

**EPA Region IX and California Water Resources Control Board**  
**Sanitary Sewer Collection System Inspection Report**

<b>Collection System Name and Location</b> City of Oxnard Collection System 6001 Perkins Road Oxnard, CA 93030		<b>Entry Date</b> 5/3/2012 <b>Entry Time</b> 8:00 AM	<b>Permit Effective Date</b> 5/2/2006
<b>Order Number</b> 2006-0003-DWQ & 2008-0002-EXEC		<b>WDID Number</b> 4SSO10479	<b>Permit Expiration Date</b>
<b>Name(s) &amp; Title(s) of On-Site Representative(s)</b> Jeff Miller (Wastewater Maintenance Manager) Pete Martinez (Wastewater Collections Supervisor) Ray Trevino (Senior Collection System Operator)		<b>Contact Information</b> Phone: (805) 271-2216 Fax: (805) 986-3564 E-mail: jeffery.miller@ci.oxnard.ca.us	<b>Notified of Inspection?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name, Title &amp; Address of Responsible Official</b> Karen Burnham (City Manager) 300 West Third Street Oxnard, CA 93060		<b>Contact Information</b> Phone: (805) 385-7430 Fax: (805) 385-7595 E-mail: karen.burnham@ci.oxnard.ca.us	<b>Official Contacted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Inspector(s)</b> <b>Primary:</b> Craig Blett (PG Environmental, LLC) <b>Other(s):</b> Jim Fisher (State Water Resources Control Board)			<b>Presented Credentials?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Weather Conditions at the Time of the Inspection:</b> Sunny; no recent precipitation		<b>Receiving WWTP Information</b> <b>Name:</b> City of Oxnard Wastewater Treatment Plant <b>NPDES No.:</b> CA0054097	
<b>Overview of Areas Evaluated During Inspection</b> <i>S = Satisfactory, M = Marginal, U = Unsatisfactory, N = Not Evaluated</i>			
SSO History: U		Operations & Maintenance: U	
SSO Reporting & Documentation: U		Overflow Emergency Response Plan: U	
Legal Authority: S		FOG Control Program: M	
Sewer System Mapping: S		Program Self-Assessment: U	
Prepared By: Craig Blett (PG Environmental, LLC) on 6/20/2012 Reviewed By: Max Kuker (PG Environmental, LLC) on 7/12/2012			

## **Narrative**

On May 3, 2012 a USEPA contractor inspected the City of Oxnard (City) – Oxnard Collection System (collection system) in Oxnard, CA. Discharges from the City of Oxnard are regulated by the Sanitary Sewer System Waste Discharge Requirements 2006-0003-DWQ, and its accompanying Amended Monitoring Plan Order No. 2008-0002-EXEC (hereafter Amended MRP). The primary on-site representative was Jeff Miller (Wastewater Maintenance Manager). Pete Martinez (Wastewater Collections Supervisor) and Ray Trevino (Senior Collection System Operator) also attended the inspection.

The primary goals of this inspection were to gather necessary information for compliance and enforcement purposes as stated in the Compliance and Enforcement Plan for the Sanitary Sewer Overflow Reduction Program posted on the Sanitary Sewer Overflow Reduction Program website and to evaluate the effectiveness of controls used by the City to prevent discharges as prohibited by the Clean Water Act (CWA). The inspection encompassed onsite inspections and subsequent review of pertinent sewer system information, including review of Sewer System Management Plans (SSMPs); maintenance, operations, and management activities; Sewer Use Ordinance; financial information; and other areas needed to verify the Discharger's compliance with all requirement of the Sanitary Sewer System Waste Discharge Requirements (SSSWDR), including efforts to eliminate, reduce and/or mitigate sanitary sewer overflows (SSOs).

The State Water Resources Control Board (State Water Board), Office of Enforcement and participating Regional Water Quality Control Board (Los Angeles Water Board) are conducting compliance inspections of sewer collection systems as part of the combined Water Boards' enforcement response to verify compliance with "Waste Discharge Requirements for Sanitary Sewer Systems," Water Quality Order No. 2006-0003-DWQ, and its incorporated amended Monitoring and Reporting Program (hereafter referred to as SSSWDR (the acronym for the term Sanitary Sewer Systems Waste Discharge Requirements in Water Board vernacular), and amended MRP).

The collection system is regulated under the SSSWDR (2006-0003-DWQ) and associated Amended MRP (2008-0002-EXEC), which requires all public agencies that own or operate a sanitary sewer system comprised of more than one mile of pipes that convey wastewater to a publicly owned treatment facility to apply to the State Water Board for coverage under the SSSWDR. Applicable public agencies were required to file a Notice of Intent (NOI) for each individual sanitary sewer collection system owned or operated by the public agency by November 2, 2006. State Water Board records show that the City filed an NOI with the State Water Board to enroll "Oxnard City – Oxnard City Collection System," which was assigned WDID #4SSO10479 by the State Water Board, effective on July 25, 2006.

No prior inspection of the collection system has been conducted by either the State Water Board, or the Los Angeles Water Board.

## **System Overview**

The City of Oxnard owns and operates the Oxnard Collection System, a medium-sized sanitary sewer collection system that serves the entire area of the City of Oxnard, Ventura County, CA. Sewage conveyed by the collection system is discharged directly to and treated at the Oxnard Wastewater Treatment Plant which is owned and operated by the City.

According to the City of Oxnard's "Collection System Questionnaire" (Questionnaire) required by the SSSWDR, last updated by the City's contractor on April 11, 2012, and confirmed during the inspection, the collection system serves an estimated population of approximately 197,899 residents, and contains 384 miles of gravity sewers, 12 miles of force main (pressurized sewers), and 32,702 sewer service connections. The City's collection system has reportedly experienced historic and periodic SSOs, some of which are violations of the SSSWDR, where untreated or partially treated sewage reached surface waters, based on information certified by City in the California Integrated Water Quality System (CIWQS) (refer to Attachment 1).

