



REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers
4381 Broadway St., Suite 201, American Canyon
September 16, 2025
6:30 PM

Mayor: Pierre Washington
Vice Mayor: Mark Joseph
Councilmembers: Brando Cruz, Melissa Lamattina, David Oro

AMENDED AGENDA: This agenda has been amended to add Item 5. a proclamation for Suicide Prevention Month; Item 7. Closed Session Report for September 2, 2025 (consent); and Item 13. a City Council Committee Report from Vice Mayor Mark Joseph.

4:30 P.M. – CLOSED SESSION

The mayor will call the meeting to order and conduct roll call. Council will immediately convene into Closed Session after hearing any public comment on Closed Session items. At 6:30 p.m. the Council will reconvene into Open Session and then resume Closed Session at the end of the meeting to address outstanding items, if necessary.

CALL TO ORDER - CLOSED SESSION

ROLL CALL - CLOSED SESSION

PUBLIC COMMENTS - CLOSED SESSION ITEMS

This time is reserved for members of the public to address the City Council on Closed Session Items only. Comments must be made in person and are limited to 3 minutes. Comments for items on the Open Session agenda will be taken when the item is called in Open Session. Comments for Items not on the Closed Session or Open Session agenda will be heard during the Open Session Public Comment period.

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

4:30 P.M. CLOSED SESSION ITEMS

- 1. Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). One (1) Matters.**
- 2. Matters Relating to Public Employment: Public Employee Performance Evaluations (pursuant to Gov. Code section 54957)
Positions: Jason Holley, City Manager**

6:30 P.M. OPEN SESSION - REGULAR MEETING

CALL TO ORDER - OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

PROCLAMATIONS AND PRESENTATIONS

3. **Presentation - Community Action Napa Valley**
4. **Proclamation - National Community Planning Month 2025**
5. **Proclamation - Suicide Prevention Month 2025**

PUBLIC COMMENTS - ITEMS NOT ON CLOSED SESSION OR OPEN SESSION AGENDA

This time is reserved for members of the public to address the City Council on items that are not on the Closed Session or Open Session agenda and are within the subject matter jurisdiction of the City Council. Comments are limited to 3 minutes. Comments for items on the Open Session agenda will be taken when the item is called in Open Session. The City Council is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the City Council does not respond to public comment at this time.

AGENDA CHANGES

The Mayor and Council may change the order of the Agenda or request discussion of a Consent Item. A member of the Public may request discussion of a Consent Item by making that request during Public Comment.

CONSENT CALENDAR

6. **Minutes of September 2, 2025**
Recommendation: Approve the minutes of the Regular City Council meeting held on September 2, 2025.
7. **Closed Session Report for September 2, 2025**
Recommendation: Approve the Closed Session Report for the meeting of September 2, 2025.
8. **Sanitary Sewer Management Plan (SSMP) Adoption**
Recommendation: Adopt a Resolution of the City Council of the City of American Canyon adopting the Sanitary Sewer Management Plan (SSMP).
9. **Business License Fee Program Amendments Second Reading**
Recommendation: Approve second reading by title only, adopting an ordinance of the City Council of the City of American Canyon, amending chapter 5.04.220 and chapter 5.04.410 of the City of American Canyon Municipal Code, regulating exemption for charitable and nonprofit organizations and business license fees - flat rate

PUBLIC HEARINGS

There are no Public Hearing items.

BUSINESS

10. **Contract Award for the Synagro Water Reclamation Facility Sludge Hauling and Biosolids Project (WW-26-0400)**
Recommendation: Adopt a resolution: 1) amending the FY2025-26 Capital Budget and increasing the FY2025-26 Project Budget from \$500,000 to \$620,000; 2) Awarding a

construction contract to Synagro in the amount of \$610,987, and 3) authorizing the Public Works Director to execute contract change orders in an aggregate amount not to exceed the Project Budget, in conjunction with the Sludge Removal and Hauling Project (WW26-0400).

MANAGEMENT AND STAFF ORAL REPORTS

11. [Public Works Utilities Update](#)
Recommendation: N/A

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

The Mayor and Council may comment on matters of public concern and announce matters of public interest; no collective council action will be taken.

12. [City Council Committee Report - Mayor Pierre Washington](#)
13. [City Council Committee Report - Vice Mayor Mark Joseph](#)

FUTURE AGENDA ITEMS

14. [Future Agenda Items of Note](#)

ADJOURNMENT

CERTIFICATION

I, Nicolle Hall, Deputy City Clerk for the City of American Canyon, do hereby declare that the foregoing agenda of the City Council was posted in compliance with the Brown Act prior to the meeting date.

Nicolle Hall, Deputy City Clerk

PUBLIC PARTICIPATION

Tonight's meeting is a limited public forum. American Canyon promotes respectful and responsible behavior among its meeting participants, whether they are present in person or remotely. Using offensive language or remarks that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation/gender identification, as well as any other category protected by federal, state or local laws will not be tolerated. In the case of an occurrence, the speaker will be immediately disconnected from the microphone.

City Council and other public meetings will be conducted in person. This meeting is also available via Zoom, is broadcast live to residents on Napa Valley TV, on our [website](#) and on [YouTube](#).

Zoom Link: [Click here](#). **Webinar ID:** 847 1017 1711; **Passcode:** 123456. **Phone in to Zoom:** 408-638-0968

Oral comments, during the meeting: Oral comments can be made in person during Open and Closed Session or through Zoom in Open Session only. On Zoom use the "raise your hand" tool during any public comment period. To avoid confusion, hands raised outside of Public Comment periods will be lowered.

Written comments: Submit written comments by the eComments link, located on the Meetings & Agendas page of our website. eComments are available to council members in real time. To allow for Council review of comments, eComments will close at 3:00 pm on the day of the meeting.

The above identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act. For more information, please call the Office of the City Clerk at (707) 647-4369 or email cityclerk@americancanyon.gov.

AGENDA MATERIALS: City Council agenda materials are published 72 hours prior to the meeting and are available to the public via the City's website at www.americancanyon.gov.

AMERICANS WITH DISABILITIES ACT: The City Council will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to cityclerk@americancanyon.gov. Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

CITY OF AMERICAN CANYON PROCLAMATION



NATIONAL COMMUNITY PLANNING MONTH - OCTOBER 2025

WHEREAS, communities across the nation, including the City of American Canyon, must adapt to change; and

WHEREAS, community planning provides a framework to shape positive changes and informed choices about how we live, work, and enjoy life; and

WHEREAS, proactive decision-making helps decision-makers anticipate and overcome challenges; and

WHEREAS, the planning process helps reconcile diverse, and sometimes competing perspectives from all our residents and business community; and

WHEREAS, community planning furthers economic development by guiding long-term infrastructure and public service needs; and

WHEREAS, planning helps communities adapt and thrive in the face of environmental changes; and

WHEREAS, community planning helps to align local government policies and actions with long-term goals; and

WHEREAS, the American Planning Association designates October as **National Community Planning Month** to recognize and celebrate the contributions of sound planning across the United States.

NOW, THEREFORE, I, Mayor Pierre Washington, along with the City Council of American Canyon, do hereby proclaim October 2025 as **Community Planning Month** in the City of American Canyon.

Dated: September 16, 2025

Pierre Washington, Mayor

CITY OF AMERICAN CANYON PROCLAMATION



Suicide Prevention Month - September 2025

WHEREAS, mental health is essential to the overall health and well-being of all people, and suicide is a tragic and preventable public health issue that affects individuals, families, workplaces, schools, and our entire community; and

WHEREAS, many who consider suicide experience conditions that can be effectively treated, and increasing access to compassionate, timely, and culturally responsive support can save lives; and

WHEREAS, stigma surrounding mental health conditions and help-seeking can discourage people from getting the care they need; and

WHEREAS, American Canyon is committed to fostering a community in which every person—across all ages, backgrounds, and identities—feels seen, valued, and supported, and where it is safe to ask for help; and

WHEREAS, evidence-informed suicide prevention includes promoting mental wellness; training community members to recognize warning signs and respond; expanding access to crisis services; supporting survivors of suicide loss; reducing access to lethal means when someone is at risk; and strengthening protective factors such as connectedness, belonging, and hope; and

WHEREAS, help is available 24/7 through the 988 Suicide & Crisis Lifeline by calling or texting **988**, and through local partners including **Mentis Napa, Napa County's Center for Mental Health Services**, which provides counseling, prevention, and wellness programs for youth, adults, and families; and

WHEREAS, during Suicide Prevention Month—and throughout the year—residents of American Canyon are encouraged to learn the warning signs of suicide, have open and caring conversations about mental health, share resources, and look out for one another.

NOW, THEREFORE, I, Mayor Pierre Washington, along with the City Council of American Canyon, do hereby proclaim **September 2025** as **Suicide Prevention Month** in the City of American Canyon, and call upon all residents, schools, faith communities, businesses, and organizations to join in activities and practices that promote mental wellness, reduce stigma, support survivors and those with lived experience, and connect people to help and hope.

Dated: September 16, 2025

Pierre Washington, Mayor

**CITY OF AMERICAN CANYON
REGULAR CITY COUNCIL MEETING**

ACTION MINUTES
September 2, 2025

4:30 P.M. – CLOSED SESSION

CALL TO ORDER - CLOSED SESSION

The meeting was called to order at 4:30 p.m.

ROLL CALL - CLOSED SESSION

Present: Councilmember Brando Cruz, Councilmember Melissa Lamattina,
Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Absent: None

Excused: None

PUBLIC COMMENTS - CLOSED SESSION ITEMS

There were no public comments on closed session items.

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

4:30 P.M. CLOSED SESSION ITEMS

1. Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). One (1) Matters.

6:30 P.M. OPEN SESSION - REGULAR MEETING

CALL TO ORDER - OPEN SESSION

The City Council meeting was called to order at 6:43 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL - OPEN SESSION

Present: Councilmember Brando Cruz, Councilmember Melissa Lamattina,
Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Absent: None

Excused: None

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

A report on Closed Session and confirmation of reportable action was given by City Attorney Teresa Highsmith.

PROCLAMATIONS AND PRESENTATIONS

2. Proclamation: Hispanic Heritage Month

Mayor Washington announced the proclamation. It was received by Leon Garcia.

3. Presentation - Audubon Society (Council Requested Item)

Council received a presentation from the Napa-Solano Audubon Society president Mark Stephenson.

4. Presentation - Community Action Napa Valley

This item was rescheduled to September 16, 2025.

PUBLIC COMMENTS - ITEMS NOT ON CLOSED SESSION OR OPEN SESSION AGENDA

Mayor Washington opened public comments. Written comments: none. Oral comments: Karen Berry was called to speak; Bill Harper was called to speak; William Baker was called to speak; Tammy Wong was called to speak; Karina Servente was called to speak; Vanessa was called to speak; Fran Lemos was called to speak. The public comment period was closed.

AGENDA CHANGES

There were no changes to the agenda.

CONSENT CALENDAR

Action: Motion to adopt CONSENT CALENDAR made by Vice Mayor Mark Joseph, seconded by Councilmember Melissa Lamattina, and CARRIED by roll call vote.

Ayes: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Nays: None

Abstain: None

Absent: None

Excused: None

5. Minutes of August 5, 2025

Action: Approved the minutes of the Regular City Council meeting of August 5, 2025.

6. Report Upon Return from Closed Session for August 19, 2025

Action: Approved the Report Upon Return from Closed Session for the Special City Council Closed Session meeting of August 19, 2025.

7. TDA-3 Resolution of Local Support for Green Island Road Class I Trail

Action: Adopted Resolution 2025-77 to request to the Metropolitan Transportation Commission for the allocation of Fiscal Year 2025/26 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding in conjunction with the Green Island Road Class I Trail Project.

8. Watson Ranch Lot 7 Final Map

Action: Adopted Resolution 2025-78 taking the following actions in conjunction with the Watson Ranch Lot 7 Project: Approving the Final Map to subdivide the Watson Ranch Lot 7 Property to create 136 lots and 15 parcels and to accept the referenced dedication offered thereon; and Approving the Subdivision Improvement Agreement (Agreement 2025-A179) for the Project.

9. Measure U Master Agreement - Napa Valley Transportation Improvement Act

Action: Adopted Resolution 2025-79 approving the Measure U Master Agreement (Agreement 2025-A-180) between the City of American Canyon and the Napa Valley Transportation Authority - Tax Agency.

10. 2025 Newell Open Space Management Plan

Action: Adopted a Resolution 2025-80 approving the 2025 Newell Open Space Management Plan.

PUBLIC HEARINGS

11. Business License Fee Program

Council received an Introduction and First Reading of Ordinance 2025-04 Amending the Municipal Code pertaining to Business Licenses Business from Finance Director Jemelyn Cruz. Mayor Washington opened the public hearing and called for public comments. Written comments: none. Oral comments: Valerie Zizak-Morais was called to speak. The public comments period and public hearing were closed.

Action: Motion to adopt the staff recommendation to waive reading and read by title only the first reading of Ordinance 2025-04 Amending the Municipal Code pertaining to Business Licenses made by Councilmember David Oro, seconded by Vice Mayor Mark Joseph, and CARRIED by roll call vote.

Ayes: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Nays: None

Abstain: None

Absent: None

Excused: None

BUSINESS

12. Voting Delegate and Alternate(s) for the League of California Cities 2025 Annual Business Meeting

Council received a Voting Delegate staff report from City Clerk Taresa Geilfuss.

Action: Motion to adopt Minute Order 2025-19 selecting Councilmember Brando Cruz as the Voting Delegate for the League of California Cities 2025 Annual Business Meeting, with no alternate selection made by Councilmember David Oro, seconded by Vice Mayor Mark Joseph, and CARRIED by roll call vote.

Ayes: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Nays: None

Abstain: None

Absent: None

Excused: None

13. Community Grant Program Policy

Council received a Community Grant Program Policy staff report from Deputy City Manager Alexandra Ikeda. Mayor Washington opened public comments. Written comments: none. Oral comments: Valerie Zizak-Morais was called to speak; Farrah Coloma was called to speak. The public comment period was closed.

Council provided directions to staff to update the Community Grant policy to soften eligibility requirements more as guidance than disqualification and maximize flexibility for PCS discretion to ensure widespread community benefit with an emphasis on groups who donate any proceeds from events back into the community.

MANAGEMENT AND STAFF ORAL REPORTS

14. Community Development Building & Safety Update

Council received a Community Development Building & Safety update from Community Development Director Brent Cooper.

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

The mayor and council members provided oral reports and announced items of community interest.

15. City Council Committee Report - Mayor Pierre Washington

16. City Council Committee Report - Vice Mayor Mark Joseph

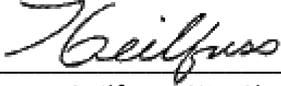
FUTURE AGENDA ITEMS

17. Future Agenda Items of Note

ADJOURNMENT

Meeting was adjourned at 8:55 p.m.

Respectfully Submitted,



Taresa Geilfuss, City Clerk

COLANTUONO
HIGHSMITH
WHATLEY, PC

TERESA L. HIGHSMITH | 213-542-5703 | THIGHSMITH@CHWLAW.US

Our File No. 31004.0001

September 15, 2025

**ATTORNEY-CLIENT PRIVILEGE
VIA ELECTRONIC MAIL**

The Honorable Pierre Washington, Mayor
Members of the City Council
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

**Re: Report Upon Return from Closed Session, Special City Council Closed
Session Meeting of the American Canyon City Council of September 2,
2025**

This communication sets forth reportable action, if any, of the City Council (“Council”) of the City of American Canyon (“City”), consistent with provisions of the Ralph M. Brown Open Meeting Act (Government Code Section 54950, *et seq.*) resulting from the Closed Session of the City Council Closed Session Meeting of September 2, 2025, consistent with Government Code Section 54957.1, regarding the following matter:

Conference with Legal Counsel – Anticipated Litigation Authorized
pursuant to Government Code Section 54956.9(d)(2).
Number of Potential Cases: 1

Mayor Washington, Vice Mayor Joseph, Council Members Cruz, Oro and Lamattina convened in Open Session at 4:30 p.m. No public comments were offered.

With respect to Closed Session Agenda matter, direction was provided to staff and legal counsel, but there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2).

The Closed Session concluded at 6:34 p.m.

This communication should be reviewed under the Consent portion of the Agenda of your next Regular or Special City Council Meeting.

790 E. COLORADO BOULEVARD, SUITE 850, PASADENA, CALIFORNIA 91101-2109 | (213) 542-5700
GRASS VALLEY | ORANGE COUNTY | PASADENA | SACRAMENTO | SAN DIEGO | SONOMA

ATTORNEY-CLIENT PRIVILEGE

The Honorable Pierre Washington, Mayor

City of American Canyon

September 15, 2025

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Sincerely,



Teresa L. Highsmith

TLH:mom

cc: Jason B. Holley, City Manager
Juan Gomez, Assistant City Manager
Teresa Geilfuss, City Clerk



TITLE

Sanitary Sewer Management Plan (SSMP) Adoption

RECOMMENDATION

Adopt a Resolution of the City Council of the City of American Canyon adopting the Sanitary Sewer Management Plan (SSMP).

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director

Norman Woods, Assistant Public Works Director, Utilities and Environmental Services

Nolan Garcia, Chief Plant Operator

BACKGROUND & ANALYSIS

On May 2, 2006, the California State Water Resources Control Board (SWRCB) adopted Statewide General Waste Discharge Requirements (WDR) Order No. 2006-0003 for wastewater collection systems. This order requires all enrollees to develop a Sanitary Sewer Management Plan (SSMP) and make it available to the public, the SWRCB, and the appropriate Regional Water Quality Control Board (RWQCB).

The SSMP must be audited at least every two years and updated every five years from the original adoption date by the enrollees governing board. The original SSMP must have been approved and adopted by the governing board at a public meeting. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems with pipelines greater than one mile in length are required to comply with these WDRs.

On October 25, 2006, the City filed a Notice of Intent to comply with the terms of the order and originally certified its SSMP on July 20, 2009. The WDR includes eleven mandatory elements that must be addressed in the SSMP.

These elements outline the activities the City will implement to effectively manage, operate, and maintain its wastewater collection system. In 2025, staff revised the SSMP to meet current compliance regulations and is recommending that the City Council adopt the updated plan.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Not applicable.

FISCAL IMPACT

No fiscal impacts.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

COMMUNICATION

Level 2: Targeted Communication

Required to be made public; placed on city social media pages, possible comms plan needed for additional outreach.

ATTACHMENTS:

- [1. Resolution SSMP 2025](#)
- [2. 2025 SSMP](#)

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
ADOPTING THE SANITARY SEWER MANAGEMENT PLAN (SSMP)**

WHEREAS, the State Water Resources Control Board (SWRCB) adopted Statewide General Waste Discharge Requirements (WDR) Order No. 2006-0003 on May 2, 2006, requiring the preparation and implementation of a Sanitary Sewer Management Plan (SSMP) by all public entities that own or operate sanitary sewer systems greater than one mile in length; and

WHEREAS, the Waste Discharge Requirement (WDR) requires all enrollees to develop a SSMP and make it available to the public, SWRCB, and the Regional Water Quality Control Board (RWQCB); and

WHEREAS, the SSMP must be audited at least every two years and updated every five years from the original adoption date by the enrollee's governing board; and

WHEREAS, on October 25, 2006, the City filed a Notice of Intent to comply with the terms of the order and originally certified the SSMP on July 20, 2009; and

WHEREAS, the SSMP elements describe the activities the City will employ to manage, operate, and maintain the wastewater collection system effectively; and

WHEREAS, on 2025 the Public Works Utilities Department staff revised the SSMP to meet compliance regulations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of American Canyon as follows:

1. The revised Sanitary Sewer Management Plan (SSMP), dated 2025, is hereby adopted.
2. The City Manager, or their designee, is authorized and directed to submit the adopted SSMP to the appropriate regulatory agencies and ensure ongoing compliance with WDR Order No. 2006-0003.
3. The City shall continue to audit the SSMP every two years and update it at least every five years, or as otherwise required by law.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 16th day of September, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

PIERRE WASHINGTON, Mayor

ATTEST:

Taresa Geilfuss, CMC, City Clerk

APPROVE AS TO FORM:

Teresa L. Highsmith, City Attorney

City of American Canyon Sewer System Management Plan August 2025



CITY OF AMERICAN CANYON

Public Works Department

4381 Broadway

American Canyon, CA 94503

WDID#2SSO10091

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LIST OF ACRONYMS

APWA	American Maintenance and Utilities Association
BMP	Best Management Practice
CASA	California Association of Sanitation Agencies
CCTV	Closed-Circuit Television
CIP	Capital Improvement Program
CIPP	Cured in place pipe (slip lining)
City	City of American Canyon
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CPC	California Plumbing Code
CWEA	California Water Environment Association
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments
GIS	Geographic Information System
GRD	Grease Removal Device
I&I	Infiltration and Inflow
KPI	Key Performance Indicator
LRO	Legally Responsible Official
MGD	Million Gallons per Day
MS4	Municipal Separate Storm Sewer System
NACWA	National Association of Clean Water Agencies
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollution Discharge Elimination System
NGO	Non-Government Organization
NOI	Notice of Intent
NOV	Notice of Violation
O&M	Operations & Maintenance
OES	Office of Emergency Services, State of California
PACP	Pipeline Assessment & Certification Program

PERP	Pump Station Emergency Response Plan
PLSD	Private lateral Sewer Discharge
PM	Preventive Maintenance
PPE	Personal protective equipment
QA/QC	Quality Assurance/Quality Control
R&R	Rehabilitation or Repair/Replacement
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SECAP	System Evaluation and Capacity Assurance Plan
SERP	Spill Emergency Response Plan
SOP	Standard Operating Procedures
SSMP	Sanitary Sewer Management Plan
Spill	Sanitary sewer overflow
SSS	Sanitary Sewer System
SSS-WDR	Statewide General WDR for Sanitary Sewer Systems
SWRCB	State Water Resources Control Board
USEPA	United States Environmental Protection Agency
WDR	Waste Discharge Requirements
WRF	Water Reclamation Facility

DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

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.

Collection System

Generic term for any system of pipes or sewer lines used to convey wastewater to a treatment facility.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee'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.

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.

Enrollee

A public entity that owns or operates a sanitary sewer system and has submitted a complete and approved application for coverage under the SSS WDR.

