

Central Davis Sewer District

Collection System

ENVIRONMENTAL MANAGEMENT SYSTEM

December, 2008

Collections Environmental Management System:

Central Davis Sewer District Board of Trustees has approved this Collections EMS in order to prevent or minimize the occurrence of sanitary sewer overflows. While the District has very few overflows, the Board has determined that an EMS will allow the District to improve the overall performance of its operation and monitor more accurately to identify needed system improvements. This EMS is divided into a continuous improvement section, an outreach section, and a capacity maintenance, operations and management system(CMOM). The CMOM system is by far the largest section and the goals and outreach support the outcomes that the CMOM program is intended to produce.

EMS Goals:

The District will establish continuous improvement goals each year. Some goals may continue from year to year as long as they are germane to the collection system continuous improvements. Goals will be presented to the District Board of Trustees on an annual basis. District staff will create the goals at a joint meeting. Current goals are included after this section.

Public Outreach:

Good public perception is important to allow the District to operate effectively. The District has a public outreach program/policy which it follows to reach out to the citizens in the District. As part of that program, public outreach specific to the collection system will be used on an as needed basis. The District may use the following procedure and any of the following methods to inform the public about the District and to communicate needs which allow the District to minimize sanitary sewer overflow.

Procedure

1. Central Davis Sewer District will use a combination of both formal and informal mechanisms to provide opportunities for the public to participate in planning processes.
2. Where reasonable and appropriate or when legally required, opportunities will be provided for the public to formally participate in

planning processes. This determination will generally be made by the District Board. Formal participation opportunities are described below.

3. Opportunities are available for the public to provide input through informal avenues; examples of informal participation opportunities are described below.
4. Information on the third EMS process will be shared with interested parties using any of the formal or informal participation opportunities identified below, as deemed appropriate by the District Manager.
5. Central Davis Sewer District will record and respond to significant input received from interested parties. An inquiry/complaint form will be used to record, when possible, the names, addresses, phone numbers and e-mail addresses of interested parties.

Formal participation

1. Public Hearings- District policy requires that municipalities hold public hearings when budgetary issues are addressed. All changes to the collections EMS which impact the Budget will be addressed in these hearings.
2. Board Meetings-The Board of Trustees generally meets monthly and the meetings are open to the public. Public notice of each meeting is provided in accordance with the Utah Open Meeting laws and a copy of the agenda is published on the District web site CDSewer.org and at the State public notice website, pmn.utah.gov.
3. Public informational meetings-Public meetings are held on selected projects as a means of soliciting input. There are no statutory requirements to hold public informational meetings. District sponsorship of informational meetings is generally determined on a project specific basis based on recommendations from Central Davis Sewer District Board and/or determinations made by the District Manager, with input being solicited from other Central Davis

Sewer District staff. Central Davis Sewer District staff also participates in informational meetings held by other parties when requested.

Additional participation opportunities

1. Informational letters - Letters are sent to elected officials when appropriate or needed.
2. Website - Central Davis Sewer District maintains a website that contains information on a variety of Central Davis Sewer District related activities, including Central Davis Sewer District collections EMS program. Included on the website is a contact button that people can use to email Central Davis Sewer District with specific questions/comments regarding any aspect of Central Davis Sewer District operations. The District Manager and the contract web master are responsible for maintaining the website.
3. Fact sheets - Fact sheets are prepared by Central Davis Sewer District staff and are used primarily to inform consumers of the methods to use compost..
4. Information packets - These packets contain general information on the Central Davis Sewer District collections EMS program. The District Manager is responsible for distributing these packets, which are placed on the doors or mailboxes of homes that are adjacent to collection system projects. The packets contain contact and project information for people who are interested in knowing more about Central Davis Sewer District operations.
5. Newspaper, radio and television - Central Davis Sewer District staff work cooperatively with the media and have in many cases been proactive in encouraging stories, articles, etc. Feedback (if any) from these stories/articles can be useful in helping the Central Davis Sewer District make minor adjustments to various aspects of its operations.

6. Plant tours and presentations to school/community groups - Central Davis Sewer District provides general plant tours to a wide variety of school/community groups and other interested parties. In addition, presentations (both general and issue specific) are made to these groups when requested. Feedback received during these presentations has at times been useful in helping Central Davis Sewer District make minor adjustments to various aspects of its operations.
7. Informational videos and brochures - From time to time the District prepares informational videos which convey a message that could improve collection system operation. An example of such a video is one prepared by the District to reduce the use of clean-wipes to prevent pump plugging. In addition, the District may produce tri-fold mailers to convey a message which helps reduce a system problem.

This EMS should allow for exceptional collection system operation. Any exceptions that may impact this program will generally be corrected through a corrective action process and the program modified as needed.