Mr. Rob Roshasian, Interim Public Works Director transmitted a letter and supporting documents to the inspector and the State Water Board on May 23, 2012. In the letter, Mr. Roshasian identified multiple changes that had occurred since the inspection on May 3, 2012, along with some new and revised documents relating to the operations and maintenance of the collection system. Receipt of the letter and attachments is acknowledged; however, the letter and its attachments are not discussed in this report.

**Inspection Timeline**

<b>Time</b>	<b>Inspection Activity/Task</b>
8:00 AM	Introductions and Opening Statements at the Wastewater Management Offices
8:30 AM	Collection System Overview Discussion
10:30 AM	Records Review at Wastewater Management Offices
1:30 PM	Field Activity 1 – Sewer Cleaning Crew Setup
2:00 PM	Field Activity 2 – Conner and Irwin Intersection
2:30 PM	Field Activity 3 – Unnamed Pump Station
3:15 PM	Additional Records Review at Wastewater Management Offices
5:00 PM	Exited the Inspection

**Major Findings**

***SSO History***

1. State Water Board Order 2006-0003-DWQ, Part C.1 prohibits the discharge of untreated or partially treated wastewater to waters of the United States and Part C.2 prohibits the discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m). Based on a review of the SSO Public Report generated from the CIWQS online reporting system, on one occasion between May 3, 2011 through May 3, 2012, untreated wastewater was discharged from the collection system to waters of the United States by the City and on six occasions between May 3, 2011 through May 3, 2012 wastewater was discharged from the collection system by the City creating a nuisance such as to be potentially injurious to health and to be offensive to the senses. Refer to Attachment 1 for the CIWQS Violation Report which gives summaries of the SSO discharges.

***SSO Reporting & Documentation***

1. State Water Board Order 2006-0003-DWQ Amended MRP, Attachment A, Section A.5 requires that all SSOs that meet the criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs. Based upon a review of a Residential Complaint/Information Request Calls form and a Public Works Department – Wastewater Division Service Request form, it appears that an SSO occurred on March 30, 2011 at 151 Bottlebrush (refer to Attachment 2). The SSO had not been reported in

the Online SSO database at the time of the inspection. None of the on-site representatives had an explanation for the unreported SSO.

2. State Water Board Order 2006-0003-DWQ Amended MRP, Attachment A, Section C.1 requires that all SSO final reports must be certified by an authorized person as required by Provision J of the Order. On May 6, 2011 an SSO occurred near 1140 Doris and on September 14, 2011 an SSO occurred at 1030 N. Ventura Rd. Neither SSO had been certified by the deadline required by the Order. Both SSOs were certified after April 27, 2012 when the inspector made the initial query of the SSO Online Database. Attachment 3 is the query made on April 27, 2012 prior to the inspection and Attachment 1 is the query made after the inspection on June 20, 2012. The two SSO events listed here do not appear on the April 27, 2012 list of certified SSOs for the City. The Wastewater Collections Supervisor, who is responsible for certifying the reports, acknowledged that the reports had not been certified by the timelines established in the permit.

### ***Operation & Maintenance***

1. State Water Board Order 2006-0003-DWQ, Part D.13.iv.d requires the Enrollee to provide training on a regular basis for staff in sanitary sewer operations and maintenance. The City was not able to produce any records of training activities on the operations and maintenance of the City's collection system and the specific equipment and procedures used by the City. The primary on-site representative stated that most field crew members are certified through the California Water Environment Association (C.W.E.A.) and most training occurs 'on-the-job'. The C.W.E.A. certification is based on testing and does not require any specific training, only varying levels of education and experience. The lack of formal training was confirmed during discussions with one field crew member.

### ***Overflow Emergency Response Plan***

1. State Water Board Order 2006-0003-DWQ, Part D.13.vi.d requires the Enrollee to provide training to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained. The City was not able to produce any records of training activities on the Emergency Response Plan. In particular, there was no evidence that training had been provided on SSO volume calculation. The primary on-site representative stated that most training occurs 'on-the-job'. The lack of formal training was confirmed during discussions with one field crew member. Further, the City does not appear to ensure that contractor personnel are properly trained on emergency response. Attachment 4 is a copy of a portion of the contract for sewer repair services that was offered during the inspection by the primary on-site representative when questioned about contractor training on emergency response. Information regarding emergency response was not found in the contract example for sewer repair services.

### ***Program Self-Assessment***

1. State Water Board Order 2006-0003-DWQ, Part D.11 requires the Enrollee to develop and implement a written SSMP and to have it approved by the Enrollee's governing board at a public meeting. Further, Part D.13 requires that the SSMP be approved by the deadlines in the Order. The SSMP was not fully developed and approved by the Order deadline as required. The deadline for approval and implementation of the SSMP was July, 2010. The City's SSMP was approved and implementation was initiated in April 2012.
2. State Water Board Order 2006-0003-DWQ, Part D.13.x requires the Enrollee to conduct periodic internal audits to evaluate the effectiveness of the SSMP. According to the primary on-site representative, there have been no audits conducted of the program or SSMP.

## **Areas of Concern**

### ***SSO Reporting & Documentation***

1. SSO files were reviewed during the inspection. None of the SSO files which were reviewed contained documentation of volume calculations or evidence that the true start time for the SSO had been investigated. During discussions with a field crew member, he stated that he made a visual estimation of the spill volume but had not performed any calculations such as flow rate multiplied by time or depth-area calculations.

### ***Operation & Maintenance***

1. The SSMP was reviewed to determine if it contained performance standards for sewer system cleaning and inspection. Based on a limited review of the SSMP, performance standards were not found. Though the City does have an ongoing program to systematically clean the collection system, there are not performance standards. Information in the pre-inspection questionnaire indicates that the percentage of system cleaning varies significantly from year to year. Specifically, according to the questionnaire, 99 miles of gravity sewers were cleaned during the previous 12 months; however, 325 miles are scheduled to be cleaned in the next twelve months. In addition, the pre-inspection questionnaire indicates that 15 miles (or 4%) of the collection system was CCTV'd in the past 12 months and there is no specific goal for CCTV activities in the next 12 months. The primary on-site representative indicated that the crew which is trained to conduct CCTV activities is burdened with other collection system responsibilities and therefore cannot focus on the CCTV work. The primary on-site representative stated that additional collection system crews have been requested from management.
2. State Water Board Order 2006-0003-DWQ, Part D.13.viii requires the Enrollee to prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer systems. The City developed a 2008 Sewer Masterplan to address hydraulic limitations in the collection system. According to the pre-inspection questionnaire and verified during the inspection, the City does not have any funds budgeted for capital improvements in the 2012-2013 fiscal year. According to the primary on-site representative, a large amount of funds were expended in recent years to complete a large sewer rehabilitation project and that due to these large expenditures it is anticipated that the CIP budget will be re-established in the next fiscal cycle.