Lateral (also called Service Lateral)

A segment of pipe that connects a home or building to a sewer main, which may be located beneath a street or easement. The responsibility for maintaining a lateral can be solely that of the Enrollee or the private property owner; or it can be shared between the two parties. Local communities dictate lateral responsibility and the basis for a shared arrangement, if it applies. See Lower Lateral and Upper Lateral definitions.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Lower Lateral (also called public or publicly owned lateral)

That portion of a lateral from the property line or easement line to the sewer main. The lower lateral is owned and maintained by the City, if there is a cleanout installed on the lateral at the property line, separating the upper from the lower lateral.

Upper Lateral (also called private sewer lateral)

Privately owned sewer service lateral. The City is not responsible for this portion of the lateral.

Receiving Water

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

Resilience

Resilience is the ability to recover from or adjust to adversity or change and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

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 Enrollee;
- 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 this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

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.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

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 stormwater or groundwater, conveyed in a sanitary sewer system.

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 this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

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.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

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.

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Sewer System Management Plan

Element 1: Goals and Introduction

SWRCB Waste Discharge Requirement:

The goal of the Sewer System Management Plan (SSMP) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system, (2) reduce and prevent spills, and (3) contain and mitigate spills that occur.

Introduction

1.1 System Overview

Incorporated in 1992, American Canyon is located in the southern part Napa County. With a population of 22,069 residents, it is the second largest city in the county. American Canyon is 35 miles northeast of San Francisco. The service area is bounded by Vallejo to the south, Napa airport to the north, Newell open space and hills are to the east, and the Napa River is to the west, which is the main drainage from the service area. The total city area is 4.8 square miles.

The City treats approximately 650 million gallons per year. The City maintains approximately 62 miles of sewer mains, 22 miles of lower laterals, 3.75 miles of force main, 1,385 manholes and 5359 sewer connections as of 2025. The city owns and operates 3 pump stations and 3 lift stations. All flows are conveyed to the city of American Canyon's Wastewater Reclamation Facility (WDID #283021001), which is located at 151 Mezzetta Court in American Canyon, CA. Current average dry weather flow is approximately 1.3 million gallons per day (MGD), with average wet weather flows approximately 1.9 million gallons per day (MGD). The Water Reclamation Facility is permitted for 5 MGD.

Figure 1-1 is a map of the City service area, **Figure 1-2** is a map of the sewer system and **Figure 1-3** is a map of pump stations, lift stations and force mains.

In 2022 a new pump station came online, which replaced an old pump station. Green Island Pump Station was recognized as a weak point and a liability in our system due to age and capacity. The old pump station was the cause of our last major spill and is no longer in use. Green Island Pump Station serves our industrial area of the city. Tower Road Pump Station was our only other pump station that served the industrial part of the city. The design and engineering of the new Green Island Pump Station was able to eliminate approximately 6,211 feet of force main and

turned Tower Road Pump Station into a lift station. The new pump station, elimination of force main and new sewer mains represents peace of mind for the environment, capacity and development of the industrial sector.

In 2023 Watson Ranch Lift Station came online. This serves the newest and largest subdivision currently in development in the city. This flows into Building E pump Station. It was designed and engineered similar to the Green Island Pump Station.

All the city's pump and lift stations have redundancies built in, they all have pump bypasses and either on site generators or available mobile generators. Elevation low points for all pump station service areas are identified for mitigation of any spills or environmental impacts.

In 2024 the City started implementing Start Cover technology at 3 locations in the city for I & I monitoring and advanced warning. In fiscal year 2026 the City will begin using OpenGov CMMS for all work and asset tracking. More information on these are detailed in the following elements of this SSMP.

Table 1-1 below summarizes the distribution of gravity main sizes throughout the collection system

Table 1-2 summarizes pump stations and lift stations

Table 1-1 Collection System Gravity Main Size Distribution

Pipe Size (inch)	Total Length (LF)	Percent of System
4	57.5	.02%
6	58216.3	17.9%
8	183523	56.3%
10	34829	10.7%
12	28075.5	8.6%
14	1104.5	.34%
15	16468	5%
18	163.5	.05%
21	879	.27%
24	2476.3	.76%
(Lineal Feet)	325792.6	100%
(Miles)	61.7	

Table 1-2 Pump Stations and Lift Stations

Pump Station	Lift Station
Building E	←Kimberly ←Watson Ranch
Sunset	
Green Island	←Tower Road

1.2 Regulatory Context

This Sewer System Management Plan (SSMP) describes the City of American Canyon’s wastewater collection system management activities. The purpose of these activities are to

1. Maintain and improve the condition of the collection system infrastructure,
2. Control infiltration/inflow (I&I) and provide appropriate sewer capacity, and to
3. Minimize the number and impact of spills that occur.

The State Water Resources Control Board (SWRCB) has issued Statewide Waste Discharge Requirements for sanitary sewer systems (SSS-WDR), which include requirements for development of an SSMP. The State Water Board requirements are outlined in order No. 2022-0103-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated December 6, 2022. This SSMP is organized by the SWRCB outline of elements; and contains quoted language taken from the SSS-WDR and shown in the gray box at the beginning of each element. The SSS-WDR uses the term “enrollee” to mean each individual municipal wastewater agency that has completed and submitted the required application for coverage under the WDR (in this case, enrollee is the City of American Canyon). The city’s waste discharge identification number (WDID) in the California Integrated Water Quality System (CIWQS) is 2SSO10091.

The City of American Canyon’s SSMP contains 11 elements and is designed to meet the SSS-WDR requirements. The structure of this document follows the section numbering and nomenclature specified in the SSS-WDR.

1.3 Sewer System Management Plan Update Schedule

The SSS-WDR general order requires the SSMP to be updated every 6 years and an audit performed every 3 years (due within 6 months after the end of the 3 year period). Table 1-3 shows the SSMP update and audit schedule. Periodic updates may be performed sooner than the due date based on audit findings or any major changes.

Milestones may be affected by staffing and equipment needs. Milestones for sewer system maintenance and spill prevention are:

- Clean the entirety of the sewer system every 3 years
- Inspect the entirety of the sewer system every 10 years
 - Proactively address any issues found
 - Documentation of all activities

Table 1-3 SSMP update and audit schedule

SSMP Update Due Dates	8/2/2031	8/2/2037	8/2/2043
SSMP Audit Due Dates (due within 6 months after due date)	8/2/2027	8/2/2030	8/2/2033

Figure 1-1 City of American Canyon Sewer Service Area

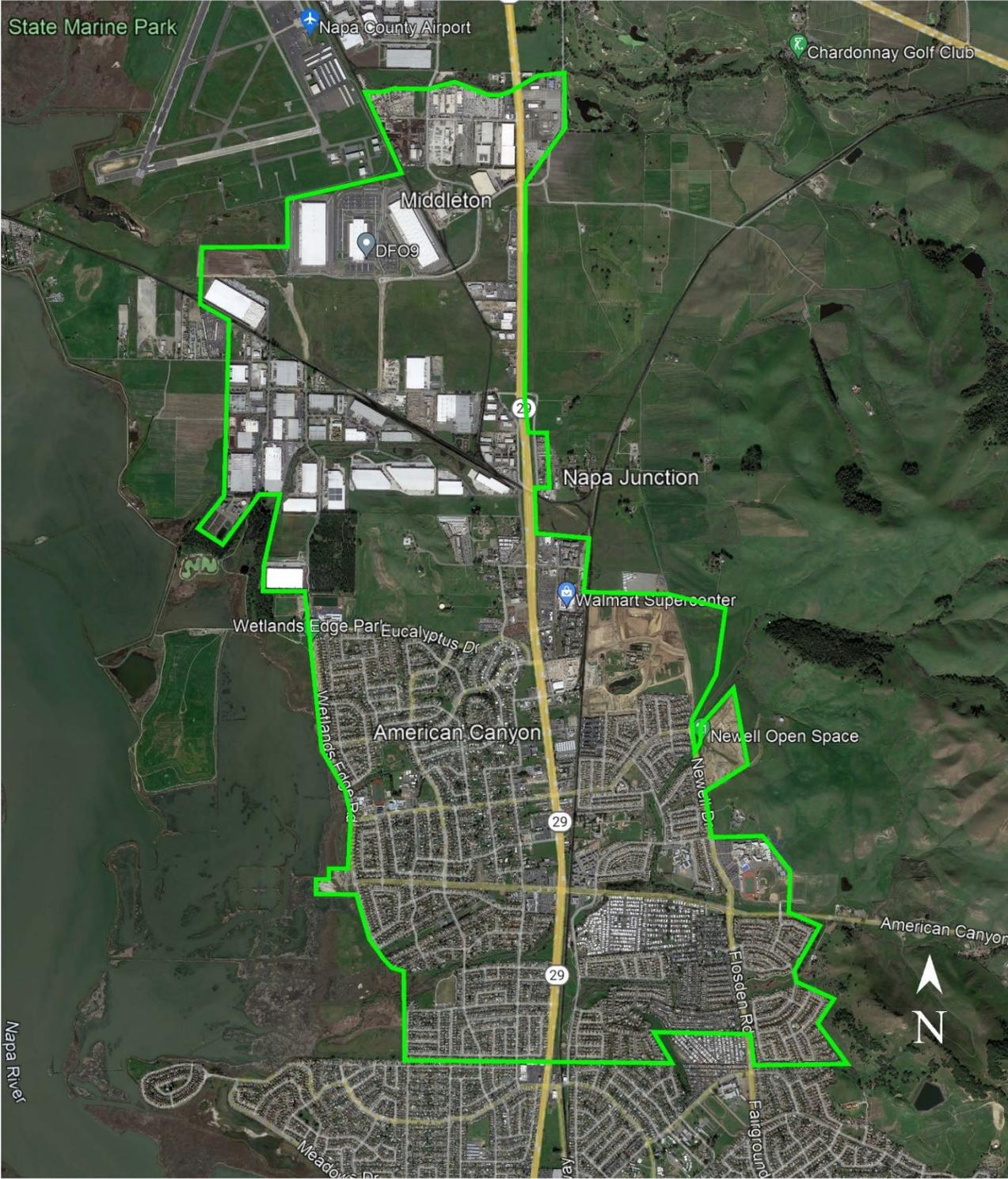
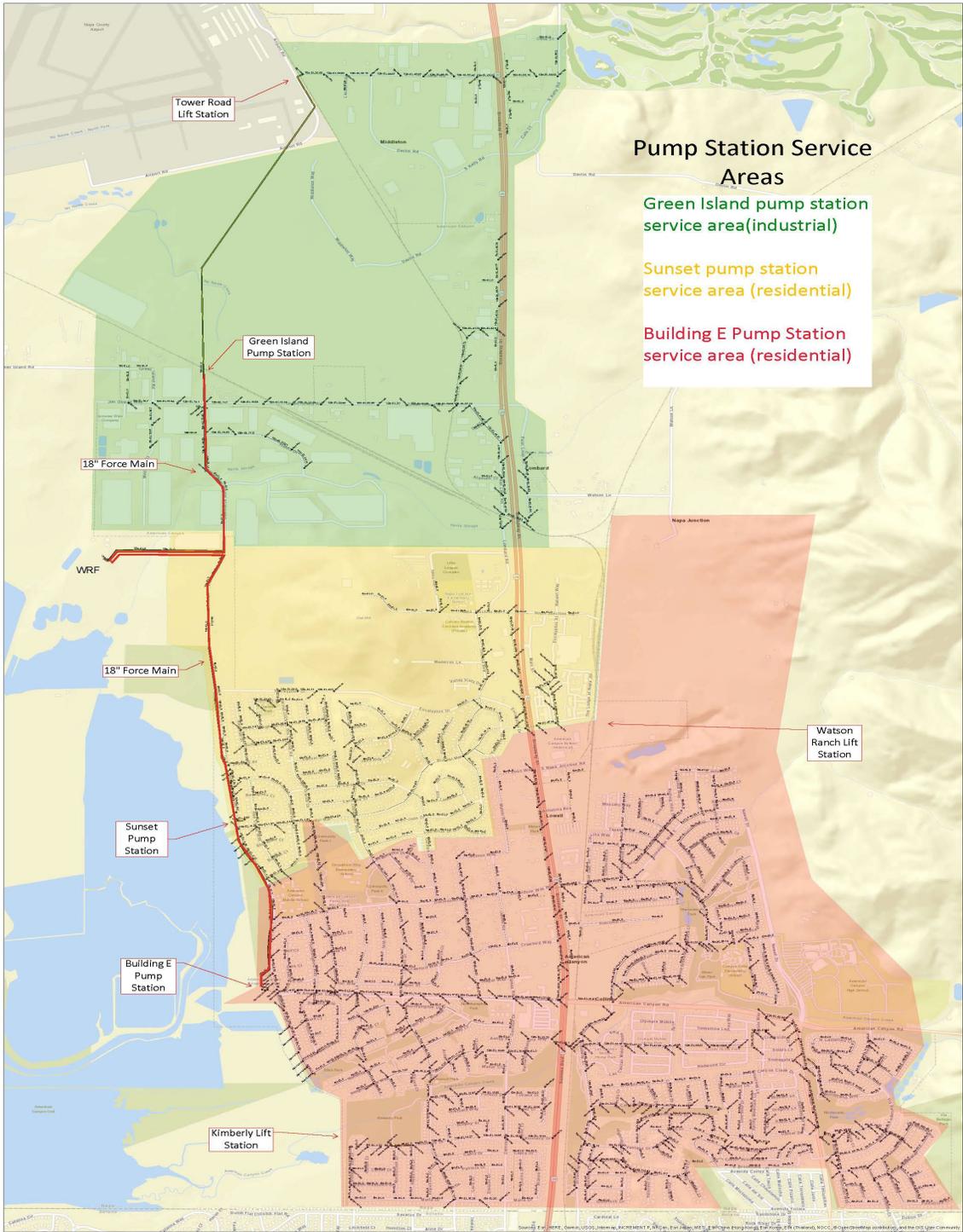


Figure 1-2 City of American Canyon Sewer System



Figure 1-3 City of American Canyon Pump/Lift Stations and Force Mains



The City of American Canyon recognizes that the wastewater collection system is a key component of its Public Works department and is committed to providing responsible and reliable service to the community through a comprehensive maintenance and operations program. This Sewer System Management Plan (SSMP) element identifies goals that the Collection Division has set for the management, operation and maintenance of the sanitary sewer system. These goals provide focus for our Collection Division staff to continue high quality work and implement improvements in the management of the city's wastewater collection system. Maintaining public health and safety and complying with the updated SSS-WDR order are the key drivers of the implementation and updating of these goals.

The goals of the city of American Canyon SSMP are to:

- Maintain or improve the wastewater collection system condition and infrastructure in order to provide reliable service now and into the future
- Identify, prioritize, continuously renew, and replace sewer system facilities to maintain reliability, capacity and reduce I&I (inflow and infiltration)
- Minimize the number and impact of sanitary sewer spills that occur

Along with these primary goals, the City identified six key areas of concern that must be addressed on an ongoing basis to achieve and consistently implement the SSMP goals.

- Customer service
- Water quality and environmental protection
- Long-term wastewater collection and treatment service
- Long-term infrastructure investment
- Long-term financial stability
- Workforce planning and development

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Sewer System Management Plan

Element 2: Organization

SWRCB Waste Discharge Requirement:

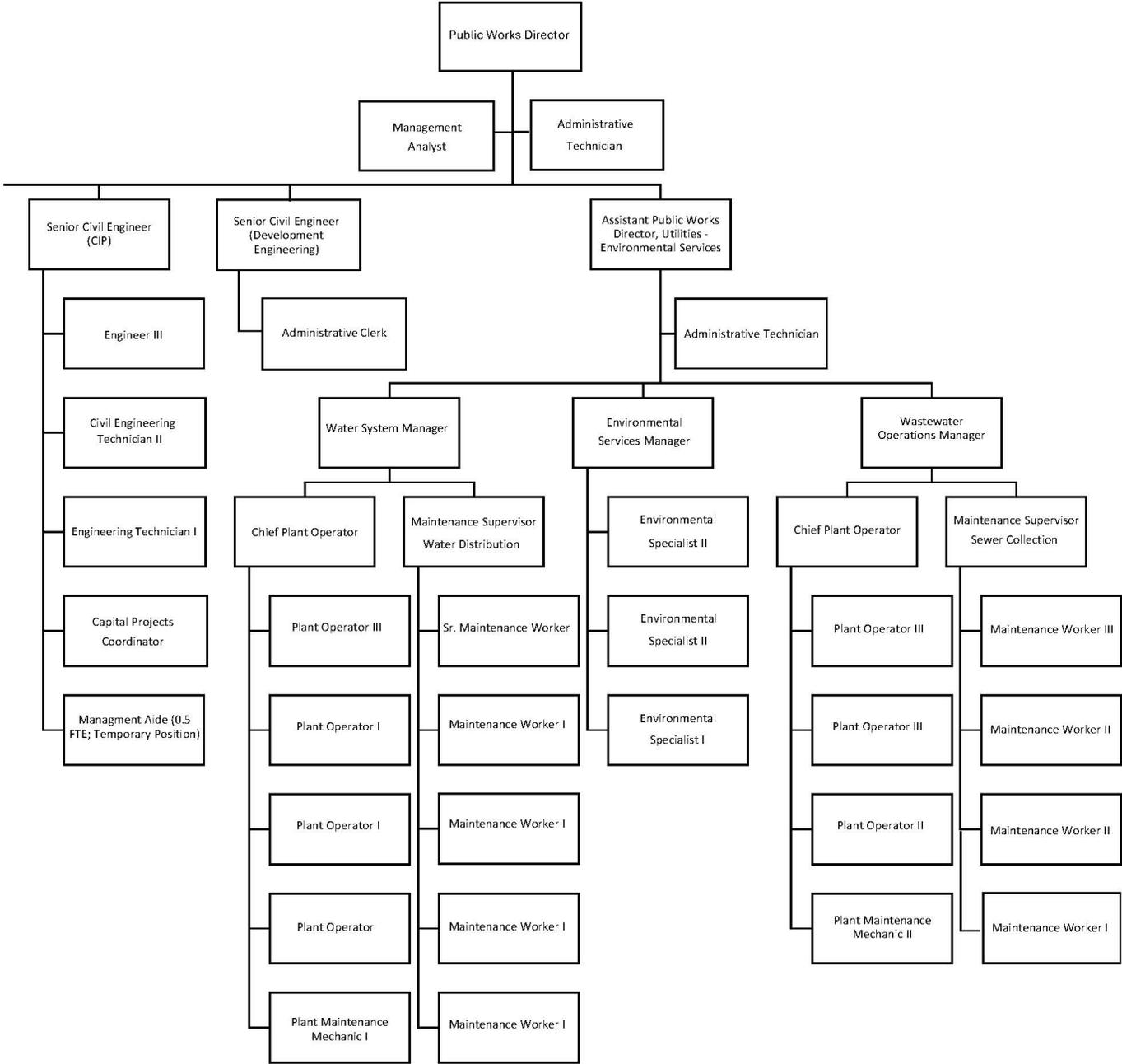
The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services)

2.1 Organizational Structure

An organization chart for the city's operation is shown in **Figure 2-1**. This organization shows the lines of authority for administrative and field staff who are involved with implementing the SSMP. Following Figure 2-1 are brief descriptions of the staff positions included on the organization chart.

Figure 2-1 City of American Canyon Organization Chart



2.2 General descriptions of each position and SSMP-specific responsibilities are listed below:

City Council: Establishes policy; reviews and accepts formal plans; sets overall City direction; authorizes funds for projects, plans, programs, and staff; conducts public meetings and hearings; and approves the SSMP.

City Manager: To plan, direct, manage, and oversee the activities and operations for the City of American Canyon including administrative services, economic development, public works, community services, and contract police services; and to provide responsible, complex staff assistance to the City Council. May Act as an LRO.

City Attorney: Develops and approves legal documents, provides legal advice, conducts litigation, attends public meetings, and advises the City Council to ensure operations are compliant with state and federal regulations.

Public Works Director: Plan, direct, manage, and oversee the activities and operations of the Public Works department, including engineering functions, water, wastewater, parks and streets; to manage and administer construction and public works contracts; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager; and to serve as a member of the City's Management Team. Can act as LRO.

Assistant Public Works Director: Oversees and manages the overall activities of the City's Utilities, including water treatment, long-term water supply, wastewater treatment, water quality control and environmental compliance, recycled water treatment; participates as a member of the Department Management Team in policy development, administrative planning and addressing of departmental problems; provides highly responsible and complex support to upper management; and performs related duties as assigned.

Administrative Clerk/Technician: Perform a wide variety of technical level administrative duties in support of a City department or program; research, collect, and analyze data and prepare draft reports; track and report operational statistics; and provide technical assistance to management. Performs clerical, administrative and organizational tasks, assists with FOG control program and public outreach, customer service.

WRF Operations Manager: Under general supervision, plan, organize and provide direct and indirect supervision over the operations and maintenance of the City's Wastewater Treatment Plant, wastewater pump stations, including the collection and treatment of wastewater for discharge and/or recycling for beneficial re-use.

Environmental Services Manager: Participates, plan, organize, and administer environmental programs such as pollution prevention, pre-treatment, stormwater, solid waste management, hazardous waste management, serve as

laboratory chemist/director at the Wastewater Treatment Plant Laboratory; ensure city-wide municipal operations are in compliance with State and Federal permit regulations; and interpret and implement related codes and regulatory legislation. Is a data submitter.

Environmental Specialist: Performs professional level analytical and specialized work of moderate difficulty in the development, implementation and promotion of environmental programs such as sustainability, integrated solid waste, hazardous waste, industrial wastewater pretreatment, storm water pollution prevention, water supply and conservation, and/or recycled water, schedules compliance sampling for regulatory reporting.

Maintenance Supervisor: Under general direction, provide direct and indirect supervision to lower-level Maintenance Workers and/or other City staff engaged in assignments in the maintenance, construction, and repair of public works grounds, property, and facilities related to parks, streets/storm drainage, or water distribution/wastewater collection. The wastewater Collection System Supervisor is the LRO. Plan review for all city development and CIPs related to the wastewater collection system. All documentation, work performed, reports are certified in CIWQS.

Maintenance Worker, I/II/III: Under supervision, performs a variety of maintenance and construction duties and operates public works, maintenance and utilities equipment. Executes and documents scheduled preventative maintenance tasks. Responds to emergency repairs and spills. Wastewater Collections Maintenance workers are data submitters, they gather, and document all spill related activities and draft reports in CIWQS.

WRF Operator I/II/III: Oversees, schedule, and participate in a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the City's wastewater or water treatment plant; perform a variety of technical tasks related to the assigned area of responsibility.

