October 12, 2005

Approved

TO: Dean Efstathiou

FROM: Dennis Hunter
Land Development Division

POLICIES FOR MANAGING AVAILABLE SEWER CAPACITY AND SEWAGE DISCHARGE IN EXCESS OF DESIGN CAPACITY

The following will set forth Public Works' policies related to managing sewer infrastructure capacity. Design capacity of the sewer mainline is defined as follows:

< 15" diameter	½ full = 100% capacity (d/D)
≥ 15" diameter	¾ full = 100% capacity (d/D)

When Public Works determines there is available capacity in a mainline sewer for infill and redevelopment projects, the remaining available capacity shall be allocated on a first come – first serve basis.

Sewer Advisory Committee

A Sewer Advisory Committee (SAC) will be formed for the purpose of recommending courses of action to address proposed development connecting to existing sewers that will cause them to be operating beyond their design capacity. The SAC will make their recommendations to Dean Efstathiou, Assistant Director. The SAC will be chaired by Waterworks and Sewer Maintenance Division and will have representatives from Design and Land Development Divisions. Each Division will appoint a Principal Engineer or Senior Civil Engineer as a representative to the SAC and will convene whenever sewer decisions are required to address developmental impacts. Sewer Maintenance will maintain records of SAC meetings and will prepare recommendations to Administration for approval. The SAC may require other Division representatives to participate on a case-by-case basis when necessary, such as Building and Safety and Programs Development.

Divisional Responsibilities

Design Division

1. Support activities of the SAC.

2. Prepare sewer area studies when required.

3. Maintain records/archive of all approved sewer area studies and flow measurements.

Land Development Division

1. Support activities of the SAC.

2. Impose sewer area study requirements for private developments if necessary and review/approve all submittals.

3. Refer cases to SAC when both sewer area studies and flow measurements indicate that a potential overload situation exists or will exist based on criteria described below.

4. Provide copies of all approved sewer area studies and flow measurements to Design Division for archiving.

Waterworks and Sewer Maintenance Division

1. Chair the SAC, maintain meeting records and prepare position papers to Administration.

2. Advise the SAC when an overload condition is observed during maintenance activities.

3. Initiate effort to track and map all overload areas within the Consolidated Maintenance District.

4. Keep database of all flow measurement results.

Design Criteria

1. Capacity of sewer mainlines less than 15" in diameter are considered full (100 percent) when the ratio of the depth of flow (d) over the pipe diameter (D) is equal to 0.5, expressed as d/D = 0.5.

2. Capacity of sewer mainlines equal to or greater than 15" in diameter are considered full (100 percent) when the ratio of the depth of flow (d) over the pipe diameter (D) is equal to 0.75, expressed as d/D = 0.75.

3. When an area study indicates that flow conditions based on calculated discharges is between 101 percent to 150 percent of capacity, no flow measurements and no mitigation will be required. If maintenance records warrant, a flow test may be required.

4. When an area study for a development that proposes to increase the density or change the zoning indicates that flow conditions are between 151 to 200 percent of capacity, flow measurements shall be required. If the flow test indicates that the actual flow condition is below 151 percent, no mitigation will be required. If the flow test results indicate the actual flow is above 151 percent, the case shall be referred to the SAC to evaluate options and make recommendations to Administration for approval. These options may include, but are not limited to: requiring full mitigation from the development, assessing pro-rata shares, creation of a reimbursement district, or establishing a County Improvement (CI) district.

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cc: Administration (Kelly)
Building and Safety (Patel)
Design (Kumar)
Land Development (D'Antonio, Burger, Ruiz, Chong, Witler, Narag)
Programs Development (Afshari)
Waterworks and Sewer Maintenance (Del Real, Lehto)