### ***FOG Control Program***

1. The primary on-site representative identified FOG as a significant maintenance concern. The SSMP identifies residential grease as a contributing factor in causing SSOs and suggests that a program, such as public outreach, is needed to address residential grease. The primary on-site representative stated that in the past, the City had conducted a successful residential FOG outreach, but currently the FOG outreach program is not active due to budget constraints. The City provided copies of residential FOG outreach material to the inspection team.

### **Attachments:**

- Attachment 1 - CIWQS Violation Report (report generated June 20, 2012)
- Attachment 2 - SSO File Contents, SSO at 151 Bottlebrush Circle on March 30, 2011
- Attachment 3 - CIWQS Violation Report (report generated April 27, 2012)
- Attachment 4 - City Contract for Sewer Services

**COLLECTION SYSTEM INFORMATION:**

INSPECTED ITEM	RESPONSE
1. Sanitary Sewer System Category	<b>Municipal</b>
2. Population served by agency's sanitary sewer system	<b>197,899</b>
3. Approximate size of the service area served by the sewer collection system	<b>31.5 square miles</b>
4. Miles of sanitary sewer in the collection system a. Gravity b. Force main	<b>384 miles 12 miles</b>
5. Number of pump stations in the collection system	<b>15</b>
6. Average monthly household user fee for sewage collection only	<b>\$10.16</b>
7. Budget for operation and maintenance sanitary sewer system facilities a. Last fiscal year b. Current fiscal year c. Following fiscal year	<b>\$242,500 \$0 N/A</b>
8. Number of staff (FTEs) that conduct sewer operation and maintenance tasks <b><i>The number of staff is based on information provided in the pre-inspection questionnaire.</i></b>	<b>14</b>
9. Collection system maintenance equipment owned by the agency a. Combination vactor truck(s) (hydro flush/vacuum) b. Mechanical rodder(s) c. Closed-circuit television (CCTV) inspection trucks d. Standalone CCTV camera units	<b>2 0 1 N/A</b>
10. Method for assigning and tracking work orders for sewer system maintenance <b><i>The City uses the Hansen computerized maintenance management system (CMMS) work order system for assigning and tracking work orders.</i></b>	<b>CMMS</b>
11. Budget for capital expenditures for sanitary sewer system facilities a. Last fiscal year b. Current fiscal year c. Following fiscal year	<b>N/A \$2,405,625 N/A</b>
12. Portion of sewer service laterals that agency is responsible for	<b>Connection at Main</b>
13. Number of sewer service lateral connections	<b>32,702</b>

**COLLECTION SYSTEM INFORMATION:**

INSPECTED ITEM	RESPONSE
<p>14. Number of wastewater treatment plants (WWTPs) that ultimately receive wastewater from this collection system:                      WWTP Name(s): <b><u>City of Oxnard Wastewater Treatment Plant</u></b>                      WDID No(s): <b><u>N/A</u></b></p>	<b>1</b>
<p>15. Does this collection system discharge into any other collection systems?                      Collection System Name: <b><u>N/A</u></b>                      WDID No: <b><u>N/A</u></b></p>	<b>No</b>
<p>16. Do any upstream collection systems greater than 25,000 gallons/day (gpd) discharge into this collection system?                      Collection System Name: <b><u>City of Port Hueneme, Channel Islands Beach Community Services District, Ventura County Naval Base Construction Battalion Facility, Ventura County Naval Base Point Mugu Facility, County of Ventura Services Area No. 34, County of Ventura Services Area No. 30, Southern California Wastewater Company</u></b>                      WDID No: <b><u>4SSO10419, 4SSO11406, N/A, N/A, 4SSO11364, 4SSO11371, N/A, respectively</u></b></p>	<b>Yes</b>
<p>17. Percentage of flow in the collection system from the following sources:                      a. Residential                      b. Commercial                      c. Industrial                      d. Institutional  <b><i>The pre-inspection questionnaire lists an additional 12 percent coming from a 'regional' source.</i></b></p>	<b>65%</b> <b>13%</b> <b>10%</b> <b>N/A</b>
<p>18. Has the agency developed standard and emergency operating procedures for each asset (e.g., pump stations, WWTP process units, and collection system force mains) in the event of a power and/or pumping failure?</p>	<b>Yes</b>
<p>19. Are pump stations in the collection system connected to a supervisory control and data acquisition (SCADA) system or an auto dialer system to detect pump failures or high/low wet well levels? If yes, how many?  <b><i>All 15 pump stations are connected to an auto dialer system.</i></b></p>	<b>Yes</b>
<p>20. Other:</p>	<b>N</b>
<p><b>Notes:</b></p>	

**SSO HISTORY:**

**OVERALL RATING: U**

INSPECTED ITEM	EVALUATION
<p>1. Number of SSOs that occurred during the past twelve months that:</p> <p>a. Discharged to waters of the United States: <u>1</u></p> <p>b. Entered a storm sewer system and discharged to waters of the United States: <u>1</u></p> <p>c. Entered a storm sewer system but were contained prior to discharge to waters of the United States: <u>0</u></p> <p>d. Discharged to private residences/buildings: <u>0</u></p> <p><b>1b. According to the Online SSO Database in CIWQS, during the last 12 months the City reported one SSO where wastewater discharged to a storm sewer system and then discharged to waters of the United States and one SSO that discharged to waters of the United States. The City also reported one Category 1 SSO of greater than 1,000 gallons which was fully captured and four Category 2 SSOs. Refer to the 'Major Findings - SSO History' section of this report for details.</b></p>	
<p>2. Does the agency hold post-SSO briefings with collections staff, management and others involved, to evaluate root cause of SSOs and document service changes necessary to prevent the reoccurrence of the SSO and be prepared in responding to SSOs in the future?</p>	Yes
<p>3. Provide a description of steps taken by the agency to mitigate largest (by volume) SSO event which occurred during previous 12 months :</p> <p><b>A 5,000 gallon spill occurred at 6001 Perkins Road. A valve at the Wastewater Treatment Plant was not completely opened when a wastewater process was restarted after shut down. The entire spill was contained and cleaned. Flow was restored and all of the spill was returned to the sanitary sewer system. The operator who caused the spill was re-trained on the importance of following directions to ensure next time the valve will be opened completely.</b></p>	S
<p>4. Other:</p>	N
<p><b>Notes:</b>  <b>This section was rated “unsatisfactory” due to checklist item 1.</b></p>	



