City of Lakeport is committed to ensuring meaningful access to its programs, services, and activities for individuals with Limited English Proficiency (LEP), in accordance with:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
- Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency)
- U.S. Department of Transportation LEP Guidance
- Federal Highway Administration (FHWA) Title VI requirements

This document serves as both the City's LEP Four-Factor Assessment and its Language Access Plan (LAP) and will be reviewed and updated annually.

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2. Definition of Limited English Proficient (LEP)

An individual is considered to have Limited English Proficiency if they do not speak English as their primary language and have a limited ability to read, write, speak, or understand English.

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3. LEP Four-Factor Analysis

Factor 1: Number or Proportion of LEP Persons Served or Encountered

The City of Lakeport reviewed available demographic data, including U.S. Census and American Community Survey data, to identify languages spoken by residents within the City.

Language Spoken	Group Population	Group's Percentage of Population	Portion of Group that Speaks English Very Well	Portion of Group That Does Not Speak English Very Well
English Only	4,088	86.8%	4,088 (100%)	0 (0%)
Spanish	526	11.2%	434 (82.5%)	92 (17.5%)
Other Indo-European Languages	57	1.2%	26 (45.6%)	31 (54.4%)
Asian and Pacific Island Languages	24	0.5%	8 (33.3%)	16 (66.7%)
Other Languages	12	0.3%	12 (100%)	0 (0%)
Total Population Above 5 Years	4,707	100%	4,568 (97%)	139 (3%)

Source: US Census: American Community Survey 5-Year Estimate (2024)
https://data.census.gov/table/ACSST5Y2024.S1601?q=Lakeport+city,+California

Based on available data, the most commonly spoken language other than English within the City of Lakeport is Spanish. Other languages may be present in smaller numbers.

The City will update this analysis annually using the most recent demographic data available.

Factor 2: Frequency of Contact with LEP Persons

City departments may encounter LEP individuals during:

- Public counter services at City Hall
- Public meetings and hearings
- Community outreach activities
- Requests for information related to public works, transportation, planning, and permits

The frequency of contact with LEP individuals is expected to be occasional to moderate. Based on staff experience, language assistance is provided on a regular basis (estimated at approximately 2–3 times per week), primarily at the public counter, by phone, and via email. Spanish-speaking individuals represent the most common LEP contacts.

This indicates an ongoing, but manageable, need for Spanish language assistance within City operations..

Factor 3: Nature and Importance of the Program, Activity, or Service

City programs and services include activities that are essential to daily life and civic participation, including:

- Transportation and roadway projects
- Public safety and emergency-related information
- Public participation in planning and land use decisions

Because denial of access to these services could have significant impacts, the City recognizes the importance of providing language assistance when needed.

Factor 4: Resources Available and Costs

The City of Lakeport is a small local agency with limited resources. Language assistance measures are implemented in a manner that balances meaningful access with available staffing and financial resources.

Language assistance strategies include:

- Use of bilingual staff when available
- Coordination with City departments that maintain interpretation contracts, when appropriate
- Translation of vital documents into Spanish when appropriate and feasible

The City will periodically assess available resources and adjust language assistance methods as necessary.

---

4. Summary of LEP Assessment

Based on the Four-Factor Analysis, the City of Lakeport has determined that:

- Spanish is the primary non-English language encountered
- Language assistance should be made available upon request
- Proactive translation of select vital documents into Spanish is appropriate

---

5. Language Access Plan (LAP)

5.1 Language Assistance Measures

The City of Lakeport will make reasonable efforts to provide the following language assistance services at no cost to the public, subject to staff availability and existing resources:

- Oral Interpretation
    - Use of bilingual City staff when available
    - Coordination with existing departmental interpretation services when appropriate
- Written Translation
    - Translation of vital documents into Spanish when appropriate and feasible
    - Other languages translated upon request, as resources allow

Vital documents may include:

- Title VI notices
- Complaint forms
- Public meeting notices related to significant City projects

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5.2 Requesting Language Assistance

Members of the public may request language assistance by:

- Contacting City Hall in person
- Calling the City's main phone number
- Submitting a request through the City's website

Requests may be made verbally or in writing**.**

5.3 LEP Log

The City of Lakeport will maintain an LEP Log to document:

- Date of request
- Language requested
- Type of service provided (interpretation or translation)
- Department providing assistance

The LEP Log will be reviewed annually as part of the LEP Assessment update.

5.4 Staff Training

City employees will receive periodic training on:

- Identifying LEP individuals
- How to access interpretation and translation services
- Proper documentation of LEP requests

LEP procedures will be incorporated into Title VI training provided at least every two years.

---

6. Public Notification

Information about the availability of language assistance services will be:

- Included in Title VI public notices
- Posted on the City's website
- Made available at City Hall public counters

Spanish-language notices will include a statement such as:

"Si necesita ayuda en otro idioma, comuníquese con el Ayuntamiento de Lakeport al 707-263-5615."

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7. Monitoring and Annual Update

The City of Lakeport will:

- Review and update the LEP Assessment annually
- Incorporate data from the LEP Log
- Adjust language assistance measures as needed

Updates will be approved by the governing body and made available to the public.

---

8. Approval

This Limited English Proficiency Assessment and Language Access Plan supports the City's Title VI Plan and will be reviewed annually by the Title VI Coordinator

City Manager / Title VI Coordinator:
Signature: _____
Date: 4/9/2026

City of Lakeport
TITLE VI ANNUAL WORK PLAN

Reporting Period: Fiscal Year 2025–2026
Prepared in accordance with 23 CFR 200.9(b)(10)

---

1. Purpose

The purpose of this Title VI Annual Work Plan is to document the City of Lakeport's Title VI–related activities, accomplishments, and planned actions for the reporting period. This Work Plan demonstrates the City's ongoing commitment to ensuring nondiscrimination in its federally funded programs and activities and to maintaining compliance with Federal Highway Administration (FHWA) and California Department of Transportation (Caltrans) Title VI requirements.

This Work Plan is reviewed annually and updated as necessary. This Work Plan reflects the City's ongoing efforts to address findings from the 2025 Caltrans Title VI Program Assessment and to maintain continued compliance with federal requirements.

---

2. Recent Accomplishments and Implementation Activities (2025)

Following the May 2025 Caltrans Title VI Program Assessment, the City of Lakeport initiated the following actions to address identified deficiencies and strengthen its Title VI program:

- Initiated updates to the City's Title VI Implementation Plan to align with current FHWA and Caltrans requirements
- Developed a Limited English Proficiency (LEP) Assessment and Language Access Plan (LAP)
- Established Title VI complaint procedures and began development of complaint tracking logs
- Expanded dissemination of Title VI information through the City's ADA / Civil Rights webpage and City Hall postings
- Designated the City Manager as the Title VI Coordinator responsible for program oversight

---

3. Upcoming Year Goals and Planned Activities

For the 2025–2026 reporting period, the City of Lakeport plans to carry out the following Title VI–related activities:

- Adopt the updated Title VI Implementation Plan
- Implement and document Title VI training for City staff, including procedures for handling Title VI complaints and responding to LEP requests

- Review and update the LEP Assessment and Language Access Plan using the most current available demographic data
- Develop and maintain Title VI complaint logs and LEP service logs consistent with Caltrans requirements
- Develop and implement procedures for Title VI data collection and analysis related to federally funded transportation projects
- Monitor federally funded transportation projects to ensure Title VI compliance
- Establish and conduct periodic internal Title VI compliance reviews, as appropriate
- Prepare the subsequent Title VI Annual Work Plan

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4. Roles and Responsibilities

Activity	Responsible Party	Frequency
Title VI Plan oversight	City Manager / Title VI Coordinator	Ongoing
Staff Title VI training	City Manager / Department Heads	Biennial
LEP Assessment update	Title VI Coordinator	Annual
Complaint monitoring	Title VI Coordinator	Ongoing
Internal compliance reviews	Title VI Coordinator	As applicable
Annual Work Plan preparation	Title VI Coordinator	Annual

---

5. Public Availability

The City of Lakeport's Title VI Annual Work Plan is available to the public upon request and is posted on the City's ADA / Civil Rights webpage.

---

6. Approval

This Title VI Annual Work Plan is adopted in conjunction with the City of Lakeport Title VI Implementation Plan.

Approved by: K. M. _____ **Approval Date:** 4/9/2026

City Manager & Title VI Coordinator

CITY OF LAKEPORT

City Council ☒
City of Lakeport Municipal Sewer District ☒
Lakeport Redevelopment Successor Agency ☐
Lakeport Industrial Development Agency ☐
Municipal Financing Agency of Lakeport ☐

STAFF REPORT

RE: Professional Services Agreement with Willdan Financial Services for Water & Sewer Rate Study	**MEETING DATE:** 04/21/2026
SUBMITTED BY: Paul Harris, Utilities Director	
PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the City Manager to execute a PSA with Willdan Financial Services for the completion of a 5-year Cost of Service Rate Study for the Water and Sewer Enterprise Funds.

BACKGROUND/DISCUSSION:

The Water and Sewer Enterprise Funds are funded by the rates paid by current city utility customers. The City of Lakeport strives to be proactive with its fiduciary responsibilities related to providing adequate funding for efficient operations while maintaining superior service, reliability, resilience, and long-term forecasting of capital improvement requirements. A Master Plan Update for both water and sewer was completed in 2025 that provides and 20-year projection related to the future growth and sustainability of both systems.

The objective of the rate study is to inform how the City may adequately fund water and sewer operations, capital costs, and bonded debt while minimizing rates to the greatest degree possible. Water and sewer rates developed must:

1. Be fair and objective and ensure that rates cover the City's reasonable costs of providing water and sewer service to City customers, consistent with Proposition 218.
2. Fund certain capital projects, as identified in the 2025 Water and Sewer System's Master Plan.
3. Utilize a proper industry index for inflation adjustments.
4. Recommend a prudent reserve policy for operations, capital replacement, and emergencies.

In February 2026 city staff issued a Request for Proposal (RFP) from qualified financial consultants to conduct a comprehensive water and sewer rate analysis. The intent of the study is to independently assess and evaluate the City of Lakeport's existing water and sewer rates and provide recommendations. The last rate study was conducted in 2021.

The selected firm will work closely with city staff and ultimately present findings and recommendations at future council meetings where they will be able to provide clarification and answer questions relative to the study.

The following three consultants submitted proposals in accordance with the RFP. Bartles Wells Associates (BW) for $63,060, Willdan for $52,950, and Robert D. Neihaus (RDN) for $39,840. A consultant selection board was

formed to evaluate the submitted proposals. The board met on 4/8/2026 and ultimately selected Willdan Financial Services based upon the evaluation criteria set forth in the RFP, including the firm's demonstrated competence and professional qualifications for $52,950.

Appropriations for this project were approved in the amount of $80,000 for the current fiscal year 2025/2026.

ENVIRONMENTAL Compliance:
The approval of this consultant is not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines sections 15061(b)(3), 15262, and 15378(b), as these updates are an exercise of general policy making and constitute planning documents studying the City's current facilities and potential future actions which the City has not approved. This approval does not commit the City to any specific project or have a legally binding effect on later activities which may result in a potentially significant physical impact on the environment.

OPTIONS:

1. Authorize the City Manager to execute a PSA with Willdan Financial Services for the completion of a Water & Sewer rate study for $52,950.
2. Do not authorize and provide alternative direction to staff.

FISCAL IMPACT:

☐ None ☒ $52,950 Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: $

Affected fund(s): ☐ General Fund ☒ Water OM Fund ☒ Sewer OM Fund ☐ Other:

Comments**:**

COUNCIL PRIORITIES:

☐ Priority #1: Public Safety & Crisis Response

☐ Priority #2: Disaster Resiliency

☒ Priority #3: Good Governance & Fiscal Stability

☒ Priority #4: Capital Infrastructure Improvement

☒ Priority #5: Safe, Sustainable & Attractive Neighborhoods

☐ Priority #6: Economic Development

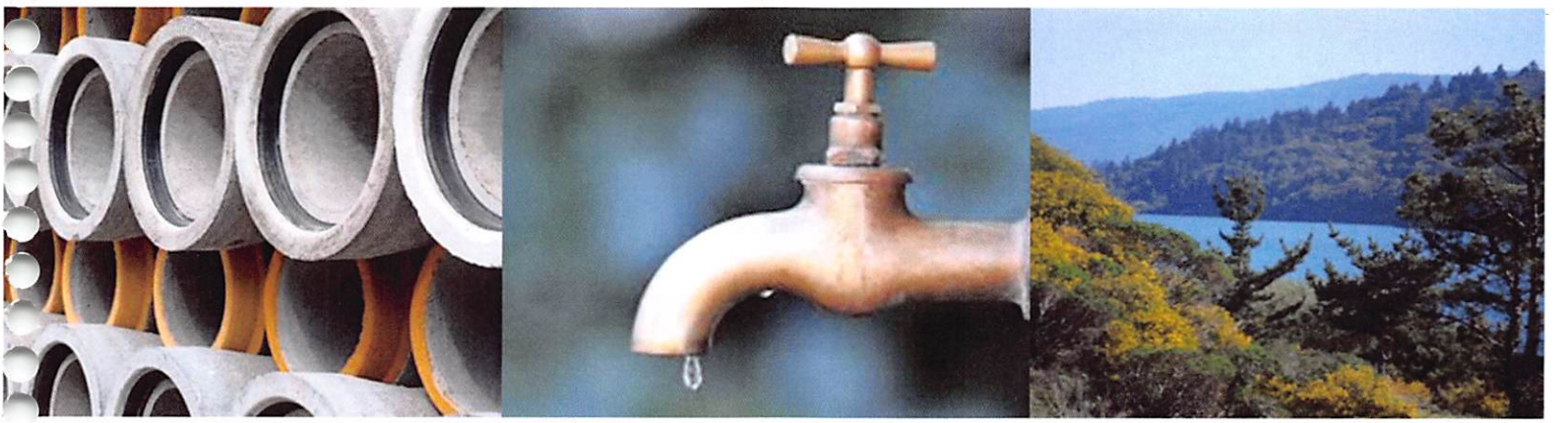
SUGGESTED MOTIONS:

Move to authorize the City Manager to execute a PSA with Willdan Financial Services for the completion of a Water & Sewer rate study for $52,950.

☒ **Attachments:**
Bartle Wells Associates Proposal
Willdan Proposal
RDN Proposal
Consultant Selection Board Memo

Cost Proposal for a

Water and Wastewater Rate Study



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

March 16, 2026

BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

2625 Alcatraz Ave, #602
Berkeley, CA 94705
Tel 510 653 3399
www.bartlewells.com

March 16, 2026

Re: Cost Proposal to Conduct a Water and Wastewater Rate Study

Bartle Wells Associates is pleased to submit this cost proposal to develop a Water and Wastewater Rate Study to the City of Lakeport (City). BWA and the City can work together to finalize a scope of services and corresponding budget that meets the City's objectives. Please contact us if you have any questions about this cost proposal or would like any additional information.