Plant Mechanic: Performs a variety of assignments related to the installation, maintenance, troubleshooting, and repair functions on equipment in water/wastewater treatment plants, and pumping stations, including Supervisory Control and Data Acquisition (SCADA) systems, Computerized Maintenance Management System (CMMS), pumps, chemical feed equipment, valves, and related mechanical/electrical/electronic equipment, components used for water or wastewater treatment, storage, and distribution; perform maintenance and repair duties on water and wastewater and related equipment; and perform a variety of technical tasks relative to assigned areas of responsibility.

Senior Civil Engineer: Plan, design, assign, supervise, and review engineering activities of public works projects; administer construction contracts and coordinate projects; develop and implement long range department planning; and perform a variety of related technical and professional engineering work in the area assigned.

Conducts plan review, responsible for keeping the City's design and construction standards up to date. Develops and updates the City's overall Capital Improvement Plan, including budgeting and prioritization of projects. Ensures that sewer collection system defects identified through the CCTV and field inspection program are adequately addressed in the Capital Improvement Plan.

Engineering I/II/III/Capital Projects Coordinator/Engineering Tech: Performs professional engineering work in the planning, design, technical investigation, inspection, and construction of projects in several areas of public works and engineering. Supports work directed by Engineering Director and Senior Civil Engineer. May act as an inspector for city projects.

2.3 Responsibility for SSMP Management, Administration and Maintenance

The City's Wastewater Collection System Supervisor is responsible for overall management, administration, maintenance and implementation of all elements of the city's SSMP. The Public Works Director or Assistant Public Works Director has the ultimate approval responsibility for this SSMP. This responsibility may be delegated to the Wastewater Operations Manager or Wastewater Collection System Supervisor. The engineering department as well as the Environmental Division contributes to some elements within this SSMP. The responsibility for day-to-day implementation and maintenance of each of the city's SSMP elements has been delegated to city staff.

The Wastewater Collection Supervisor is responsible for all elements of the SSMP with the Engineering, Environmental and Administrative staff contributing to some of these elements. The responsibility of all SSMP elements is Chris Morris, (707) 647-4542, morrisc@americancanyon.gov.

2.4 Chain-of-Communication for Reporting and Responding to Spills

The chain-of-communication responsibilities for responding to spills are shown in **figure 2-2**. Detailed information on the City's spill response procedure can be found in element 6, Spill Emergency Response Plan (SERP), and in the City's complete SERP. The responsibilities for reporting spills to the various regulatory agencies and detailed information on spill reporting can be found in Element 6 and the City's complete Spill Emergency Response Plan (SERP).

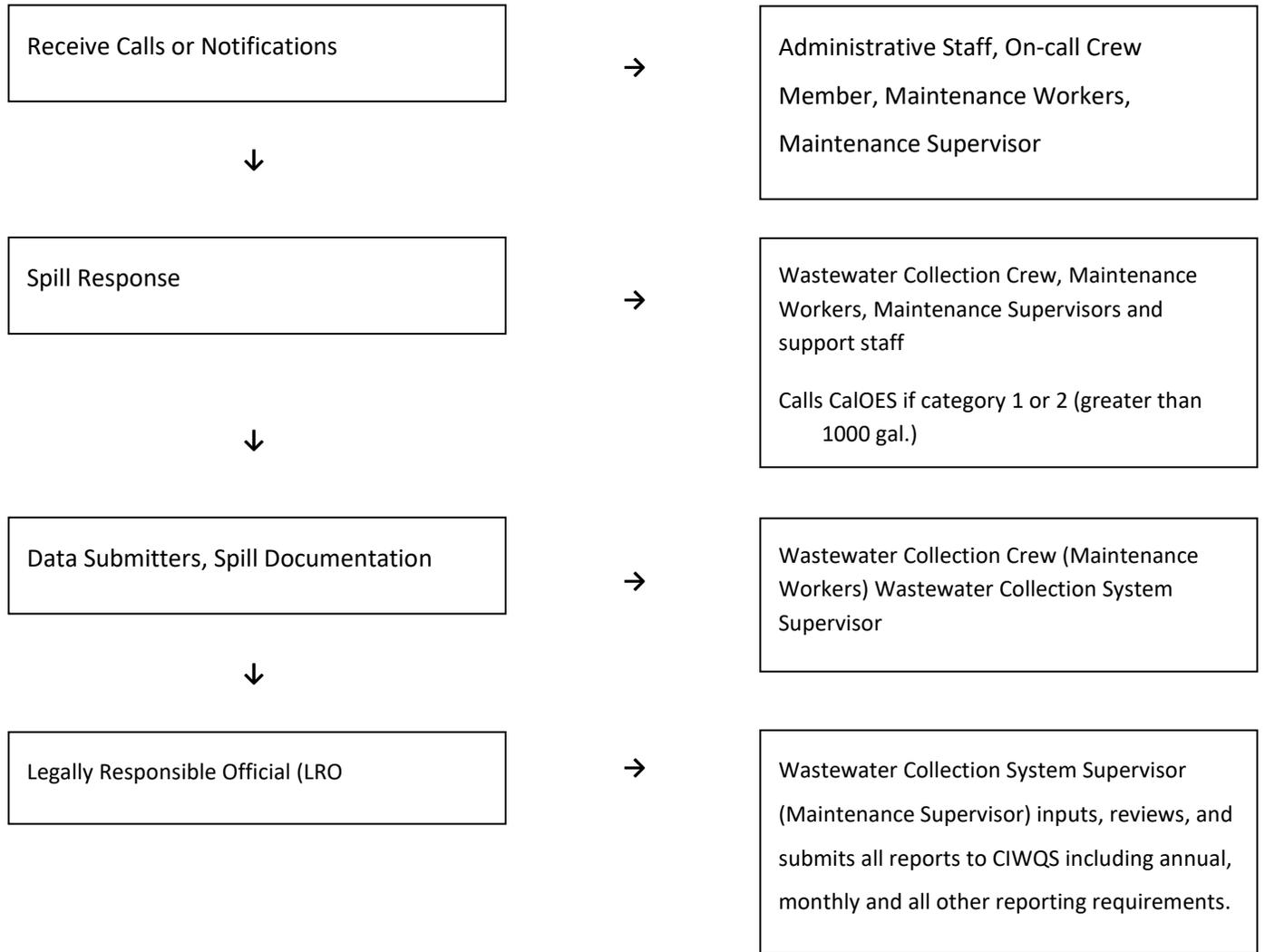
Important phone numbers for city staff involved in spill response are shown on **table 2-1**

The Public Works staff perform spill response and documents each incident as indicated in the Spill Emergency Response Plan (SERP).  wastewater collection division staff handles the spill documenting and reporting. The wastewater Collection System Supervisor reviews all documentation and certifies all reports in CIWQS.

Table 2-1 Phone Numbers for Spill Responders

Responsible Party	Name	Phone Number
Office	Administrative Staff	(707) 647-5325 (707) 647-5324 Answering service (on-call) (707) 995-8674
Legally Responsible Official (LRO)	Jason Holley Erica Ahmann Smithies Chris Morris	(707) 647-4542
Data Submitters	Eric Rosenberger Andy Cervantes Thomas Valenti Pam Phillips	(707) 647-4542
Wastewater Operations Manager	Nolan Garcia	(707) 647-5325
Assistant Public Works Director	Norman Woods	(707) 647-5325
Public Works Director	Erica Ahmann Smithies	(707) 647-4558

Figure 2-2 Spill Response and Reporting Responsibilities



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Sewer System Management Plan

Element 3: Legal Authority

SWRCB Waste Discharge Requirement:

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

3.1 Legal Authority

The City of American Canyon has the legal authority to:

- Prevent illicit discharges
- Require proper design and construction of sewers and connections
- Access facilities for maintenance, inspection and repairs
- Enforce any violation of its Sewer Ordinances
- Access and enforce Easements

Enforcement authority is granted to City representatives in the American Canyon Municipal Code, Chapter 14, Sewer Use Regulations. Violations of the Code can be addressed through criminal, judicial, and/or administrative

actions and fines. The Sewer Use Regulations and Ordinances can be accessed online via the City of American Canyon Law Library.

3.1.1 Prevent Illicit Discharges

Measures prohibiting illicit discharges are included in American Canyon Municipal Code, Chapter 14. Sections include the prevention of discharge of pollutants into the sewers that would obstruct or damage the collection system, interfere with the treatment process, or threaten harm to human health or the environment. Examples of discharges covered are included below.

Industrial Waste:

Section 14.16.090 Prohibited wastes.

Section 14.16.340 Restricted waste discharges.

Stormwater and Infiltration/Inflow:

Section 14.28 Stormwater and Pollution Discharge Control Program

Section 14.28.040 Discharge of pollutants.

Other Discharges:

Section 14.13.140 Specific prohibitions – obstructions.

Section 14.16.150 Specific prohibitions – pollutant causing interference

3.1.2 Proper Design and Construction

The City's engineering design standards and specifications outlines the sanitary sewer system requirements. Section 5 of the design standards outlines the sanitary sewer system purpose which includes details and requirements for design and installation of all sewer related facilities, and additional design considerations such as flow and pipe capacity. Section 71 of the standard specifications details sewer description, right-of-way, materials, bedding and backfill, pipe laying, joints, existing manholes, sewer structures, coating manholes, and testing. In addition, Municipal Code Title 16 are the building and construction codes that apply to design and construction. Specific applicable municipal codes are listed below.

Section 14.08 defines side sewer, public sewer and private sewer among other definitions

Section 14.12.090 Installation permits and fees.

Section 14.12.110 Plumbing and sewers on private property.

Section 16.06.020 is the adoption of the California uniform plumbing code.

3.1.3 Access for Maintenance, Inspection, and Repairs including Easement Accessibility

American Canyon Municipal Code, Chapter 14.16.050, Right of Entry, outlines the authority for Representatives of the City to obtain right-of-entry for the purposes of inspection, sampling, records examination and copying, and any additional duties. For easement accessibility, Engineering Standard Specifications Section 71-1 provide Right-of Way. Other related municipal codes are listed below:

Section 14.12.110 Plumbing and sewers on private property

Section 14.12.210 Powers and authorities of inspectors.

Section 14.12.220 Maintenance responsibility for lateral sewer

The majority of city owned sewer facilities are within city owned property and right-of-ways. There are only a few areas that have sewer mains within private property requiring easement access. The City requires and maintains a 20' easement on both sides of a sewer main that is within private property, as stipulated in the City's engineering standard plans and specifications.

3.1.4 Enforcement of Violations

American Canyon Municipal Code, Chapter 14.24, Enforcement, gives the City Manager or his designee the authority to serve a written notice of violation to any user that has violated, or continues to violate, any provision of American Canyon Municipal Code, Chapter 14, Sewer Use Regulations. Article I, Administration Enforcement Remedies, further outlines additional measures the City Manager can take in the form of legal action and financial assurance. Article II, Supplemental Enforcement Remedies and Article III, Affirmative Defense addresses publication of significant violations, non-issuance of permits and enforcement of the city response plan.

3.2 Collaboration with Storm Sewer Agencies

The City of American Canyon's storm water system is the only local agency related to storm water within the sewer boundary of the City. Public Works is the department that has both the storm water and Wastewater collection division that this SSMP is applied to. Both divisions work closely and communicate on a daily basis. The Collection Division has extensive knowledge of the City storm water system, along with available maps, with both crews helping each other out when needed. Both divisions take part in the same required training outlined in element 4 under training. We will occasionally work with Napa County when local rivers and creeks may be impacted.

Supporting Documents for Element 3

- *American Canyon Municipal Code, Title 14, Sewer Use Regulations*
- *American Canyon Municipal Code, Title 16, Building and Construction*
- *City of American Canyon Engineering Standard Plans and Specifications for Public Improvements*

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Sewer System Management Plan

Element 4: Operation and Maintenance Program

SWRCB Waste Discharge Requirement:

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

Updated Map of Sanitary Sewer System

An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

Preventative Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:

The scheduling system must include:

- Inspection and maintenance activities;
- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

Training

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

4.1 Sanitary Sewer System Mapping

The City of American Canyon maintains sewer system mapping as GIS shape files. The files are maintained as a part of a comprehensive GIS program used to document City infrastructure.

The City maintains electronic and hard copy mapping of the sewer collection system showing all gravity mains, manholes, cleanouts, pump/lift stations, and force mains. The City's mapping also includes other City utilities such as Storm Drainage, Water distribution, recycled water and Electric. The Engineering Division is responsible for maintaining and updating maps. Field staff will periodically send updates to the Engineering Division if field data is not accurate on the maps or any changes need to be made.

Figure 1-2 Shows a map of the collection system. **Figure 1-3** is a map of pump/lift stations and force main information. All maps are available to the State and Regional water boards upon request.

The sewer system mapping is available to all City personnel in a variety of formats. The GIS can be accessed from any City computer workstation. For use in the field, The Esri ArcGIS maps can be accessed by the field crew utilizing an Esri Explorer application on their phones. Field staff have also been provided with hard copy indexed map books carried in their vehicles.

Updates to the sewer collection system mapping come from two sources:

1. New asset construction or rehabilitation/replacement of existing assets:
 - (a) The Public Works Wastewater Collection Supervisor maintains maps, both hard copy and files, of all "as-built" drawings that are received from the Engineering Division. The other maintenance supervisors do this as well.
2. Updates/corrections to existing mapping from field staff:
 - (a) Field staff record "red line" markups on the hard copy indexed map books carried in their vehicles whenever they see something in the field that does not match what is shown on the system maps. Field staff take photos of the red-line markups and sends them to the Engineering Department.

4.1.1 Storm Drain Information

The City owns and operates the storm drain system. The City maintains GIS and mapping information of all storm drain facilities. City utility maps include storm drainage along with the other utilities. This can be used to determine the routing of spills, in order to potentially block storm drains and contain the volume of overflows before they reach waters.

4.2 Preventative Operation and Maintenance

4.2.1 Gravity Sewers

The City has a dedicated 5-man crew for the operation and maintenance of its 62 miles of gravity sewers. The crew performs an assortment of scheduled preventative, predictive, and breakdown maintenance on various systems and equipment.

Staff responds to customer concerns and complaints immediately and investigates the problem location and best course of action. This is 24/7/365 with standby personnel available during all non-business hours.

The City owns 2 combination trucks, a Vac-Con and a new, larger Vector purchased in 2021. These two trucks enhance our flexibility, reliability and versatility with all sewer related issues. Both machines, while similar, are different in certain specs so the City can address all possible situations. For example, the Vac-Con has a ¾ inch jetter hose while the Vector has a 1-inch jetter hose. The Vac-Con has a fan blower, that has faster suction, the Vector has a PD blower that can pump from a distance, giving us the capability to pump from hundreds of feet away. The Vector also holds more water and has a larger debris body. In 2022 The City purchased the Cues Flexitrac C550 CCTV inspection camera and related equipment. The City has a fully outfitted and dedicated CCTV trailer with all the equipment necessary to inspect the whole collection system. Along with 2 Rigid push cameras and a smaller handheld camera the City is fully equipped to inspect all sewer facilities. The City utilizes an Eel with over 300 feet of cable for rodding activities to clear blockages from mains, laterals and when jetting does not clear the blockage or clean fully.

The City's preventative maintenance activities include weekly "hot spots" inspections of areas that are prone to or have a history of sewer backups and FOG issues. This hot spot list is fluid and continuously updated to reflect the needs of the system and proactively prevent future spills. Based on what is found during these weekly inspections will dictate if spot cleaning, CCTV inspections, repairs or public outreach are needed at that time. This is also the purpose for the enhanced cleaning and monitoring program.

The regular preventative basin cleaning program, planned and executed by the  Wastewater Collection Division, is an ongoing program that is designed to systematically clean all gravity sewer lines every 3 years. The City currently maintains maps, spreadsheets and paper copies of all preventative work performed, with a transition to OpenGov CMMS in 2025.

An important aspect of the City's Collection System cleaning program is the recording of cleaning results for each manhole-to-manhole pipe segment. The results provide a basis for the wastewater Collection Supervisor to modify the frequency or method of cleaning for that pipe segment to reflect current field

conditions. Follow-up video inspections and/or repairs are requested as needed by the Wastewater Collection Supervisor to improve the quality of cleaning and for training of City employees.

The City monitors technological changes in sewer cleaning tools to identify potential additions to the standard array of tools available to District cleaning crews.

4.2.1.1 Enhanced Cleaning and Monitoring Program

The enhanced cleaning and monitoring program, performed by the Wastewater Collection Division, involves cleaning of mainlines or laterals (the publicly-owner lower lateral) at a higher frequency. Regular monitoring and checking known problem areas. The frequency may vary depending on what is found during field inspections and cleaning activities, ranging from weekly to annually. This program targets individual assets, unlike the regular basin cleaning program that includes all assets within a basin. Pipeline assets are added to the enhanced cleaning program based on one of the following criteria:

- Asset experiences a spill due to blockage
- Asset is a known problem area for FOG or debris accumulation based on O&M experience
- CCTV inspection shows defects that are known to cause heavy debris accumulation indicating high risk of future blockage/spill

When an asset is cleaned, the debris load is noted similar to the regular preventative basin cleaning program. An asset may be removed from the enhanced cleaning program list at the discretion of the Wastewater Collection Supervisor if the source/cause of the previously noted heavy debris load is known to have been eliminated.

Like the regular preventative basin cleaning program, this program is continuously assessed and revised based on the field reports. Assets that remain in the enhanced cleaning program for long periods of time will typically be targeted for rehabilitation or replacement if the reason for debris accumulation is related to the structural integrity of the line such as bellies, offset joints, protruding taps, and root intrusion. All work performed is documented and stored with the Wastewater Collection Supervisor.

4.2.2 CCTV Inspection Program

The City uses its CCTV camera trailer with the Cues Flexitrax C550 camera system and GraniteNet inspection software to inspect the City's 62 miles of pipe. 2 Rigid push cameras are used to inspect the City's 22 miles of lower laterals and in areas where the Cues camera doesn't fit. The City's CCTV inspection program is performed by the Wastewater Collection Division. The City conducts CCTV condition assessment using the

National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) coding standard. The NASSCO PACP method provides quantitative standardized inspection results that allow for straight-forward prioritization of system deficiencies.

Sewer manholes are inspected visually during sewer cleaning and/or CCTV, and any significant leaks or defects are documented and transmitted to the Wastewater Collection Supervisor. Manholes with significant defects may be scheduled for near-term repairs that are performed internally by the Wastewater Collection Division which has the capability to perform structural repairs and injection grouting to stop infiltration and inflow. Manhole repairs that cannot be completed internally will be completed by contractors as part of the R&R program.

City staff will use the data collected using the CCTV truck and the GraniteNet software to perform the following tasks:

- Identify problem areas, hotspots, blockages, or known problem areas, such as grease accumulation or shallow slope
- Identify root intrusions into the City's Collection System to create a sewer root maintenance plan
- Identify the sewer mains and manholes that need immediate repair and revise the City's CIP
- Rate the sewer lines using the NASSCO rating system to establish ongoing funding for major rehabilitation, upsizing, or replacement of the collection system as the system wears out or upgrading of the system because of expansion
- Create a cleaning and CCTV schedule for every City sanitary sewer line at a maximum of every 3 years
- Notify residents of identified problems within their laterals

In addition to the inspection schedule, based on regular cleaning and the enhanced cleaning and monitoring will dictate additional CCTV inspections needed for a given segment of pipe. These spot inspections are separate from the regular scheduled CCTV inspections of the collection system. These inspections are to investigate and address sewer issues found during routine cleaning, customer complaints or for spill investigations.

4.2.3 Pump and Lift Stations

The City's Wastewater Department operates and maintains 3 pump stations and 3 lift stations. The 3 pump stations have on site generators and the 3 lift stations have capabilities and access to portable

generators with transfer switches in place. The City has multiple portable generators available to be used at any pump/lift station. All 6 stations have a pump bypass in place to utilize bypass pumping. The City owns 2 portable trailer-mounted 6-inch diesel engine-driven pumps, along with three 4", four 3" and a 2" submersible pump at its disposal.

The City operates an extensive Supervisory Control and Data Acquisition (SCADA) system that closely monitors all the City's wastewater facilities, including the pump and lift stations. All stations are each monitored by a local programmable logic controller (PLC), which transmits data to the SCADA system over a wireless network. Each lift station is monitored for water levels and pump status. A level indicator is shown on the local lift station display and also sends a remote reading to the SCADA system. The PLC controller uses this indication to start and stop the pumps and to generate an alarm when warranted.

Each lift station is visited by the Wastewater Operator weekly, and any observations or notes are kept in a logbook located at each station. Typical weekly inspection activities include:

- Record pump run hours
- Manually run pumps to trigger and verify operation of low-level alarm
- Manually test operation of high-high level float
- **General visual inspection and level transducer cleaning**

The Wastewater Collection Division conducts thorough cleaning of each pump and lift station wet well. Frequency and need are based on what is found during the weekly inspections. Wet wells may be cleaned as often as monthly, or annually at a minimum.

4.2.4 Pump Station Emergency Response Plan (PERP)

In 2025 the City contracted with DKF Solutions to create pump station emergency response plans for the 3 pump stations, similar to our existing spill emergency response plan (SERP) but tailored to each specific pump station. Spills from pump stations, while rare, can have the largest volume and have the biggest impact on the environment. This is to aid in our emergency response and be prepared for all issues related to the pump stations, mitigate disasters and minimize environmental impact. These plans also act as SOPs and a training guide for operators. **4.2.5 Root Control**

The City's Wastewater Collections Division has identified invasive roots in the City's sewer system and private laterals using the CCTV truck during routine inspections, for spill investigations and during customer complaints. City staff removed the locations in the City's system during cleaning and noted the locations as part of a root removal project using mechanical cutters and/or jetting. City staff documents mains and laterals

with root problems, and for locations with significant root problems. These areas are regularly inspected and cleaned as part of the enhanced cleaning and monitoring program. These areas will remain in the program until they are repaired, replaced or the root cause is removed.

4.2.6 Odor Control

In the event that the City receives an odor complaint, the Wastewater Collection Division responds by flushing the line and/or installing manhole seals to eliminate the odor. Complaints are often in areas of low flow or end runs. The City will investigate and try to resolve the cause of the complaint.

4.2.7 Non-Routine Maintenance

The City's Collections Division responds to complaints regarding spills, missing or shifted manhole lids, lift station malfunctions, sewer odors, and customer blockages, among others.

4.2.8 Emergency Maintenance

The City developed emergency maintenance procedures in the Spill Emergency Response Plan. Refer to Element 6 for more information.