**SSO REPORTING & DOCUMENTATION:**

**OVERALL RATING: U**

INSPECTED ITEM	EVAL
1. Has the Enrollee obtained an SSO Database account by registering through the California Integrated Water Quality System (CIWQS) [Part G.3]?	Yes
2. Has the Enrollee updated the "Collection System Questionnaire" in the SSO Database at least every 12 months [Part G.3]? a. When was the questionnaire last updated? <b><u>April 2012</u></b>	S
3. Have all Category 1 SSOs been reported in the Online SSO Database within 3 days of the Enrollee becoming aware of the SSO [Part A.4]?	N
4. Have all Category 2 SSOs been reported in the Online SSO Database within 30 days of the Enrollee becoming aware of the SSO [Part A.5]? <b><i>Not all spills had been reported in the Online SSO Database or had been reported but not certified by the deadline. Refer to the 'Major Findings - SSO Reporting &amp; Documentation' section of this report for details.</i></b>	U
5. What is the Enrollee's policy on reporting private lateral sewage discharges in the Online SSO Database [Part A.6]? <b><i>The Enrollee does not report private lateral sewage discharges in CIWQS.</i></b>	S
6. Do field forms/processes used by the Enrollee to document the occurrence of SSOs ensure that all information identified in Part A.9, A.10, and A.11 is recorded and able to be reported in the Online SSO Database?	S
7. Has the Enrollee maintained individual SSO records for a period of at least five years from the date of the SSO occurrences [Part B.1]? <b><i>SSO files reviewed during the inspection did not contain records on SSO volume calculation or evidence that SSO start times had been thoroughly investigated. Refer to the 'Areas of Concern - SSO Reporting &amp; Documentation.'</i></b>	M
8. Does the agency require crews to take photographs of SSOs? <b><i>Field crews do not take photographs of SSOs.</i></b>	S
9. Does the SSMP identify 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 [Part D.13(ii)(c)]?	N
10. Provide description of program/process used by the Enrollee for receiving, documenting, addressing, and tracking sanitary sewer complaints: <b><i>During normal business hours, the City receives complaints and contacts a field crew to investigate the complaint. If an SSO is discovered, then the City follows its emergency response procedures. Work is tracked and closed in the CMMS system. After hours, complaints are handled in a similar manner. After hours, sewer complaints are routed to the on-call field crew through a 24-hour call service. Work orders are then initiated and completed at the beginning of the next business day.</i></b>	S
11. Other:	N
<b>Notes:</b> <b><i>This section was rated "unsatisfactory" due to checklist items 4.</i></b>	

**LEGAL AUTHORITY:**

**OVERALL RATING: S**

INSPECTED ITEM	EVAL
1. Does the SSMP identify the name of the responsible or authorized representative [Part D.13(ii)(a)]? a. If so, is the current information up-to-date? <u>Yes</u>	S
2. Does the SSMP identify the names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program [Part D.13(ii)(b)]? a. If so, is the current information up-to-date? <u>Yes</u>	S
3. Has the Enrollee adopted a sewer use ordinance? a. If so, when was it adopted and last updated? <u>December 4, 2007</u>	S
4. Has the Enrollee established the necessary legal authority to [Part D.13(iii)]: a. Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.) [Part D.13(iii)(a)] b. Require that sewers and connections be properly designed and constructed [Part D.13(iii)(b)] c. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency [Part D.13(iii)(c)] d. Limit the discharge of fats, oils, and grease and other debris that may cause blockages [Part D.13(iii)(d)] e. Enforce any violation of its sewer ordinances [Part D.13(iii)(e)]	S S S S S
5. Other:	N
<b>Notes:</b> <i>This section was rated "satisfactory" because all checklist items reviewed were rated satisfactory.</i>	

**SEWER SYSTEM MAPPING:**

**OVERALL RATING: S**

INSPECTED ITEM	EVAL
<p>1. Has the Enrollee developed and maintained an up-to-date <b>map</b> of the sanitary sewer system [Part D.13(iv)(a)]?</p> <p>a. When was the map last updated?  <u><b>The map had been continuously updated as revisions were required.</b></u></p> <p>b. Does the Enrollee have a program or policy for maintaining its sewer system map up-to-date? If so, provide brief description.  <u><b>Corrections were made based on information collected during normal O&amp;M activities.</b></u></p>	S
<p>2. Does the map identify all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities [Part D.13(iv)(a)]?</p>	S
<p>3. What format is the map maintained in? Provide brief description.  <b>Geographic Information System (GIS)</b></p>	S
<p>4. Other:</p>	N
<p><b>Notes:</b>  <b><i>This section was rated "satisfactory" because all checklist items reviewed were rated satisfactory.</i></b></p>	