Sincerely,

Michael DeGroot

Michael DeGroot
Principal/Vice-President

Proposed Project Budget

This section presents a proposed budget. *A final budget can be developed with input from the City to ensure the project cost is in line with City objectives and expectations.*

WATER & SEWER RATE STUDIES PROJECT TASK	Michael DeGroot Principal $285/hr	Zoe Feil Financial Analyst $135/hr	Total Hours	Project Cost
TASK 1. PROJECT INITIATION & DATA COLLECTION	6	10	16	$3,060
1. Project Team Orientation / Kickoff Meeting				
2. Investigation & Data Collection				
TASK 2. FINANCIAL PLAN & REVENUE REQUIREMENT ANALYSIS	40	60	100	$19,500
1. Develop Forecasts & Projections				
2. Reserve Policy Evaluation				
3. Evaluate Financing Alternatives for Capital Improvements				
4. Develop 20-Year Financial Projections & Evaluate Scenarios				
5. Evaluate Rate Increase Options				
TASK 3. COST OF SERVICE ANALYSIS	40	60	100	$19,500
1. Identify Rate Structure Alternatives				
2. Conduct Survey of Regional Utility Rates				
3. Analyze Consumption & Utility Billing Data				
4. Cost of Service Rate Derivation				
5. Develop Preliminary & Final Rate Recommendations with City Input				
6. Evaluate Rate Impacts on a Range of City Customers				
TASK 4. MEETINGS, REPORTS, Model & Rate Implementation	40	60	100	$19,500
1. Project Team/Progress Meetings				
2. Financial Planning Models and Preliminary Report				
3. Prepare Draft & Final Reports				
TOTAL ESTIMATED HOURS	126	190	316	$61,560
ESTIMATED EXPENSES				$1,500
TOTAL PROJECT BUDGET				$63,060

BWA Availability & Fees

1. Bartle Wells Associates is prepared to begin work upon authorization to proceed.

2. During the project development period, Bartle Wells Associates will be available at all reasonable times and on reasonable notice for meetings and for consultation with staff, attorneys, consulting engineers, and others as necessary.

3. Bartle Wells Associates will perform all work related to the assignment. Michael DeGroot will serve as project manager and be the lead contact person for BWA and will be involved with the project on a day-to-day basis. This project team may be assisted by other BWA consultants as needed.

4. The fees for services outlined in this proposal will not exceed $63,060. The fee is based on the following assumptions:

   a. All necessary information will be provided by the client agency in a timely manner.

   b. Development of a draft, final draft, and final version of tables, presentations, and reports. Time and expenses involved in revising tables and assumptions or developing additional versions of documents may constitute additional services if not achievable within the budget.

   c. Three in-person meeting and/or presentation. Additional in-person meetings or presentations may constitute additional services if not achievable within the budget. Virtual meetings and presentations may be conducted as needed.

5. Progress payments and direct expenses are payable on a time and materials basis as the work proceeds as provided in our Billing Rate Schedule 2026, which will remain in effect through the duration of this assignment.

6. Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance as provided in the Certificate of Insurance attached.

7. If the project is terminated for any reason, Bartle Wells Associates is to be reimbursed for professional services and direct expenses incurred up to the time we receive notification of such termination.

8. This proposal may be withdrawn or amended if not accepted within 90 days of its date.

9. We will not require a formal contract of employment and will consider a letter or e-mail from an appropriate official as sufficient authority to proceed.

BARTLE WELLS ASSOCIATES
BILLING RATE SCHEDULE 2026
Rates Effective 1/1/2026

Professional Services

Financial Analyst I	$135 per hour
Financial Analyst II	$155 per hour
Associate Consultant	$175 per hour
Consultant	$200 per hour
Senior Consultant	$225 per hour
Project Manager/Technical Expert	$260 per hour
Principal Consultant	$290 per hour

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant's hourly rate.

The above rates will remain in effect through duration of the project.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees are typically billed monthly or bi-monthly on a time and materials basis as work proceeds. Invoices are due and payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

Schedule of Insurance

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mason-McBride, Inc./Hudson & Muma, Inc. 3155 West Big Beaver Road Suite 125 Troy MI 48084	CONTACT NAME: David P Muma PHONE (A/C, No, Ext): (248) 822-7170 FAX (A/C, No): (248) 822-7150 E-MAIL ADDRESS: dmuma@mason-mcbride.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A:	22357
INSURED Bartle Wells Associates 2625 Alcatraz Ave #602 Berkeley CA 94705 (510) 653-3399	INSURER B: Sentinel Ins. Co. LTD (Hartford)	
	INSURER C: Hartford Accident & Indemnity Co	11000
	INSURER D: Axis Surplus Ins. Co.	
	INSURER E:	
	INSURER F:	

COVERAGES DM **CERTIFICATE NUMBER:** Cert ID 10910 (1) **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR	Y	Y	35SBABB5UCE	06/01/2025	06/01/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER						Empl Benefits Liab	$ 4,000,000
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO	Y	Y	35UECVU2842	06/01/2025	06/01/2026	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	X UMBRELLA LIAB X OCCUR	Y	Y	35SBABB5UCE	06/01/2025	06/01/2026	EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED RETENTION $							$ 10,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N		Y	35WECPG7858	06/01/2025	06/01/2026	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	Professional Liability			ENN610916	06/01/2025	06/01/2026	Errors & Omissions Occurrence	$ 2,000,000
	(Claims Made)			(Retro Date 6/1/2012)			Errors & Omissions Aggregate	$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Certificate Holder and its officials, officers, employees, agents and volunteers, as applicable, shall be named as Additional Insured with respects to Business Liability, (form SS00080405 on blanket basis or form SS41700611 and/or IH12001185 if specific required) and Automobile liability (form CA20481013) as listed on form CA20481013 or IH12011185. Umbrella Coverage is Following Form. Waiver of Subrogation applies to General Liability(form SS00080405), Work Comp (Form WC 990303B), and Commerical Auto coverage (form HA99160312 on Blanket Basis or on form CA04441013 if specific requested). Coverage written on a Primary and Non-Contributory basis. Thirty (30)day notice of cancellation applies to GL and Auto and Professional liability, except for non-payment of premium. The Am Best Rating of the insurance

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE David P. Muma

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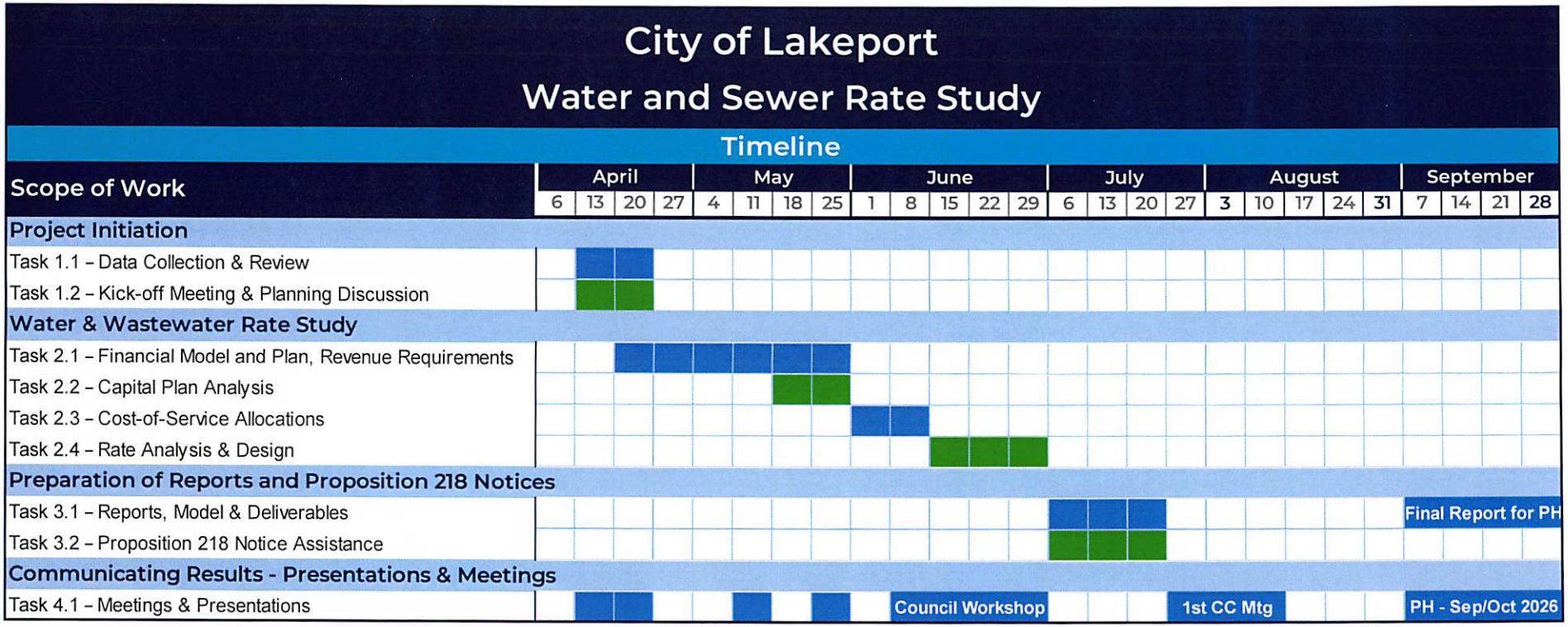
Section 4 – Study Schedule

The following outlines the estimated number of weeks to complete each task outlined in our scope of services. We recognize that the City is interested in an accelerated schedule, to get updated rates implemented as close to the beginning of the upcoming fiscal year as possible. The timeline we have proposed below is aggressive but reasonable, assuming the process proceeds smoothly. This proposed schedule can only be met with cooperation from staff at the City. Willdan will rely on prompt responses to requests for data and information, clarifications or supporting information. Delays in data gathering or requests on the part of the City may result in a longer timeline. A specific project schedule will be developed following consultation with, and in concert with, City staff.



Section 5 – Staff Estimate and Cost

Water and Sewer Rate Study

Based on our work plan provided in the scope of services, we propose a total ***fixed labor fee of $52,950.*** The table below provides a breakdown of these fees by task and project team member.

City of Lakeport
Water and Sewer Rate Study
Cost Proposal

	C. Fisher PIC/PM	M. Cronan Lead Consultant	A. Bou Consultant	T. Sturms Project Analyst	Total	
	$310	$250	$210	$150	Hours	Cost
Scope of Work						
Project Initiation						
Task 1.1 - Data Collection, Review & Verification	1.0	2.0	4.0	8.0	15.0	$ 2,850
Task 1.2 - Kick-off Meeting & Planning Discussion	1.0	1.0	2.0	-	4.0	980
Water & Wastewater Rate Study						
Task 2.1 - Financial Plan, Requirements & Determinants	8.0	20.0	24.0	36.0	88.0	17,920
Task 2.2 - Capital Plan Analysis	2.0	4.0	4.0	8.0	18.0	3,660
Task 2.3 - Cost-of-Service Allocations	2.0	4.0	6.0	8.0	20.0	4,080
Task 2.4 - Rate Analysis & Design	5.0	6.0	6.0	8.0	25.0	5,510
Preparation of Reports and Proposition 218 Notices						
Task 2.1 - Reports, Model & Deliverables	3.0	3.0	8.0	8.0	22.0	4,560
Task 3.2 - Proposition 218 Notice Assistance	6.0	3.0	6.0	6.0	21.0	4,770
Communicating Results - Presentations & Meetings						
Task 4.1 - Meetings & Presentations	12.0	10.0	10.0	2.0	34.0	8,620
Total Labor Cost Proposal	**40.0**	**53.0**	**70.0**	**84.0**	**247.0**	**$ 52,950**

Proposition 218 Fees

IMPORTANT NOTE - The fixed fee ***does not*** include direct costs associated with the printing, processing, postage, and mailing of Proposition 218 notices. We will bill the City for these at our cost, plus 15 percent (15%), based on actual quotes provided by our mailing house at the time the mailing materials are developed and delivered to them. These costs are estimated at $1.25 per mailed piece.

Notes

- If the City wishes for Willdan to attend additional in-person meetings, the fee is $1,850 per meeting.
- The City will be invoiced on a monthly percentage-completion basis.
- Invoices will include a description of services, as well as a summary of costs to date by task.
- Willdan will rely on the validity and accuracy of the City's data and documentation to complete our analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy, and that we will not be responsible for any errors that result from inaccurate data provided by the client or a third party.
- The City shall reimburse Willdan for all costs and expenses incurred in responding to any legal or administrative processes initiated by any agency or third party in connection with the City or the Project. Reimbursement shall be at Willdan 's rates in effect at the time of such response.

Hourly Rates

We will perform additional tasks, outside our scope of services, as requested and authorized by the Agency for an additional fee. Additional services may be authorized by the Agency and will be billed at our then-current hourly rates. Our current hourly rates are listed below.

Willdan Financial Services
Hourly Rate Schedule

Position	Team Member	Hourly Rate
Vice President / Director	Chris Fisher	$310
Managing Principal		$300
Principal Consultant		$270
Senior Project Manager	Michael Cronan	$250
Project Manager	Alice Bou	$210
Senior Project Analyst	Tiffany Sturms	$150
Senior Analyst		$135
Analyst II		$120

Robert D. Niehaus, Inc.

City of Lakeport

Cost Proposal for

Water and Sewer Rate Study

March 18, 2026

Submitted By:

Robert D. Niehaus, Inc.
140 East Carrillo Street
Santa Barbara, CA 93101

Authorized Representative: Jack Lyon
Title: Director of Business Development
Email: Jack@rdniehaus.com
Phone: 805.618.1356

Submitted To:

Attn: Hilary Britton
Deputy City Clerk
225 Park Street
Lakeport, CA 95453

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March 18, 2026

Hilary Britton
City Clerk
City of Lakeport
225 Main Street
Lakeport, CA 95453

Jack Lyon, Director of Business Development
(805) 618-1356 | jack@rdniehaus.com
Robert D. Niehaus, Inc.
140 E Carrillo Street
Santa Barbara, CA 93101

Subject: Cost Proposal for Water and Sewer Rate Study

Dear City of Lakeport,

Robert D. Niehaus, Inc. (RDN) is pleased to submit our Cost Proposal for the City of Lakeport's (City) Water and Sewer Rate Study (Study). Enclosed is our firm-fixed-price fee proposal and our hourly rate compensation schedule.

We are excited for the opportunity to work with the City on this important project. To discuss our technical or cost proposal, which is valid for a 90-day period, please coordinate with Jack Lyon, Director of Business Development, at 805.618.1356 or jack@rdniehaus.com.

Respectfully submitted,

Robert D. Niehaus, Ph.D.
Managing Director, Principal Economist

Jack Lyon
Director of Business Development

COST PROPOSAL

We propose completing this engagement on a firm-fixed-price basis with the hours and fees shown below, totaling $39,840. We are amenable to a time and materials basis if preferred by the City. The table shows our anticipated hours, rates, and total fees. This proposal is valid for 90 days.

			City of Lakeport Hours					
Tasks	**In-Person Meetings**	**Web Meetings**	**PD**	**PM**	**QA/QC**	**C**	**Total**	**Total Fees & Expenses**
1. Project Management		5	2	8	2	8	20	**$5,080**
2. Financial Plan			2	16	2	10	30	**$7,600**
3. Cost of Service Analysis			1	8	2	2	13	**$3,400**
4. Rate Design			1	12	2	4	19	**$4,880**
5. Reports & Models			2	8	4	24	38	**$9,120**
6. Public Meetings	3		0	24	2	0	26	**$6,760**
Total Estimated Meetings / Hours	**3**	**5**	**8**	**76**	**14**	**48**	**146**	
Hourly Billing Rates			**$360**	**$260**	**$260**	**$220**		
Total Professional Fees			**$2,880**	**$19,760**	**$3,640**	**$10,560**		
							Total Fees	**$36,840**
							Total Expenses	**$3,000**
							Total Fees & Expenses	**$39,840**

PD - Project Director, Robert Niehaus
PM - Project Manager, Anthony Elowsky
QA/QC - QA/QC Consultant, Ichiko Kido
C - Consultant, Zachary Van Dinther

MEMORANDUM

Date: April 8, 2026

Meeting Type: Microsoft Teams – Virtual Meeting

Time: 10:00 a.m.

