

Section 2.0: Organization

2.1 Background

TSD owns and operates, via contract with VRSD, the sanitary sewer system in the TSD.

TSD is governed by the Board of five part-time directors, two elected from within the TSD, one is a County Supervisor representing this district, one is a member of the City of Thousand Oaks City Council, and one is from the VRSD Board. The Board authorizes the necessary funding for the management, operations and maintenance of the TSD sanitary sewer system. The TSD's attorney provides legal advice and guidance to the TSD in implementing the TSD's ordinances and exercising legal authorities; and represents the TSD in legal matters, including enforcement actions.

A part-time Board, whose members are appointed from the City Councils of Camarillo, Fillmore, Ojai, Oxnard, Port Hueneme, San Buenaventura, Santa Paula, Thousand Oaks and Ventura County Special District's, is the governing body of VRSD.

The TSD relies on the local (County of Ventura or City of Thousand Oaks) Building and Safety Departments for developing and implementing standards for private lateral sewer (building sewer) connections.

The lines of authority are clearly diagrammed from the Board through the TSD Manager and VRSD workgroups to each individual position. Each unit within the TSD organization, including each individual, has specific and clearly defined responsibilities and authorities that are designed to meet the TSD's mission and goals for the TSD's sanitary sewer systems and collectively implement all of the State Waste Discharge Requirements (WDR) and SSMP requirements. This ensures that each element of the SSMP is properly addressed and accomplished. TSD offices that are responsible for SSMP-related functions and activities are described in Subpart 2.5 (b) and shown in Figure 2.1 - TSD - Organization Chart.

Program work elements are subdivided into manageable work assignments to ensure that full attention and support is given to each need and each task within the program. This organizational structure allows assignment of experts who are knowledgeable about the regulations and requirements of each specific task within each program work element and who are skillful in program implementation. The TSD's process of recruitment, promotion and selection of staff to leadership positions within the TSD ensures that the right people are assigned to the right job.

2.2 Regulatory Requirements

The SSMP must identify:

- a. The name of the responsible or authorized representative as defined in the Waste Discharge Requirements (WDR).
- b. The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- c. The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

2.1.a. The name of the responsible or authorized representative as defined in the Waste Discharge Requirements (WDR).

The TSD has designated a Legally Responsible Official (LRO) pursuant to Section J., REPORT DECLARATION, of the State General WDR (Order No. 2006-0003). Contact information for the TSDs LRO is provided below:

Mark Lawler, General Manager
Ventura Regional Sanitation District
1001 Partridge Drive, Suite 150
Ventura, CA 93003
805-658-4600

2.1.b. The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation.

Lines of authority for the SSMP are shown in Figure 2.1 - Triunfo Sanitary District - Organizational Chart. A list of responsible positions and contact information is provided below:

TSDs Attorney's Office – Legal Authority

Arnold, Bleuel, LaRochelle, Mathews, Zirbel - 805-988-9886

TSD Manager (Legally Responsible Official) - 805-658-4600

VRSD Principle Analyst – 805-658-4602

Communications

VRSD Director of Operations – 805-658-4674

Water & Wastewater Division Manager – 805-658-4628

Operation Program, Overflow Emergency Response Plan, Monitoring, Measurement and Program Modifications, Design and Performance Provisions (also District Engineer)

Technical Services Supervisor – 805-658-4679

FOG Control Program, Legal Authority, Source Control, Pretreatment, Enforcement

Maintenance Supervisor – 805-658-4648

Maintenance Program

TSD Engineer – 805-658-4628

System Evaluation and Capacity Assurance, Design and Performance Provisions, Construction Management, Geographic Information System and Mapping

2.1.c. The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

The TSD has procedures that provide for effective notification of each category of SSOs through a clear and step-by-step method of communication by staff at different levels. The procedures for SSO reporting are reviewed and updated as needed to ensure that they are in full compliance with all regulatory and legal requirements and advance the TSDs mission to protect public health and the environment.

These reporting procedures are described in detail in Section 6.0: Overflow Emergency Response Plan and the Sanitary Sewer Overflow and Backup Response Plan for TSD and outlined in Figure 2.2 – Chain of Communication.

Sanitary Sewer Overflow Categories

Category 1: All discharges of sewage resulting from a failure in the sanitary sewer system that:

- a) Equal or exceed 1,000 gallons or
- b) Result in a discharge to a drainage channel and/or surface water, or
- c) Discharge to a storm drainage pipe that was not fully captured and returned to the sanitary sewer system.

Category 2: All other discharges of sewage resulting from a failure in the sanitary sewer system.

Private Lateral Sewage Discharge: Sewage discharge caused by blockages or other problems within a private owned lateral.