**OPERATIONS & MAINTENANCE:**

**OVERALL RATING: U**

INSPECTED ITEM	EVAL
<p>1. Does the SSMP describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas [Part D.13(iv)(b)]? If so, how often is it adjusted to reflect the changing needs of the system?</p>	N
<p>2. Does the Enrollee have a system to document scheduled and conducted activities, such as work orders [Part D.13(iv)(b)]? If so, provide brief description of system. <b><i>The City uses the Hansen CMMS program to schedule and track work orders.</i></b></p>	S
<p>3. Has the Enrollee established performance standards or sewer system cleaning/inspection goals? If so, provide brief description. <b><i>The SSMP was not found to contain performance standards for sewer system cleaning and inspection. The pre-inspection questionnaire states that 325 miles of the gravity sewer system will be cleaned in the next twelve months. Refer to the 'Areas of Concern - Operations &amp; Maintenance' section of this report for details.</i></b></p>	M
<p>4. Sewer cleaning and inspection activities:</p> <ul style="list-style-type: none"> <li>a. Total gravity sewer collection system cleaning production (hydro flushing, mechanical and hand rodding) over the <u>past</u> 12 months (miles): <b><u>99 miles</u></b></li> <li>b. Total gravity sewer collection system cleaning production scheduled (hydro flushing, mechanical and hand rodding) for the <u>next</u> 12 months (miles): <b><u>325 miles</u></b></li> <li>c. Total CCTV Inspection production in the <u>past</u> 12 months (miles): <b><u>15 miles</u></b></li> <li>d. Total CCTV inspection production scheduled for the <u>next</u> 12 months (miles): <b><u>Unknown</u></b></li> </ul> <p><b><i>Note: The Enrollee's collection system comprises <u>396 miles</u> of sewer.</i></b></p> <p><b><i>The City does not have performance standards for cleaning or CCTVing the collection system and indicated in the pre-inspection questionnaire that the amount of CCTV in the next 12 months is unknown. This checklist item was accounted for in checklist item 3. of this section.</i></b></p>	M
<p>5. Does the agency retain contract service(s) for sewer collection system maintenance, operations, and/or management?</p> <ul style="list-style-type: none"> <li>a. If collection system cleaning activities are performed by outside contractors, does the agency require video (CCTV) inspections before and after cleaning to measure the effectiveness of these activities?</li> </ul>	N
<p>6. Does the agency inspect pipes with CCTV video after all SSO(s)?</p>	S
<p>7. Has the Enrollee identified focused problem areas ("SSO hot spots") located throughout the collection system?</p> <ul style="list-style-type: none"> <li>a. Total number of identified hotspots: <b><u>There are approximately 261 hot spots which were cleaned on an accelerated schedule.</u></b></li> </ul>	S

**OPERATIONS & MAINTENANCE:**

**OVERALL RATING: U**

INSPECTED ITEM	EVAL
<p>8. Does the SSMP include a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency [Part D.13(iv)(c)]?</p> <p><b>According to the primary on-site representative, a Wastewater System Master Plan was prepared in 2008.</b></p>	S
<p>9. Does the agency have a program in place to identify areas with inflow &amp; infiltration (I/I)?</p> <p>a. Total number of sewer miles identified by this program: <u>N/A</u></p> <p>b. Are there plans in place for eliminating the identified I/I issues? <u>N/A</u></p>	N
<p>10. Does the SSMP include information for providing training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained [Part D.13(iv)(d)]?</p> <p><b>The SSMP states that the City provides training in sanitary sewer system operations and maintenance but does not give specific details. The City was not able to produce any training records to demonstrate that training had occurred. Refer to the 'Major Findings - Operations &amp; Maintenance' section of this report for details.</b></p>	U
<p>11. Does the SSMP include design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer systems [Part D.13(v)(a)]?</p>	N
<p>12. Does the SSMP include procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects [Part D.13(v)(b)]?</p>	N
<p>13. Has the Enrollee prepared and implemented a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather events [Part D.13(viii)]?</p> <p>a. When was the CIP last updated? <u>N/A</u></p> <p><b>According to the pre-inspection questionnaire, there are no funds allocated to the CIP in the 2012-2013 Fiscal Year. Refer to the 'Major Findings - Operations &amp; Maintenance' section of this report for details.</b></p>	U
<p>14. Other:</p>	N
<p><b>Notes:</b> <b>This section was rated "unsatisfactory" due to checklist items 10. and 13.</b></p>	

**OVERFLOW EMERGENCY RESPONSE PLAN:**

**OVERALL RATING: U**

INSPECTED ITEM	EVAL
1. Has the Enrollee developed and implemented an Overflow Emergency Response Plan that identifies measures to protect public health and the environment [Part D.13(vi)]?	S
2. Does the agency provide initial and recurrent training to appropriate staff [including outside contractor(s)] regarding your agency's SSO Emergency Response Plan and O&M programs? a. What percentage of applicable staff was trained during the past 12 months? <b><u>Specific training details were not provided upon request.</u></b> <b>Refer to the 'Major Findings - Overflow Emergency Response Plan' section of this report for details.</b>	U U
3. For contracted sewer services, do the contracting specifications contain specific language requiring initial and recurrent training of contractor staff regarding your agency's SSO Emergency Response Plan and O&M programs? <b>A sample contract was provided which did not contain specific language for training contractors. Refer to the 'Major Findings - Overflow Emergency Response Plan' section of this report for details.</b>	U
4. Does the Overflow Emergency Response Plan include the following [Part D.13(vi)]: a. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner [Part D.13(vi)(a)] b. Program to ensure an appropriate response to all overflows [Part D.13(vi)(b)] c. Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP [Part D.13(vi)(c)] d. Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained [Part D.13(vi)(d)] e. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities [Part D.13(vi)(e)] f. A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge [Part D.13(vi)(f)] <b>4d. This checklist item is accounted for in checklist items 2. and 3. of this section.</b>	S S S S U N S
5. Other:	N
<b>Notes:</b> <b>This section was rated "unsatisfactory" due to checklist items 2. and 3.</b>	