4.2.9 Force Mains

The City's collection system includes 3.75 miles of force main pipelines, with 18-inch diameter for the majority of it. The City performs periodic inspections of the force main points of discharge for visible signs of corrosion or material degradation. ARVs (air release valves) are installed and regularly maintained. A large section of old force main was eliminated when the new Green Island Pump Station was installed, turning the Tower Road Pump Station into a lift station, refer to the SSMP introduction.

4.3 CMMS Computer Maintenance Management System (NEW)

In 2025 the City invested in a CMMS, utilizing OpenGov as its computerized maintenance management system (CMMS). The City keeps records of service calls and generates automatic work orders for all regular maintenance. The CMMS tracks historical information about each pipe segment that is used to help define the priority maintenance schedule. Work order functionality in CMMS was implemented in fiscal year 2026. All City service calls, and work orders are recorded in the CMMS. City staff and an after-hours answering service are available to receive customer phone calls 24 hours a day, 7 days a week. All customer calls are recorded, and a work order is generated through the CMMS to address the customer's complaint or request. All maintenance work and asset tracking will be documented through OpenGov CMMS.

4.4 Smart Covers

In 2024 the City invested in and implemented Smart Cover technology. 3 units were purchased and installed at various locations throughout the city for I & I tracking and advanced warning of potential spills or pipe failures. Each Smart Cover will stay at a location for at least a year to record I & I impact in a given area to generate and prioritize CIPs. They will then be relocated to another location to track I & I with the goal of having I & I data for the whole system. In 2025, 2 additional Smart Covers will be installed in a fixed location for sensitive, high impact areas such as near a creek or wetlands to act as advanced warning for eliminating or minimizing spill impacts to the environment.

4.5 Training Program

The City uses a combination of on-the-job training, conferences, seminars, and other training opportunities to provide technical and compliance training for its wastewater collection system staff. Vendors provide training for new tools or equipment.

In addition, employees receive annual training to comply with the requirements of the State Waste Discharge Requirements (WDR) shown in the list below. This training involved both classroom and practical scenario-based training in the response, mitigation, and reporting of overflows, surface water quality sampling and reporting procedures. The recurrent training will cover any updates/changes to documentation and/or process since the most recent training event. Training is provided by in-house as well as external sources.

The Wastewater Collection Division are trained annually on the critical topics outlined below:

- Spill Emergency Response Plan procedures and practice drills
- Spill volume estimation
- CIWQS reporting procedures for data submitters and LRO
- Surface water quality sampling
- SSMP/SERP review
- Confined space entry
- Trenching/excavating
- Flagging/traffic safety
- Lockout/tagout procedures
- CPR, first aid, bloodborne pathogens

- Defensive driving
- Lifting/back safety
- Fall protection
- Heat illness
- Workplace violence
- Hazard communication
- Injury/illness prevention

The Wastewater Collection Supervisor keeps records of all training. Each employee also keeps a record of their training. In addition, Human Resources will retain some records such as CPR, first aid and bloodborne pathogens.

Other potential sources of training include classes, webinars and publications that support sewer system education and training including the City's risk management and insurance program pools that provide specific risk-based training for claims and risk reduction.

4.5.1 Conferences and CEUs

City staff regularly attend conferences for training and CEU opportunities throughout the year. Examples of these are the CWEA, APWA, WEF conferences. The wastewater Collection Division takes full advantage of classes and conferences available to enhance and expand their knowledge and gain needed CEUs. To learn and stay up to date on the latest procedures and best practices in their field.

Each employee is responsible for maintaining their certifications and licenses. CWEA's online training network, DKF's Training Link as well as American Water College and Sac State Office of Water Program are examples of the sources used.

4.5.2 NASSCO Certification

The National Association of Sewer Service Companies (NASSCO) is a certification for CCTV inspection to ensure a standardized condition assessment of sewer facilities. Applying a rating system for each pipe segment, manhole and laterals to establish a priority ranking and to identify areas needed for repairs or CIPs. All Wastewater Collection Division workers are required to get and maintain this certification.

4.5.3 CWEA Collection System Maintenance (CSM) Certifications

All Wastewater Collection Division employees are required to get and maintain their CWEA Collection System Maintenance certification. Entry level employees for the Wastewater Collection Division (Maintenance Worker 1) are required to get their CSM grade 1 as a condition for passing probation. A Maintenance Worker 2 is required to get their CSM grade 2, a Maintenance Worker 3 is required to get their CSM grade 3, positions above that are recommended to get the CSM grade 4 certification.

4.5.4 Leadership and Team Building

To enhance crew effectiveness, efficiency and for succession planning, all Wastewater Collection Division employees attend leadership and team building courses at various times throughout the year. Examples of these are local leadership classes through the county, regional training such as RGS (regional Government Services), APWA, CWEA and in-house or onsite training.

4.5.5 Weekly Tailgates

The City utilizes DKF training Link online weekly 15-minute tailgate meetings covering a range of topics. These tailgate safety meetings are required by Cal/OSHA regulations in Title 8, Sections 8406 and 1509 of the California Code of Regulations; however, the City has expanded the tailgate schedule to include sewer operations, maintenance and any relevant topics.

4.5.6 Contractors Working on City Sewer Projects

The City requires all contractors working on sewer collection system assets to review and maintain a hard copy of the City's SERP. In addition, all City projects that may impact collection system lines or facilities will require that the emergency procedures be discussed regularly, and especially at the preconstruction meeting at the start of a project. Contractors are required to train their workers on the contents of the City's SERP as part of their pre-project safety training and preparation. When sewer bypass pumping is required for project construction, the City will require the contractor to develop a detailed bypass pumping plan that includes redundancy for all equipment as well as spill detection and remote alarming equipment. Review of the sewer bypass pumping plan will be conducted by the City's Project Engineer and/or the Wastewater Collection Supervisor.

4.6 Critical Equipment Inventory

The City has equipment available for regular maintenance and repairs, as well as to respond to spill events and emergency situations. Below is a current list of the City's equipment, these are kept at the City's Water Reclamation

Facility. The City also has a list of contractors that can be contacted during a spill event or emergency to provide a variety of services including private residence cleaning, force main and pipeline repairs.

- 2 Combination trucks (rodder, vacuum), 1 Vactor, 1 Vac-Con
- Various nozzles for cleaning and blockages
- All traffic control devices: cones, men working signs, stop/slow signs, detour and arrow signs, road closed signs, barricades
- 2 Service trucks outfitted with all tools needed
- CCTV trailer outfitted with the Cues C550 camera system
- 2 Rigid push cameras, 300' each
- 1 Rigid inspection camera 40'
- 1 Eel, motor drive rodder with over 300 feet of rods
- 1 Rigid chain machine, to clear blockages in laterals
- 2 Backhoes
- 2 Dump trucks
- 1 Forklift
- Containment equipment such as spill kits and storm drain covers
- 1 Air compressor with air hose and jackhammers
- 11 pumps, 2 portable trailer-mounted 6-inch diesel engine-driven pumps, three 4", four 3" and a 2" submersible pump, suction and discharge hose for all
- Multiple portable generators
- Confined space entry equipment, tripods, Davit arm, harnesses, 5 gas detectors, winches, ladders
- Battery operated power tool, drills, impact drills, grinders, cut off wheels, reciprocating saw, 14" chop saw
- Gas powered chainsaws, weed eaters and blowers
- PPE: eye ware, gloves, eyewash, earplugs, earmuffs, hard hats, muck boots
- Sonetics radio communication system
- Pipe plugs, assorted sizes
- Pipe couplings, assorted sizes
- Repair clamps, assorted sizes
- PVC pipe, assorted sizes and fittings

- Lighting, both battery powered, and diesel powered light towers

The Plant Mechanic maintains inventories of spare parts for the City's Lift Stations. An inventory of common critical spare parts is maintained at the WRF that includes:

- Spare pump parts for all types of pumps
- Float switches
- Motor starters
- Level transducers
- Floats
- Fuses, various types of electrical connectors
- Pipe fittings and gaskets

Parts that aren't on hand are available at our local Pace Supply Company or specialized local supplier such as Motion Industries. Pace Supply Company is available to us 24/7 and after hours for our emergency needs.

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Sewer System Management Plan

Element 5: Design and Performance Provisions

SWRCB Waste Discharge Requirement:

- Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.
- Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

5.1 Design and Construction Standards for Installation, Rehabilitation and Repair

Design and performance provisions for work related to the City's sanitary sewer system are detailed in the Public Works Engineering Standard Plans and Specifications. The current Public Works Standard Plans and Specifications have been updated in 2025. This was a complete overhaul and update to all city standards that reflect new procedures, materials and other improvements/changes within the industry. Bound versions of the Public Works Engineering Standard Plans and Specifications are available or can be downloaded from the City's website at AmericanCanyon.gov.

Specifications for pump stations have historically been developed on a case-by-case basis as needed for construction of specific pump station facilities or for improvements to facilities. New pump stations are seldom required, and specific needs can be addressed on a case-by-case basis, so no development of pump station standards is necessary.

The Public Works Engineering Standard Plans and Specifications are composed of four elements:

- Engineering Design Standards - Provides detailed guidance for design of public sewer system improvements.
- Specific Provisions - Provides guidance to design professionals and construction contractors on the materials, installation and required testing methods for public sewer system improvements.

- Approved Materials list - Provides a list of the approved materials as they relate to the Standard Details.
- Standard Details - provides details for the installation of the public sewer system improvements.

5.2 Procedures and Standards for Inspection, Testing, Rehabilitation and Repair

All new construction, rehabilitation and repair projects affecting the City sanitary sewer system are reviewed and tested by the Public Works Department for conformance with the Public Works Engineering Standard Plans and Specifications. The Development Section of Public Works Engineering oversees permitting and plan review for new development projects. The Capital Improvement Section of Public Works Engineering performs construction inspection and testing.

Inspection is required for all sewer improvements and other work within the public right-of-way, all public easements, and for any work for which an encroachment permit has been issued. The City inspects new sewer facilities at all phases of the work in order to ensure complete conformance with the requirements of the City's standard specifications. At a minimum, work is inspected at the following points during the progress of sewer installation:

- Prior to the placement of any fill material.
- Immediately after the placement of all pipe and prior to bedding or to backfill.
- During all backfill and compaction operations.
- Prior to and during the placement and compaction of any aggregate base material.
- Form and reinforcement inspections prior to pouring any concrete.
- Prior to paving.
- During all paving operations.
- Prior to requests for payment for any contract items of work.

The City's Specific Provisions include specific testing procedures for public sewers that include:

- Cleaning and flushing
- Low pressure air testing
- Pipe deflection testing
- CCTV inspection
- Water or vacuum manhole testing

The City has engineers and staff that handle inspections and utilizes outside contract forces to monitor the construction of CIP projects and customer service installations to ensure compliance with the city's

specifications. The city has a well-established inspection scheduling and tracking system and utilizes a VPM, Virtual Project Management software that tracks all phases of projects. The inspection standards are enforced for private development projects, as well as City capital improvement projects.

Supporting Documents for Element 5:

- *City of American Canyon Municipal Codes*
- *City of American Canyon Engineering Standard Plans and Specifications for Public Improvements*

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Sewer System Management Plan

Element 6: Spill Emergency Response Plan (SERP)

SWRCB Waste Discharge Requirements:

The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan 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 this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan 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 this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

6.1 Spill Emergency Response Plan (SERP)

The city has a spill Emergency Response Plan as laid out and updated in accordance with the SSS-WDR general order for handling all sewer spills. The plan includes notification procedures for emergency response, spill recovery, overflow mitigation, cleanup, and restoration of damaged dwellings and buildings. It also includes provisions for public notification, testing for contamination, and notification to regulators.

The plan includes procedures for after-hours and weekend spill events. One Maintenance Worker and one Wastewater Operator are always available on an on-call basis. These employees can be reached 24 hours per day on their city cell phones. Figure 6-2 shows the flow chart procedure when responding to a spill or backup report, which is also in the SERP.

6.2 Spill Reporting Policy

All spills and backups are investigated to determine the cause and corrective actions needed to prevent future incidents. Category 1 and 2 Spills greater than or equal to 1,000 gallons are reported to the State Office of Emergency Services (OES) within two (2) hours after the City is notified of the spill.

All overflows are reported in the State Water Board's electronic reporting system (CIWQS). The plan also includes reporting requirements to other regulatory agencies as may be appropriate. The Wastewater Collection System Supervisor is responsible for reviewing and completion of the spill reports and entering the data into CIWQS. **Figure 6-1** shows the reporting requirements

Figure 6-1 Spill Reporting Categories

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

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 spill appearance point explanation field in the CIWQS Database.

6.3 Sanitary Sewer Overflow Detection and Notification

The processes that are employed to notify the City of the occurrence of a spill include observation by the public, receipt of an alarm, and observation by City staff or other public employees during the normal course of their work.

6.3.1 Public Observation

Public observation is the most common way the city receives notification of blockages and spills. Contact numbers and information for reporting sewer spills and backups are on the City's website at americancanyon.gov. The City's telephone number for reporting sewer problems during business hours is (707) 647-4550 and during non-business hours is (707) 995-8674.

Business Hours

Monday–Friday 7:00 a.m.–3:30 p.m.

City staff receives the call, takes the information from the caller, and communicates it to the field crew.

Non-Business Hours

Dispatch receives the call, takes the information from the caller, contacts the on-call crew via cell phone, and communicates the necessary information to the on-call crew.

The individual receiving the call collects the following information:

- Time and date of call
- Specific location of potential spill or incident
- Nature of call
- In case of a spill, estimated start time and duration
- Caller's name, telephone number, and address
- Caller's observations (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

Figure 6-2 shows the flow chart procedure for spill/backup response, which is also included in the SERP.

6.3.2 City Staff Observation

City staff conduct periodic inspections of the City's sewer system facilities as part of their routine activities. Any problems with the sewer system facilities are reported to appropriate City staff who, in turn, respond to emergencies. City staff issues work orders to correct non-emergency conditions.

6.3.3 Contractor Observation

The following are the procedures in the event that a contractor causes or witnesses an SSO. If the contractor causes or witnesses an SSO, they will perform the following steps:

1. Immediately notify the City by calling (707) 647-4550 during business hours or (707) 995-8674 during non-business hours
2. Protect the public
3. Protect storm drains
4. Provide information, such as start time, appearance points, suspected cause, and weather conditions, to City staff
5. Direct all media and public relations requests to the City Manager's Office.

6.4 Spill Overflow/Backup Response Procedures

6.4.1 Spill Overflow/Backup Response Summary

The City will respond to spills as soon as feasible following notification of a spill/backup or unauthorized discharge.

Figure 6-2, Overview of Spill/Backup Response, is an overview of the response activities.

6.4.2 First Responder Priorities

The following are the first responder's priorities:

- Follow safe work practices
- Respond promptly with the appropriate and necessary equipment
- Contain the spill wherever feasible
- Restore flow as soon as practicable
- Minimize public access to and/or contact with the spilled sewage
- Promptly notify the City Public Works Assistant Director/Director in the event of a major spill
- Return the spilled sewage to the sewer system
- Restore the area to its original condition (or as close as possible)
- Photograph and document areas affected and unaffected by the spill

6.4.3 Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions are necessary when performing sewer work. There may be times when City personnel responding to a sewer system event are not familiar with potential safety hazards particular 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 starting the job. This includes use of gas monitoring detectors for air quality in manholes and traffic controls on the site.

6.4.4 Initial Response

The first responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or overflows.

The first responder will perform the following tasks:

- Note arrival time at the site of the overflow/backup.
- Verify the existence of a public sewer system spill or backup.
- Determine if the overflow or blockage is from a public or private sewer.
- Identify and assess the affected area and extent of the spill.
- Contact the caller if time permits.
- Document conditions upon arrival with photographs.
- Decide whether to proceed with clearing the blockage to restore the flow or initiate containment measures.

Guidance for this decision is as follows:

- Small spills (i.e., spills that are easily contained) – proceed with clearing the blockage.
 - Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures.
 - Moderate or large spills where containment may be difficult – proceed with clearing the blockage; however, whenever deemed necessary, call for additional assistance and implement containment measures.
- Take steps to contain the spill, for detailed procedures, refer to the SERP

6.4.5 Containment and Prevention Program

The City's SERP identifies the steps to take for emergency response. The City will conduct annual exercises in accordance with the updated SSS-WDR general order, to ensure that all aspects of the SERP, including training and emergency equipment, are functional at all times.

The City will update the SERP as necessary when information/procedures have changed, and based on the audits discussed in Element 10, Sewer System Management Plan Program Audits.

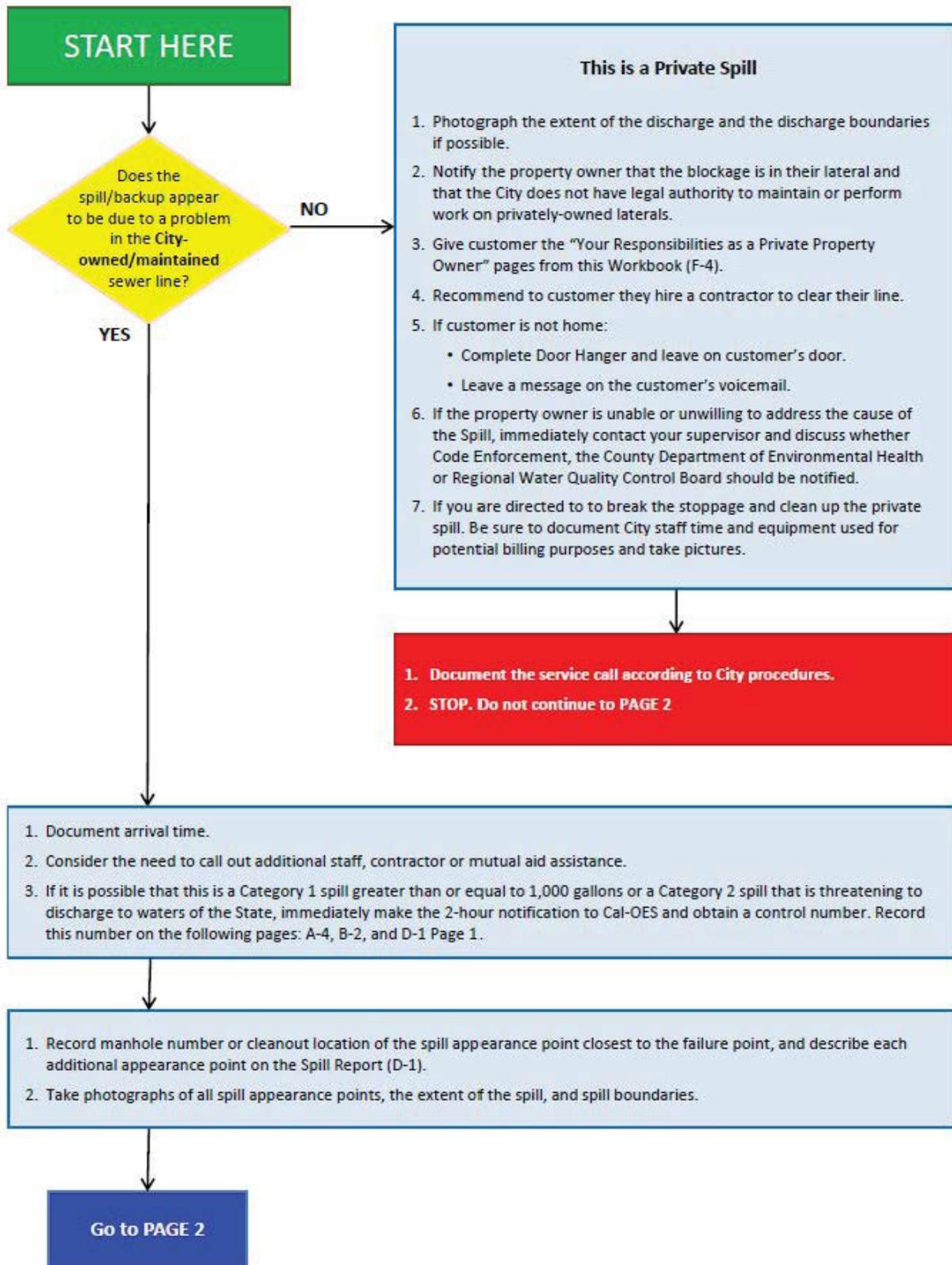
6.5 SERP services

The City utilizes DKF Solutions Group for their SERP services subscription. This subscription includes keeping our SERP continually updated and includes required training in addition to their bi-weekly tailgates. In addition to the benefit all the related training they offer, these services are to keep the city in compliance with the updated Statewide Waste Discharge Requirements for Sanitary Sewer Systems (WDR-SSS).