Subject: Consultant Scoring Panel – RFP Evaluation Results for Water and Sewer Rate Study

Attendees / Panel Members

- Donny Breedlove – General Manager, Nice Mutual Water Company
- Scott Hornung – Deputy Director, County of Lake
- Paul Harris – Utilities Director, City of Lakeport
- Forrest Stogner – Utilities Superintendent, City of Lakeport
- Danielle Dizon – Finance Director, City of Lakeport
- Trina Kollasch – Administrative Analyst, City of Lakeport

Discussion

The panel members discussed each consulting firm and explained the rationale behind their individual scoring based on the Request for Proposals (RFP) criteria. Panelists submitted their final evaluation scores via email, which were subsequently tallied.

Consultant Scoring Results

Consultant	Score
Willdan Financial Services	477
RDN – Robert Niehaus, Inc.	465
Bartle Wells Associates	433

Summary

Based on the total scores and in accordance with the RFP evaluation criteria, Willdan was selected as the highest-ranked consultant. All evaluation criteria sheets and conflict-of-interest forms will be maintained electronically within the Utilities Department files for reference. Paul Harris thanked the panel members for their time, input, and participation in the evaluation process.

Adjournment

The meeting was adjourned upon completion of the discussion.

Prepared by: Trina Kollasch, Administrative Analyst

CITY OF LAKEPORT

City Council ☒
City of Lakeport Municipal Sewer District ☐
Lakeport Industrial Development Authority ☐
Municipal Financing Agency of Lakeport ☐

STAFF REPORT

RE: Fiscal Year 26/27 Citywide Departmental Goals Strategic Planning Workshop	**MEETING DATE:** 04/21/2026
SUBMITTED BY: Kevin M. Ingram, City Manager	
PURPOSE OF REPORT: ☐ Information only ☒ Discussion ☐ Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

Conduct a Strategic Planning Workshop for Fiscal Year 26/27 Citywide Departmental Goals.

BACKGROUND/DISCUSSION:

The purpose of this workshop is to review the City Council's mission and vision statement, priority areas and proposed department goals for the upcoming fiscal year, receive public comment, and discuss and direct staff accordingly.

The City of Lakeport's strategic direction is guided by the City Council's identified priority areas, which include Public Safety & Crisis Response, Disaster Resiliency, Good Governance & Fiscal Stability, Capital Infrastructure Improvement, Safe, Sustainable & Attractive Neighborhoods, and Economic Development. These areas serve as a strategic blueprint, aligning departmental goals with available resources for achievement.

This report includes:

- Current Council Priority Areas
- Proposed FY 26/27 departmental goals
- Summary of FY 25/26 Goals Progress & Accomplishments
- Supplementary information on general department operations
- Draft FY 26/27 Capital Improvement Plan
- City Mission & Vision Statement

Departmental goals for the fiscal year are categorized into Near-Term (NT), Intermediate-Term (IT), and Long-Term (LT) objectives, reflecting timelines and ongoing initiatives. At an upcoming City Council meeting, staff will present a detailed update on accomplishments and progress toward completing FY 24/25 goals. However, this staff report includes these accomplishments to provide context, as many of the proposed goals for FY 25/26 build upon these achievements.

As we proceed with the strategic planning workshop, it is crucial to prioritize goals while ensuring each department continues to deliver high-quality services to the public across various operational areas. The information provided in this report will facilitate productive discussions and decisions to guide our city's future direction. Citywide goals will be further utilized to inform the upcoming budget year document, partnering the City's staff and monetary resources together to ensure the realization of the City's priorities.

OPTIONS:

1. Conduct Public Workshop and provide direction to staff.
2. Alternatively, the City Council could provide additional direction to staff.

FISCAL IMPACT:

☒ None ☐ $ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: $

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:

Comments**:** No fiscal impact. Citywide department goals are utilized to inform the annual budget document and aid in the realization of the City Council's policy priorities.

COUNCIL PRIORITIES:


☒ Priority #1: Public Safety & Crisis Response


☒ Priority #2: Disaster Resiliency


☒ Priority #3: Good Governance & Fiscal Stability


☒ Priority #4: Capital Infrastructure Improvement


☒ Priority #5: Safe, Sustainable & Attractive Neighborhoods


☒ Priority #6: Economic Development

SUGGESTED MOTIONS:

NONE

☒ **Attachments:**

1. Mission & Vision Statement
2. City Council Priority Areas
3. Proposed Fiscal Year 26/27 Citywide Departmental Goals
4. Draft Fiscal Year 26/27 Capital Improvement Plan
5. Fiscal Year 25/26 Departmental Goals Progress & Accomplishments Reporting

ATTACHMENT 1

Mission & Community Vision Statement

Mission

Lakeport is a beautiful and welcoming community. We are dedicated to preserving its small-town charm while ensuring it remains a wonderful place to raise a family, enjoy retirement, explore the outdoors, and live a healthy, fulfilling life.

Community Vision

Lakeport's unique character and community values are the foundation of our future. These treasured qualities will be preserved and enhanced through the effective, responsive, and forward-thinking delivery of municipal services.

ATTACHMENT 2

City Council Priority Areas

Lakeport City Council Priority Areas



Public Safety & Crisis Response

- Attraction, Retention & Training of High-Quality Law Enforcement
- Continue to explore various ways to address homelessness, mental health and substance abuse in our community
- Continue to promote community policing strategies



Disaster Resiliency

- Pursue preventive measures to reduce hazard vulnerabilities (Mitigation)
- Build capabilities to manage the impacts of hazards. (Preparedness)
- Strive to reduce adverse conditions during an emergency. (Response)
- Work actively to restore areas affected by a disaster (Recovery)



Good governance & Fiscal Stability

- Foster fiscal discipline and fiscal stewardship
- Continue to implement processes and technology to streamline to enhance services
- Ensure quality and efficient service delivery
- Provide timely information to residents about City activities, services and programs
- Increase citizen engagement
- Risk Management
- Promote activities that advance diversity, equity and inclusion in the community



Capital infrastructure improvement

- Properly prioritize capital improvements
- Aggressively pursue various sources of funding
- Continue to develop project readiness



Safe, Sustainable & Attractive Neighborhoods

- Pursue wide variety of housing options
- Improve quality of existing housing stock
- Increase access to parks and recreational amenities
- Improve overall community health metrics
- Promote community events that foster overall quality of life in the community.
- Improve access to open space and preserve natural vistas
- Promote environmental protective measures while highlighting their economic value



Economic Development

- Promote and participate in regional economic development initiatives
- Expand and support business retention and attraction efforts
- Strive to enhance the historic downtown and lakefront area

ATTACHMENT 3

Proposed Fiscal Year 26/27

Citywide Departmental Goals

City Manager

The City Manager's Office serves as the central administrative hub of the City of Lakeport, providing strategic leadership, operational oversight, and coordination of municipal programs and services.

Core Departmental Functions:

- Day-to-Day Leadership:
  - Provides leadership and direction to all City departments
  - Manages municipal operations under the guidance of the City Council
- Policy Implementation:
  - Executes City policies, rules, regulations, and laws
  - Coordinates municipal programs and services
- Financial Management:
  - Manages the City's financial operations
  - Accounts for all revenues and expenditures
  - Prepares and administers the City's annual budget
- Customer Service:
  - Provides exemplary customer service to the community
  - Addresses inquiries, concerns, and requests from residents and stakeholders
- Personnel Management:
  - Oversees personnel rules and procedures
  - Ensures compliance with state and federal laws regarding personnel matters

The City Manager's Office plays a crucial role in ensuring the effective functioning of municipal government, promoting transparency, accountability, and responsiveness to the needs of Lakeport residents and businesses.

City Manager Goals	Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
						
Near Term 2026-2027						
1. **South Lakeport Water Resiliency & Fire Suppression Annexation Project:** Continue coordination with the County of Lake on the design of the South Lakeport waterline to ensure integration with the upcoming South Main Street / Soda Bay Road corridor roadway improvements. Complete the submittal and processing of a revised annexation application with Lake LAFCo focused on properties seeking municipal water service. This project is a critical public safety initiative that will extend public water infrastructure and a system of fire hydrants to this important regional corridor, enhancing fire protection and overall community resiliency.	✔	✔	✔	✔	✔	✔
2. **Police Department Staffing & Recruitment Pipeline:** Strengthen the Police Department's long-term staffing stability by formalizing recruitment pipeline strategies, including academy sponsorships, lateral recruitment, and the development of a permanent budgeted overstaffing program. This effort is intended to reduce vacancy lag time, minimize overtime impacts, and ensure consistent patrol readiness. Continue to emphasize community policing principles by supporting officer retention, leadership development, and strong engagement with the community.	✔	✔	✔		✔	✔
3. **Silveira Community Center Revitalization & Operational Sustainability:** Facilitate the revitalization of the Silveira Community Center through implementation of ADA upgrades funded by the $1.8 million CDBG grant, including improvements to restrooms and overall accessibility. Ensure the center remains an affordable community space for diverse uses while establishing a financially sustainable model that covers operational costs.			✔	✔	✔	✔
4. **Capital Improvement Program (CIP) Rebuilding & Project Readiness:** Prioritize the rebuilding of key capital reserves following several years of significant infrastructure investment, including roadway and utility improvements. Focus on strengthening long-term financial sustainability by aligning CIP planning with available funding capacity while advancing design, engineering, and environmental work needed to position projects competitively for state and federal grant opportunities. Emphasize efficient project delivery strategies, including leveraging external contractors and in-house capabilities where appropriate.			✔	✔	✔	✔
5. **General Plan & Housing Element Preparation:** Initiate early planning and resource development for the upcoming General Plan and Housing Element updates required under State law. This includes identifying funding strategies, evaluating staffing and consultant needs, and developing a phased work plan that balances mandated planning efforts with ongoing operational responsibilities.			✔		✔	✔
Intermediate-Term Goals 2-4 years						
1. **Workforce Stability & Succession Planning:** Implement a proactive, organization-wide succession planning strategy to address anticipated retirements in key leadership positions across Administrative Services, Public Works, and the Police Department. This includes identifying internal talent pipelines, enhancing professional development opportunities, and documenting critical institutional knowledge.	✔	✔	✔		✔	✔
2. **Strategic Retail Expansion & Commercial Corridor Revitalization**: Partner with Retail Coach to expand retail opportunities and reduce vacant commercial properties in Lakeport. Prioritize filling remaining vacancies at the Marshall's/Tractor Supply complex, support Lake County Tribal Health's revitalization of Vista Point as a regional medical and retail hub and provide market assistance for the Lakeport Hub development. Additionally, continue offering retail growth support to existing businesses			✔		✔	✔
3. **Citywide Pavement Condition Improvement Program:** Implement a strategic, data-driven approach to improve the City's overall pavement condition index (PCI) through a balanced investment strategy. Prioritize major corridor improvements where deterioration most impacts mobility and economic activity, while also "keeping good roads good" through cost-effective preventative maintenance such as microsurfacing and chip sealing. Expand investment in neighborhood streets, to be pursued as funding allows, with progress made over the past decade in corridor improvements and preventative maintenance now positioning the City to more feasibly advance these efforts.	✔		✔	✔	✔	✔

4.	**Community Activation & Partnership Development:** Advance the development of the Lakeport Community Council as a collaborative framework to bring together civic organizations, local nonprofits, youth sports groups, and businesses to activate community spaces and strengthen community identity. Prioritize the coordination and expansion of community events through shared funding and volunteer support, building on successful events while exploring new opportunities such as an annual sober graduation event. Additionally, explore development of a City-led Citizens Academy to increase public understanding of local government and strengthen community engagement.			✔		✔	✔
5.	**Recreation Program Development & Activation Strategy**: Develop a Recreation Program Master Plan that prioritizes the activation of existing park facilities and the expansion of youth-oriented activities. The plan should include a clear action strategy for establishing sustainable financing and staffing resources to ensure long-term program success. Utilize the Lake County Recreation Agency partnership to identify and expand funding and resource opportunities that support this initiative.			✔		✔	✔
	Long-Term Goals 5+ years						
1.	**Project Readiness & Infrastructure Funding Strategy**: Prioritize the advancement of project readiness through completion of design, engineering, and environmental work necessary to move projects efficiently into construction. Aggressively pursue state and federal grant funding and alternative revenue sources, recognizing that the General Fund alone is insufficient to meet the City's long-term infrastructure and maintenance needs.	✔	✔	✔	✔	✔	✔
2.	**Revenue Sustainability & Financial Resiliency Strategy**: Establish a continual and systematic review of revenue sources to ensure the City's long-term sustainability and viability. This includes actively seeking new revenue opportunities, evaluating existing sources for operational efficiencies, and implementing risk management strategies to minimize financial exposure and revenue losses	✔	✔	✔	✔	✔	✔
3.	**Legislative Advocacy & Local Control Protection**: Continue to support Cal Cities activities aimed at maintenance of local control, pursue reforms to misdemeanor enforcement of retail theft, and defend against the implementation of statewide unfunded mandates.	✔		✔		✔	✔
4.	**Regional Partnerships & Community Engagement**: Initiate regular meetings with key community organizations and stakeholders, with a focus on fostering collaboration and engagement with underrepresented segments of the Lakeport community, particularly emphasizing outreach to the Big Valley and Scotts Valley Tribal Governments, Lakeport Unified School District, Mendocino College, Lake County Behavioral Health, and Health service providers: Lake County Tribal Health, Sutter Health and Adventist Health			✔		✔	✔

Administrative Services Department

The Administrative Services Department plays a crucial role in supporting the goals and addressing the challenges of the City of Lakeport. The Department's mission is to provide consistent and timely guidance and direction to management, City Council, and employees in all Human Resources, City Clerk and Risk Management functions. We are committed to fostering a work environment characterized by fair treatment, open communication, personal accountability, trust, and mutual respect.

Core Departmental Operations:

- Benefits Administration
- Employee Evaluations and Discipline
- Sick Leave Management
- Recruitment and Retention Initiatives
- Employee Onboarding and Training Programs
- Labor Relations Management
- Risk Management and Compliance
- Collaboration with CIRA (City Insurance Risk Authority)
- Litigation Avoidance Strategies
- Safety Programs and Training Initiatives

Additionally, the Administrative Services Department oversees the following functions:

- City Clerk Operations, including Records Management and Public Records Act Requests
- Election Administration
- Preparation of Meeting Minutes and Agendas
- FPPC (Fair Political Practices Commission) Filings
- Rental Management Responsibilities

	Administrative Services Goals	Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
							
	Near Term 2026-2027						
1.	**Succession Planning** – Develop and implement a coordinated citywide succession planning strategy to prepare for anticipated retirements in key leadership and operational roles over the next five years. This effort will include strengthening leadership development and recruitment strategies across departments, while Administrative Services will implement more detailed departmental work such as documenting critical procedures, evaluating workflow and technology efficiencies, and establishing structured knowledge-transfer processes to ensure continuity of operations.	✔	✔	✔			
2.	**Employee Retention** – Conduct a comprehensive market assessment of wages, benefits, and total compensation for all employee groups to ensure competitiveness and organizational sustainability. Utilize findings to inform strategic workforce planning and data-driven MOU negotiations with the Lakeport Employees' Association (LEA), with a focus on retention, recruitment challenges, and long-term fiscal impacts.	✔	✔	✔			
3.	**Risk Management –** Strengthen the City's risk management framework by continuing active participation with CIRA to support long-term insurance cost stabilization and proactively address emerging liability trends. Complete key compliance and organizational initiatives, including ADA accessibility updates to the City website, comprehensive legal review and updating of employee job descriptions, and negotiation and modernization of personnel rules. These efforts will enhance regulatory compliance, reduce organizational risk exposure, and improve overall workforce governance and operational resilience.		✔	✔		✔	
4.	**Records Management –** Implement a citywide records management initiative that includes staff training on retention requirements and best practices, along with a coordinated "Free the Files" effort to reduce physical storage through compliant records destruction. This work will improve efficiency, ensure consistency across departments, and strengthen legal compliance.			✔			
5.	Complete Title VI plan (Cal Trans Audit), transition of SCC admin to Arts Council. Continued need to build communications capacity (staffing / calendar / reporting).	✔		✔		✔	✔
	Intermediate-Term Goals 2-4 years						
1.	**Succession Planning** – Recruit and hire critical leadership and support positions, including an Administrative Services Director and Deputy City Clerk, to address anticipated retirements and ensure continuity of operations. Strengthen onboarding, training, and professional development to build internal capacity, retain institutional knowledge, and prepare the next generation of City leadership. Plan for succession of Administrative Analyst.	✔	✔	✔			
2.	**Transparency & Communications** - Advance the City's communications program to strengthen transparency, trust, and community engagement, including oversight and administration of a full website redesign to modernize platforms and improve public access to information.	✔		✔		✔	✔
3.	**Silveira Community Center Operations** – As ADA restroom and plumbing upgrades are completed, advance the center from start-up operations to a fully established rental and programming facility with expanded hours, improved management processes, and increased community utilization.				✔	✔	✔
4.	**Risk Management –** Utilize the 2026 Risk Audit to drive targeted risk-reduction strategies, improve compliance and safety practices, and position the City for long-term insurance and liability cost control.	✔	✔	✔		✔	
	Long-Term Goals 5+ years						
1.	**Leadership Development** - Successfully onboard, train, and develop the newly hired Administrative Services Director and Deputy City Clerk.		✔	✔			
2.	**Sucession Planning -** Plan for and successfully transition the Administrative Analyst position due to anticipated retirement.		✔	✔			
3.							