**PROGRAM SELF-ASSESSMENT:**

**OVERALL RATING: U**

INSPECTED ITEM	EVAL
1. Has the Enrollee assessed the success of the preventive maintenance program [Part D.13(ix)(c)]? a. If so, provide a brief description of assessment results. <b><u>Not evaluated</u></b>	N
2. Has the Enrollee updated SSMP program elements, as appropriate, based on monitoring or performance evaluations [Part D.13(ix)(d)]? a. When was the SSMP last updated? <b><u>N/A</u></b>	N
3. Has the Enrollee identified and illustrated SSO trends, including frequency, location, and volume [Part D.13(ix)(e)]? a. If so, provide a brief description of identified trends.	N
4. Has the Enrollee conducted periodic internal audits of the SSMP [Part D.13(x)]? <b><i>The City has not conducted internal audits of the SSMP which was certified by the City in April 2012. Refer to the 'Major Findings - Program Self-Assessment' section of this report for details.</i></b>	U
5. Have the audits occurred at least every two years? a. When was the last audit conducted? <b><u>No audits have been conducted.</u></b> b. Provide a brief description of major changes made to the program as a result of the last audit. <b><u>N/A</u></b> <b><i>5a. and 5b. The City has not conducted any internal audits of the SSMP. This checklist item was accounted for in checklist item 4. of this section.</i></b>	U
6. Other:	N
<b>Notes:</b> <b><i>This section was rated "unsatisfactory" due to checklist item 4.</i></b>	



Attachment 1

CIWQS Violation Report

Category 1 and 2 SSOs

May 3, 2011 through May 3, 2012

(report generated June 20, 2012)

## SSO Public Report - Detail Page

Here is the detail page of your SSO public report search for the selected region, responsible agency, or collection system. These results correspond to the following search criteria:

### SEARCH CRITERIA: [\[REFINE SEARCH\]](#)

- ⌵ Agency (oxnard)
- ⌵ Region (4)
- ⌵ Spill Type (sso\_cat1\_2)
- ⌵ Start Date (5/3/2011)
- ⌵ End Date (5/3/2012)

The table below presents important details for all sewage discharge locations, as submitted through individual SSO reports, which meet the search criteria selected. If data is not shown for a particular field, it means the Enrollee did not provide the information and was not required to do so. To view the entire SSO report for a specific sewage discharge location, please select the corresponding EVENT ID.

### DRILLDOWN HISTORY:

REGION: 4

<u>EVENT ID</u>	<u>Region</u>	<u>Responsible Agency</u>	<u>Collection System</u>	<u>SSO Category</u>	<u>Start Date</u>	<u>SSO Address</u>	<u>SSO City</u>	<u>SSO Vol</u>	<u>Vol of SSO Recovered</u>	<u>Vol of SSO Reached Surface Water</u>	<u>SSO Failure Point</u>	<u>WDID</u>
<a href="#">769727</a>	4	Oxnard City Wastewater Division	Oxnard CS	Category 2	2011-08-02 14:30:00.0	228 Garfield Ave Avenue	Oxnard	30	30	0	Main	4SSO10479
<a href="#">773123</a>	4	Oxnard City Wastewater Division	Oxnard CS	Category 1	2011-11-14 19:35:00.0		Oxnard	200	0	0	Main	4SSO10479
<a href="#">776671</a>	4	Oxnard City Wastewater Division	Oxnard CS	Category 1	2012-01-29 04:45:00.0	6001 Perkins Road	Oxnard	5,000	5,000	0	Wastewater Treatment Plant	4SSO10479
<a href="#">778817</a>	4	Oxnard City Wastewater Division	Oxnard CS	Category 1	2012-03-14 16:35:00.0	500 Ventura Road	Oxnard	200	100	100	Main	4SSO10479
<a href="#">779696</a>	4	Oxnard City Wastewater Division	Oxnard CS	Category 2	2012-04-04 07:45:00.0	Conner Drive	Oxnard	50	50	0	Main	4SSO10479
<a href="#">780726</a>	4	Oxnard City Wastewater Division	Oxnard CS	Category 2	2011-05-06 23:30:00.0			50	50	0	Main	4SSO10479
<a href="#">780730</a>	4	Oxnard City Wastewater Division	Oxnard CS	Category 2	2011-09-14 08:30:00.0			50	50	0	Main	4SSO10479

The current report was generated with data as of: Wednesday, June 20, 2012

Attachment 2

SSO File Contents

SSO at 151 Bottlebrush Circle on March 30, 2011



PUBLIC WORKS DEPARTMENT  
WASTE WATER SECTION

CB  
3/30/11

Date 3/30/2011

RESIDENT COMPLAINT/INFORMATION REQUEST CALLS

RESIDENT INFO:

Name	Richard Lopez
Phone #	487-3390
Address/ Company	151 Bottlebrush Circle

RECEIVED CALL FROM:

Name	Resident	Division	
------	----------	----------	--

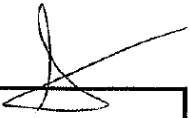
DELEGATED CALL TO:

Name	Ray	Division	Collections
------	-----	----------	-------------

NATURE OF CALL:

Called to report that water was bubbling out of the manhole and going inot the gutter.


NOTES:

Called Ray and gave him the information, and also sent him the info via email. 

SRT#: 11373

CP 5-3

CITY OF OXNARD  
PUBLIC WORKS DEPARTMENT - WASTEWATER DIVISION  
SERVICE REQUEST

DATE 5/20/11 LOCATION/ ADDRESS 151 Bottlebrush

TIME REC'D 9:30 A.M. \_\_\_\_\_ P.M. NAME ?

REC'D FROM Ray T PHONE NUMBER ?

SPILL: YES \_\_\_\_\_ NO X (IF YES, SEE BELOW) EVENT NO. \_\_\_\_\_

IMPORTANT: If a spill occurred, regardless of size, notify a supervisor immediately.

SUPERVISOR NOTIFIED AT 9:00 A.M. \_\_\_\_\_ P.M.  
(Contact should be made in the following order)

		OFFICE	HOME	NEXTEL CODE #
<u>X</u>	RAY TREVINO	271-2215	487-3937	29
_____	PETE MARTINEZ	271-2214	385-5474	14
_____	JEFF MILLER	271-2216	985-8235	1
_____	MARK NORRIS	271-2205	658-7191	4

ODOR COMPLAINT:

LOCATION/ ADDRESS \_\_\_\_\_ TIME \_\_\_\_\_ : \_\_\_\_\_

WEATHER CONDITION \_\_\_\_\_ WIND DIRECTION \_\_\_\_\_

OBSERVATIONS: \_\_\_\_\_

ODOR COMPLAINT FORM COMPLETED: YES  NO

MANHOLE(S) OVERFLOWING (GRID MAP AND MANHOLE #) \_\_\_\_\_

SPILL CONTAINMENT/CLEAN-UP MEASURES TAKEN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STOPPAGE Sewer OTHER (SPECIFY) \_\_\_\_\_

STATION NAME \_\_\_\_\_ STATION NUMBER \_\_\_\_\_

OBSTRUCTION WAS APPROXIMATELY 25 ft FT.