CMOM Program:

The District CMOM is incorporated by reference in this program and is included under separate cover.

**Action Plan and Tracking – 2009
Collections EMS Critical Outcome Indicators**

Goal Number: 1

Outcome Area: Capacity Management

Goal: Review a collections subsystem or install a new flow meter annually.

Objective: Continuous improvement of the system modeling and monitoring.

Specific	Measurable	Achievable	Relevant	Time Bound
Modeling reports or flow meter installations can be inspected.	Models and meter stations are numbered.	Budget and Staff are available to complete this task.	Modeling & Monitoring help to identify deficiencies.	The time frame is for the entire calendar year.

RESOURCES REQUIRED/AVAILABLE: The Manager and Staff Engineer are available to identify systems to model or meters to install. Budget for both activities is available annually, either in the capital budget or the consulting budget.

RESPONSIBLE PARTY: The District Manager and Staff Engineer are responsible to complete this goal.

INTERESTED PARTIES INVOLVED: State of Utah DEQ, nearby neighbors, member Cities and District Board.

Milestones	Estimated Completion Date	Actual Completion Date
1. Identify subsystem to model or meter location	March 31, 2009	
2. Award PO or Contract as needed	May 31, 2009	
3 Complete model or meter installation	December 31, 2009	

**Action Plan and Tracking – 2009
Collections EMS Critical Outcome Indicators**

Goal Number: 2

Outcome Area: Maintenance Management

Goal: Clean 15% - 20% of the system annually and TV inspect 5% of the system. Complete all identified spot repairs identified during maintenance or inspection.

Objective: Maintain the collection system in optimum operating conditions.

Specific	Measurable	Achievable	Relevant	Time Bound
Cleaning and Inspection will be completed by internal and external crews.	The feet of sewer cleaned are calculated by each crew on an ongoing basis.	Staff and Budget are available to accomplish the goals.	A clean and inspected system helps insure optimum operations.	The projects will be completed by December 31, 2009.

RESOURCES REQUIRED/AVAILABLE: \$20,000 Contract Budget allocated. Staff time and District equipment available.

RESPONSIBLE PARTY: The Operations Manager will monitor to insure the goal is met.

INTERESTED PARTIES INVOLVED: Contractors, Staff and citizens in areas where cleaning occurs.

Milestones	Estimated Completion Date	Actual Completion Date
1. Award 1 st Contract for Cleaning	Jan 23, 2009	
2. Award 2 nd Contract for Cleaning	July 1, 2009	
3. Cleaning complete	December 31, 2009	

**Action Plan and Tracking – 2009
Collections EMS Critical Outcome Indicators**

Goal Number: 3

Outcome Area: Basement Backup Program

Goal: Positive Response for any basement backup within one hour of notification

Objective: Upon notification, District staff will respond to any potential backup within one hour.

Specific	Measurable	Achievable	Relevant	Time Bound
Response is time bounded and measurable.	Records will be kept of calls and response time.	District staff will be on site and on call to respond quickly.	Damage is directly related to the time water is present.	Each response should be measured and evaluated.

RESOURCES REQUIRED/AVAILABLE: Budget has allocated for on call operations. District cleaning equipment available for response.

RESPONSIBLE PARTY: The Operations Manager will monitor response to emergencies. The Accountant will assist in this task.

INTERESTED PARTIES INVOLVED: Staff members, affected citizens and contractors.

Milestones	Estimated Completion Date	Actual Completion Date
1. Review response process with staff	January 23, 2009	
2. check response after each emergency	TBD	
3. Achieve response goal	December 31, 2009	

**Action Plan and Tracking – 2009
Collections EMS Critical Outcome Indicators**

Goal Number: 4
Outcome Area: Grease, Oil and Sand Management
Goal: Inspect all grease and sand traps monthly.
Objective: Properly operated grease and sand traps assist the collection system to operate as designed.

Specific	Measurable	Achievable	Relevant	Time Bound
Monthly Inspections are documented and can be reviewed.	Inspections records are maintained and available.	Staff is available and time is allocated for this activity.	Grease blocks are a major source of sanitary sewer overflows.	Each month records can be reviewed for completeness.

RESOURCES REQUIRED/AVAILABLE: 3 days per month are allocated for this activity. Staff time is available.

RESPONSIBLE PARTY: The Pretreatment Inspector will be responsible to inspect. The Staff Engineer will review the records.

INTERESTED PARTIES INVOLVED: Grease and Oil Dischargers, Staff, and affected residents.

Milestones	Estimated Completion Date	Actual Completion Date
1. Grease Trap Inspection	Last day of each month	
2. Records Inspection	By the 15 th of each mo.	
3 Achieve Goal	December 31, 2009	