Community Development Department

The City of Lakeport Community Development Department serves as a vital hub for various municipal functions, encompassing Planning, Building Inspection, Code Enforcement, and Business Licensing. Beyond these primary responsibilities, the Community Development Department collaborates with other city departments on a range of initiatives, including Economic Development, Park Planning, Utility and Infrastructure Planning, Sewer and Water Administration, Storm Water Management, and more.

Core Departmental Operations:

- Planning:
    - Long-Range Planning
    - Permit Processing
- Building:
    - Permit Issuance
    - Plan Check
    - Inspection
- Inter-Agency Communications
- Stakeholder Collaboration
- Code Enforcement
- Business Licensing
- Housing Oversight
- Stormwater Management
- Permit Compliance and Environmental Review

The Community Development Department plays a pivotal role in shaping the growth and development of Lakeport, ensuring compliance with regulations, fostering economic vitality, and enhancing the quality of life for residents and businesses alike.

	Community Development Goals	Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
							
	Near Term 2026-2027						
1.	**Provide Land Use, Entitlement, and Permitting Support for Major Development Projects:** Priority efforts include ongoing coordination and compliance oversight for Parkside Apartments; streamlined review and permitting support for the Justice Involved Housing Project located at 519 S. Smith Street; processing entitlements and permitting support for the Tribal Health Vista Point Healthcare Campus; review and processing of the Redwood Quality Management Company's mental health rehabilitation facility located on Todd Road Extension; entitlement and permitting support for the proposed Lake Family Resource Center Head Start Expansion located at 2495 Parallel Drive; and other priority projects that will emerge in the coming year.			✔	✔	✔	✔
2.	Evaluate and support potential annexation of the South Main Street area within the City's sphere of influence	✔	✔	✔	✔	✔	✔
3.	Initiate and complete Housing Element Update (7th Cycle compliance)			✔		✔	✔
4.	Adoption and Implementation of Comprehensive User Fee Study			✔			
5.	Implementation of the City's Housing Services Program Strategic Plan				✔	✔	✔
	Intermediate-Term Goals 2-4 years						
1.	Comprehensive update of the General Plan and Zoning Ordinance		✔	✔		✔	✔
2.	Expansion of Proactive Code Enforcement Program	✔	✔	✔		✔	✔
3.	Modernization of Local Ordinances	✔		✔		✔	✔
3.	Implementation of the City's Housing Services Program				✔	✔	✔
	Long-Term Goals 5+ years						
1.	Ongoing succession planning and continued employee training/certification	✔	✔	✔			
2.	Focus on long-term enhancements to economic vitality of City				✔	✔	✔

Economic Development Division

The City of Lakeport stands as a vital economic hub within Lake County, serving as the county seat and housing a significant portion of the region's businesses and services. With a thriving downtown area and a diverse range of industries, Lakeport is a key player in the county's economic landscape.

Core Departmental Operations:

- Implementation of Economic Development Strategic Plan three core goals:
    1. Promoting and participating in regional economic development initiatives.
    2. Expanding and supporting business retention and attraction efforts.
    3. Enhancing the historic downtown and lakefront area.

- Facilitation of the Lakeport Economic Development Advisory Committee (LEDAC): LEDAC is an advocate for strong and positive Lakeport business community and is a conduit between the City leadership and the community for communicating and implementing the goals, activities and progress of Lakeport's economic and business programs.

- City & Community Resource Maximization:
    - Maximizing the effectiveness of available City and community resources to drive economic development initiatives forward.
    - Integration of recommendations and implementation measure from various city and regional studies and plans to formulate a comprehensive approach to economic development.

- Regional Economic Development Partnerships: Maintain representation on various regional committees and initiatives, including but not limited to: Lake County Economic Development Corporation (Lake EDC), Lake County Tourism Improvement District (Lake TID), and Blue-Ribbon Committee for the Rehabilitation of Clear Lake.

The Economic Development Division plays a pivotal role in revitalizing and growing the local economy, fostering partnerships, and implementing strategies to ensure Lakeport's continued economic success. Through strategic planning and collaborative efforts, the division strives to create a vibrant and sustainable economic future for the city and its residents.

Economic Development Goals	Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
						
Near Term 2026-2027						
1. **Develop a Downtown Vacant Building Inventory & Activation Strategy:** Complete an inventory of vacant and underutilized downtown commercial properties and establish a centralized database of property owners and managers to improve coordination on leasing, maintenance, and redevelopment opportunities. Evaluate the feasibility of a Vacant Building Registry Ordinance to support proactive property management, reduce long-term vacancies, and encourage reinvestment.	✔				✔	✔
2. **Create a Downtown and Waterfront Wayfinding & Signage Plan:** Develop a cohesive wayfinding and signage program that improves connectivity between the downtown and waterfront while reinforcing Lakeport's historic identity. The plan should include directional signage for key public facilities, downtown directory elements, and consistent waterfront design standards, including opportunities for interpretive and storytelling features to unify these areas as a single destination.					✔	✔
3. **Develop a Business Retention & Expansion Toolkit:** Create a practical "business toolkit" that translates market data—such as retail leakage, visitor trends, and industry insights—into actionable information for local businesses. Use this tool to support business retention and expansion, and incorporate a coordinated "Shop Local" campaign to encourage local spending and strengthen community support for Lakeport businesses.			✔			✔
4. **Strengthen Tourism Infrastructure and Lodging Quality:** Advance efforts to attract a hotel development at the Dutch Harbor site while working with existing operators to improve the quality and competitiveness of Lakeport's lodging inventory. Focus on reinvestment and property improvements that align with broader tourism and economic development goals.				✔	✔	✔
5. **Targeted Retail Recruitment and Commercial Center Revitalization:** Recruit tenants to fill large vacant commercial spaces within existing shopping centers, prioritizing anchor and mid-sized users that strengthen retail clusters and improve overall center viability. Focus on enhancing Lakeport's role as a regional commercial hub through strategic infill of key sites.					✔	✔
Intermediate-Term Goals 2-4 years						
1. **Leverage CEDS for Targeted Grant Funding:** Leverage the Lake County Comprehensive Economic Development Strategy (CEDS) to pursue U.S. Economic Development Administration (EDA) funding for priority projects, including downtown and lakefront Wi-Fi, wayfinding improvements, and business support tools.		✔	✔	✔	✔	✔
2. **Develop a Lakeport Economic Development Strategic Plan**: Engage an economic consulting firm to prepare a data-driven Economic Development Strategic Plan that prioritizes key initiatives and guides future investment.			✔		✔	✔
3. **Expand Small Business Support Capacity (SBDC Partnership):** Strengthen partnership with the Lake County Economic Development Corporation to establish a full-service Small Business Development Center (SBDC), supporting business development, financial training, and growth planning.		✔	✔	✔		✔
4. **Advance Arts and Cultural Development:** Support development of an Arts and Cultural Master Plan and strengthen partnerships with local arts organizations to enhance community identity and economic activity.					✔	✔
5. **Enhance Business Outreach (Business Walk Program)**: Expand the City's business walk program to conduct up to 200 annual visits, strengthening relationships, gathering feedback, and supporting local business success.	✔	✔	✔			✔
Long-Term Goals 5+ years						
1. **Expand the Waterfront Promenade and Public Realm:** Advance the extension of the waterfront promenade to further activate and enhance the lakefront, improving public access, beautification, and the overall visitor experience.				✔	✔	✔
2. **Develop a Gateway and Commercial Corridor Enhancement Strategy:** Develop a comprehensive plan to improve key gateways and commercial corridors, including South Main Street, Lakeport Boulevard, Eleventh Street, and Lakeshore Boulevard. Focus on revitalization, aesthetics, wayfinding, and investment attraction to strengthen first impressions and overall economic vitality.				✔	✔	✔

Finance Department

The Finance Department of the City of Lakeport operates with a commitment to excellence, integrity, and dedication, providing essential financial services to support the city's operations and meet the needs of its citizens.

Core Departmental Operations:

- Financial Management:
    - Budget preparation and oversight
    - Financial reporting and analysis
    - Payroll processing
    - Accounts payable and receivable management
    - Utility billing administration
- Customer Service:
    - Providing assistance and support to citizens and city departments
    - Ensuring timely and accurate financial information
- Tax and Revenue Administration:
    - Tax reporting and compliance
    - Grant management and reporting
    - Debt management and reporting
    - Investment management
- Banking and Loan Servicing:
    - Managing city accounts and investments
    - Administering loans and servicing debt
- Information Technology Support:
    - Hardware and software management
    - Network administration
    - Cybersecurity measures

The Finance Department plays a vital role in maintaining the fiscal health of the city and upholding transparency and accountability in financial matters. Through its diverse range of services, the department contributes to the overall efficiency and effectiveness of city operations.

Finance and Information Technology Goals	Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
						
Near Term 2026-2027						
1. Continue development of the Finance department staff to include long-term financial planning and forecasting capabilities and increasing strategic involvement in cross-departmental initiatives.		✔	✔			
2. Complete and implement a utilities rate study and Proposition 218 process to ensure rates are fair, sustainable, and aligned with service level needs, while maintaining cost-to-service balance and protecting residents from unnecessary financial burdens.	✔		✔		✔	✔
3. Implement the City's comprehensive cost of service study for city-wide fees to ensure that fees are fair, transparent, and aligned with service levels, while maintaining appropriate cost-to-service ratios and supporting a business-friendly environment that makes Lakeport an easy and welcoming place to invest and grow.			✔			
4. Explore strategic uses of technology to improve the budget process to include a comprehensive CIP budgeting tool and develop long-term CIP financing strategy			✔			
5. Implement the use of a comprehensive grant management and monitoring database to ensure efficient oversight, tracking, and administration of all City grants. This database will improve overall funding compliance, resource allocation, and strategic financial planning across housing, economic development, and other key initiatives.			✔		✔	✔
Intermediate-Term Goals 2-4 years						
1. Improve CIP budget process and develop long-term CIP financing strategy.	✔	✔	✔	✔		
2. Focus on staff cross training, professional development and succession planning.		✔	✔			
Long-Term Goals 5+ years						
1. Continuously seek revenue sources to improve budget position.	✔	✔	✔		✔	✔
2. Develop a robust and effective IT department that supports City's growth and success.	✔	✔	✔			

Police Department

The Lakeport Police Department is committed to ensuring the safety and security of the City of Lakeport's residents, workers, and visitors. Upholding professional standards and best practices, the department provides high-quality law enforcement services while safeguarding the rights of all individuals.

Core Departmental Operations:

- Visible Police Patrol: Ensuring the presence of law enforcement throughout the community to deter crime and maintain public safety.
- Investigation of Crimes: Conducting thorough investigations to apprehend offenders and bring them to justice.
- Response to Community Calls for Service/Assistance: Providing timely and effective responses to emergencies and requests for assistance from community members.
- Maintaining Records and Evidence: Properly managing and preserving records and evidence to support legal proceedings.
- Community Service: Engaging with the community through outreach programs and initiatives to build trust and foster positive relationships.
- Policy Training/Updates: Staying abreast of legal mandates and updates to ensure compliance with laws and regulations.
- Training: Providing ongoing training to officers to enhance skills and knowledge in law enforcement practices.
- Animal Control: Managing animal-related issues and ensuring public safety in collaboration with relevant agencies.
- Emergency Operations: Coordinating response efforts during emergencies to mitigate risks and protect the community.
- Special Programs: Implementing specialized initiatives such as K-9 units, School Resource Officers (SROs), Downtown Officers, Special Weapons and Tactics (SWAT) teams, and more to address specific needs and challenges.

The Lakeport Police Department remains dedicated to its mission of serving and protecting the community, utilizing a comprehensive range of services and programs to ensure public safety and uphold the law. Through proactive policing strategies and community engagement, the department strives to create a secure and thriving environment for all.

Police Goals	Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
						
Near Term 2026-2027						
1. Explore innovative approaches to strengthen succession planning and leadership development, ensuring alignment with key policing strategies.	✔	✔	✔		✔	
2. Develop and implement a permanent budgeted overstaffing program to reduce operational vacancies and maintain consistent departmental staffing.	✔		✔		✔	
3. Continue developing a collaborative co-responder partnership with a behavioral health provider to improve crisis intervention, enhance homeless outreach, and reduce the impact of mental health crises on the community and its resources.	✔		✔		✔	✔
4. Maintain and expand special programs within operations, including the School Resource Officer program, investigations, and additional evidence-based community policing initiatives.	✔		✔		✔	✔
5. Complete replacement cycle for fleet and equipment, including vehicles, in car cameras, patrol rifles, and other essential gear.	✔	✔	✔			
Intermediate-Term Goals 2-4 years						
1. Develop strategy for the continuance and long-term maintenance of a public safety camera system for parks and key public spaces to enhance law enforcement capabilities and community security.	✔	✔	✔		✔	✔
2. Develop and implement a strategy to enhance the efficiency of evidence and property management, including purging, reorganization, and auditing processes.	✔		✔			
3. Continue to enhance collaborative Law Enforcement-Behavioral Health partnership and collaboration opportunities to address the high service demands of individual experiencing homelessness and mental health crisis.	✔		✔		✔	✔
4. Continual evaluation of replacement strategies for key Administrative positions.	✔	✔	✔		✔	✔
Long-Term Goals 5+ years						
1. Review of succession planning best practices to best focus on effectiveness.	✔	✔	✔		✔	✔
2. Complete equipment and Fleet replacement cycle, including vehicles, car cameras, patrol rifles and other essential police equipment.	✔		✔			

Public Works Department

The Lakeport Public Works Department is dedicated to enhancing the quality of life for the incorporated Lakeport community through the maintenance and improvement of infrastructure and public facilities.

General Public Works Operations:

- Pavement Maintenance/Markings: Conducting routine inspections and maintenance of city streets to ensure safe and efficient transportation.
- Street Sweeping: Implementing regular street sweeping schedules to keep roadways clean and free of debris.
- Sign Repair/Inspection: Regularly inspecting and repairing street signs to maintain traffic safety and compliance with regulations.
- Tree Work: Performing necessary tree maintenance and removal to ensure public safety and enhance the aesthetic value of our community.
- Drainage System Maintenance: Maintaining and cleaning stormwater drainage systems to prevent flooding and protect public infrastructure.
- Emergency Management: Developing and implementing emergency response plans to address natural disasters and other emergencies effectively.
- Reporting: Providing regular reports on departmental activities and progress towards goals to city management and stakeholders.