FROM MANHOLE # A0+01 TO MANHOLE# AB+31 ON GRID MAP# L-21

OBSTRUCTION WAS: HOUSEHOLD GREASE X STICKS \_\_\_\_\_ ROOTS \_\_\_\_\_

RAGS \_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_

IF NO OBSTRUCTION, \_\_\_\_\_ FEET WERE CLEANED. FROM MANHOLE# \_\_\_\_\_

TO MANHOLE# \_\_\_\_\_ ON GRID MAP \_\_\_\_\_.

NATURE OF FALSE CALL \_\_\_\_\_

WAS CONTACT MADE WITH REPORTING PARTY: YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, STATE REASON: \_\_\_\_\_

WORK STARTED AT: 10:00 A.M. \_\_\_\_\_ P.M.

COMPLETED AT: \_\_\_\_\_ A.M. 12:00 P.M.

PERFORMED BY: Juan V O.T. HOURS \$

Mike D O.T. HOURS \$

\_\_\_\_\_  
O.T. HOURS \_\_\_\_\_

\_\_\_\_\_  
O.T. HOURS \_\_\_\_\_

EQUIPMENT USED: Vector 3219

REMARKS Sewer mainline was plugged. The pressure from all of the water backing up in the sewer caused the plug to break itself. 100% of spill was contained. manholes were cleaned.

REPORT REVIEWED BY: \_\_\_\_\_

Attachment 3

CIWQS Violation Report

Category 1 and 2 SSOs

Beginning of Record to April 27, 2012

(report generated April 27, 2012)





California Integrated Water Quality System Project (CIWQS)

### SSO Public Report - Detail Page

Here is the detail page of your SSO public report search for the selected region, responsible agency, or collection system. These results correspond to the following search criteria:

**SEARCH CRITERIA:** [\[REFINE SEARCH\]](#)

- City (oxnard)
- Region (4)
- Spill Type (sso\_cart\_2)

The table below presents important details for all sewage discharge locations, as submitted through individual SSO reports, which meet the search criteria selected. If data is not shown for a particular field, it means the Enrollee did not provide the information and was not required to do so. To view the entire SSO report for a specific sewage discharge location, please select the corresponding EVENT ID.

**DRILLDOWN HISTORY:** [\[GO BACK TO SUMMARY PAGE\]](#)  
REGION: 4

[\[VIEW PRINTER FRIENDLY VERSION\]](#)

<u>EVENT ID</u>	<u>Region</u>	<u>Responsible Agency</u>	<u>Collection System</u>	<u>SSO Category</u>	<u>Start Date</u>	<u>SSO Address</u>	<u>SSO City</u>	<u>SSO Vol</u>	<u>Vol of SSO Recovered</u>	<u>Vol of SSO Reached Surface Water</u>	<u>SSO Failure Point</u>	<u>WDID</u>
735349	4	Oxnard City Wastewater Division	Oxnard CS	Category 2	2009-03-12 15:55:00.0	6001 Perkins Road	Oxnard	300	300	0		4SSO10479
735351	4	Oxnard City Wastewater Division	Oxnard CS	Category 2	2009-03-13 22:00:00.0	Driskill Ave	Oxnard	100	100	0		4SSO10479
743712	4	Oxnard City Wastewater Division	Oxnard CS	Category 1	2009-08-23 10:00:00.0	9th ST	Oxnard	800	500	300	Main	4SSO10479
745717	4	Oxnard City Wastewater Division	Oxnard CS	Category 2	2009-10-16 08:30:00.0	Doris Avenue	Oxnard	50	50	0	Main	4SSO10479



Account Number	Division	Category	Start Date	End Date	City	Address	Count	Rate	Total	Notes
759460	Oxnard City Wastewater Division	Oxnard CS	2010-08-29	2010-08-29	Oxnard	3000 Kern Street	100	0	4SSO10479	
759842	Oxnard City Wastewater Division	Oxnard CS	2010-09-15	2010-09-15	Oxnard	Ninth St	50	0	Main 4SSO10479	
757169	Oxnard City Wastewater Division	Oxnard CS	2010-09-24	2010-09-24	Oxnard	2310 Saviers Road	15	0	Main 4SSO10479	
759326	Oxnard City Wastewater Division	Oxnard CS	2010-12-10	2010-12-10	Oxnard	545 B Street	100	0	Main 4SSO10479	
761696	Oxnard City Wastewater Division	Oxnard CS	2011-01-17	2011-01-17	Oxnard	1725 Arcadia Street	100	0	Main 4SSO10479	
762114	Oxnard City Wastewater Division	Oxnard CS	2011-01-30	2011-01-30	Oxnard	1200 Gonzales Road	125	75	Main 4SSO10479	
769727	Oxnard City Wastewater Division	Oxnard CS	2011-08-02	2011-08-02	Oxnard	228 Garfield Ave	30	0	Main 4SSO10479	
773123	Oxnard City Wastewater Division	Oxnard CS	2011-11-14	2011-11-14	Oxnard	248 ALVARADO	200	0	Main 4SSO10479	VAN DUISM
776671	Oxnard City Wastewater Division	Oxnard CS	2012-01-29	2012-01-29	Oxnard	6001 Perkins Road	5,000	0	Wastewater Treatment 4SSO10479	- PLANT WENT -
778817	Oxnard City Wastewater Division	Oxnard CS	2012-03-14	2012-03-14	Oxnard	500 Ventura Road	100	100	Main 4SSO10479	570
779896	Oxnard City Wastewater Division	Oxnard CS	2012-04-04	2012-04-04	Oxnard	Conner Drive	50	0	Main 4SSO10479	RESIDUE

The current report was generated with real-time data entered by Enrollees.