Supporting Documents for Element 6:

- [Spill Emergency Response Plan \(SERP\)](#)

Figure 6-2 Flow Chart for Spill/Backup Response (SERP)



Continue from PAGE 1

BEGIN DIVERSION AND CONTAINMENT, AS NECESSARY

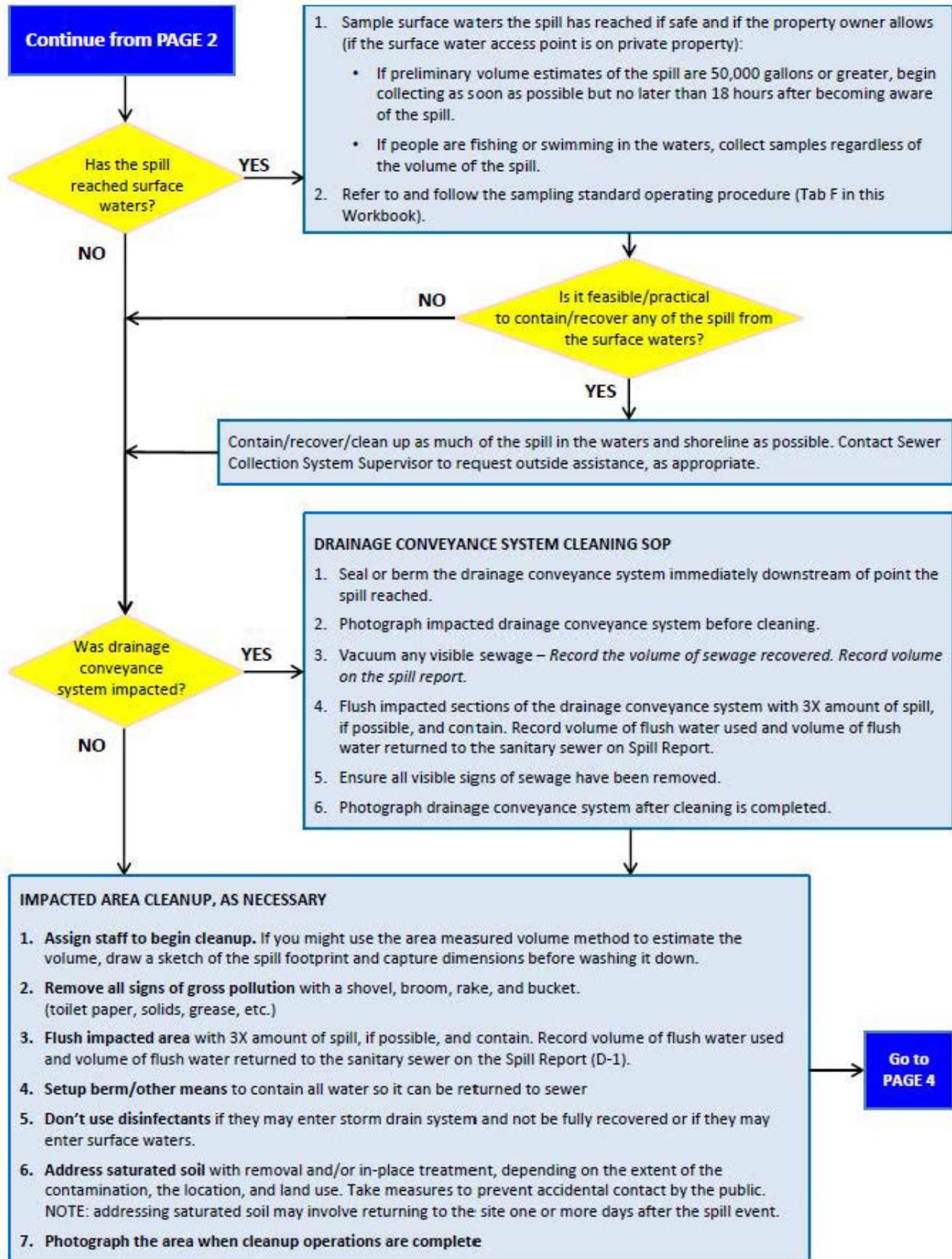
1. **DIVERT AWAY FROM SENSITIVE AREAS:**
 - a. Cover unplugged storm drains w/mats, or use dirt/other material to divert sewage away from sensitive areas (e.g., schools, playgrounds, intersections, etc.)
 - b. ENSURE PUBLIC CONTACT DOES NOT OCCUR. Use cones/barricades to isolate area.
2. **CONTAIN SPILL & 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.

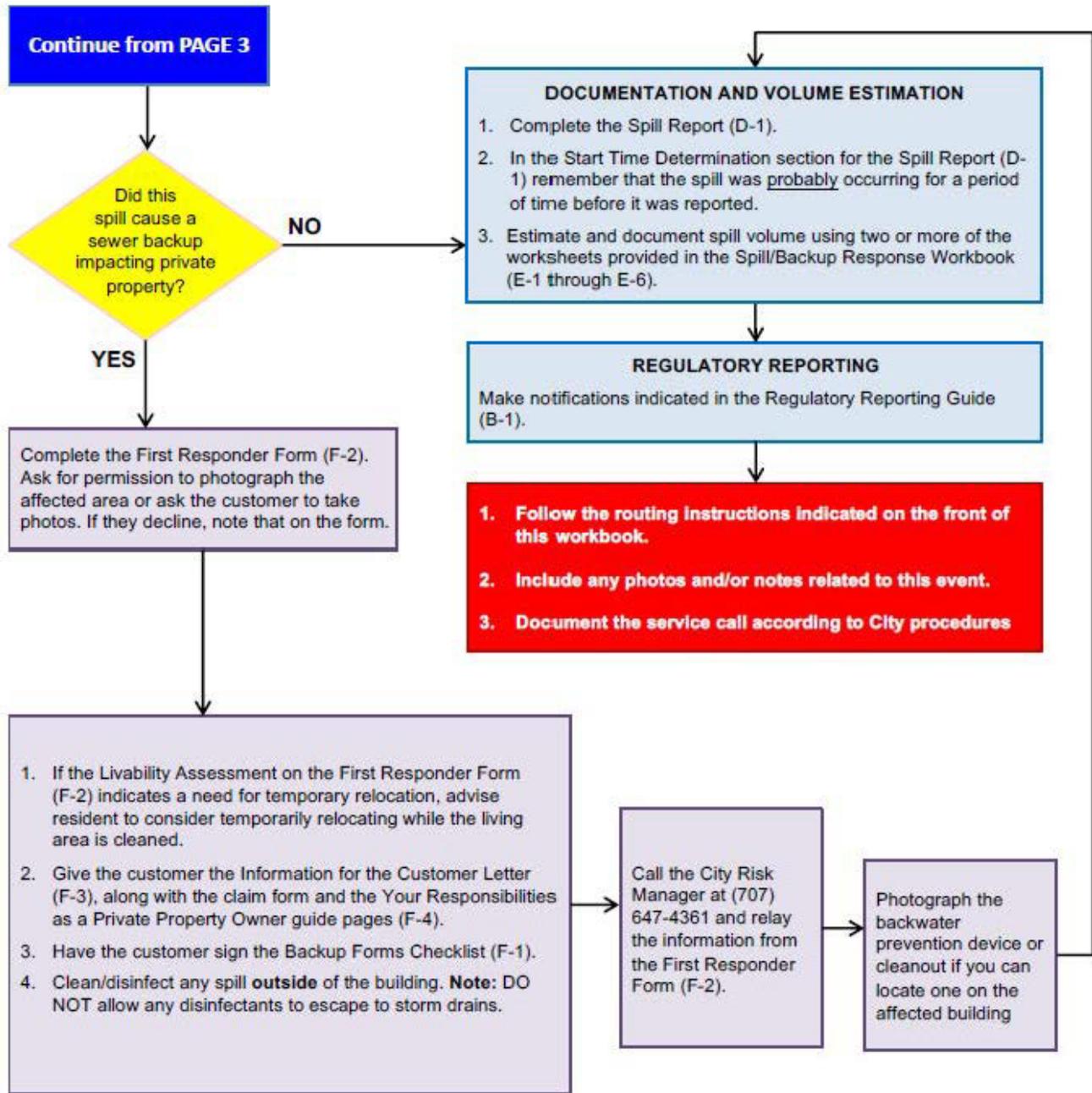
If any amount has already reached the drainage conveyance system, trace it downstream to a dry manhole and block it from entering surface waters. i.e., plugs, sandbags, or vacuum truck.
 - b. If you are confident that you can capture the spill in the drainage conveyance system, trace it downstream to 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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Sewer System Management Plan

Element 7: Sewer Pipe Blockage Control Program

SWRCB Waste Discharge Requirements:

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

7.1 Implementation Plan and Schedule for Public Education

The City's FOG Public Outreach Program includes Domestic FOG outreach and Industrial/Commercial FOG outreach. Domestic FOG outreach efforts are coordinated to occur seasonally and are provided with City utility service billing and/or online via social media. Domestic FOG outreach is also distributed to residential areas showing high amounts of FOG in the sanitary sewer. Commercial outreach is provided to permitted Food Service Establishments (FSEs) as part of their regular inspections. Additionally, outreach is provided to residents and to mobile food vendors at City affiliated events.

Outreach Schedule:

1. Focused residential outreach in the form of FOG door hangers is distributed to homes on City blocks in the

vicinity of blockages on an as needed basis.

2. Outreach is issued to permitted Food Service Establishments (FSEs) throughout the year during their regular inspections.
3. Outreach to students, volunteers and faculty at educational events such as “Wetland Explorers” and other City sponsored tours and events during the Spring and Fall months.
4. Outreach to residents and participating mobile food vendors at events such as “Meet Me in the Streets” during the summer months.
5. Holiday Cooking Practices campaigns are posted on social media and/or FOG related flyers are included with the City utility service billing during the Fall holidays.

Examples of informational flyers that have been distributed to the public can be found in **Figure 7-1**

7.2 FOG Disposal

The City maintains a list of known licensed grease haulers that service FSEs located within the City’s collection system based on records obtained from the FSE inspection program. All licensed grease haulers in the service area dispose at either East Bay Municipal Utility District, Santa Rosa, or Napa Wastewater Treatment Plants. Currently, the City’s WRF does not accept hauled grease.

If an FSE reports grease interceptor cleaning/hauling by a grease hauler that is not on the City’s list of known providers, the City will contact the company to confirm they are appropriately licensed and are disposing of grease at an appropriately licensed acceptance facility.

7.3 Legal Authority

Legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG is granted to City representatives in the American Canyon Municipal Code, Chapter 14.16 Sewer Use Regulations.

Applicable subsections include:

- §14.16.010 City may deny new or increased contributions of pollutants.
- §14.16.020 Industrial users – Must comply with pretreatment standards.
- §14.16.030 Discharge permit elements.
- §14.16.040 Compliance schedule.

- §14.16.050 Right of entry.
- §14.16.080 Acceptable wastes—Domestic and industrial sanitary sewage. Includes the maximum concentration allowed for grease (vegetable based) in domestic sanitary sewage.
- §14.16.140 Specific prohibitions – Obstructions including grease.
- §14.16.220 Prohibits any industrial user who discharges “any water or waste containing petroleum-based oil and grease in excess of 50 parts per million, or vegetable and animal-based oil and grease in excess of 75 parts per million.”

See an example of a Commercial Wastewater Discharge Permit in supporting documents. Permits are typically valid for a period of 3 years.

7.4 Grease Removal Device (GRD) Requirements

Grease Removal Devices (GRDs) are required. American Canyon Municipal City Code § 14.16.470 (F) (G) states that “Grease, oil and sand interceptors shall be provided when, in the opinion of the city manager or his designee, they are necessary for the proper handling of liquid wastes, containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for building used for residential purposes. All interceptors shall be of a type and capacity approved by the city manager or his designee and shall be so located as to be readily and easily accessible for cleaning and inspection. Domestic waste from toilets, urinals, wash basins or any fixture receiving fecal material shall not flow through the removal device. All grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times. (Emulsifying chemicals may not be used to dissolve grease.)”

7.4.1 GRD Installation and Design Standards

The City requires that new Food Service Establishments (FSEs) and existing FSEs being remodeled install GRDs as part of the building permit review and approval process. The City may also require existing FSEs that are found to be discharging FOG excessively in violation of City Code Section 14.16.220 to install grease removal devices. The City of American Canyon has adopted the California Plumbing Code (CPC), which is strictly applied to all new or remodeled FSEs.

Ultimately, Chapter 10 of the CPC serves as the City’s design standard for GRDs. Typically, newly constructed FSEs will be required to install gravity grease interceptors per CPC Section 1014.3 and Appendix H of the CPC. Where existing or remodeled FSEs are determined to require additional GRDs, the City may consider the use of smaller distributed hydromechanical grease interceptors as described in CPC Section 1014.2.

7.4.2 GRD Maintenance and Record Retention Requirements

Section C of the City's standard Commercial Wastewater Discharge Permit requires each permittee to implement minimum best management practices (BMPs). These include the installation of drain screens, the segregated disposal of waste cooking oil, prohibitions against discharge of food waste into the drainage system, dry wiping of greasy pots and pans, and training of employees on FOG disposal methods. Section C of the City's standard Commercial Wastewater Discharge Permit requires permittees to maintain records for a minimum of 3 years for all BMPS implemented and grease disposal activity.

7.5 Authority To Inspect and Enforce

Authority to inspect grease producing facilities and enforcement authority is granted to City Representatives in the American Canyon Municipal Code, Chapter 14.16 Sewer Use Regulations.

- §14.16.050 Right of entry
- §14.16.060 Remedies for noncompliance
- §14.16.070 Discharge permits
- §14.16.380 Damage caused by discharge
- §14.16.400 Disposal of unacceptable wastes
- §14.16.460 Procedures – Outlined.
- §14.16.470 Other implementing provisions – Outlined.

The City of American Canyon's Water Reclamation Facility has one permanent Environmental Specialist and an ESD Manager who are responsible for implementing and enforcing the FOG and Pretreatment Programs. There are two additional Environmental Specialists and an administrative clerk that also support these programs.

The City's Environmental Services Division maintains a database of all permitted FSEs. All permittees are scheduled for an inspection at least once during their 3-yr. permit cycle, and the City schedules the inspections throughout the 3-yr. permit cycle. Some permittees may be inspected more frequently and this can be triggered by any of the following:

- Excessive FOG accumulation noted downstream of the facility
- Private lateral spill or backup

- Poor condition of GRD noted during a previous inspection

When conducting the inspections, the City uses the FOG Inspection Report. An example is included in **Figure 7-2**

A typical inspection includes the following items:

1. Review any changes to ownership, business operations, or wastewater/drain utilities.
2. Inspect each GRD for solids/grease accumulation and review grease hauling records/receipts. Determine if current GRD maintenance schedule appears adequate or if changes to the schedule and permit specifications are warranted.
3. Determine if any liquid wastes (such as used cooking oil) are being stored on-site and if storage and spill prevention is adequate to prevent an illicit discharge to the storm drain system.

The City maintains on file all previous Industrial Discharger Inspection Reports for each FSE and also keeps a spreadsheet for each permittee that provides an abbreviated summary of the results of each FSE inspection that is easier for a City employee to review in order to gain an understanding of previous inspection results and enforcement actions that have occurred.

7.6 FOG Hot Spots and Enhanced Collection System Maintenance for FOG

Sewer lines that have been subject to increased FOG accumulation are moved into an Enhanced Cleaning and monitoring Program (see Section 4.2). This includes regular weekly monitoring, documenting and inspection with periodic cleaning when necessary. Triggers for identifying lines subject to increased FOG accumulation include the following:

- The occurrence of spills that are due to FOG based on spill investigatory CCTV inspection
- The occurrence of private lateral spills or backups due to FOG
- Observations from the City's regular CCTV inspection program that show a high level of FOG accumulation
- Observations of material removed from the line during the City's regular cleaning program.

As part of our weekly hot spot inspections, FOG hot spots are included and are regularly updated. We notify the environmental division of areas that we find FOG in the system. They will generate and coordinate outreach in these areas, with the Wastewater Collection Division assisting. In addition to users discharging FOG, some FOG hot spots are due to structural defects such as bellies or low points in the gravity mains and low flow conditions where FOG can accumulate. These areas have been and are regularly inspected by CCTV and show no structural damage. An up to date list and breakdown are shown below:

Structural (part of CIP SS5):

- 115 Independence Drive
- 724 Westpark

Customer discharging, (grease traps in place and inspected regularly):

- 5075 Main street (restaurant area, Sonic, Panda Express, Hilo Hawaiian BBQ, etc.)
- South end of Main street
- 42 Melvin Rd

7.7 Source Control Measures

FOG problem areas that are included on the Enhanced 180-day Cleaning Program are typically due to one of the following sources:

1. Food Service Establishments
2. High Density Residential Areas

The City uses the wastewater discharge permitting process and FOG Inspections to control FOG from FSEs. New business licenses and business improvements are communicated through the planning or engineering departments and evaluated through the business license review process. The City also uses its Public Education and Outreach Materials to control and manage FOG from high density residential areas.

Supporting Documents for Element 7:

- [*Commercial Wastewater Discharge Permit*](#)

Figure 7-1 Public Outreach

NO GREASE DOWN THE DRAIN!

KEEP DRAINS FLOWING

WIPE FOOD AND GREASE OUT OF POTS BEFORE WASHING AND DISCARD WASTE INTO THE TRASH

COLLECT AND RECYCLE USED COOKING OIL

HAVE GREASE INTERCEPTORS AND TRAPS CLEANED ON A ROUTINE SCHEDULE

USE ABSORBENTS TO CLEAN UP GREASY SPILLS BEFORE MOPPING

WHEN KITCHEN DRAINS ARE FLOWING, BUSINESS KEEPS FLOWING TOO.

EBMUD • Bay Area Pollution Prevention Group (BAPPG) • The California Pan-Oil and Grease Work Group (CAPOG) • The California Restaurant Association (CRA)



POLLUTION PREVENTION FOR FOOD TRUCKS

Please do your part to help protect our shared water resources. Food truck greywater and fats, oil, and grease (FOG) must not enter storm drains and catch basins. Greywater is the gently used water from your activities that may contain traces of dirt, food, used cooking oil, etc.

Improperly disposing of greywater down storm drains or catch basins can wash away treatment used to prevent mosquito growth, decreasing the effectiveness of mosquito population control. FOG can also lead to clogged sewer pipes and overflows on the streets.

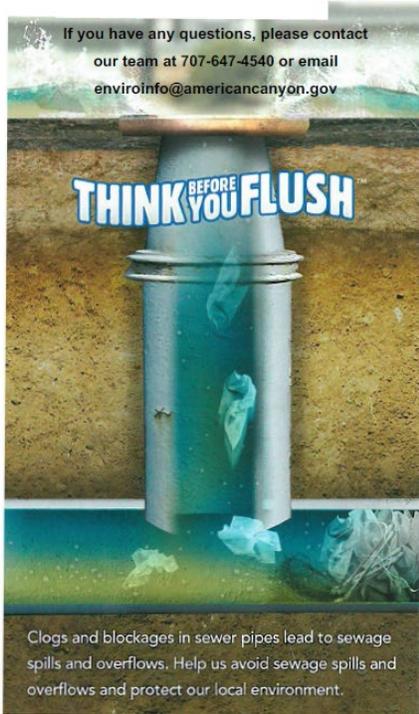


Illustration by: Roi Esguerra,
San Francisco Public Utilities Commission

“Flushable” does not mean “flushable”.

Disposing of anything other than toilet paper in the toilet can cause sewer line blockages and result in sanitary sewer overflows (SSOs) which can then lead to costly repairs.

If you have any questions, please contact our team at 707-647-4540 or email enviroinfo@americancanyon.gov



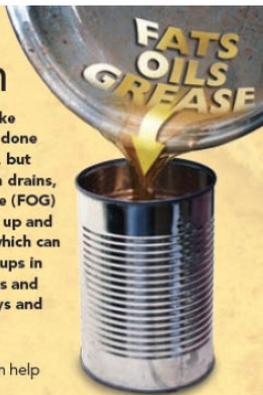
THINK BEFORE YOU FLUSH

Clogs and blockages in sewer pipes lead to sewage spills and overflows. Help us avoid sewage spills and overflows and protect our local environment.

in the kitchen

FATS OILS GREASE

They might seem like liquid when you're done cooking with them, but when poured down drains, fats, oils and grease (FOG) solidify. This builds up and blocks plumbing, which can lead to sewer backups in homes, onto streets and into local waterways and the Bay.



These simple tips can help you stay clog-free:

- NEVER pour grease or cooking oil down drains or garbage disposals.
- Mix small quantities of cooking oil with an absorbent such as kitty litter and dispose as garbage.
- Pour large quantities of cooking oil into a plastic container, seal tightly and take to the SMaRT Station for recycling.
- Store other fats, oils and grease items in a sealable bag or container and dispose as garbage.
- Use food strainers in kitchen sinks to catch food particles and place them into the garbage.



City of American Canyon
 Water Reclamation Facility
 151 Mezzetta Court, American Canyon, CA 94503
 (707) 647-4540 www.americancanyon.gov



The City of American Canyon's Sewer Collections Group has detected large quantities of rags (wipes, paper towels, gloves) and FOG (Fats, Oil and Grease) from the sewer lines in your area. Do not flush anything down the drain or toilet that can lead to an obstruction in the sewer.



Figure 7-2 FOG Inspection Form



Fog Inspection Report for Food Services

Inspector: _____

Time Inspection Started: _____

Date: _____

Time Inspection Completed: _____

Inspection Type: _____

Facility Information

Facility Name: _____ Phone: _____

Facility Correspondent: _____ Address: _____

Type of Facility

- Fast food
 Dinner
 Grocery
 Bakery
 Deli
 Meat Market
 Donut Shop
 Ice Cream
 Other: _____

Grease Removal System

Type: Interceptor Trap Manual Automatic None N/A Other: _____

Size: _____

_____ gal

Location: _____

Condition: Good (grease is being trapped) Poor (grease is passing on into the sewer)

Grease system Depth: _____ in

Solid Depth: _____ in

% of Solid in System (max 25%): _____

Maintenance Records

Cleaning Firm or Hauler: _____

_____ Phone:

Grease removal on a schedule: Yes No Explain:

_____ Date of last service: _

Maintenance Records are available for review: Yes No

Maintenance Records available for review	Dates of Records

Screening devices in sinks	<input type="checkbox"/>	<input type="checkbox"/>
Sink garbage disposal unit used	<input type="checkbox"/>	<input type="checkbox"/>
Food and Grease Scraped off pots, pans, plates & utensils to trash before washing	<input type="checkbox"/>	<input type="checkbox"/>
Establishment recycles waste cooking oil	<input type="checkbox"/>	<input type="checkbox"/>
Wash water discharged to sewer	<input type="checkbox"/>	<input type="checkbox"/>
grease trap or interceptor cleaned regularly	<input type="checkbox"/>	<input type="checkbox"/>
Solid waste storage covered	<input type="checkbox"/>	<input type="checkbox"/>
outdoor grease and oil storage containers are covered	<input type="checkbox"/>	<input type="checkbox"/>
Spills and leaks are cleaned up properly	<input type="checkbox"/>	<input type="checkbox"/>
BMP/Outreach Posters guides accessible	<input type="checkbox"/>	<input type="checkbox"/>

Outreach Provided:

Compliance Status

In Compliance Non-compliance Recommended Enforcement

Non-Compliance Verbal/Written Notice Notice of Violation Notice to Comply Stop Work Fine

Comments:

Name & Title of Correspondent: _____

Correspondent Signature: _____ Date:

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Sewer System Management Plan

Element 8: System Evaluation, Capacity Assurance and Capital Improvement

SWRCB Waste Discharge Requirements:

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment

The assessment of the collection system includes all components of the City's collection system, including pipelines, appurtenances, manholes, and pump stations. The City performs regular assessments of gravity mains by utilizing CCTV equipment, field inspections by staff and while performing cleaning, visual assessments of pump stations and points of discharge of force mains, and manholes. Condition assessment is a key process of our operations and maintenance program detailed in element 4 of this SSMP.

The City has identified all assets within 150 feet of a waterway and identified 11 total creek crossings, 9 gravity main and 2 force main creek crossings. These areas take priority and are regularly inspected and monitored. Low points are identified for each pump station in case of a failure. Two Smart Cover flow monitors are scheduled to be added in 2025 near surface water for advanced warning.

The City is not aware of any exiting of sewage from the collection system and continuously inspects and evaluates for defects such as cracks, separated joints, and infiltration. Significant findings are addressed in a timely manner through the new OpenGov CMMS and GraniteNet inspection data sent to engineering.