Engineering Operations:

- Identify Funding: Seeking and securing funding opportunities for infrastructure projects through grants, partnerships, and other sources.
- Develop Project Plans/Schedules/Budget: Creating comprehensive project plans, schedules, and budgets for infrastructure improvements.
- Bid Packaging: Preparing bid packages and soliciting bids from qualified contractors for construction projects.
- Contracts & Agreements: Negotiating and executing contracts and agreements with vendors, consultants, and contractors for project implementation.
- Inspection/Monitoring/Labor Compliance: Overseeing project construction, conducting inspections, and ensuring compliance with labor regulations and project specifications.
- Project Closeout: Managing project closeout activities, including final inspections, documentation, and contractor payments.
- Grant Management: Administering grant funds effectively, ensuring compliance with grant requirements, and submitting timely reports to funding agencies.

- Record Keeping: Maintaining accurate records and documentation for all engineering projects, contracts, and agreements.

Parks Operations:

- Routine Grounds Maintenance: Performing routine maintenance of parks and public spaces, including mowing, trimming, and landscaping.
- Trash: Implementing effective waste management strategies to keep parks clean and litter-free.
- Amenity Maintenance: Maintaining park amenities such as playgrounds, benches, and picnic areas to ensure safe and enjoyable experiences for visitors.
- Inspections: Conducting regular inspections of park facilities to identify maintenance needs and address safety concerns promptly.
- Janitorial: Providing janitorial services to keep restrooms and facilities clean and sanitary for park users.

The Public Works Department remains committed to its mission of maintaining and enhancing the city's infrastructure and public spaces, ensuring the safety and well-being of Lakeport residents and visitors alike.

	Public Works Goals	Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
							
	Near Term 2026-2027						
1.	Initiate construction of the Hartley Culvert and Forbes Creek Emergency Repair Projects	✔	✔		✔	✔	
2.	Complete design of Lakeport Blvd Phase I and coordinate with the CTC to secure construction funding			✔	✔	✔	✔
3.	Reassess and program surface treatments (chip seals) based on funding availability and staff capacity				✔	✔	✔
4.	Complete the 10th Street culvert and sidewalk project				✔	✔	✔
5.	Complete expansion of the concrete area surrounding the splash pad				✔	✔	✔
	Intermediate-Term Goals 2-4 years						
1.	Submit a competitive ATP grant application for the Lakeshore to Hartley SFRS corridor	✔		✔	✔	✔	
2.	Achieve Fleet CARB compliance through phased equipment replacement (e.g., street sweeper, bucket truck)	✔		✔			
3.	Deliver construction of Lakeport Blvd Phase I			✔	✔	✔	✔
4.	Continue advancing disaster preparedness through implementation of adopted plans (LHMP, EOP, Evacuation Plan)	✔	✔	✔			
5.	Complete Silveira Community Center ADA restroom and accessibility improvements		✔		✔	✔	✔
6.	Advance bicycle and pedestrian improvements identified in the Active Transportation Plan	✔		✔	✔	✔	✔
	Long-Term Goals 5+ years						
1.	Pursue and secure funding for priority projects identified in City plans	✔	✔	✔	✔	✔	✔
2.	Advance major circulation projects in coordination with LAPC (e.g., 11th Street corridor, Bevins/Lakeport Roundabout)	✔	✔	✔	✔	✔	✔
3.	Implement phased drainage rehabilitation to protect infrastructure and support complete streets improvements			✔	✔	✔	✔
	Maintain and integrate disaster preparedness and mitigation strategies into long-range planning	✔	✔	✔	✔	✔	
4.	Develop succession plan for key staff vacancies expected due to upcoming retirements, especially in the Engineering and Project Management division			✔			

Utilities Department

The Lakeport Utilities Department is committed to enhancing the quality of life for the incorporated Lakeport community through the provision of essential services and the maintenance of vital infrastructure.

Department Divisions:

Water: Ensures the safety and quality of drinking water provided to Lakeport's water customers through continuous monitoring and adherence to strict quality standards.

Sewer: Responsible for the safe collection, treatment, and disposal of sewage (wastewater) generated by residential, commercial, and industrial customers within the City of Lakeport. Operates in compliance with state and county health and safety regulations to safeguard public health and the environment.

Underground Utility Construction: Installs and maintains water and sewer systems within the city, including emergency repairs, scheduled maintenance, and the management of water distribution and collection system deficiencies.

Core Operations:

- Water and Sewer Operations & Maintenance
- Regulatory Compliance and Environmental Protection
- Safety Training and Workplace Safety Programs
- Asset Management and Capital Improvement Programs
- Rate Setting and Resiliency Planning
- Staff Development and Training Initiatives

The Utilities Department remains dedicated to its mission of ensuring reliable and sustainable utility services while prioritizing the health, safety, and well-being of the Lakeport community.

	Utilities Goals	Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
							
	Near Term 2026-2027						
1.	Completion of projects in accordance with our CIP. These projects include the development of a new well, and sodium hypochlorite conversions at all treatment facilities.	✔	✔	✔	✔	✔	✔
2.	Update Water and Sewer 10 year CIP by incorporating elements contained within the newly updated Master Plans.		✔	✔	✔	✔	
3.	Further streamline required maintenance of all utility functions related to water distribution, sewer collection, and treatment facilities. This includes I&I investigation, hydrant maintenance, valve exercising, and overall facility maintenance.	✔	✔	✔	✔	✔	
4.	Continue with I&I investigation and mitigation efforts in the collection system. This includes main line, lateral and manhole inspections utilizing CCTV. Smoke testing will also continue to assist with detection of illegal connections that contributes to direct stormwater intrusion.			✔	✔		
	Intermediate-Term Goals 2-4 years						
1.	Update all chapters of Title 13 in the Municipal Code			✔			
2.	Continue to pursue grant funding opportunities related to utility infrastructure improvements.			✔	✔		
3.	Continue to pursue grant funding opportunities associated with recycled water disposal options at CLMSD.		✔	✔	✔		
	Long-Term Goals 5+ years						
1.	Resiliency planning for long term sustainability.	✔	✔	✔			
2.	Long range infrastructure improvement plan.		✔	✔	✔		

ATTACHMENT 4

Draft Fiscal Year 26/27

Capital Improvement Plan

Department	Project Name	Funding Source(s) Source 1	Source 2	Source 3	Total Estimated Cost	2027	2028	2029	2030	2031	2032	2033	2034
Administration													
	Essential Job Function Updates	General Fund	Water Revenue	Sewer Revenue	20,000	20,000							
	ADA Study	General Fund	Water Revenue	Sewer Revenue	30,000	30,000							
	Subtotal				50,000	50,000	-	-	-	-	-	-	-
Economic Development													
	Promenade Master Plan	General Fund			30,000								
	Retail Revitalization Plan	General Fund			20,000								
	ED Website	General Fund			3,000								
	GIS Public Portal	General Fund	Water Revenue	Sewer Revenue	30,000								
	Wayfinding Signage	General Fund			20,000								
	Retail Attraction and Retention Study	General Fund			75,000	25,000	25,000						
	Subtotal				178,000	25,000	25,000	-	-	-	-	-	-
Community Dev													
	General Plan Update	General Fund			300,000	100,000	100,000	100,000					
	Housing Element Update	General Fund			115,000	65,000	50,000						
	Parkside - Affordable Housing Development	CDBG-DR Grant	C-PLHA		6,178,205	6,178,205							
	Ordinance Updates	General Fund			125,000	125,000							
	Vehicle	General Fund			40,000	40,000							
	Subtotal				6,758,205	6,468,205	150,000	100,000	-	-	-	-	-
IT													
	Replacement PC's				-								
	Subtotal				-	-	-	-	-	-	-	-	-
					-								
Finance													
	Budget and Finance Transparency Program	General Fund	Water Revenue	Sewer Revenue	50,000		50,000						
	Utility Rate Study	Water Revenue	Sewer Revenue		50,000	50,000							
	Subtotal				100,000	50,000	50,000	-	-	-	-	-	
Police													
	Vehicles Marked	General Fund	Federal Grant		1,590,000	190,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
	Unmarked Police Vehicle	General Fund	Federal Grant		150,000						150,000		
	Evidence Building	General Fund			30,000	30,000							
	Mobile RIMS and RIPPA	General Fund			100,000	100,000							
	Handgun Replacement	General Fund	Federal Grant		25,000		25,000						
	Public Safety Camera System	General Fund			50,000	50,000							
	Subtotal				1,945,000	370,000	225,000	200,000	200,000	200,000	350,000	200,000	200,000
Engineering													
	16th St Stormdrain Improvements	Storm Water Revenue			50,000			50,000					
	Lakeport Blvd Corridor	State Grant	Special Rev Fund	General Fund	5,000		5,000						
	20th (Lakeshore to Hartley), Parallel (Lakeport Blvd to North)	General Fund			200,000			200,000					
	Hartley (Clearlake to 20th)	General Fund			200,000			200,000					
	High St (Main to Geiselman), Charlie Jolin Way, Parallel (175 to Lakeport Blvd	General Fund			30,000	30,000							
	11th St (City Limits to Main),	General Fund			30,000		30,000						
	South Main (Lakeport Blvd to City Limits), 3rd St (Main to Park)	General Fund			30,000			30,000					
	Forbes, 14th, 16th and 16th, 17th West of High	General Fund			10,000	10,000							
	Harry (5th to Central Park), Central Park to 11th	General Fund			10,000		10,000						
	Esplanade Neighboorhood, D St and C St	General Fund			10,000			10,000					
	7th St (Main to Forbes), High St (3rd to 11th), 6th St	General Fund			10,000				10,000				
	Jerry and Anastasia	General Fund			10,000					10,000			
	High St (3rd to 11th)	General Fund			10,000						10,000		
	11th St. Corridor	CalTrans Grant			300,000	300,000							
	Community Center	General Fund			100,000	100,000							
	Local Roads Safety Plan	CalTrans Grant			100,000	100,000							
	Storm Water Master Plan	Storm Water Revenue			200,000	100,000	100,000						
	City Standards Master Plan	General Fund			200,000	200,000							

Department	Project Name	Funding Source(s) Source 1	Source 2	Source 3	Total Estimated Cost	2027	2028	2029	2030	2031	2032	2033	2034
	City Master Drainange Plan	Storm Water Revenue			200,000	200,000							
	Subtotal				1,705,000	-	1,040,000	145,000	490,000	10,000	10,000	10,000	-

Department	Project Name	Funding Source(s) Source 1	Source 2	Source 3	Total Estimated Cost	2027	2028	2029	2030	2031	2032	2033	2034
Public Works: Roads & Infrastructure													
	Hartley St - Safe Routes to Schools	State Grant	General Fund		-								
	Road Reconstruction Orchid and Palm	General Fund	Water Revenue	Sewer Revenue	-								
	2017 Flood Repairs Library Park Parking Lot	Insurance Proceeds	General Fund		-								
	Forbes Creek Headwall at Main	CalTrans Grant	General Fund		905,000		905,000						
	Hartley Storm Drain	CalTrans Grant	General Fund		905,000		905,000						
	Lakeport Blvd Corridor	State Grant	SB1		1,140,000		1,140,000						
	20th (Lakeshore to Hartley), Parallel (Lakeport Blvd to North)	General Fund			2,000,000			2,000,000					
	Hartley (Clearlake to 20th)	General Fund			2,000,000				2,000,000				
	High St (Main to Geiselman), Charlie Jolin Way, Parallel (175 to Lakeport Blvd	General Fund			300,000	300,000							
	Armstrong St Surface (Berry to Polk)	General Fund	Water Revenue	Sewer Revenue	300,000	300,000							
	Martin St Surface (Bevins to Main)	HUTA	Water Revenue	Sewer Revenue	700,000	700,000							
	10th St and Tunis St Surface	General Fund	Water Revenue	Sewer Revenue	160,000	160,000							
	Sayer St Surface	General Fund	Water Revenue	Sewer Revenue	120,000	120,000							
	Jones St Surface	General Fund	Water Revenue	Sewer Revenue	90,000	90,000							
	Lakeshore Blvd Surface Lange to Giselman	HUTA	Water Revenue	Sewer Revenue	650,000	650,000							
	11th St (City Limits to Main),	General Fund			300,000			300,000					
	South Main (Lakeport Blvd to City Limits), 3rd St (Main to Park	General Fund			300,000				300,000				
	Forbes, 14th, 16th and 16th, 17th West of High	General Fund			300,000	300,000							
	Harry (5th to Central Park), Central Park to 11th	General Fund			300,000		300,000						
	Esplanade Neighboorhood, D St and C St	General Fund			300,000			300,000					
	7th St (Main to Forbes), High St (3rd to 11th), 6th St	General Fund			300,000				300,000				
	Jerry and Anastasia	General Fund			300,000					300,000			
	High St (3rd to 11th)	General Fund			300,000						300,000		
	Slipline South Main at C St	Storm Water Revenue			200,000	200,000							
	Slipline 1st Park to Lake	Storm Water Revenue			75,000	75,000							
	Sidewalk Improvements	General Fund			160,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	Crushing	General Fund	Water Revenue	Sewer Revenue	200,000	200,000							
	Bucket Truck	General Fund	Water Revenue	Sewer Revenue	225,000	225,000							
	Flatbed Truck w/ Crane	General Fund	Water Revenue	Sewer Revenue	100,000				100,000				
	Paver	General Fund	Water Revenue	Sewer Revenue	250,000			250,000					
	Fork Lift	General Fund	Water Revenue	Sewer Revenue	35,000						35,000		
	Street Sweeper	General Fund			400,000	400,000							
	Water Truck	General Fund	Water Revenue	Sewer Revenue	150,000		150,000						
	Dump Truck	General Fund	Water Revenue	Sewer Revenue	220,000		220,000						
	Subtotal				14,385,000	4,040,000	4,040,000	2,870,000	2,720,000	320,000	355,000	20,000	20,000
Public Works: Parks, Buildings & Grounds													
	WS Park, Phase 1 soil	General Fund											
	WS Park, Accessibility Project Phase 1	General Fund			20,000	20,000							
	Top Dress and Overseed	General Fund			80,000		20,000		20,000		20,000		20,000
	Tables, Benches, Trash Receptacles	General Fund			40,000	20,000	20,000						
	Downtown Street Furniture	General Fund			50,000	25,000	25,000						
	Community Center Upgrades	General Fund			2,200,000	1,200,000		1,000,000					
	Westside Bathroom	General Fund			200,000	200,000							
	Westside Calsense Controller	General Fund			10,000	10,000							
	Playgoung Safety Surfacing	General Fund			100,000		100,000						
	Council Chambers Seating	General Fund	Water Revenue	Sewer Revenue	10,000	10,000							
	ADA Improvements Council Chambers	General Fund	Water Revenue	Sewer Revenue	50,000	50,000							
	City Hall Office Upgrades	General Fund	Water Revenue	Sewer Revenue	100,000			100,000					
	City Hall Fachia, Gutters, Roof	General Fund	Water Revenue	Sewer Revenue	250,000	250,000							
	City Hall Exterior Wall Rehab and Paint	General Fund	Water Revenue	Sewer Revenue	150,000		150,000						
	City Hall Council Chambers ADA and Modernization	General Fund			100,000		100,000						
	ADA Improvements - Community Center	CDBG MIT-RIP			1,200,000	1,200,000							
	Fairway Mower	General Fund			75,000	75,000							
	Old PD Repairs	General Fund			500,000				500,000				
	Bank Preservation Library Park 5th to Bridge	General Fund			25,000	25,000							
	Water Mover	General Fund			30,000	30,000							
	Subtotal				7,470,000	5,395,000	415,000	1,100,000	520,000	-	20,000	-	20,000