[Back to Main Page](#) | [Back to Top of Page](#)

© 2006 State of California.

Attachment 4

City Contract for Sewer Related Services

CB  
5-3-201

**CITY OF OXNARD  
PUBLIC WORK CONTRACT**

DATE OF CONTRACT: September 11, 2009  
SPECIFICATION NUMBER: PW09-12  
NAME OF CONTRACTOR: Sam Hill & Sons, Inc.  
ADDRESS: P. O. Box 5670 / 2627 Beene Rd.  
Ventura, CA 93005 / 93003  
Phone: 805-644-6278 Fax: 805-644-2813

**PROJECT DESCRIPTION:** Non-Scheduled (Emergency) Repairs to Storm Drains, Sewers & Appurtenances -The project consists of on-call non-scheduled emergency repairs on an "as needed" basis for the storm drains, sewers and appurtenances for the City's Wastewater Division.

This is a contract for Public Work, as defined in Chapter 1 of Part 7 of Division 2 of the Labor Code, to which Labor Code Section 1771 applies. In providing services under this Contract, Contractor shall comply with all applicable laws, ordinances and regulations, including the laws contained in Sections 1720 through 1861 of the California Labor Code. Contractor shall pay prevailing wages to all workers employed to provide services under this Contract.

This contract is made at Oxnard, California, as of this 11th day of September, 2009, between the City of Oxnard, called herein the "City", and the above-named Contractor for the construction of the Capital Improvement Project described herein. The parties hereto agree as follows:

1. CONTRACT PRICE

Contractor shall perform the work described and the City shall pay the Contractor, in full payment for said work, all work under this contract will be performed Time and Material with labor cost, defined equipment and move-in/move-out charges to be based on the Hourly Rates as bid for this project. See attached bid line item schedule, which is made a part of this contract. Materials for each call-out will be based on actual invoices presented at time of work with applicable allowable markups.

Compensation for Life of Contract Not To Exceed: \$ 2,778,100.00\*  
First Encumbrance Amount for First Term of Contract will be: \$ 500,000.00\*\*

(\*This total dollar amount may not be required or used)

(\*\*Additional Encumbrances will be made by the City for this contract as it determines are appropriate)

The above sums include all taxes and the costs of any required bonds.

**CITY OF OXNARD  
PUBLIC WORK CONTRACT**

**2. PAYMENT SCHEDULE**

The City will pay the Contractor the contract price in accordance with Section 9.3 of the Standard Specifications for Public Works Construction or in accordance with the following schedule if specified.

This is a time and material contract with labor and defined equipment rates based on the established hourly rates as bid. The City will not withhold a standard 10% retainage from the payment of invoices for work performed under this non-scheduled (emergency) repairs contract.

Should the City at any time require retained funds for this contract, the following will apply. The Contractor may replace any payments retained by the City with securities in the same amount and the Contractor shall be the beneficial owner of said securities and interest earned (See Public Contract Code, Section 22300).

City shall make the final payment to Contractor by releasing amounts retained from progress payments made to Contractor. Such payment shall be made no earlier than 35 days, and no later than 60 days, after the project completion date indicated on the Notice of Completion for the Project. City shall withhold from such payment 125% of amounts claimed in stop notices filed in connection with the Project and 150% of amounts in dispute between City and Contractor.

**3. THE WORK**

Contractor shall furnish all tools, equipment, apparatus, facilities, labor and materials necessary to, and shall perform and complete in a good, safe and workmanlike manner, the work generally described as follows:

The work under this contract will be completed by the Contractor on an as-needed call-out non-scheduled (emergency) repair basis and consists of repairing broken gravity and force mains, damaged manholes, damaged catch basins, and any other necessary non-scheduled work required by the City to keep the City of Oxnard's wastewater collection system and storm water drainage in good working order.

The Contractor will be available on a 24 hour / 7 day a week basis and must respond to the emergency call within 30 minutes and to the emergency work site within one (1) hour of call-out.

The initial term of this contract ends on June 30, 2010. The City may exercise two (2) one (1) year options to extend the contract, which will then have a final end date of June 30, 2012. The option to extend this contract will be at the sole discretion of the City. If the City exercises an option to extend, the cost of materials and equipment for work performed during the applicable option period will be allowed an increase by a percentage equal to the percentage of change in the Los

**CITY OF OXNARD  
PUBLIC WORK CONTRACT**

Angeles-Riverside-Orange County Consumer Price Index (All Urban Consumers) for the preceding 12-month period preceding the commencement of the option term. Labor rates will be based on the most current General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1 and will be applied for each group and class of worker used to perform this scope of work.

The work to be done consists of furnishing all materials, equipment, supplies and services, and performing all labor required to complete the proposed improvements and appurtenant work. Work areas in urbanized sections of the City may require careful planning on Contractor's part.

City will exercise each option by presenting the Contractor with a written notice in the form of a change order on or prior to 30 days before the end of the then current contract term.

**4. CONTRACT DOCUMENTS**

The complete contract consists of all the following which are specifically incorporated herein by reference:

- (A) The Notice Inviting Bids
- (B) This Contract - Number A-7219
- (C) Addenda – Numbers NONE
- (D) Specification Number PW09-12
- (E) Plans or Drawing Number Various City Std. Plates
- (F) Contractor's Bid Proposal and List of Subcontractors
- (G) Performance and Payment Bonds as required by the specifications and applicable law. Unless otherwise specified, each such bond shall be 100 percent (100%) of the contract price.
- (H) Insurance as required by the specifications and applicable law
- (I) All applicable wage determinations, safety and health regulations, non-discrimination provisions and labor standards, including, but not limited to, such items enumerated in the specifications and addenda thereto. If this Contract is federally assisted, attached HUD Form 4010 shall apply.

The Contractor by signing hereunder acknowledges he has reviewed all the foregoing documents and agrees with the requirements, conditions and covenants contained therein.

**5. NOTICE OF THIRD PARTY CLAIM**

Within five days of the date that the Contractor receives any third-party claim relating to this contract, the Contractor shall provide written notice thereof and a copy of the claim to the City's Public Works Director.