8.1.2 Condition assessment Methodology

CCTV inspections conducted using the NASSCO PACP coding interface result in the creation of a standardized report that documents the locations within the pipe at which observations were made. A still picture of each observation is taken, and a live video for the entire inspection is also provided.

Every observation made using a PACP code is classified as either a structural defect (i.e. cracks, offsets, corrosion, etc.), maintenance defect (i.e. debris, grease, roots, etc.), or a miscellaneous observation (i.e. tap, manhole, end of survey, etc.). Appendix D of the PACP Manual includes a condition grading system that rates

the severity of each defined structural and maintenance defect on a scale from 1-5. Standard NASSCO PACP reports can be configured to automatically record the associated "maintenance grade" and "structural grade" for each observation made during an inspection. As a general guideline, defect severity levels 1-5 may cause failure of the asset on a timeline as described below:

- Severity 5 - asset has failed or will likely fail within next 5 years (asset requires immediate attention, very poor condition)
- Severity 4 - asset will probably fail in 5 to 10 years (asset is in poor condition)
- Severity 3 - asset may fail in 10 to 20 years (asset is in fair condition)
- Severity 2 - asset unlikely to fail for at least 20 years (asset is in good condition)
- Severity 1 - asset failure unlikely in the foreseeable future (asset is in excellent condition)

NASSCO has developed an overall asset condition rating system, known as the PACP "Quick Rating". The Quick Rating is a four-digit code, with the following characteristics:

1. First digit is the highest severity observation noted (1-5)
2. Second digit is the number of observations of the highest severity
3. Third digit is the second highest severity observation noted
4. Fourth digit is the number of observations of the second highest severity

The Quick Rating provides a quantitative assessment of asset condition. A quick rating can be generated for either structural observations only, maintenance observations only, or for both types of observations combined. The quick rating system prioritizes assets first by the highest severity observation (the first digit), and second by the quantity of defects. It only takes one severity 5 defect, which may indicate that the asset has already failed or is near to failing, to cause an SSO. A single severity 5 defect is considered more serious than several severity 4 defects.

8.1.3 Maintain Documents and Recordkeeping

Inspection and assessment activities are documented in the City's OpenGov CMMS (as of 2025, FY 26), as well as GraniteNet CCTV inspection software and the City's computer servers. The City utilizes Smart Cover flow level monitoring devices to help evaluate system performance and for advanced notification of potential failures. All collected data is used for the purpose of documenting maintenance efforts, evaluating system performance, and making maintenance and corrective action decisions today and into the future.

8.1.4 Impacts of Climate Change

The City has determined that the collection system is not especially impacted by climate change impacts, as detailed in the WDR requirements; *(a) sea level rise, (b) flooding and/or erosion due to increased storm volumes, frequency, and/or intensity, (c) wildfires, (d) increased power disruptions*: all equipment is above the projected sea level rise floodplain. All pump stations are equipped with a pump bypass with available pumps and generators (on site and portable). The collection system has the equipment to perform bypass pumping and a 4MG emergency storage pond at our largest pump station. The City maintains back-up power for its pump stations and vital facilities which guard against extended power outages that may accompany climate change and wildfires. With regular testing and previous power outage of two weeks with no issues showed the City is in a position to anticipate possible impacts and be prepared to act, as needed. Moreover, the City is continually looking for areas to improve resiliency, The City is prepared for emergencies during larger storm events.

8.2 Capacity assessment

The City's 2016 Sewer System Master Plan summarizes the results of the flow monitoring and hydraulic model analysis. The Master Plan identifies all hydraulic deficiencies (for both Existing Conditions and Future Conditions) and develops planning level capital improvement project descriptions and cost estimates to address each deficiency.

A recommended completion date for each capital improvement project is provided in the Master Plan based on consideration of the following factors:

- Severity of the deficiency and potential volume of an spill caused by this deficiency
- Proximity of the deficiency to waterways
- Coordination with other City Publics Works projects

Anticipated pace of development for deficiencies triggered by future growth

8.2.1 Hydraulic Capacity Design Criteria

The City's Public Works Standard Specifications provide design requirements for new sanitary sewer collection system piping. The standards generally include the following:

- Base sewer flow factors are provided for residential, commercial, and industrial developments
Peak sewer flow factors are provided for residential, commercial, and industrial developments
- Infiltration and Inflow (1/1) is required to be added to peak sewer flow, and an 1/1 rate is provided for both new and existing sewer lines

- Manning's Equation is required to be used to determine pipe capacity, minimum Manning's "n" value of 0.013 shall be used
- Minimum public sewer main size is 8" and cannot be designed to flow surcharged

The City's design/performance criteria for hydraulic model evaluation of the existing collection system infrastructure are defined below:

1. For the City's Existing Conditions hydraulic model, sewer loads from currently developed parcels are based on the analysis of flow monitoring data, not based on application of the City Standard flows.
2. For the City's Existing Conditions hydraulic model, I/I loads from currently developed parcels are based on the analysis of flow monitoring data and the development of synthetic hydrographs for the Design Storm, not based on application of the City Standard flows.
3. For the City's Future Conditions hydraulic model, additional flows from new and infill development shall be determined based on the City Standard flow factors.
4. The City's Design Storm is the 10-year, 24-hour return period event of 6.47" per NOAA Atlas 14, Volume 6, Version 2. The temporal distribution of the storm is developed per the applicable Soil Conservation Service (SCS) standard distribution.
5. A hydraulic capacity deficiency for the gravity sewer system is defined as any location where the calculated hydraulic grade line at peak wet weather flow associated with the Design Storm is less than 3'-0" below the rim of a manhole.
6. A hydraulic capacity deficiency for a sewer lift station is defined as any lift station where there is not a redundant standby pump available to pump the calculated peak wet weather flow associated with the Design Storm.

8.3 Prioritization of Corrective Action

The City's policy is to repair, rehabilitate, or replace all Severity 5 Structural defects as soon as possible, barring budgetary constraints and other, more important existing CIPs already under way. Severity 5 Maintenance defects that require a physical repair to alleviate the defect will also be addressed in the same priority. Severity 5 Maintenance defects that do not require physical repair but can be managed through targeted enhanced O&M techniques will be added to the City's enhanced cleaning program.

Structures that have completely failed and are no longer allowing flow with a spill imminent, will become an emergency CIP and repaired immediately.

The City's policy regarding Severity 4 Structural defects is to also include the necessary repairs in the City's Sewer Master Plan. The repair of Severity 4 Structural defects is prioritized and scheduled based on a Risk of Failure analysis as further described below.

Risk of Failure = Probability of Failure x Consequences of Failure

Probability of Failure = PACP Structural Quick Rating/1000 + PACP Maintenance Quick Rating/1000 + X

Where X = 2 for pipes on the enhanced cleaning schedule due to roots, and; X = 1 for other pipes on the enhanced cleaning schedule.

Criticality of Failure = Capacity Rating + Location Rating

The Capacity Rating is based on the pipe diameter and is related to the potential spill volume according to **Table 8-1** below.

TABLE 8-1 - CAPACITY RATINGS

Pipe Diameter	Capacity Rating
8" or less	1
10"-12"	2
14"-18"	3
Greater than 18"	4

City Staff (typically Senior Civil Engineer- Capital Improvements) initially review condition assessment data when new data is available from CCTV field work. Licensed City Staff or contracted civil engineering consultants will review CCTV inspection videos and reports for assets with Severity 4 and 5 defects and provide preliminary R/R method recommendation reports including cost estimates. The Senior Civil Engineer- Capital Improvements and Public Works Director will then conduct the Risk of Failure analysis to aid in prioritizing and scheduling future capital improvement projects on a 10-year horizon. The City has invested significantly in the sewer collection system within the CIP.

8.4 Capital Improvement Program Development

City Staff group identified sanitary sewer collection system asset R/R activities into capital improvement project bid packages that are publicly bid for construction. Projects may be bundled by risk, for example the highest risk assets may be bundled into the first year of the capital improvement plan {CIP}. Projects may also be bundled by geographic proximity, construction methodology, or ease of coordination with other City Public

Works projects such as water and streets projects. The Senior Civil Engineer- Capital Improvements updates the CIP at least bi-annually based on work completed and new CCTV inspection data received. Projects that are scheduled within the next two years are contracted out for design to civil engineering consultants or designed in-house if practicable. Civil engineering consultants or City Staff produce construction plans and specifications, which are bid publicly for construction. The City may also develop an on-call list for typical sanitary sewer collection system R/R work (i.e. cured-in-place- pipe lining, manhole sealing, etc.) that can be used to complete work which does not require civil engineering design. Small R/R projects may also be completed in-house, if practicable.

8.4.1 Capital Improvement Budgeting

The City's sewer collection system is operated as an enterprise fund, meaning that its operations are financed in a manner similar to private business enterprises, where the costs (expenses, including capital depreciation) of providing sewer service are financed primarily through user charges. Using a valuation of all of its sewer facilities and an estimate of design life, the City has identified annual depreciation amounts in the sewer system. In the City's sewer collection system, depreciation amounts are estimated for gravity sewers, manholes, lift stations, and the public portions of sewer laterals and cleanouts.

The goal of the Capital Improvement Program (CIP) is to fully fund this annual depreciation amount, primarily by setting sewer service rates at a level which generates revenue in excess of operating expenses, with the additional revenue directed to projects that replace aging and fully depreciated sewer infrastructure. Where portions of a specific replacement project are attributable to new development, funding derived from service charge revenue may be augmented by revenue from sewer capacity (development) fees.

Supporting Documents for Element 8:

- *City of American Canyon's Capital Improvement Program*
- *City of American Canyon Engineering Standard Plans and Specifications for Public Improvements*

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Sewer System Management Plan

Element 9: Monitoring, Measurement and Program Modifications

SWRCB Waste Discharge Requirement:

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

9.1 Maintaining of Relevant Data

Relevant and accurate data is important for the assessment of performance against goals established by the SSMP and for the formulation of program modifications when necessary. The City maintains compliant and blockage records in electronic and paper format, maintains records of spills, cleaning, inspections, repairs, and other preventative maintenance activities. This information is used to establish and prioritize appropriate SSMP activities. The City will maintain information that can be used in the SSMP performance monitoring through the CIWQS database administered by the Regional Water Quality Control Board to track information under the statewide general SSO order. All CIWQS information is available through the Public Reports portal:

http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.shtml.

The City will evaluate the performance of its sanitary sewer system using the performance measures in this Section. The City will also update the SSMP based on the results of the audit discussed in Section 10, Element 10 Sewer System Management Plan Program Audits.

9.2 Monitoring and Assessment

Currently the City keeps records on staff computers, City networks, CIWQS and paper hard copies. The City will be utilizing OpenGov CMMS in 2025 to more efficiently track and utilize records and assets. With the available information, the City will be able to track various parameters related to service calls, maintenance, inspection

activities, reports and can also compare spill trends from previous years and identify system components that continually contribute to system failures. Specifically, the City will track the following parameters with which to measure the effectiveness of the SSMP and its effectiveness in reducing spills:

- Number of spills per year
- Volume of spills per year
- Cause of each spill (roots, grease, debris, pipe failure, capacity, pump station failure, and/or other)
- Number of spills per year by cause
- Response time to spills and other service calls (time from call received to time First Responder arrived on site)
- Length of gravity sewers cleaned annually
- Length of gravity sewers CCTV inspected annually
- Record of pump station maintenance
- Footage of sewer mainlines rehabilitation
- Capital projects completed

The SSMP will be audited as described in Element 10 SSMP Audits, based on this performance data.

9.3 Performance Measures

The City has established performance indicators relative to specific SSMP activities that can be quantitatively measured. Performance indicators are developed to provide the City a means by which to monitor its performance in effectively executing SSMP programs. The City intends to use the indicators shown in table 9-1 to measure the performance of its sanitary sewer system and the effectiveness of its SSMP. The City will continue to track the data shown in **Table 9-1**. Tracking such data will allow the City to identify and illustrate spill trends, including frequency, location, and volume. Additional measures to improve performance include implementation of the programs mentioned in previous Elements of the SSMP.

Table 9-1 Performance Indicator Measurements

Performance Category	Measured Units
Pump Stations	<ul style="list-style-type: none"> • <u>Work Orders</u> • <u>Maintenance Hours</u> • <u>Power Usage and Cost</u>
Line Maintenance	<ul style="list-style-type: none"> • <u>Work Orders</u> • <u>Maintenance – Length & Hours</u> • <u>Line Cleaning – By Frequency & Category</u> • <u>Cleaning – Efficiency</u> • <u>Cleaning - # Soft of Blockages Broken</u>
Service Calls	<ul style="list-style-type: none"> • <u>Number</u> • <u>Response Time (Spills)</u> • <u>Spills</u> • <u>Spill By Category</u> • <u>Spill By Volume</u> • <u>Spill By Cause</u>
Condition Assessment	<ul style="list-style-type: none"> • <u>Pipe Surveys by CCTV</u> • <u>Manhole Surveys – Number & Hours</u>
Repair	<ul style="list-style-type: none"> • <u>By Type</u> • <u>Number</u> • <u>Hours</u>
Inspections	<ul style="list-style-type: none"> • <u>USA Responses</u> • <u>Lateral – Number & Length</u>

9.4 Performance Monitoring and Program Modifications

The City will evaluate the performance of its SSMP using the performance indicators noted in Section 9.3. City staff will periodically update the SSMP with information such as contact numbers and the spill response chain of communication. The City will evaluate the performance of the wastewater collection system and programs and will review the successes and needed improvements of the SSMP as part of the audit as described in Element 10, Sewer

System Management Plan Program Audits. A comprehensive SSMP update will occur every 6 years as required by the State Water Resources Control Board.

9.5 Sanitary Sewer Spill Trends

Table 9-2 Shows the City's collection system's spill history, displaying spill number, category, volume and cause for the last 6 years.

Figure 9-1 shows spill volume in gallons spilled per year for the last 6 years.

9.6 Spill Analysis

As a required part of each SSMP Audit, spill events are analyzed in detail to identify key information such as frequency, location, cause, and volume. These trends are illustrated in order to determine causation that may be addressed through adjustment of the preventative maintenance program or CIPs.

Figure 9-1: 6-Year Spill Volume History

Spill Start	Spill Category	Spill Volume	Cause
1/17/2019	Category 3	150	Debris/rags
2019		150	
2/27/2020	Category 3	5	Wipes
8/2/2020	Category 3	850	FOG
2020		855	
9/27/2021	Category 3	230	Debris/wipes
10/14/2021	Category 3	12	Roots
12/16/2021	Category 1	3600	Pipe break
2021		3842	
3/8/2022	Category 3	55	Debris/rags
5/5/2022	Category 3	130	FOG
7/13/2022	Category 3	75	FOG
7/21/2022	Category 2	8800	Pipe break
12/31/2022	Category 1	1418	P/S failure
2022		10478	
2/19/2023	Category 3	220	Debris/wipes
9/9/2023	Category 3	127	Roots
2023		347	
1/18/24	Enrollee-Owned/Operated Lateral Spill	12	Roots
2/6/2024	Category 3	584	Roots
6/28/2024	Category 3	373	FOG
7/30/2024	Category 3	459	FOG
2024		1428	
1/17/2025	Enrollee-Owned/Operated Lateral Spill	5	Roots
2/13/2025	Enrollee-Owned/Operated Lateral Spill	102	Roots
2025		107	

Table 9-2 6-Year Spill History Data

Spill Start	Spill Category	Spill Volume	Cause
1/17/2019	Category 3	150	Debris/rags
2/27/2020	Category 3	5	Wipes
8/2/2020	Category 3	850	FOG
9/27/2021	Category 3	230	Debris/wipes
10/14/2021	Category 3	12	Roots
12/16/2021	Category 1	3600	Pipe break
3/8/2022	Category 3	55	Debris/rags
5/5/2022	Category 3	130	FOG
7/13/2022	Category 3	75	FOG
7/21/2022	Category 2	8800	Pipe break
12/31/2022	Category 1	1418	P/S failure
2/19/2023	Category 3	220	Debris/wipes
9/9/2023	Category 3	127	Roots
1/18/24	Enrollee-Owned/Operated Lateral Spill	12	Roots
2/6/2024	Category 3	584	Roots
6/28/2024	Category 3	373	FOG
7/30/2024	Category 3	459	FOG
1/17/2025	Enrollee-Owned/Operated Lateral Spill	5	Roots
2/13/2025	Enrollee-Owned/Operated Lateral Spill	102	Roots

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Sewer System Management Plan

Element 10: Internal Audits

SWRCB Waste Discharge Requirements:

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

The City will audit its SSMP at least every three years as required by the SSS-WDR general order unless the City determines that significant modifications to its Plan should be documented earlier, or if regulations significantly change between audits.

The audit provides structure for a systematic review of each SSMP element in order to ensure the SSMP contains current information, regulatory requirements are satisfied, and programs are effective and meeting City goals for the operation of the collection system stated in Element I. If updates or changes are required, the content and timeline to complete those changes will be described in the audit.

As part of the audit process, City staff will update critical information in the SSMP, such as contact information, names of the key staff in the response chain of communication, or other similar data as needed. A comprehensive SSMP update will occur every 6 years, as required by the SSS-WDR general order. Updates may periodically happen within the 6 years when there are major changes to policies, procedures, structure and regulations. The City will determine the need to update its SSMP more frequently if warranted by the results of the audits and/or the performance of its sanitary sewer system using information from the Monitoring and Measuring Program.

The City Council will approve any significant changes to the SSMP. The Public Works Director, Assistant Public Works Director, or assigned staff, has the authority for approval of minor changes, such as employee names, contact information, updated documents, or limited procedural changes.

Changes made to the SSMP will be documented in the Change Log and located within the Sewer System Management Plan on the City website. This 2025 SSMP is fully updated and rewritten to reflect the City's updated policies and procedures, organizational changes, commitment to excellence and transparency as well as implementing the updated state wide general order requirements (SSS-WDR). The change log will document any changes made in the future based off this updated SSMP.

The SSMP Audit results will also be included in this Documents link.

Supporting Documents for Element 10:

- [*Sewer System Management Plan \(SSMP\) Audit*](#)

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Sewer System Management Plan

Element 11: Communication Program

SWRCB Waste Discharge Requirements:

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
 - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
 - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
 - System operation, maintenance, and capital improvement-related activities.

11.1 Communication Plan

The City maintains open communication with the public using several outlets:

- **City Website** – The City maintains a website with the Sewer System Management Plan (SSMP), Spill Emergency Response Plan (SERP), SSMP audit, Master plan, Engineering Standard Plans and Specifications as well as any other related documents. Contact numbers are also on the website. <https://www.americancanyon.gov/Live/Utilities-Services/Water/Wastewater-Collection-Treatment>
- **City Council Meetings** – City Council meetings are public meetings that are also televised on a local broadcast station, streamed live on YouTube and through a link on the City website. They are recorded for future viewing. Significant changes to the SSMP will result in a council agenda action item presented at a regularly scheduled City Council meeting.
- **Utility Billing** – The City uses inserts in the utility bills, printed in English, Spanish and Tagalog, to notify ratepayers of applicable information.
- **Notices in Public Spaces** – Staff posts notices at City Hall, City Library, Rec Centers, Senior Centers, bulletin boards and other city owned facilities for any information that requires public notification or outreach.

- **Social Media** – The City posts notices on the City’s Facebook page, affiliated Facebook pages and on Nextdoor.
- **Email** – The City sends email notifications to residents.
- **Text Messages** – The City may utilize text messaging to all residents when immediate notification is necessary.
- **Neighborhood outreach** – occasionally staff will physically visit areas of the city to educate the public and send out flyers such as for FOG outreach in areas where we find FOG in the collection system.

11.2 Communication with Satellite and Tributary Systems

The City does not have any tributary or satellite systems connected to the City's wastewater collection system.

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TITLE

Business License Fee Program Amendments Second Reading

RECOMMENDATION

Approve second reading by title only, adopting an ordinance of the City Council of the City of American Canyon, amending chapter 5.04.220 and chapter 5.04.410 of the City of American Canyon Municipal Code, regulating exemption for charitable and nonprofit organizations and business license fees - flat rate

CONTACT

Jemelyn Cruz, Finance Director
Juan Gomez, Assistant City Manager

BACKGROUND & ANALYSIS

On September 2, 2025, the City Council held a public hearing and introduced the first reading by title only of Ordinance No. 2025-___ to include Community Special Events as an activity included under the business license fee exemption for charitable and nonprofit organizations and to add a Community Special Events category in the business license flat rate section for organizers who are not charitable or nonprofit organizations.

The proposed ordinance will assist community non-profit partners in streamlining and expediting the business license process by not requiring vendors, promoters and entertainers to obtain individual licenses, but be covered by the license of the hosting non-profit organization.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Economic Development and Vitality: "Attract and expand diverse business and employment opportunities."

FISCAL IMPACT

The primary goal of the amendment is to streamline the business license process for community special events. While these amendments will minimally impact revenues, the anticipated administrative efficiencies and improved compliance are expected to provide long-term benefits.

ENVIRONMENTAL REVIEW

N/A

COMMUNICATION

Level 1: Minimal Communication

A summary of the amendment will need to be published in newspaper within 15 days of adoption.

We will need to update business license forms and application, and work with Parks & Recreation to ensure the Special Event form is in alignment with the business license policy.

ATTACHMENTS:

[1. Ordinance](#)

ORDINANCE #2025-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON, CALIFORNIA, AMENDING CHAPTER 5.04.220 AND CHAPTER 5.04.410 OF TITLE 5 OF THE AMERICAN CANYON MUNICIPAL CODE, REGULATING EXEMPTION FOR CHARITABLE AND NONPROFIT ORGANIZATIONS AND BUSINESS LICENSE FEES – FLAT RATE

WHEREAS, the City of American Canyon’s Business License Program ensures that all businesses comply with applicable State, County, and City regulations; and

WHEREAS, it is unlawful for any person or entity to commence, transact, engage in, or carry-on any business in the city without first having obtained a valid license and paid the license fee; and

WHEREAS, the number of community events with multiple vendors have increased and managing these vendors has been challenging hindering timely license processing and compliance enforcement; and

WHEREAS, by providing a category for Community Special Events, event promoters will be responsible for collecting vendor information, ensuring compliance with all relevant permits and regulations. This will streamline the process and facilitate faster license issuance; and

WHEREAS, on September 2, 2025, the City Council of the City of American Canyon conducted a duly-noticed public hearing, at which time all those in attendance were give the opportunity to speak on the proposal.