Department	Project Name	Funding Source(s) Source 1	Source 2	Source 3	Total Estimated Cost	2027	2028	2029	2030	2031	2032	2033	2034
Utilities: Water O&M													
	Loop Water Main - South Lakeport	Water Expansion	Bond/Loan		3,600,000	100,000	3,500,000						
	Ozone Generators	Water Revenue	Issued Bond		-	-							
	Replace Carbon	Water Revenue			160,000			80,000				80,000	
	Replace Clear Well	Water Revenue			950,000		950,000						
	Green Ranch Rehab	Water Revenue			75,000	75,000							
	Replace HVAC	Water Revenue			-								
	Creek Well Access	Water Revenue			-								
	Main Replacement - Lakeport Blvd (Bevins to S. Main) 2,560'	Water Revenue	Issued Bond		200,000	200,000							
	Main Replacement Armstrong (Berry-Smith) 983'	Water Revenue	Issued Bond		-								
	Main Replacement Lakeshore (Ashe-Beach) 2,866'	Water Revenue	Issued Bond		-								
	Main Replacement Lupoyoma Circle (internal) 500'	Water Revenue			45,000		45,000						
	Main Replacement - Martin St (Bevins-Main) 2,600'	Water Revenue	Issued Bond		-								
	Filter Media	Water Revenue			100,000				100,000				
	Replace SWTP Roof	Water Revenue			60,000			60,000					
	Main Replacement - Harry St. (Central Park-5th) Internal 250'	Water Revenue	Issued Bond		45,000		45,000						
	Main Replacement - N. High (5th-Clear Lake Ave) 1,900'	Water Revenue			950,000						950,000		
	Main Replacement - Fairview (Green-Hillcrest) 1,600'	Water Revenue	Issued Bond		640,000		640,000						
	Main Replacement - 10th&Tunis 640'	Water Revenue	Issued Bond		-								
	SCADA Upgrade/Programming	Water Revenue	Issued Bond		-								
	Sodium Hypochlorite Conversion	Water Revenue			120,000	120,000							
	Master Plan	Water Revenue			105,000	105,000							
	Master Meter Install - Royale Condos	Water Revenue			10,000	10,000							
	Meter Replacement	Water Revenue			125,000					25,000	25,000	25,000	25,000
	Repave - Pipeline Projects	Water Revenue			550,000	550,000							
	Generators	HMGP	Water Revenue		-								
	Radios	Water Revenue	Water Revenue		-								
	Replace Perimeter Fencing - Lake Intake	Water Revenue			15,000	15,000							
	Upsize Water Main - 17th Alley	Water Revenue			20,000	20,000							
	Main Replacement (1000 ft./year)	Water Revenue			380,000			380,000					
	Subtotal				8,150,000	-	1,195,000	5,180,000	520,000	100,000	25,000	975,000	105,000
Utilities: Sewer O&M													
	Sodium Hypochlorite Change Over	Sewer Revenue			900,000	900,000							
	Wastewater Treatment Plant Study-Recycled Water	Sewer Revenue			100,000	100,000							
	Vehicle Replacement	Sewer Revenue			60,000		60,000						
	Main Replacement Projects (Lakeshore/Martin)	Sewer Revenue			200,000	200,000							
	Repave - Pipeline Projects	Sewer Revenue			300,000	300,000							
	Replace Monitoring Well	Sewer Revenue			75,000	75,000							
	LS Odor Control Media	Sewer Revenue			20,000	20,000							
	WWTP Parallel Chlorine Contactor 600'	Sewer Revenue			500,000			500,000					
	Replace Flooring WWTP	Sewer Revenue			10,000	10,000							
	SCADA Upgrades - Programming	Sewer Revenue			25,000	25,000							
	Fencing	Sewer Revenue			25,000	25,000							
	CLMSD Road Repairs	Sewer Revenue			35,000	35,000							
	Point Repairs	Sewer Revenue			90,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Master Plan	Sewer Revenue			140,000	140,000							
	Sludge Removal	Sewer Revenue			750,000				750,000				
	Pond Evaluation/Rehab	Sewer Revenue	Bond/Grant		4,000,000		3,000,000	1,000,000					
	Lift Station Pumps	Sewer Revenue			130,000	30,000	50,000			50,000	-		
	Lateral Replacements	Sewer Revenue			225,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	Manhole Rehabilitation	Sewer Revenue			225,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	Wastewater Treatment Plant Expansion	Sewer Expansion	Bond/Grant		20,000,000		20,000,000				-		
	Main Line Replacement/Slip Line	Sewer Revenue			900,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Subtotal				28,710,000	2,020,000	23,270,000	1,660,000	910,000	210,000	160,000	160,000	160,000
				Total	$ 69,451,205	$ 11,583,000	$ 36,923,205	$ 11,405,000	$ 5,460,000	$ 840,000	$ 770,000	$ 1,515,000	$ 505,000

ATTACHMENT 5

Fiscal Year 25/26 Departmental Goals Progress & Accomplishments Reporting

	City Manager / City Council Accomplishments		Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
	Goal	*Progress*						
	Near Term 2025-26							
1.	Continue to partner with the County of Lake in the design and development of the South Lakeport Regional Water Resiliency and Fire Suppression program seeking to provide a network of fire hydrants along the South Main Street / Soda Bay Road Corridor to Manning Creek Bridge. Project includes a revised annexation application to Lake LAFCO that reduces the area of annexation considered in 2022 and focuses on properties that have indicated a desire to be served by municipal water from the City of Lakeport, including those existing constrained small private water systems regulated by the State Water Board	Advanced South Lakeport Annexation 2.0 through coordinated efforts across Utilities, Public Works, Finance, and Community Development. Progress includes initiation of waterline design aligned with County roadway improvements, refinement of annexation boundaries to focus on willing service areas, and integration of constrained small water systems. Coordination with County partners has been strengthened following confirmation of approximately $10 million in State transportation funding, positioning the project for future construction and grant competitiveness.	✔	✔	✔	✔	✔	✔
2.	Maintain a strong commitment to community policing within the Lakeport Police Department. Fundamental to this objective is the retention of police officers and the development of strong relationships within the community. Continue and enhance hiring flexibility practices to sustain staffing levels and community recruitment efforts by sponsoring cadets through the academy. Enhance department support systems to promote professional development, leadership growth, and long-term retention, ensuring effective and respected law enforcement services for Lakeport.	Maintained high levels of public safety service despite staffing constraints through continued recruitment pipelines (trainee testing, lateral recruitment, and academy sponsorship), enhanced training and leadership development, and strengthened community policing efforts. Expanded use of technology, including AI-assisted camera systems, has supported investigations and deterrence, while ongoing community engagement efforts and event presence have reinforced trust and visibility.	✔	✔	✔		✔	✔
3.	Completion of Water/Sewer CIP projects: See through the successful completion of the 2024 Water and Sewer main line replacement project (more than 50% complete in FY 24/25), in the replacement of approximately two (2) miles of water main and one (1) mile of sewer main across the City, ensuring improved infrastructure reliability and service delivery to our residents.	Successfully completed the $8 million 2024 Water and Sewer Main Replacement Project, delivering approximately 2 miles of water main and 1 mile of sewer main improvements. This work has significantly improved system reliability, reduced maintenance risks, and supported subsequent roadway rehabilitation projects through coordinated sequencing of underground and surface infrastructure improvements.		✔	✔	✔	✔	✔
4.	Continue progress in enhancing the City's overall Pavement Management Program by executing the designated 2024/25 roadway capital improvement plan including: 1) pavement rehabilitation of Lakeport Boulevard, Martin St. and Lakeshore Blvd. collector roadways associated with the 2024 Water and Sewer main line replacement project; 2) Drafting design specifications and bid documents for microsurfacing project covering North High Street (from Clear Lake Ave. to Lakeshore Blvd.), Charlie Jolin Way and Parallel Drive (from City Limits to Lakeport Blvd.) economically extending the pavement life of these critical roadway segments; and 3) developing a five-year local neighborhood chip seal program for implementation beginning next fiscal year.	Completed major roadway rehabilitation projects on South Main Street, Martin Street, and Lakeshore Boulevard, aligned with underground utility improvements to maximize investment efficiency. Advanced design and bid preparation for upcoming microsurfacing projects and initiated planning for a multi-year neighborhood chip seal program. Continued refinement of pavement management strategies to improve long-term roadway conditions within constrained funding levels.	✔	✔	✔	✔	✔	✔
5.	Continue the implementation of the City's Communications Strategic Plan to provide timely, transparent, and accessible information about City activities, services, and programs. Focus on increasing public engagement, including boosting attendance at City Council meetings and delivering monthly updates on key projects and initiatives to keep residents informed and involved.	Improved transparency and public communication through regular City updates, enhanced project messaging, and increased coordination across departments. Expanded community engagement through presentations, public events, and improved access to information on key initiatives, including major capital projects and housing developments. Internal coordination has also improved consistency in messaging during high-profile projects and events.	✔	✔	✔		✔	✔
6.	Advance the development of the Lakeport Community Council, a civic engagement organization that unites local nonprofits and civic groups to activate community spaces and host events that foster community identity. Build on the success of collaborative events like the Memorial Day Celebration and Xabatin Christmas Tree and Boat Parade. City efforts should focus on establishing an umbrella nonprofit organization and developing bylaws to support a sustainable, multi-organizational collaboration model.	Advanced formation of the Lakeport Community Council by strengthening partnerships with local nonprofits and civic organizations, building on successful collaborative events such as the Memorial Day Celebration and holiday programming. Initiated development of an organizational framework, including governance structure and operational approach, to support long-term sustainability and expanded community activation.					✔	✔
	Intermediate-Term Goals 2-4 years							
1.	Partner with Retail Coach to expand retail opportunities and reduce vacant commercial properties in Lakeport. Prioritize filling remaining vacancies at the Marshall's/Tractor Supply complex, support Lake County Tribal Health's revitalization of Vista Point as a regional medical and retail hub and provide market assistance for the Lakeport Hub development. Additionally, continue offering retail growth support to existing businesses.	Continued collaboration with Retail Coach to analyze retail leakage and identify targeted opportunities for business attraction and expansion. Supported ongoing development efforts at key sites including Vista Point and the Lakeport Hub, while providing data-driven insights to existing businesses to support growth and retention.			✔			✔
2.	Enhance the City's capital improvement planning process and establish sustainable funding strategies for completing listed projects, prioritization improvements to the City's overall pavement index rating.	Strengthened capital planning through improved integration of infrastructure projects across departments, enhanced grant tracking and reimbursement systems, and ongoing evaluation of funding strategies including user fees and external funding opportunities. Continued focus on aligning capital investments with long-term fiscal sustainability and pavement condition goals.		✔	✔	✔	✔	✔
3.	Develop a Recreation Program Master Plan that prioritizes the activation of existing park facilities and the expansion of youth-oriented activities. The plan should include a clear action strategy for establishing sustainable financing and staffing resources to ensure long-term program success. Utilize the Lake County Recreation Agency partnership to identify and expand funding and resource opportunities that support this initiative.	Advanced coordination with the Lake County Recreation Agency (LCRA), including strategic planning efforts, stakeholder engagement, and identification of funding opportunities to support expanded recreation programming and activation of existing facilities.					✔	✔
4.	Facilitate the revitalization of the Silveira Community Center by completing an RFP process to secure an operator and implementing ADA upgrades to improve restrooms and accessibility. Ensure the center remains an affordable community space for diverse uses while establishing a financially sustainable model that covers operational costs.	Advanced ADA improvements through environmental review and grant coordination, while developing an operational model through partnership with the Lake County Arts Council. Progress includes transition of facility scheduling and program activation to support expanded community use and long-term operational sustainability.		✔		✔	✔	✔
	Long-Term Goals 5+ years							
1.	Sustain citywide salary competitiveness and cultivate a culture of ongoing professional development, prioritizing employee well-being to prevent burnout. Additionally, implement robust succession planning strategies to ensure seamless transitions and continuity of operations across key positions within the organization.	Initiated structured succession planning efforts across departments, including Management Off-Site strategic discussions, recruitment pipeline development, and targeted hiring strategies. Continued investment in employee development, wellness initiatives (including Blue Zones), and organizational resilience to support long-term workforce stability.		✔	✔			
2.	Establish a continual and systematic review of revenue sources to ensure the City's long-term sustainability and viability. This includes actively seeking new revenue opportunities, evaluating existing sources for operational efficiencies, and implementing risk management strategies to minimize financial exposure and revenue losses.	Advanced long-term fiscal sustainability efforts through completion of clean audits with no findings, implementation of enhanced financial tracking systems, evaluation of fee structures, and development of comprehensive grant monitoring tools. Continued exploration of revenue diversification strategies and cost containment measures.	✔	✔	✔	✔	✔	✔
3.	Initiate regular meetings with key community organizations and stakeholders, with a focus on fostering collaboration and engagement with underrepresented segments of the Lakeport community, particularly emphasizing outreach to the Big Valley and Scotts Valley Tribal Governments, Lakeport Unified School District, Mendocino College, Lake County Behavioral Health, and Health service providers: Lake County Tribal Health, Sutter Health and Adventist Health.	Strengthened relationships with regional partners, Tribal governments, educational institutions, and healthcare providers through ongoing collaboration, joint initiatives, and participation in regional forums. Expanded engagement in economic development, housing, and public health coordination efforts.			✔		✔	✔
4.	Continue to support Cal Cities activities aimed at maintenance of local control, pursue reforms to misdemeanor enforcement of retail theft, and defend against the implementation of statewide unfunded mandates.	Maintained active participation in Cal Cities policy committees and statewide advocacy efforts, supporting local control initiatives, engaging in legislative discussions, and advancing policy priorities relevant to small and rural communities.	✔	✔	✔	✔	✔	✔
5.	Actively see the implementation of programs, technology and education aimed at improving civic engagement in the community.	Expanded use of technology and community programming to enhance civic engagement, including improved communications, event coordination, and implementation of technology tools supporting public safety and service delivery.	✔	✔	✔	✔	✔	✔