Figure 2.1: TSD Organization Chart

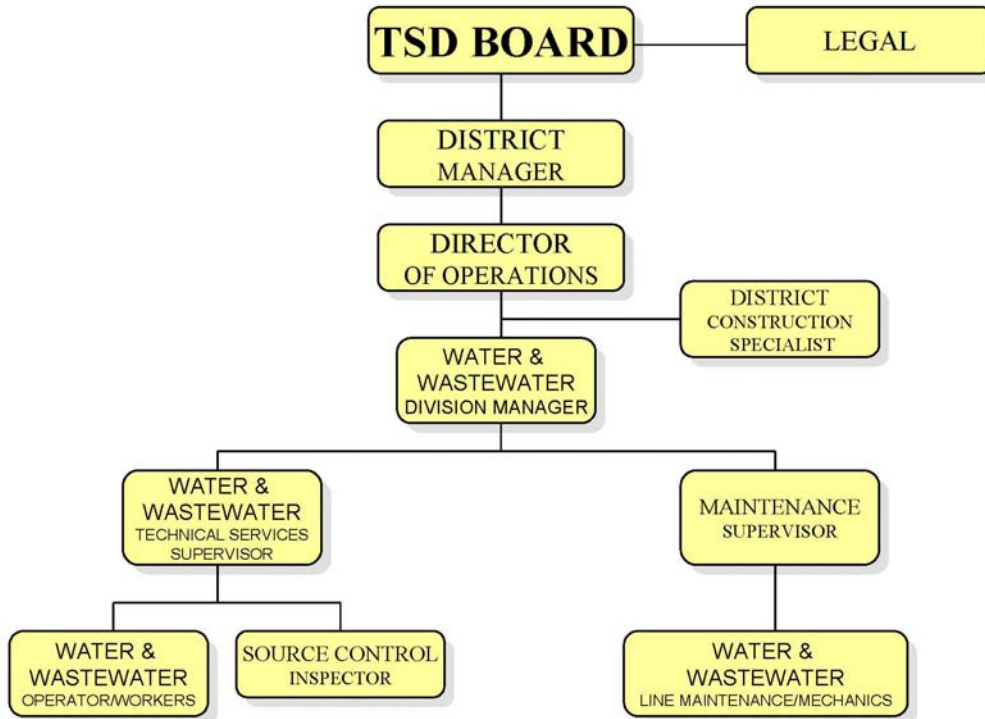
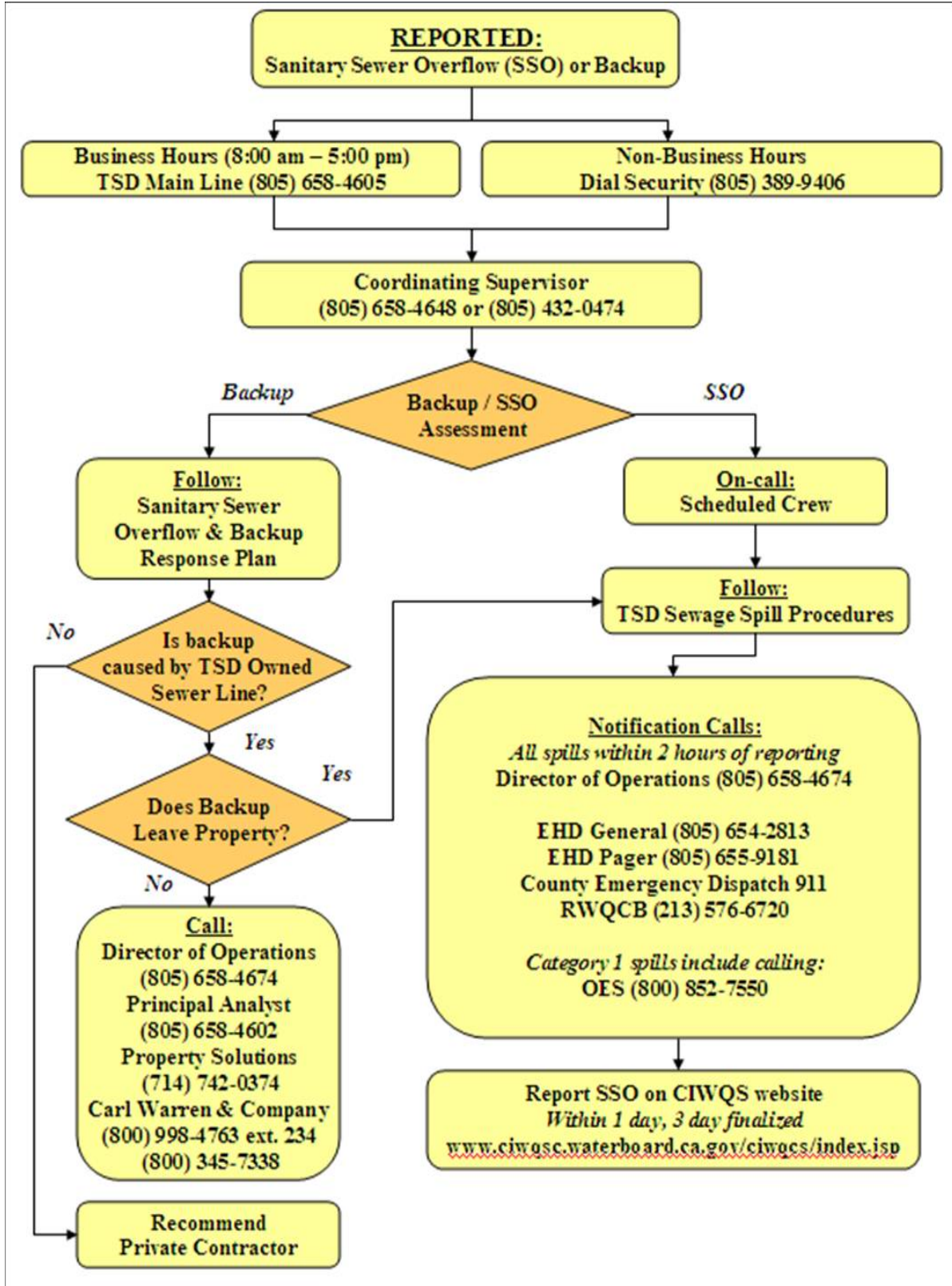


Figure 2.2: Chain of Communication



References

Triunfo Sanitation District's Sanitary Sewer Overflow & Backup Response Plan, February 20, 2006

Ventura Regional Sanitation District Disaster Operations Plan, 2005.