NOW, THEREFORE, BE IT ORDAINED:

SECTION 1: Chapter 5.04.410 to Title 5 of the City of American Canyon Municipal Code is hereby amended with the following business license regulations:

5.04.220 Exemption – Charitable and nonprofit organizations.

The provisions of this chapter shall not be deemed or construed to require the payment of a license fee to conduct, manage or carry on any business, occupation, or activity from any institution or organization which is conducted, managed or carried on wholly for the benefit of charitable purposes from which profit is not derived, either directly or indirectly, by any individual; nor shall any license fee be required for the conducting of any entertainment, concert, exhibition, community special event, or lecture on scientific, historical, literary, religious or moral subjects within the city whenever the receipts of any such entertainment, concert, exhibition or lecture are to be appropriated to any church or school or to any religious or benevolent purpose; nor shall any license fee be required for the conducting of any entertainment, dance, special community event, municipal organization or association whenever the receipts of any such entertainment, dance, community special event, concert exhibition or lecture are to be appropriated for the purpose and objects for which such organization or association was formed and

from which profit is not derived either directly or indirectly, by any individual; provided, however, that nothing in this section shall be deemed to exempt any such organization or association from complying with any of the provisions of this code requiring a permit from the city council or any commission or officer to conduct, manage, or carry on any profession, trade, calling or occupation. This exemption shall apply to promoters, service providers, and vendors who are employed or contracted by the charitable or nonprofit organizations hosting community special events, as previously described.

(Ord. 92-20 (part), 1992; Ord. 2012-01(part) § 1, 2012; prior code § 3.28.220)

5.04.410 License fees—Flat rate.

Every person transacting and carrying on the businesses enumerated in this section shall pay a license fee as follows:

Advertising.

(A) Billboards, signs not fixed on places of business: one hundred dollars per structure or sign.

(B) Distributing handbills: one hundred dollars annually, or fifty dollars monthly, or twenty-five dollars daily.

(C) Sound trucks: two hundred dollars annual fee per truck, or fifty dollars daily fee per truck.

(D) Klieg lights: one hundred fifty dollars per year per light, or at licensee's option, fifteen dollars per day per light.

Auctioneers.

Auctioneers not having a fixed place of business in the city, two hundred fifty dollars per year, or at the option of the licensee, twenty-five dollars per day.

Card Rooms.

One hundred fifty dollars per table per year.

Carnivals, Fairs.

Two hundred dollars for the first day and one hundred fifty dollars for each additional day, for the first ten or fewer concessions; plus thirty dollars for the first day and twenty dollars for each additional day for each concession in excess of ten. For the purpose of this section, "concession" means any amusement ride, booth, exhibit, stall, tent, trailer, or stand which charges any fee for the ride, service or product offered.

Circuses.

Two hundred dollars per day.

Commercial Filming.

On city streets or other city property, as follows:

Persons Employed at Location	Rate per Day
1 — 3	\$100.00
4 — 6	200.00
7 — 9	400.00
10 and over	600.00

Traffic-control costs or any additional costs as required by the chief of police shall be paid entirely by the applicant.

Community Special Events.

Two hundred dollars per day per event. Unlimited vendors and concessions. For the purpose of this section, “concession” means any booth, stall, tent, trailer, mobile vendor, or stand which charges any fee for the service or product offered. Vendors include service providers such as musicians, stage crew, lighting, DJ’s. Not applicable to Charitable and non-profit organizations.

Contractors.

Every person engaged in the business of contracting which requires a state contractors' license shall pay a business license as follows:

(A) General contractors, one hundred dollar annual fee;

(B) Subcontractors, fifty dollar annual fee;

(C) Business licenses for general contractors and subcontractors may be obtained semi-annually.

Living Accommodations.

Every person transacting or engaged in the rental of four or more dwelling units in any apartment house, roominghouse, houses for rent, or other living accommodations shall pay an annual fee of twelve dollars per unit, provided that hotels and motels shall be on the gross receipts basis, Class B.

Mobilehome, Trailer and Recreational Vehicle Parks.

Twelve dollars per space per year.

Peddlers and Solicitors.

(A) Principal, two hundred dollar annual fee.

(B) Each additional solicitor or peddler, ten dollars quarterly.

Sales Representatives.

Every person engaged in the business of soliciting of orders for sales or services by a nationally franchised business (such as AVON) wherein solicitation only occurs by previous appointment, shall pay a business license fee of twenty-five dollars per year.

Taxicabs.

- (A)** Taxicab operator's license, sixty dollar annual fee;
- (B)** Taxicab vehicles, per vehicle, twenty-five dollar annual fee.

(Ord. 92-20 (part), 1992; Ord. 93-06 § 1, 1993; Ord. 2012-01(part) § 1, 2012; prior code § 3.28.420)

SECTION 2: The adoption of the proposed ordinance is not a project that has the potential for causing a significant effect on the environment and therefore is not subject to review under the California Environmental Quality Act (CEQA). In addition, the proposed ordinance amendment is exempt under the definition of the Project in Section 15378 (b)(3) in that it concerns general policy and procedure making.

SECTION 3: Severability. The City Council hereby declares that if any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases may be declared invalid or unconstitutional.

SECTION 4: The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall within 15 days of its adoption cause a summary of it to be published in a newspaper and circulated in the City and thereupon and thereafter this ordinance shall take effect and be in force according to law.

The foregoing Ordinance was **PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council of the City of American Canyon, State of California held on the ____ day of _____, 2025 by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

Pierre Washington, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, City Clerk

Taresa L. Highsmith, City Attorney



TITLE

Contract Award for the Synagro Water Reclamation Facility Sludge Hauling and Biosolids Project (WW-26-0400)

RECOMMENDATION

Adopt a resolution: 1) amending the FY2025-26 Capital Budget and increasing the FY2025-26 Project Budget from \$500,000 to \$620,000; 2) Awarding a construction contract to Synagro in the amount of \$610,987, and 3) authorizing the Public Works Director to execute contract change orders in an aggregate amount not to exceed the Project Budget, in conjunction with the Sludge Removal and Hauling Project (WW26-0400).

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director

Norman Woods, Assistant Public Works Director, Utilities and Environmental Services

BACKGROUND & ANALYSIS

The Water Reclamation Facility (WRF), commissioned in 2002, includes two sludge ponds: one lined with clay and the other with a Hypalon synthetic liner. From its inception through 2006, the clay-lined pond served as the primary site for sludge disposal. Since that time, it has been repurposed for temporary wet weather storage and as a backup during sludge transfer and dewatering operations when the primary pond is unavailable.

Currently, the WRF generates approximately one dry ton of solids per day, which are deposited into the Hypalon-lined pond (Sludge Pond One). By 2011, this pond had reached its capacity, prompting the facility's first sludge removal project. In the years following, effective digestion and dewatering allowed for biosolids removal on a biennial basis. Subsequent upgrades—including the installation of a screw press in 2015 and implementation of the Blue Frog sludge reduction system in 2018—have significantly improved sludge management efficiency and helped maintain stable pond levels since 2013.

A recent sludge depth survey indicates that Sludge Pond One now contains approximately eleven feet of accumulated solids, out of a total operational capacity of fifteen feet. To preserve critical

treatment capacity and maintain readiness for wet weather events, the removal of accumulated biosolids is now necessary.

In addition to operational needs, the WRF must also remain in compliance with Senate Bill 1383 (SB 1383), enacted in 2016, which mandates the reduction of organic waste disposed of in landfills. Under SB 1383, the City must demonstrate "verifiable available capacity" to process and recycle organic waste, including biosolids generated at the WRF. Accordingly, staff have submitted an implementation plan to the California Department of Resources Recycling and Recovery (CalRecycle) outlining compliance measures for the period of January 1, 2025, through December 31, 2034.

To support ongoing operational readiness and regulatory compliance, staff recommend proceeding with the removal of approximately 300 dry tons of biosolids from Sludge Pond One.

In support of this effort, the City solicited competitive bids for the Sludge Removal and Hauling Project (WW26-0400) on July 16, 2025. On August 8, 2025, the following bids were received:

Bidder	Total Bid Amount
Golden Gate Trans, Inc.	\$330.00*
Synagro	\$610,987.00
MidCal Dredging, Inc.	\$727,450.00

*The low bid was determined to be a non-responsive bid and the bidder was notified

The bid submitted by Synagro, in the amount of \$610,987, was the apparent low responsive and responsible bid. Staff have reviewed Synagro's bid submittal and verified the firm's qualifications, including possession of a valid Class A Contractor's License, active DIR registration, and satisfactory references. The proposed pricing is consistent with market rates and reflects the reasonable and customary costs for the scope of work.

Therefore, staff recommend that the City Council award the construction contract for the Sludge Removal and Hauling Project (WW26-0400) to Synagro in the amount of \$610,987 for FY2025-26.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

FISCAL IMPACT

The FY2025-26 Capital Budget currently provides for a Project Budget for the Sludge Removal and Hauling Project (WW26-0400) in the amount of \$500,000. The lowest bid was \$610,987, therefore additional funds are required to complete the Project. Staff is recommending an increase to Fund 540 from \$500,000 to \$620,000 to accommodate a minimal contingency.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA")

because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

COMMUNICATION

Level 2: Targeted Communication

Public outreach for truck hauling through commercial areas while the Green Island Road rehabilitation project is underway. Coordination with multiple contractors and city project managers to ensure hauling routes are available. Possible comms plan.

ATTACHMENTS:

1. Resolution - WRF SLUDGE Removal and Hauling 2025
2. Notice - Lack of Verifiable Processing Capacity - American Canyon
3. Notice of Need to Prepare and Submit Implementation Schedule (14 CCR Sections 18992.1(d) and 18992.2 (c))
4. Biosolids Capacity Implementation Plan
Notice of Non-responsive Bid

RESOLUTION NO. 2025-_____

ADOPT A RESOLUTION: 1) AMENDING THE FY2025-26 CAPITAL BUDGET AND INCREASING THE FY2025-26 PROJECT BUDGET FROM \$500,000 TO \$620,000; 2) AWARDING A CONSTRUCTION CONTRACT TO SYNAGRO IN THE AMOUNT OF \$610,987, AND 3) AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE CONTRACT CHANGE ORDERS IN AN AGGREGATE AMOUNT NOT TO EXCEED THE PROJECT BUDGET, IN CONJUNCTION WITH THE SLUDGE REMOVAL AND HAULING PROJECT (WW26-0400)

WHEREAS, the primary objective of the Sludge Removal and Hauling Project (WW26-0400) is to remove approximately 300 dry tons of accumulated biosolids from Sludge Pond One at the City’s Water Reclamation Facility (WRF), thereby preserving critical treatment capacity, maintaining wet weather readiness, and ensuring compliance with regulatory requirements including Senate Bill 1383 (SB 1383); and

WHEREAS, Sludge Pond One currently contains approximately eleven feet of accumulated solids out of a total operational capacity of fifteen feet, prompting the need for immediate removal to maintain ongoing operations; and

WHEREAS, the City solicited competitive bids for the Project on July 16, 2025, and on August 8, 2025, the following bids were received; and

Bidder	Total Bid Amount
Golden Gate Trans Inc.	\$330.00
Synagro	\$610,987.00
MidCal Dredging Inc	\$727,450.00

WHEREAS, the lowest bid was determined to be a non-responsive bid and the bidder was notified.

WHEREAS, staff has reviewed the bid Synagro submitted the lowest responsive and responsible bid in the amount of \$610,987.00; and

WHEREAS, staff finds the prices of the Bid Items reflect reasonable and customary costs of completing the work; and

WHEREAS, upon completion of construction bids, it was determined that additional funds are required to complete the improvements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon, hereby amends the FY2025-26 Capital Budget as follows; and

Budget Line Item	Name	Amount
560-85-450-46110	Capital Outlay – Wastewater CIP	\$60,000.00
540-85-450-47170	Intra-fund Transfer Out to CIP – Wastewater	\$60,000.00
560-85-450-37170	Intra-fund Transfer In – Wastewater	\$60,000.00

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon hereby amends the Project Budget for the Wetlands Edge Enhancement Project, as follows; and

Source	Current	Increase	Proposed
WW26-0400 Sludge Removal and Hauling FY-2025-26	\$500,00.00	\$120,000.00	\$620,000.00
Total	\$1,100,000.00	\$120,000.00	\$1,220,000.00

1. The FY2025–26 Capital Budget is hereby amended to increase the budget for the Sludge Removal and Hauling Project (WW26-0400) from \$500,000.00 to \$620,000.00.
2. A construction contract is hereby awarded to Synagro in the amount of \$610,987.00 for the Sludge Removal and Hauling Project FY2025-26 (WW26-0400).
3. The Public Works Director is hereby authorized to execute contract change orders, as necessary, provided the total expenditures do not exceed the approved project budget of \$620,000.00.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 16th day of September 2025, by the following vote:

AYES:
 NOES:
 ABSTAIN:
 ABSENT:

 Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

 Taresa Geilfuss, CMC, City Clerk

 Teresa L. Highsmith, City Attorney



A Tradition of Stewardship
A Commitment to Service

Division of Public Works

1195 Third Street, Suite 101
Napa, CA 94559-3092
www.countyofnapa.org/publicworks

Main: (707) 253-4351
Fax: (707) 253-4627

Steven E. Lederer
Director

August 1, 2024

Pam Phillips
Environmental Services Manager
City of American Canyon
Delivered by email to pPhillips@cityofamericancanyon.org

RE: Notice of Determination - City of American Canyon Verification of Capacity for Organics (biosolids)
Processing and Diversion from Landfills

Dear Pam:

The California Department of Recycling and Recovery (CalRecycle) requires, in accordance with SB 1383 (2016), that each City and County demonstrate that it has "verifiably available capacity" for processing and recycling of organic waste generated within its jurisdiction. Counties are tasked with gathering verification information from each jurisdiction in the County and reporting to CalRecycle.

Section 18992.1 (a)(3)(A) of the implementing Short-Lived Climate Pollutant (SLCP) regulations describes the valid forms of verification as ". . . a contract, franchise, or other documentation of existing, new, or expanded capacity at a facility, activity, operation, or property that recovers organic waste . . ." without use of a landfill.

After communicating with City staff, the County has not received verification of City diversion of biosolids generated at its wastewater treatment plant from landfills. The County is therefore required to send this notice of determination to the City and to CalRecycle. According to the State's SCLP regulations Section 18992.1 (d), the City has 120 days to submit an implementation plan to CalRecycle describing how it will arrange for the needed capacity. The City's plan will have to address the period January 1, 2025 – December 31, 2034.

If you have questions or need additional information about this notice, please contact County Environmental Resource Specialist, Dave Briggs at 707-253-4094 or David.briggs@countyofnapa.org. For information on the State's organics recycling regulations, visit [California's Short-Lived Climate Pollutant Reduction Strategy - CalRecycle Home Page](#).

Dave Briggs, Environmental Resource Specialist,
For Steve Lederer, Director

A handwritten signature in black ink, appearing to read "Dave Briggs".

Cc:

Erica Ahmann-Smithies, City of American Canyon Public Works Department
David Briggs, Napa County Public Works Department

From: [Jurisdiction and Agency Compliance and Enforcement](#)
To: [Pam Phillips](#)
Subject: Notice of Need to Prepare and Submit Implementation Schedule (14 CCR Sections 18992.1(d) and 18992.2 (c))
Date: Friday, August 2, 2024 1:30:33 AM

You don't often get email from jace@calrecycle.ca.gov. [Learn why this is important](#)

Dear Pam Phillips

The SB 1383 Regulations (Title 14 of the California Code of Regulations (14 CCR) Sections 18981.1-18998.4) require jurisdictions within a county to assess organic waste recycling capacity and edible food recovery capacity. If any capacity shortfalls are noted, the county is required to inform CalRecycle of any jurisdictions within the county lacking such capacity.

The County informed American Canyon that it lacked sufficient organic waste recycling, and/or edible food recovery capacity, and notified American Canyon that it needed to submit an implementation schedule in accordance with 14 CCR Sections 18992.1 (d) and 18992.2 (c) for the January 2025 - December 2034 Capacity Planning period to CalRecycle. The purpose of the implementation schedule is to adopt timelines and milestones to access local organic waste recycling and/or edible food recovery capacity.

The County submitted its County Capacity Planning Report to the Department and indicated an implementation schedule is needed for your jurisdiction. As required by 14 CCR Section 18992.3 (b), American Canyon has 120 days from the County's submittal to prepare and submit an implementation schedule to CalRecycle. **As such, your implementation schedule is due on December 2, 2024**

The implementation schedule includes, but is not limited to: 1) Obtaining funding for organic waste recycling and/or edible food recovery infrastructure including modifying franchise agreements or demonstrating other means of financially supporting the expansion of organic waste recycling and/or edible food recovery, and 2) Identifying facilities, operations, and activities that could be used for additional capacity. See 14 CCR Sections 18992.1(d)(1)(A) and/or 18992.2(c)(1)(A) for details.

CalRecycle has prepared an optional implementation schedule tool to assist jurisdictions. The tool can be found on the CalRecycle website: <https://www2.calrecycle.ca.gov/Docs/Web/121857>

Once completed, implementation schedules must be submitted to JACE@calrecycle.ca.gov.

Please contact your Local Assistance and Market Development Representative (<https://www2.calrecycle.ca.gov/LGCentral/Contacts>) if you require assistance.

Jurisdiction Name: City of American Canyon
County: Napa County
Person completing the report: Pam Phillips
Title: Environmental Services Manager
Mailing Address: 151 Mezzetta Ct
City: American Canyon
Zip Code: 94503
E-mail Address: pPhillips@americancanyon.gov
Phone Number: 707-647-4544

Action	Assignee	Start Date	End Date
Goal 1: Assess Options	Environmental Services Manager, Operations Manager and Operations Staff	8/6/2024	12/31/2025
Contact 3rd party to schedule overall assessment of biosolid removal	Nolan Garcia	8/7/2024	12/31/2024
Biosolids assessment report from 3rd party	Environmental Services Manager, Operations Manager and Operations Staff	12/1/2024	1/31/2025
Goal 2: Secure funding for biosolids removal thru 2030	Operations Manager	12/1/2024	5/31/2025

Action	Assignee	Start Date	End Date
Goal 3: Remove 1/3 stored biosolids	Synagro (3rd party)	6/1/2025	11/30/2025
Goal 4: Remove 1/3 stored biosolids	Synagro (3rd party)	6/1/2027	11/30/2027
Goal 5: Remove 1/3 stored biosolids	Synagro (3rd party)	6/1/2029	11/30/2029
Goal 6: Reassess biosolid capacity	Environmental Services Manager, Operations Manager and Operations Staff	1/1/2030	4/31/2030
Asses if 3rd party will be needed or if city will have the ability to handle solids as part of the high strength waste project	Environmental Services Manager, Operations Manager and Operations Staff	1/1/2030	12/31/2030

Status
In Progress
In Progress
Not Started
Not Started

Status
Not Started
Not Started
Not Started
Not Started
Not Started

From: Noni Thomas <nthomas@americancanyon.gov>
Sent: Tuesday, September 9, 2025 12:24 PM
To: info@goldengatetransinc.com
Cc: Norman Woods <nwoods@americancanyon.gov>
Subject: American Canyon - Sludge Removal and Hauling (WW26-0400)

Greetings Robby Kumar,

Thank you for submitting a proposal in response to our recent request for bids for the City of American Canyon’s WW26-0400 Sludge Removal and Hauling. We appreciate the time and effort you invested in preparing your submission.

After a thorough review of all proposals received, we regret to inform you that your bid has not been selected for this project.

While we acknowledge that your bid was the lowest in terms of cost, our evaluation determined that the proposed pricing appears to be significantly below the realistic cost required to complete the project to the expected standards. Based on our assessment and industry benchmarks, we are concerned that the proposed rate may compromise the quality, scope, or timely completion of the work. (A screenshot of the bids received is shown below).

We value your interest in working with us and encourage you to participate in future bidding opportunities. Please do not hesitate to reach out if you would like feedback on your submission.

Thank you again for your proposal and your interest in collaborating with us.

Golden Gate Trans Inc.		MidCal Dredging Inc.		Synagro	
Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
\$110.00	\$110.00	\$122,135.00	\$122,135.00	\$109,987.00	\$109,987.00
\$110.00	\$110.00	\$388,657.00	\$388,657.00	\$315,000.00	\$315,000.00
\$110.00	\$110.00	\$216,658.00	\$216,658.00	\$186,000.00	\$186,000.00
	\$330.00		\$727,450.00		\$610,987.00

Best Regards,

Noni Thomas
Management Analyst I
Public Works

City of American Canyon | 4381 Broadway Street, Suite 201 |
 American Canyon, CA 94503
 707.647.5320 | nthomas@americancanyon.gov
<https://www.americancanyon.gov/>

CITY OF
AMERICAN
CANYON



Public Works Department
Water/Water Reclamation/Environmental
Services/Distribution & Collection Divisions
City Council Update
September 16, 2025

CITY OF AMERICAN CANYON UTILITIES DIVISION LEADERS;

- Erica Ahmann Smithies, Public Works Director
- Norman Woods, Assistant Public Works Director
- Dominic Patrick, Water Systems Manager
- Nolan Garcia, Chief Plant Operator
- Pam Phillips, Environmental Services Manager
- Brian Anderson, Utilities Consultant
- Francisco Ramirez, Water Distribution Supervisor
- Chris Morris, Wastewater Collections Supervisor



Water Treatment Facility

Our main objective is to remove impurities and contaminants from water, making it safe for human consumption and other purposes.