	Administrative Services Accomplishments		Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
	Goal	*Progress*						
	Near Term 2025-26							
1.	**Employee Attraction & Retention** – Hire a Finance Director and complete negotiations with Lakeport Police Officers Association. Complete and implement marketing strategies developed by outside firm. Improve internal and external communication of employee accomplishments and well-being initiatives. Continue to support city-wide succession planning efforts including training, leadership development, procedures manuals and recruitment.	Recruited and hired a Finance Director, strengthening executive leadership capacity. Successfully negotiated a three-year agreement with the Lakeport Police Officer's Association, promoting labor stability and retention. Advanced multiple recruitment pipelines, including Police Officer, Police Trainee, Sergeant promotional testing, and Administrative Analyst. Initiated structured succession planning in anticipation of projected retirements. Supported expanded employee training opportunities across departments, reinforcing professional development, leadership growth, and organizational investment in staff — key components of long-term retention and workforce stability.	✔	✔	✔			
2.	**Employee Attraction & Retention** – Begin implementation of Wellness Committee initiatives utilizing CIRA grant funding including but not limited to securing a Blue Zone Employer Designation and supporting a Workplace Morale & Events Committee aimed at fostering teamwork and boost employee morale.	Maintained Blue Zones Employer engagement and secured reimbursement from the $7,500 REMIF wellness grant. Coordinated highly successful True Colors personality training with strong staff participation and engagement, strengthening communication and team dynamics. Supported and formalized the Appreciation Association, which actively highlighted employee achievements in City communications and successfully organized Halloween and Holiday Employee Appreciation events. Facilitated on-site grief counseling support following an employee loss, reinforcing a culture of care, connection, and organizational resilience.			✔			
3.	**Transparency & Communications** - Develop a social media post library for future use and calendar the posts. Develop other efficiencies by adding routine posts for upcoming Council Agendas and monthly CM Messaging	Maintained structured Communications Team meetings and developed forward-looking content calendars despite temporary staffing limitations. Prepared and presented the 2025 Annual Communications Report to Council. Achieved exponential Facebook growth, increasing views by over 600% and impressions by over 550%, with a 59% increase in engagement. Website users increased to over 60,000 annually, with job opportunities, agendas, and finance pages among the most visited. Emphasized proactive public safety, infrastructure, and recruitment messaging aligned with the Strategic Communications Plan.	✔	✔	✔		✔	✔
4.	**Risk Management** – Continue response to risk audit findings including beginning the ADA Self-Evaluation and Transition Plan update. Begin a draft of Title VI Limited English Proficiency (LEP) program. Complete the legal update of employee job descriptions. Continue refinement and streamlining of the employee evaluation process	Advanced ADA Self-Evaluation planning and continued integrating ADA improvements into infrastructure projects, including sidewalk gap identification and facility upgrades. Drafted a Title VI program, including LEP/LAP components, in response to CalTrans audit findings; Council review and full audit response anticipated prior to FYE. Retained a consultant to update employee job descriptions; implementation delayed due to staffing logistics. Refined employee evaluation processes through BambooHR software enhancements and monthly compliance reporting (metrics forthcoming). Additional Risk & Compliance Achievements: Corrected 457 plan fiduciary non-compliance by consolidating dual administrators and benchmarking fees to strengthen retirement plan governance. Enhanced insurance oversight through active participation in REMIF/CIRA Healthcare Transition Committee during a period of rising claims and cost pressures. Provided direct oversight of multiple claims and coordinated all coverage renewals to prevent gaps. Implemented a structured Return-to-Work program. Reinforced workplace violence policies with staff training and coordinated City Hall health mitigation efforts.	✔		✔		✔	
5.	**Events, Parks & City Facilities** – Secure an outside facilities manager for the Silveira Community Center (SCC). Continue refinement of SCC processes, including automated booking opportunities. Provide administrative support for development of a Community Council.	Negotiated, drafted, and executed an agreement with the Arts Council to assume operations of the Silveira Community Center (SCC), successfully securing an outside facilities manager. Documented and standardized SCC policies and procedures, with automation implemented where feasible and transition of reservation duties underway. Improved facility infrastructure through ceiling repair and LED retrofit (352 bulbs) and supported increased utilization. Adopted a Fishing Tournament Facility Use Policy to establish clear, consistent standards for City facility use. Continued refining workflows and file management to ensure replicable, sustainable facility administration.			✔		✔	✔
	Additional Notable Accomplishments							
1.	**Adminstrative Services Statistics (to date):**	~111 Event or Facility applications processed, an increase of 30%. ~70 Active contracts & insurance certificates managed. ~18 New contracts and insurance certificates processed. ~312 Social media posts processed. ~81 News posts to website. ~79 Public records requests processed, including certified payroll ~34 Boxes of records sent for destruction ~57 Employment applications processed ~5 Distinct recruitments conducted including interviews and testing ~2 Employees onboarded (Police Officer Trainee, Police Officer I)	✔	✔	✔			
2.	Supported Citywide Technology and Operational Modernization Efforts	Partnered in implementation of enterprise systems including Azure Cloud migration, OneDrive deployment, and financial/records integrations, improving cross-department coordination and long-term operational efficiency.		✔	✔			
3.	Enhanced Organizational Resilience Through Risk and Safety Initiatives	Managed active workers' compensation cases, implemented Return-to-Work protocols, reinforced workplace safety policies, and coordinated City Hall health mitigation efforts during a period of increasing claims and liability exposure.	✔		✔			
4.	Strengthened Organizational Compliance and Governance Framework	Completed key regulatory requirements including ACA reporting, AB 2561 vacancy reporting, 457 plan compliance corrections, and annual Council reporting; enhanced governance practices through support of Board/Committee appointments and reporting structures.			✔			

	Community Development Accomplishments		Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
	Goal	*Progress*						
	Near Term 2025-26							
1.	Implementation of a strategic plan for the development of the City's Housing Services Program	While several large-scale development projects have required significant Community Development staff capacity, the City - working in partnership with it's consultant, Adams Ashby - has continued to make steady progress towards implementation of a strategic plan for the City's Housing Services Program. City staff and the consultant are nearing completion of draft policy and procedures manuals for both the Owner-Occupied Rehabilation Program and First-Time Homebuyer Program. The City anticipates reconvening the Community Stakeholder Groups in Spring 2026 to review and discuss these draft policy and procedure documents as part of the program refinement process and grant requirements. In addition, the City, in coordination with Adams Ashby, conducted a citywide Housing Conditions Survey in late 2025. The results of this survey will play a critical role in the next phase of program development, particularly as the City prepares to pursure additional CDBG funding to support full program implementation.			✔		✔	✔
2.	Provide project land use & permitting support for large-scale developments with significant city impact	Community Development Department staff continue to be heavily engaged in providing land use, entitlement, and permitting support for multiple large-scale and complex development projects throughout the City. These projects have required substantial staff time and coordination and collectively account for a significant portion of departmental workload. Key projects include: (1) Parkside Apartments - The Parkside Apartments project is currently in the construction phase, with vertical building underway. Staff continue to coordinate with Danco, Adams Ashby, and the California Department of Housing and Community Development (HCD) regarding CDBG-DR grant funding allocation and reimbursement. Staff reviewed and approved the EVA bridge design and have received an agreement in form for the Construction and Dedication Agreement. (2) Justice-Involved Housing Project (519 S. Smith Street) - The Justice-Involved Housing project has submitted a complete application under Assembly Bill 2162, which allows for a ministerial, streamlined review based on objective design standards. Staff have completed an initial Objective Design Standards review, and the project applicant (RCHDC) is currently working to address design and architectural refinements identified during that review. (3) Tribal Health Vista Point Healthcare Campus - The Vista Point Healthcare Campus project has completed demolition and is currently in the pre-application phase. Tribal Health is developing the site Master Plan, and staff are awaiting submittal of a Use Permit and Architectural and Design Review application as the next step in the entitlement process. (4) Redwood Quality Management Company - Mental Health Rehabilitation Project (1319 Todd Rd. Ext.) - Staff are currently reviewing a lot line adjustment for the proposed Mental Health Rehabilitation project. The project developer has also submitted applications for a Use Permit and Architectural and Design Review. Staff reviewed the project application and determined it has qualified for streamlined, ministerial review under Assembly Bill 531— The Behavioral Health Infrastructure Bond Act. (5) Lake Family Resource Center - Head Start Expansion (2495 Parallel Drive) - The Lake Family Resource Center project is in the pre-application phase for a proposed expansion of its Head Start childcare facilities. Staff have been coordinating closely with LFRC regarding next steps, which are expected to include Architectural and Design Review. (6) Disney's Boat Rentals - Disney's Boat Rentals is currently under construction. Staff continue to provide assistance related to the dock and pier components of the project and will also be required to process a Final Parcel Map.			✔	✔	✔	✔
3.	Modernize various local ordinances to align with new state laws and/or create improved organizational efficiencies	Progress on this goal has been limited due to the Department's focus on multiple active citywide development permitting projects and other higher-priority initiatives requiring immediate staff attention. While the goal remains relevant, available staff capacity during the first half of the year was directed toward these time-sensitive projects with broader operational and policy impacts. Staff will reassess timing and resource availability during the second half of the year and incorporate this goal as capacity allows	✔	✔	✔		✔	✔
4.	Ongoing succession planning and continued employee training/certification **(LT-1)**	Advanced succession planning and staff development through key internal promotions and expanded professional training. This included the promotion of an Associate Planner to Planning Services Manager, strengthening leadership continuity within the department. Staff also achieved professional certifications, including Certified Fire Marshal designation, and participated in targeted training programs across CEQA/land use, building code, stormwater management, and related regulatory areas. Department leadership and staff further supported professional growth through participation in statewide conferences and continuing education opportunities, reinforcing long-term organizational capacity and readiness.		✔	✔	✔	✔	✔
	Additional Notable Accomplishements							
1.	**Advancement of Parkside Apartments Development & Supporting Infrastructure**	Provide coordinated oversight and support for the Parkside Apartments project, including administration of CDBG-DR funding, building inspection services, and entitlement processing for future phases. Facilitate the design and implementation of critical supporting infrastructure, including the Emergency Vehicle Access (EVA) Bridge, ensuring alignment with regulatory requirements, project timelines, and long-term community benefit.			✔	✔	✔	
2.	**Grant Management, Compliance & Funding Administration**	Administered and maintained compliance for multiple state and federal funding programs, including CDBG-DR, PLHA, MIT-RIP, and economic development grants. Successfully processed reimbursement draws, managed environmental compliance, and completed reporting requirements with no adverse audit findings. Advanced the Parkside Apartments CDBG-DR project through ongoing funding coordination, reimbursement processing, labor compliance oversight, and inter-agency coordination with HCD and project partners to support continued construction progress, while also securing NEPA approval for the MIT-RIP Community Center ADA Improvement Project and advancing it through HUD/HCD release of funds procedures.			✔	✔	✔	✔
3.	**Citywide User Fee Study – Implementation & Adoption Preparation**	Led implementation of the Citywide User Fee Study, including coordination of Council study sessions, public noticing in compliance with the Mitigation Fee Act, and preparation of updated fee schedules for adoption. This effort strengthens cost recovery, improves fiscal sustainability, and aligns City fees with the true cost of service delivery.			✔			
4.	**Economic Development, Business Support & Intergovernmental Coordination**	Supported local economic development through administration of business loan programs, business outreach efforts, and coordination of the CRV Redemption Center Pilot Project. Assisted businesses and nonprofits in navigating permitting and regulatory processes. Maintained strong partnerships with HCD, HUD, County of Lake, regional agencies, tribal governments, and nonprofit developers.			✔		✔	✔
5.	**Solid Waste Franchise Agreement – Update & Long-Term Service Stability**	Negotiated and secured City approval of a new Solid Waste Franchise Agreement with Lakeport Disposal, ensuring continued service delivery while strengthening regulatory compliance, financial protections, and performance standards. The updated agreement enhances long-term operational stability and positions the City to better manage risk, oversight, and future service needs.	✔		✔		✔	
6.	**Community Development Activity Metrics (CY 2025)**	1,065 business licenses processed ($96,166 in revenue) 233 building permits issued ($1.65M in fees; $30.4M valuation) 423 inspections conducted 956 code enforcement inspections; 455 cases opened			✔		✔	✔

	Economic Development Accomplishments		Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
	Goal	*Progress*						
	Near Term 2025-26							
1.	Increase foot traffic in downtown and waterfront districts through enhanced placemaking strategies and destination marketing. Key initiatives include updating the vacant commercial building listing, developing a vacant building registration and first-floor retail ordinance, and pursuing grant funding for wayfinding signage improvements. Additionally, work with the community to develop design guidelines for the historic downtown to enhance its appeal and attract more visitors.	The City advanced downtown and waterfront activation through establishment of the Business Outreach Working Group (BOWG), development of a comprehensive inventory of vacant and underutilized commercial properties, and direct engagement with business and property owners. In partnership with Retail Coach, the City also analyzed visitor patterns, peak activity times, and customer behavior to better inform business strategies, support local expansion, and position the downtown as a more active and attractive destination.					✔	✔
2.	Strengthen the Lake County Tourism Improvement District (TID) by expanding marketing efforts and increasing overall visitation to the region, laying the foundation for future hospitality investment. As part of this effort, continue exploring the development of a waterfront hotel at Dutch Harbor (910 North Main Street) while also collaborating with existing waterfront hotels and resorts to enhance and revitalize tourist lodging facilities.	The City strengthened its tourism strategy by completing an updated hotel feasibility analysis for the Dutch Harbor site, guiding future investment timing, while actively marketing Lakeport through Retail Coach at regional trade shows. Local reinvestment was supported through entitlements and financing for Skylark Shores, including development of a new conference and event center and room renovations, alongside continued coordination with TID and regional partners to enhance visitation.						✔
3.	Leverage the completed Lake County Comprehensive Economic Development Strategy (CEDS) to apply for U.S. Economic Development Administration (EDA) grants that fund key City projects. Priorities include a downtown and lakefront Wi-Fi district, improved wayfinding signage, and enhanced business and financial tools to support local businesses.	The City actively leveraged the CEDS framework to pursue external funding, including collaboration with the County on Congressional funding for the South Lakeport water resiliency project and multiple grant applications for pedestrian, bicycle, and accessibility improvements. Implementation of CDBG-funded ADA upgrades at the Community Center further reflects progress in aligning infrastructure investments with economic development priorities.			✔	✔		✔
4.	Collaborate with the Clear Lake Environmental Research Center (CLERC) to establish a publicly accessible environmental resource center within the historic Lakeport Carnegie Library Building.	The City formalized a partnership with CLERC through a lease at the Carnegie Library, establishing a publicly accessible environmental education center that has already hosted community workshops and outreach events. This effort builds on recent facility improvements and positions the site as a long-term educational and visitor-serving asset.						✔
5.	Build on recent retail growth successes by accelerating efforts to attract new retailers and fill existing commercial vacancies while momentum is strong. Focus on the revitalization of vacant commercial spaces throughout the City and support local entrepreneurs by developing a franchise toolkit to streamline entry into established business models. Additionally, assist local businesses in identifying new retail opportunities to expand their operations and further strengthen the City's economic vitality.	The City expanded retail attraction and business support efforts through its partnership with Retail Coach, developing targeted "best fit" recruitment strategies for vacant commercial spaces and actively conducting outreach to prospective retailers and commercial partners. Updated retail gap and opportunity analyses, along with detailed visitor data on customer patterns and behavior, are being shared with local businesses to support expansion and improved operations. These efforts are reinforced through the Business Outreach Working Group (BOWG), which focuses on business retention, direct engagement with property owners, and improving access to information and permitting processes, while highlighting key opportunity areas such as the Lakeport Boulevard corridor to attract new investment and revitalize existing commercial centers.			✔		✔	✔
	Expand business expertise and capability in Lakeport by strengthening the partnership with the Lake County Economic Development Corporation (Lake EDC) to establish a full-service Small Business Development Center (SBDC) office in Lake County. This initiative will focus on business model development, financial skills training, and growth planning to support local entrepreneurs and businesses. **(IT-2)**	The City continues to strengthen its partnership with Lake EDC, including active support for its merger with the Lake County Chamber of Commerce to better align resources, streamline services, and enhance organizational capacity. The City is also participating in Lake EDC regional initiatives such as the Heart Hub, in partnership with Sutter Health and others, to develop workforce training opportunities and career pathways, particularly in the healthcare sector.			✔	✔		✔
	Additional Notable Accomplishments							
1.	Leverage Community Partnerships to Expand Public Programming, Facility Activation, and Economic Vitality Beyond City Staffing Capacity	The City successfully implemented multiple partnership models that expand community programming and activation of public assets beyond the limits of City staffing. This includes execution of a license agreement with the Westside Community Park Committee to develop a multi-use trail system across over 300 acres of City-owned property, significantly expanding recreational opportunities and regional draw. The City also partnered with the Lake County Arts Council to operate and program the Silveira Community Center, enabling expanded evening and weekend use that was previously not feasible. In addition, the City formalized a lease with the Clear Lake Environmental Research Center (CLERC) at the Carnegie Library, establishing a publicly accessible environmental education center with workshops, field trips, and community programming. Collectively, these partnerships demonstrate a scalable model for leveraging community organizations to enhance quality of life, increase visitation, and activate City facilities without requiring additional City staffing resources.				✔	✔	✔
2.	Strengthened Lakeport's Role as a Regional Destination and Economic Hub	Strengthened Lakeport's position as a regional destination through hosting and participation in key regional events, including the Redwood Coast Economic Summit, where the City led a panel discussion and guided walking tour showcasing significant public investment in the downtown and waterfront. These efforts highlighted the City's success in creating a cohesive, high-quality placemaking environment that supports both residents and visitors. Additional engagement through initiatives such as the Creative Economy Town Hall and coordinated tourism efforts with regional partners continues to elevate Lakeport's visibility and reinforce its role as a central hub for recreation, culture, and economic activity in Lake County.				✔		✔