Staffed by three Plant Operators , one Plant Mechanic and one Chief Plant Operator (vacant)

Operate and maintain the WTP to meet stringent State/Local Limits

Maintain and operate the conventional and MBR treatment facilities

Stay up with new emerging technologies and trends

Always looking for continuous improvement and growth

Respond and address customer complaints and water quality concerns

Inform public through outreach - tours, Water Quality Report, and Public Works Week

Water Division Maintenance

Year-to Date 2025

- ▶ 941 Service calls
- ▶ 231 USA (811) responses
- ▶ 352 Hours valve repair & maintenance
- ▶ 442 Shut-off/turn-on water services
- ▶ 126 Water meter leaks repaired/identified
- ▶ 23 Water meters replaced
- ▶ 49 New water meters installed
- ▶ 18 Water service connections replaced
- ▶ 3 Water main repaired
- ▶ Hydrant Flushing 260 MHP



Water Division Projects

May – July 2025

- ▶ Plant Mechanics replaced two, 14" check valves on the Conventional Plant Backwash Pipeline, cost savings ~\$10K
- ▶ Installed a 16" automatic valve for Plant Tank, for SCADA water operations
- ▶ Installed automatic sludge wasting valves at Conventional Treatment Plant
- ▶ Replaced and calibrated compliance flow meters and pressure transducers
- ▶ Updated Signage (SDS and Safety)
- ▶ Painted: raw water, settled sludge waste, supernatant return pipelines, eye-wash stations, handrails, & steps



Water Division Administration

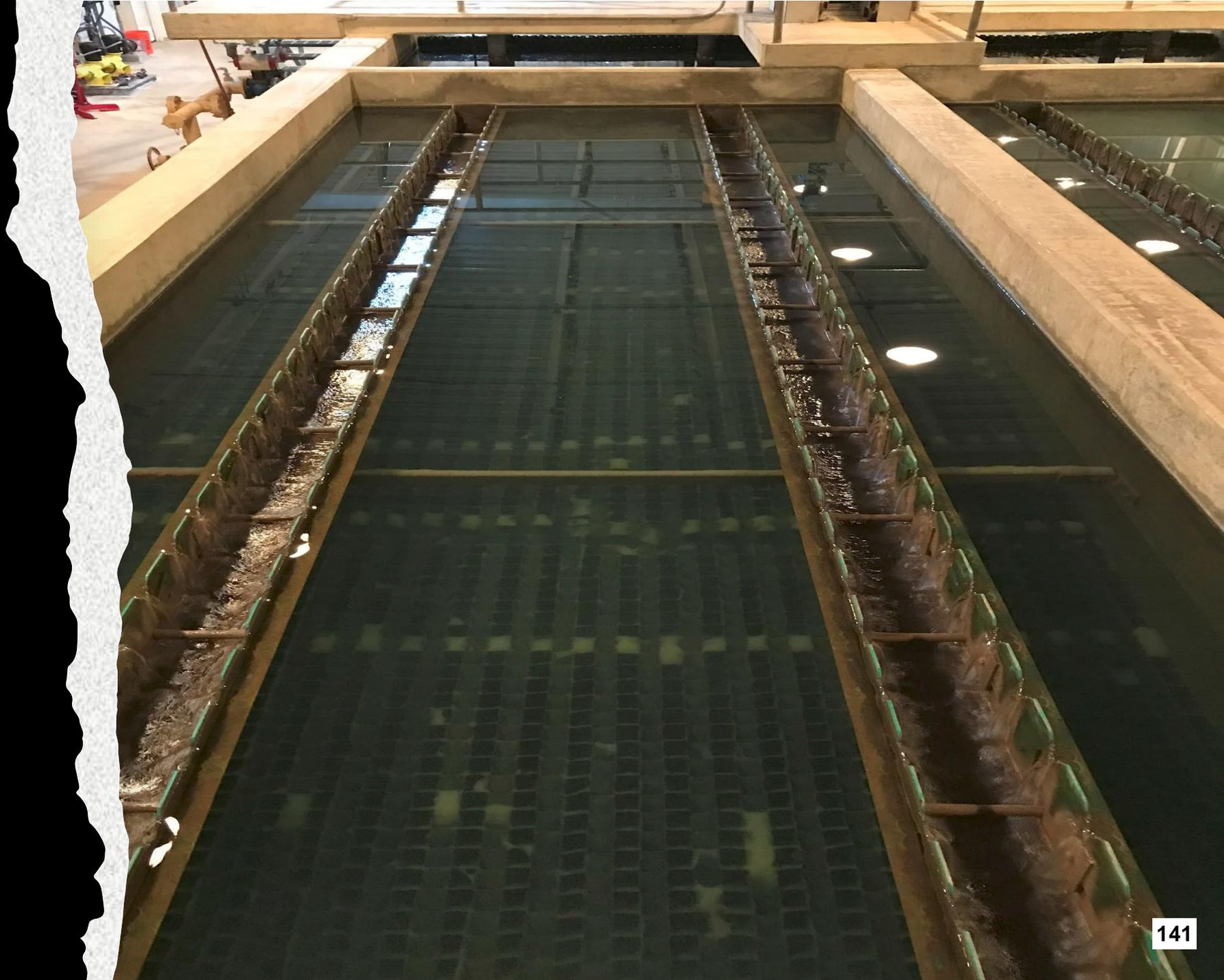
May – July 2025

- ▶ 24-hour security & surveillance system
- ▶ SCADA Project in progress
- ▶ Completed Annual Water Quality Report w/ the support of Communications Team
- ▶ Revised Standard Operating Procedure for Emergency Response Plan
- ▶ Revised lockout/tagout Safety Program
- ▶ Promoted Daniel Finnegan to Water Treatment Plant Operator II
- ▶ Promoted Service Worker Rodrigo Guzman Raya to Maintenance Worker I



Water Division Supply & Demand

- ▶ Total water consumption January – July 2025 - 1,055 Acre-Feet (AF)
- ▶ The City is projected use 2,200 AF of water in 2025, which is ~9% below the five-year average 2,400 AF
- ▶ The City transferred 1,075 AF of State Water Project water through the Napa County Flood Control & Water Conservation District, valued at approximately \$400,000.00
- ▶ ~400 tons of backwash solids were removed by Water Distribution and Recology, (January – July 2025, equivalent to \$1.2 M)



Water Reclamation Facility Operations and Collections Teams

Our main objectives are to improve the quality of wastewater by eliminating pollutants and toxicants and preserving our natural water resource for reuse; additionally providing responsible and reliable services for the community through a comprehensive maintenance and operations program.

Staffed by three Plant Operators, one Plant Mechanic and one Chief Plant Operator

Operate and maintain the WRF to meet stringent State/Local Limits

Maintain and operate five sewer pump and lift stations

Stay up with new emerging technologies and trends

Staffed by four Maintenance Workers and one Maintenance Supervisor

Maintain Compliance in accordance with our Sanitary Sewer Management Plan

CCTV or camera the inside of the collection system

Prevent sanitary sewer overflows, cleaning the sewer system

Public Works Week Open House

First Public Works Week Open House at the WRF gave staff an opportunity to show the community what we do



Current and Future Projects

- Membrane Replacement
- Scada Upgrade
- Biosolids Removal Project
- Duckweed Removal
- UV Re-hab
- Plant Expansion
- High Strength Waste Facility



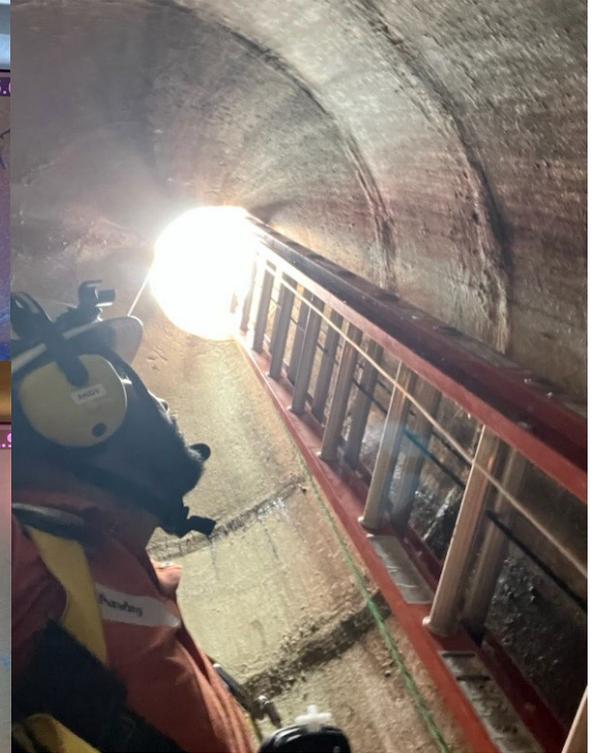
Plant Flows & Collaboration

- Annual treatment average 650 MG
- Over 150MG recycled water
- Holistic operation between Environmental Services, Collections & Maintenance
- Better treatment outcomes, improved maintenance, reduced environmental impact.
- No Violations



2025 Maintenance Activities

- **Vintage Ranch Area (ongoing)**
 - Sewer main CCTV inspections
 - Sewer lateral inspections
 - Sewer main and lateral maintenance and cleaning
- Sewer inspection, maintenance and cleaning on Broadway, Theresa, Donaldson, Amarillo, Sierra Vista, Holcomb, Elliott, Cartagena, W. Carolyn, Corsicana, Monterey, Corbin, Carmel, Rio Grande, Napa Jct., Landana, Andrew, Wilson, Melvin, Joan, & Los Altos
- Pump Station wet well cleaning



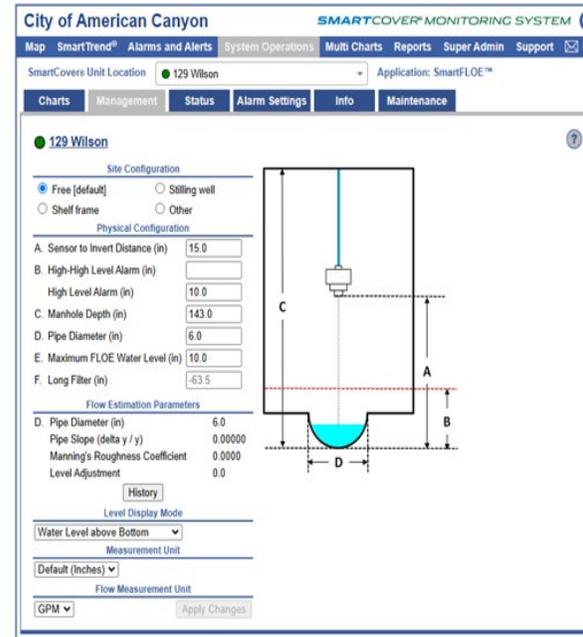
2025 Projects

• Completed Projects

- Wastewater Collections Shop
- Sewer System Management Plan (SSMP)
 - Updated every 6 years to meet compliance with State Water Board policies and procedures
- Solids Dump Station at WRF
 - Drain System installed to pond

• Ongoing Projects

- WRF Storm Drainage Install
- Spill Simulator Station
- Install 2 additional SmartCover level sensors for manholes



Environmental Services Division

Our main objectives are to protect the environment and public health by managing waste, ensuring regulatory compliance, and promoting sustainability

Staffed by Environmental Specialists and one Environmental Services Manager

Community Outreach to educate the community about environmental issues and sustainable practices

Regulatory Compliance ensuring city facilities, operations and community comply with environmental laws and regulations

Operate solid waste and recycling programs to reduce the amount of trash sent to landfills

Protect surface and groundwater by managing runoff, regulating wastewater discharge and enforcing proper disposal

Environmental Service Division Programs

Water Reclamation Facility (WRF) Water Quality Compliance/Reporting

Pretreatment Inspections/Permits

Pollution Prevention/Outreach

Recycled Water Permits/Programs/Spill Reporting

Water Conservation Public Programs

Solid Waste Franchise/SB 1383 Regulations/Hazardous Waste

Bay Area Air Quality Management District Permits

Hazardous Materials Business Plan (HMBP) Unified Program

Support Stormwater Illicit Discharges/Reporting

Sustainability/EV Charging System/Solar

WRF NPDES Permit Reports Summary

- **WRF NPDES Self Monitoring Report**
 - Approximately 1900 Compliance samples evaluated
 - August 2024 the WRF violated the Chronic Toxicity effluent limits. Required to conduct accelerated monitoring until January 2025. Plant operations and incoming influents were evaluated, results were inconclusive
- **Biosolids**
 - 73.26 dry metric tons were off-hauled to landfill
 - Pretreatment Annual Report
 - Report on activities for 82 regulated dischargers and evaluate the past 5 years of compliance data trends
- **Pollution Prevention Annual Report**
 - Report on yearly and 5-year trend assessments for 15 pollutions of concern and the effectiveness of our efforts to reduce those
- **Recycled Water Annual Report**
 - Reported 7 spills totally 217,000 gallons, 365 days of data collection and 95 Recycled Water Users



Solid Waste

•Annual Report

- Programs and outreach for SB1383 requirements, Source Reduction and Recycling, Mandatory Commercial Recycling, Mandatory Commercial Organics Recycling and Household Hazardous Waste

•2024 Annual Recology Report

- 5,581 Service Accounts
- 11,312 Tons MSW
- 3,471 Recycling Tons Diverted
- 6,986 Organic Tons Diverted
- Diversion Rate for 2024 was 47% goal for 2025 is 75%
- 72 Tons of Bulky Item Collected
- 370 Gallons Used Oil Collected

•Annual Route Reviews – “Flip the Lid”

- 2024 and 2025 – 450 Addresses and 960 Containers

•Residential Compost Giveaway: 780 yards

•Residential Compost Class with backyard compost giveaway

•Bottle refill stations in City Hall, Library and Senior Center



Storm Water

- Submitted Annual Report
- Total of 22 Storm Water Illicit Discharges in 24 and 25
- Collaborating with Napa Co Stormwater JPA on SWPPP (stormwater pollution prevention plan) for the current Corporation Yard

Air Permits

- 8 city facilities permitted yearly

HMBP (hazardous material business plan)

- 9 city facilities permitted requiring yearly updates/training

Outreach and Collaboration

- Meet Me in the Streets
- Donaldson Way Career Fair
- Citizens Academy
- Watershed Explorers Field Day (ACCPF)



- Sewer System Management Plan (SSMP)
- Watson Ranch Quarry Sampling
- Fats, Oils and Grease (FOG)₁₅₃



CITY OF
AMERICAN
CANYON

Thank you, any questions?



CITY COUNCILMEMBER REPORT

Council Meeting Date: 09/16/2025

Submitted by: Mayor Pierre Washington

Event Date: 05/09/2025

Event Type: Community Event

Event Title: Waste Water Reclamation Treatment Plant Tour with Congressman Mike Thompson

Event Report: This week, I had the opportunity to meet with Congressman Mike Thompson at the American Canyon Wastewater Reclamation Treatment Facility. Together, we toured the plant and discussed the recycling process, focusing on the new membranes we recently received. A key point of our discussion was how future orders of these membranes may be impacted by tariffs.

I want to commend our City Manager, Jason Holley, Public Works Director, Erica Ahmann-Smithies, Assistant Public Works Director, Norman Woods, Chief Plant Operator, Nolan Garcia and Environmental Service Manager, Pam Phillips for doing an outstanding job in walking us through the reclamation process and highlighting the importance of this facility to our community's long term sustainability.



Event Date: 06/09/2025

Event Type: Community Event

Event Title: AYSO & AC Altetico Soccer Opening Day

Event Report: On Saturday morning, I had the pleasure of joining our community at Kimberly Park for the AYSO & Atletico soccer opening day ceremony. It was wonderful to see so many of our youth, families, and coaches kicking off the new season with energy and excitement.

A special thank you to Javier and Iain Smith for doing an amazing job coordinating this year's youth teams and making the event a success. Their dedication to our young athletes truly shows in the strong turnout and community spirit on the field.

Event Date: 06/09/2025

Event Type: Community Event

Event Title: First Annual Hispanic Heritage Month Event

Event Report: What a joy it was to be part of our very first Annual Hispanic Heritage Month Celebration!! This mile stone event was filled with vibrant music, dancing, delicious food, and a true sense of community spirit.

A heartfelt thank you to Karina Servente, Hector Valencia and Vanessa Lara for their incredible work in bringing this celebration to life. Because of their vision and dedication, our city came together to honor the traditions, culture, and contributions of our Hispanic community.

This was the first of many to come, and I'm already looking forward to celebrating together again next year!



Event Date: 06/09/2025

Event Type: Community Event

Event Title: Nite at the Ruins by ACCPF - Janelle Sellick

Event Report: I had the pleasure of attending our annual American Canyon Community & Parks Foundations fundraiser, led by our very own ACCPF Executive Director, Janelle Sellick.

As always, our community came out in full support, gathering not just to raise funds, but to share in fellowship and celebrate the work that helps keep our parks and programs thriving. Events like these remind me how strong and connected our city truly is.

I believe it's by God's grace that we have such a generous and united community, and I am grateful for the blessings we share when we come together for a common purpose.



Event Date: 11/09/2025

Event Type: Community Event

Event Title: 9/11 Remembrance Ceremony

Event Report:



Join us for a Remembrance Ceremony and Moment of Silence
Thursday, September 11 at 11am
Station 11,
911 Donaldson Way E, American Canyon

9/11

NEVER FORGET
PATRIOT DAY



The poster features a dark blue background with a red and white ribbon graphic at the top. The text is in white and blue. The date '9/11' is prominently displayed in the center, with the '11' in blue. Below it, the phrase 'NEVER FORGET PATRIOT DAY' is written in large, bold, white letters. To the right of the text is a circular logo for American Canyon Fire Station 11, which includes a fire hydrant, a fire truck, and the station's name.



CITY COUNCILMEMBER REPORT

Council Meeting Date: 09/16/2025

Submitted by: Vice Mayor Mark Joseph

Event Date: 03/09/2025

Event Type: Committee Report

Event Title: Napa Valley Transportation Authority (NVTA)

Event Report: Although the regular board meeting will occur during the next reporting cycle, I was active as the Board Chair.

- Independent Taxpayer's Oversight Committee (ITOC): Attended their quarterly meeting and heard presentations on Napa City's Red Light Camera Enforcement program (with impressive results!); as well as an update on the County's 5-year Road Plans (in which we can work together on a couple of projects); and an update on NVTA projects.
- Vision Zero Working Group: Attended by zoom this meeting, which is focused on implementing a plan to reduce to zero serious injuries and fatalities. Heard the same Red Light Camera enforcement program, but also discussed marketing efforts and heard from law enforcement on the success of reducing collisions and injuries.
- Federal Lobbyist RFP: I reviewed about 10 proposals, and recommended two for interviews. Turns out the other reviewers came to the same conclusion. After the interviews, we expect to recommend a firm at the October NVTA board meeting.

Event Date: 04/09/2025

Event Type: Committee Report

Event Title: SR37 Resilient Committee

Event Report: The bi-monthly meeting met at Mare Island's Touro University (Farragut Hall).

- We watched a new video highlighting the benefits of Vallejo's Diversion Diamond intersection at SR37 and Fairgrounds (seems complicated, but everyone claims it really expedites traffic flow!)
- We also heard reports on how this multi-billion, multi-decade project will help restore some of the watersheds that have been impacted in the past.
- We heard a report on project details and construction phasing for the Novato Creek Bridge Replacement. The bridge will be built high enough to withstand Sea Level Rise for the next 100 years. Phase 2 will be to raise the roadway to the same elevation as the bridge, instead of a ramped up and down roadway.
- Lastly, we heard that SB697 (expedited environmental clearance for the SR37 project) was approved by the legislature and is headed to the Governor's desk.

Event Date:

Event Type: Community Event

Event Title: Community Activities

Event Report:

- Attended the annual **Labor Day Breakfast** with Council member Lamattini--several other AmCan residents were there as well (Leon and Eva Garcia, Hugh Marquez an G. Anthony Phillips, among others).

- Went to the **City Employee's luncheon**--great idea to have a brunch format (but no Mimosas!). Welcome to the new employees!
 - Made it to the first **Hispanic Celebration** event at the Pumpkin Patch site, by Larry & Pat's Trading Post. Good turnout for the first year. The Mayor and Council member Cruz were there, as well.
 - **Evening at the Ruins:** just made it for the cocktail hour. Another great event, but my main objective was to check out the Ruins and see how they are evolving. The Developer has done a great job cleaning up the site--you have real walkways, some of the cement structures look like they could be activated into retail spaces, and the "Square" event space is looking more like a real event space. I remember years ago, this area really did look like an abandoned site.
 - Attended the **Napa County Democratic Central Committee's** monthly meeting. Heard discussion on three Resolutions that the Committee supported and will forward to the Statewide group. We are also scheduled to hear from democratic Gubernatorial candidates over the next few months.
 - **Arts Foundation:** planning for our annual Retreat this weekend; worked with Supervisor Ramos' staff to plan for the Fall Student Art Contest; and finished the planning of our annual Pumpkin Path event--Thank you Walmart, for donating this year's pumpkins!!
 - **Kiwanis Club:** Chaired my last board meeting (Scott Myer takes over after the Installation Dinner September 24). We donated some funds for a Filipino Dental and Vision Care event in October; decided to expand our food offerings for the Food Pantry, and discussed our upcoming annual Food Drive with the local schools.
 - **9-11 Ceremony and Service:** Last, but certainly not least, attended the annual September 11th service at the Public Safety Building. Always a special event, and a very well organized one. The comments were heartfelt and to the point. We will never forget.
-

FUTURE AGENDA ITEMS OF NOTE

September 25, 2025, Planning Comm 6:30 p.m.

Crawford Way Townhomes Subdivision Map

October 7, 2025, City Council 6:30p

Proc: Domestic Violence Awareness Month

Proc: Filipino American History Month

Proc: Wall That Heals

Q2 CIP Update

October 9, 2025, Joint PCS/OSATS 6:30 p.m.

Parks and Community Services Master Plan

Open House

October 21, 2025, City Council 6:30p

Proc: National Code Compliance App Month

Crawford Way Townhomes Subdivision Map

October 23, 2025, Planning Comm. 6:30 p.m.

Meeting Cancelled

November 4, 2025, City Council 6:30p

Proc: Acknowledging Diwali

Proc: Veterans Day

2025 Building Code Update First Reading

AI and Data Policy

November 5, 2025, OSATS Meeting. 6:30 p.m.

NVTA Active Transportation Plan

General Plan Sustainability Initiatives

November 13, 2025, PCS Meeting 6:30 p.m.

Evaluate Potential Revenue Measure

November 18, 2025, City Council 6:30p

TBD

November 20, 2025, Planning Comm. 6:30 p.m.

Active Transportation Plan General Plan

Amendment

December 2, 2025, City Council Meeting 6:30p

Sites Reservoir Project Update

General Plan Sustainability Initiatives

December 3, 2025, OSATS Meeting. 6:30 p.m.

Complete Streets Approach for CIP Projects

BCDC's SB272 Sea Level Rise Report

December 11, 2025, PCS Meeting. 6:30 p.m.

Evaluate Potential Revenue Measure

December 16, 2025, City Council 6:30p

Annual Comprehensive Financial Report and FY

2024-25 Year End Results

Active Transportation Plan General Plan

Amendment

December 18, 2025, Planning Comm. 6:30 p.m.

TBD

Unscheduled Council Directed Items	Councilmember	Date of Council Vote	Notes
All Electric Reach Code	Joseph	11/7/2023	On hold pending RCAAP and <i>Berkeley</i> litigation.
Food Ware Ordinance	Joseph	9/17/2024	On hold, pending RCAAP
Purple Heart Designation	Washington	10/15/2024	In progress, council date TBD
A.I. Policy	Oro	12/3/2024	Scheduled for 11/04/2025