	Finance and Information Technology Accomplishments		Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
	Goal	*Progress*						
	Near Term 2025-26							
1.	Recruit, hire, and develop a Finance Director who brings a Chief Financial Officer (CFO) mindset, focusing on strategic financial leadership, long-term fiscal sustainability, and cross-departmental collaboration.	New Finance Director was hired and has been attending training for development of skills, as well as seeking mentorship from interim Finance Director.	✔	✔	✔	✔		✔
2.	Facilitate a utilities rate study and Proposition 218 process to ensure rates are fair, sustainable, and aligned with service level needs, while maintaining cost-to-service balance and protecting residents from unnecessary financial burdens.	Preparatory work advanced through improved cost tracking, participation in rate-setting training, and coordination with utilities staff to position the City for a future rate study and Proposition 218 process.		✔	✔	✔		
3.	Implement the City's comprehensive cost of service study for city-wide fees to ensure that fees are fair, transparent, and aligned with service levels, while maintaining appropriate cost-to-service ratios and supporting a business-friendly environment that makes Lakeport an easy and welcoming place to invest and grow.	The City advanced implementation of its cost-of-service study, including Council review, revenue impact evaluation, and phased planning to ensure fees remain fair, transparent, and business-friendly.	✔		✔			
4.	Complete the City's conversion to a cloud-based shared network to enhance efficiency across departments, improve overall data accessibility, and ensure continuity of operations even in emergency situations.	The City completed major components of its cloud-based network transition, improving file access, disaster resilience, and cross-departmental collaboration through OneDrive and Azure systems	✔	✔	✔			
5.	Develop a comprehensive grant management and monitoring database to ensure efficient oversight, tracking, and administration of all City grants. This database will improve overall funding compliance, resource allocation, and strategic financial planning across housing, economic development, and other key initiatives.	Finance established a comprehensive grant tracking and monitoring framework, including a master inventory of active grants, standardized tracking tools, and improved reporting accuracy across departments	✔	✔	✔	✔	✔	✔
	Additional Notable Goals							
1.	Merchant Services Cost Recovery Improvements	Evaluated and implemented policy options to address increasing merchant and credit card processing costs, reducing processing fees from approximately 8% to 3%; improved utility billing oversight including delinquent account management and tax-roll coordination; and advanced groundwork for upcoming water and sewer rate studies.			✔			✔
2.	Enhanced Transparency and Financial Tracking Tools Across Departments	Renamed and restructured project and grant codes to improve clarity and reporting; implemented new tools to streamline complex A/P transactions; and expanded department-level visibility into financial data to support better decision-making.			✔	✔		
3.	Successfully Modernized Citywide Financial Systems	Fully implemented Tyler ERP A/P Automation across all departments, streamlining invoice processing, improving approval workflows, and strengthening internal controls; advanced evaluation of budget software platforms and expanded invoice capture capabilities to further enhance operational efficiency			✔			
4.	Maintained Excellence in Financial Reporting and Audit Compliance	Completed interim and year-end audit processes with no findings; advanced and finalized major components of the ACFR (including MD&A, transmittal letter, and statistical sections); completed Single Audit requirements; and submitted all required State Controller reports, positioning the City for timely, award-level financial reporting.			✔			

	Police Department Accomplishments		Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
	Goal	*Progress*						
	Near Term 2025-26							
1.	Explore innovative approaches to strengthen succession planning and leadership development, ensuring alignment with key policing strategies.	Through the Sergeant Training Program, line-level sworn personnel were assessed to determine interest and readiness for future promotional opportunities. Staff was provided targeted supervisor-level leadership training to strengthen professional growth, reinforce operational decision-making, and support peer mentorship. Administrative-level training was provided to current supervisory staff to further enhance leadership capacity, improve organizational continuity, and support the development of personnel throughout the Department.	✔	✔	✔		✔	
2.	Continue developing a collaborative co-responder partnership with a behavioral health provider to improve crisis intervention, enhance homeless outreach, and reduce the impact of mental health crises on the community and its resources.	Assignment of a Field Clinical Specialist co-located with the Department and actively co responds to calls involving mental health crises, homelessness, and suspected substance use disorders. This model integrates law enforcement and clinical expertise in real time, allowing for more effective assessment, de-escalation, resource linkage, and long-term stabilization strategies. Partnership enhances service delivery, reduces repeat calls for service, and ensures individuals in crisis are connected to appropriate behavioral health resources, enforcement only-based responses.	✔		✔		✔	✔
3.	Maintain and expand special programs within operations, including the School Resource Officer program, investigations, and additional evidence-based community policing initiatives.	Investigative Services remained partnered with the Clearlake Police Depart. as both a force multiplier and a collaborative resource for investigative support and shared expertise. The SRO) completed supervisory-level training to strengthen leadership capacity and improve effectiveness in the school-based policing environment. Department began utilizing artificial intelligence tools to assist in reviewing crime and CAD data to identify trends and support evidence-based strategies. Developed crime patterns data improving Department's resource deployment and proactive crime reduction	✔		✔		✔	
4.	Initiate a structured replacement cycle for fleet and equipment, including vehicles, in car cameras, patrol rifles, and other essential gear.	Have developed and initiated patrol rifle replacement with purchase of 2 rifles this and subsequent years. Initiated patrol fleet replacement.	✔	✔	✔		✔	
5.	Develop a public safety camera system for parks and key public spaces to enhance law enforcement capabilities and community security. **(IT-1)**	ntered into a pilot agreement with Intelvi AI to deploy 12 AI-enhanced LPR and fixed focus cameras for an evaluation of operational effectiveness and financial feasibility by ssessing the technology's ability to improve real-time intelligence gathering, investigative efficiency, and crime deterrence. Reviewing cost-benefit factors, including long-term sustainability, maintenance needs, and potential return on investment. Using findings from the pilot program to guide decisions regarding future expansion and permanent implementation.	✔		✔	✔	✔	✔
6.	Continual evaluation of replacement strategies for key Administrative positions. **(IT-4)**	Department promoted two sworn line-level employees to the rank of Sergeant and promoted one Sergeant to Lieutenant, strengthening leadership continuity and support long-term operational stability. Development and mentoring line-level staff to prepare for future advancement opportunities. Processed through 40 applicants to render hiring of 1 lateral police officer and 1 police officer trainee.	✔	✔	✔		✔	✔
	Additional Notable Accomplishments							
1.	Sustained High-Quality Public Safety Operations in a Resource-Constrained Environment	Maintained effective response and proactive policing strategies despite staffing limitations and increased per-officer workload; executed high-visibility patrols, DUI enforcement, and targeted operations during peak periods; and successfully managed large-scale events, protests, and holiday activities with minimal incidents through strong operational coordination and command presence.	✔	✔	✔		✔	✔
2.	Improved Data-Driven and Evidence-Based Policing and Resource Deployment	Integrated emerging technologies—including Intelvi AI camera systems, AI-assisted police report writing tools, and CAD/crime data analysis—to enhance real-time intelligence, identify crime patterns, and inform deployment strategies; supporting more proactive, targeted enforcement, evidence-based decision-making, and improved investigative outcomes.	✔	✔	✔	✔	✔	✔

	Public Works Accomplishments		Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
	Goal	*Progress*						
	Near Term 2025-26							
1.	Begin the construction phase of the two Emergency Repair Projects; Hartley St. Culvert and Forbes Creek Headwall on Main St.	Environmental clearance, right-of-way authorization, and interagency coordination have been substantially completed. Consultant coordination with Caltrans and regulatory agencies is ongoing to finalize remaining approvals. These projects are positioned to move into the construction phase pending final authorizations and scheduling.	✔	✔	✔	✔	✔	
2.	Complete the South Main Street Paving Rehabilitation project from Lakeport Blvd. to First Street.	Completed the pavement rehabilitation project on South Main Street (First Street to Lakeport Boulevard) at the beginning of the fiscal year. In addition to roadway improvements, the project included construction of missing sidewalk segments, installation of ADA-compliant curb ramps, and the addition of four activated, lighted pedestrian crossings to enhance safety and accessibility.	✔	✔	✔	✔	✔	✔
3.	Complete paving associated with the Water & Sewer Main Replacement Project, including Martin St., Lakeport Blvd. and Lakeshore Blvd.	Paving on Lakeshore Boulevard and Martin Street has been completed, with only minor striping corrections remaining. Coordination between Utilities and Public Works ensured paving followed completion of underground work to minimize disruption.	✔			✔	✔	✔
4.	Finalize the Active Transportation Plan to improve pedestrian and bicycle infrastructure.	The Active Transportation Plan has been completed and formally adopted by the City Council. The plan provides a framework for advancing pedestrian and bicycle improvements and is now being used to guide project development and grant applications.	✔		✔	✔	✔	✔
5.	Complete Design Phase of Lakeport Blvd. Phase I	Design for Lakeport Boulevard Phase I has reached approximately 95% completion. Utility coordination, right-of-way considerations, and scope refinement are largely complete. Final design completion is anticipated by February.	✔	✔	✔	✔	✔	✔
6.	Surface Treatment of High St., Parallel Dr., & Charlie Jolin Way	Surface treatment has been deferred to prioritize major paving and utility-relate projects requiring immediate coordination and inspection resources. These streets remain identified for treatment and will be reassessed as part of upcoming pavement management and scheduling efforts	✔		✔	✔	✔	✔
	Additional Notable Accomplishments							
1.	Positioned Projects for Grant Funding and External Resources	Advanced shovel-ready designs and coordinated grant applications (ATP, AARP, Blue Zones) to leverage outside funding for pedestrian safety and infrastructure improvements.			✔	✔	✔	✔
2.	Progressed Long-Delayed FEMA Seawall Closeout and Reimbursement	Completed extensive coordination with Cal OES and FEMA to advance compliance documentation and move toward final reimbursement resolution.			✔	✔		
3.	Implemented AI-Powered Infrastructure Monitoring to Improve Safety and Efficiency	Deployed the Violytics camera-based AI system on City vehicles to proactively identify roadway issues, including pavement deficiencies, signage concerns, pedestrian hazards, and overgrown vegetation. Integrated digital work order functionality has streamlined issue tracking and response, improving operational efficiency, enhancing data-driven maintenance practices, and strengthening overall roadway safety.	✔		✔	✔	✔	
4.	Fire Station Parking Lot Improvements	Working closely with the Fire District to advance their parking lot improvement project. The project is complex due to contaminated soils and the Fire District's limited experience with public works procurement and labor compliance requirements. City staff is providing guidance to move the project forward in compliance with applicable regulations.	✔	✔	✔	✔	✔	
5.	Courthouse Off-Site Improvements	Continued coordination with the Judicial Council on required off-site improvements, which has been challenging due to funding constraints and negotiation limitations. Sidewalk improvements on the north side of Lakeport Boulevard and the north side of the Larrecou intersection have been completed. Staff continues to evaluate how remaining improvements integrate with the Lakeport Boulevard project and address funding gaps relative to the desired buildout.	✔	✔	✔	✔	✔	
6.	Parkside Apartments – Off-Site Improvements	Ongoing oversight of off-site improvement construction associated with the Parkside Apartments project. Staff is monitoring construction progress and labor compliance requirements in coordination with Adams Ashby.			✔	✔	✔	

	Utilities Accomplishments		Public Safety & Crisis Response	Disaster Resiliency	Good Governance & Fiscal Stability	Capital Infrastructure Improvement	Safe, Sustainable & Attractive Neighborhoods	Economic Development
	Goal	*Progress*						
	Near Term 2025-26							
1.	Completion of projects in accordance with our CIP. These projects include the 2024 water and sewer pipeline project, development of a new well, and sodium hypochlorite conversions at all treatment facilities.	The 2024 pipeline project which consisted of approximately 2 miles of water main 1 mile of sewer main was completed within budget. This was followed by a large scale paving project on Martin St. and Lakeshore upon completion. We are currently under contract with Weeks drilling to drill 3 test holes in April/May. We are also under contract with Piazza Construction to begin work in April for the WWTP sodium hypochlorite converstion project with anticipated completion date in August. City staff continues to work on the sodium hypochlorite conversions at the tank site and the water treatment plant. Some other capital projects in the works are the Green Ranch Rehabiitation and the replacement of monitoring well #4 at CLMSD.	✔	✔	✔	✔	✔	✔
2.	Update Water and Sewer 10 year CIP by incorporating elements contained within the newly updated Master Plans.	After approximately one year of working with our consultant engineers, we were able to complete the updates to both the water and sewer master plans. These plans are designed to project the capital requirements over the next 20 years based on overall condition of all assets, operational improvements related to efficiency and resilience, and future regulatory and environmental requirements.		✔	✔	✔	✔	
3.	Further streamline required maintenance of all utility functions related to water distribution, sewer collection, and treatment facilities. This includes I&I investigation, hydrant maintenance, valve exercising, and overall facility maintenance.	Improvements have been made with establishing effective targets associated with water valve exercising, hydrant maintenance, flushing, sewer infrastructure inspections, and maintenance of generators, vehicles and equipment. Monthly targets have been estabhished and tracked to help maximize the life of the asset as well as help prevent unwanted failures.	✔	✔	✔	✔	✔	✔
4.	Conduct a rate study and implement the 218 process as needed to sustain fiscal stability of enterprise funds.	An RFP is out to consultants to complete a comprehesive cost of service rate study for the water and sewer enterprise funds. Proposals are due back on 3/18 with awards with a target approval from city council at the 4/7 meeting. The first draft report should be ready by July 1st. This will likely support the need for a rate increase to support increased operational costs and capital infrastructure improvements.			✔	✔		
5.	Long range infrastructure improvement plan. **(LT-2)**	Master plan updates were completed for both the water and sewer enterprise funds. This resulted in a 20 year projection of current assets along with an extensive capital improvement plan.		✔	✔	✔		
	Additional Notable Accomplishments							
1.	Established Regional Leadership in Water Coordination	Led formation of the Lake County Water Association and facilitated interagency collaboration to improve emergency response, fire flow planning, and long-term water resiliency.	✔	✔	✔		✔	
2.	Prevented Sanitary Sewer Overflows and Regulatory Violations	Successfully managed high inflow events, equipment failures, and emergency repairs with zero reportable spills, avoiding significant regulatory penalties and environmental impacts.	✔	✔	✔	✔	✔	✔
3.	Strengthened System Resilience, Operational Efficiency, and Fiscal Stability	Enhanced backup power systems, SCADA coordination, and emergency response protocols to ensure uninterrupted service during outages and storm events, while improving real-time system monitoring and operational efficiency. These efforts supported proactive maintenance, reduced emergency repair costs, and extended asset life—helping protect the long-term financial stability of the utility enterprise funds.	✔	✔	✔	✔	✔	✔
4.	Advanced Integration of Pier 1900 Mobilehome Park into City Water System	Provided extensive technical assistance to the Pier 1900 Homeowners Association to transition from a failing private well system to reliable municipal water service. Over the past year, staff supported system design, attended HOA meetings, and helped identify cost-effective connection solutions, resulting in successful integration with the City's fire hydrant network and ongoing efforts to complete domestic water service connections. This work improves water quality reliability, enhances fire protection, and supports long-term public health and infrastructure sustainability for a vulnerable residential community.	✔	✔	✔	✔	✔	