

ELEMENT 2. ORGANIZATION

This SSMP element describes the organization of the Utilities Department and Public Works Department responsible for the management, operation, and maintenance of the City’s wastewater collection (sanitary sewer) system. It identifies City staff responsible for implementing the WDR compliance program. Also, the Legally Responsible Officials in the chain of communication for reporting sanitary sewer overflows (SSOs) are identified. The major items discussed in this element are as follows:

- Regulatory Requirements
- City Council and Departmental Overview
- Authorized Representatives and current Legally Responsible Officials
- SSMP Implementation Chart and Narrative
- Chain of Communication
- Roles and Responsibilities Chart and Narrative

REGULATORY REQUIREMENTS

The requirements for the Organization element of the WDRs are listed in Table 2-1. The requirements are listed by WDR paragraph number and by Section 2 heading under which the requirement is addressed.

Table 2-1. Organization Element Requirements

WDR Paragraph Number	Description of Requirement	Required Component
D-13-(ii)(a)	Legally Responsible Officials	The name of the responsible or authorized representative as described in Section J of this Order.
D-13-(ii)(b)	Department Staff Contact Information	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.
D-13-(ii)(c)	Communication	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)).

CITY COUNCIL AND DEPARTMENTAL OVERVIEW

The City's overall organization is headed by the City Council and the City Manager. The City Attorney's Office and the Chief Building Official provide legal, enforcement, and building & plumbing code support related to sanitary sewer systems and Fats, Oil, and Grease (FOG).

Figure 2-1 depicts an overview of the City's field staff and management that have responsibilities as First Responders and Legal Responsible Officials (LRO). The First Responders also includes Public Works Supervisors as LRO's and certain staff designated as Data Submitters. An SSMP Implementation Chart and Narrative is attached as Exhibit 2A for a detailed depiction.

The Utilities Department is responsible for the management, operation, and maintenance of lift stations and the Easterly Wastewater Treatment Plant. The Utilities Department is also responsible for implementing and enforcing the City's NPDES and SSMP permits.

The Public Works Department Engineering Services Division oversees the design and construction of collection mains, trunk sewers, lift stations, and force mains, and maintains collection system as-built drawings and system mapping.

The Public Works Department Maintenance Division is responsible for the management, operation, and maintenance of force mains, collection mains (sanitary sewers less than 12 inches in diameter) and for the maintenance of trunk sewers (sanitary sewers 12 inches and greater in diameter).

The list of current City Council and Department Directors is attached as Exhibit 2B. Each department updates its organizational chart periodically, as needed.

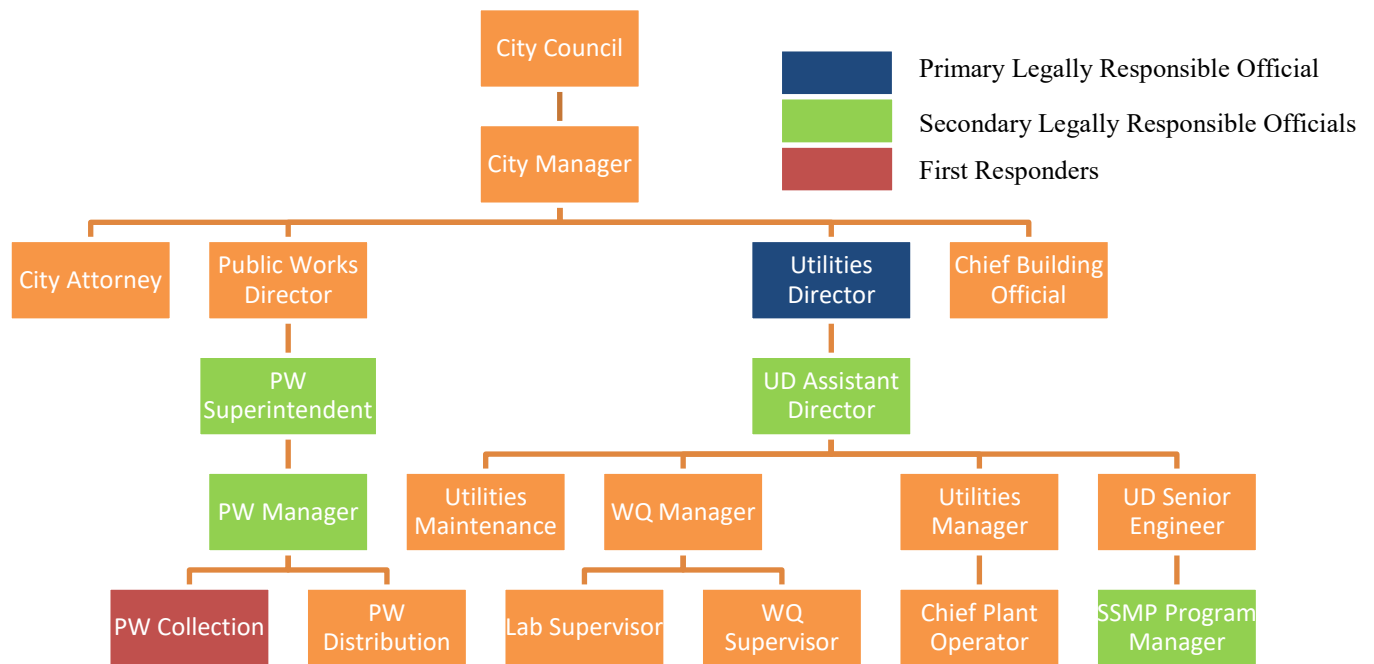


Figure 2-1. Organization Chart of Sanitary Sewer Staff

Authorized Representatives and current Legally Responsible Officials

The City’s duly authorized representatives, also referred to as Legally Responsible Officials (LROs), as defined in Section J of the WDR, are listed in Table 2-2. The Engineering Specialist has been designated as the SSMP Program Manager for the Utilities Department since December 2013. For day-to-day activities, the SSMP Program Manager is responsible for overall permit management, audits, LROs & DS lists, and regulatory agency communication.

Table 2-2. Legally Responsible Officials (LROs) for the WDR Compliance Program

Position	Name	Phone Number	Email
UD Director	Curtis Paxton	(707) 469-6412	Curtis.Paxton@cityofvacaville.com
UD Assistant Director	Justen Cole	(707) 469-6404	Justen.Cole@cityofvacaville.com
PW Superintendent	Brian McLean	(707) 469-6504	Brian.McLean@cityofvacaville.com
PW Manager	Manuel Vasquez	(707) 469-6569	Manuel.Vasquez@cityofvacaville.com
PW Supervisor	Kevin McCrorey	(707) 449-5358	Kevin.McCrorey@cityofvacaville.com
PW Supervisor (Water Distribution)	Jeff Horne	(707) 449-6551	Jeff.Horne@cityofvacaville.com
Assistant Utilities Engineer	Miguel Medina	(707) 469-6407	Miguel.Medina@cityofvacaville.com

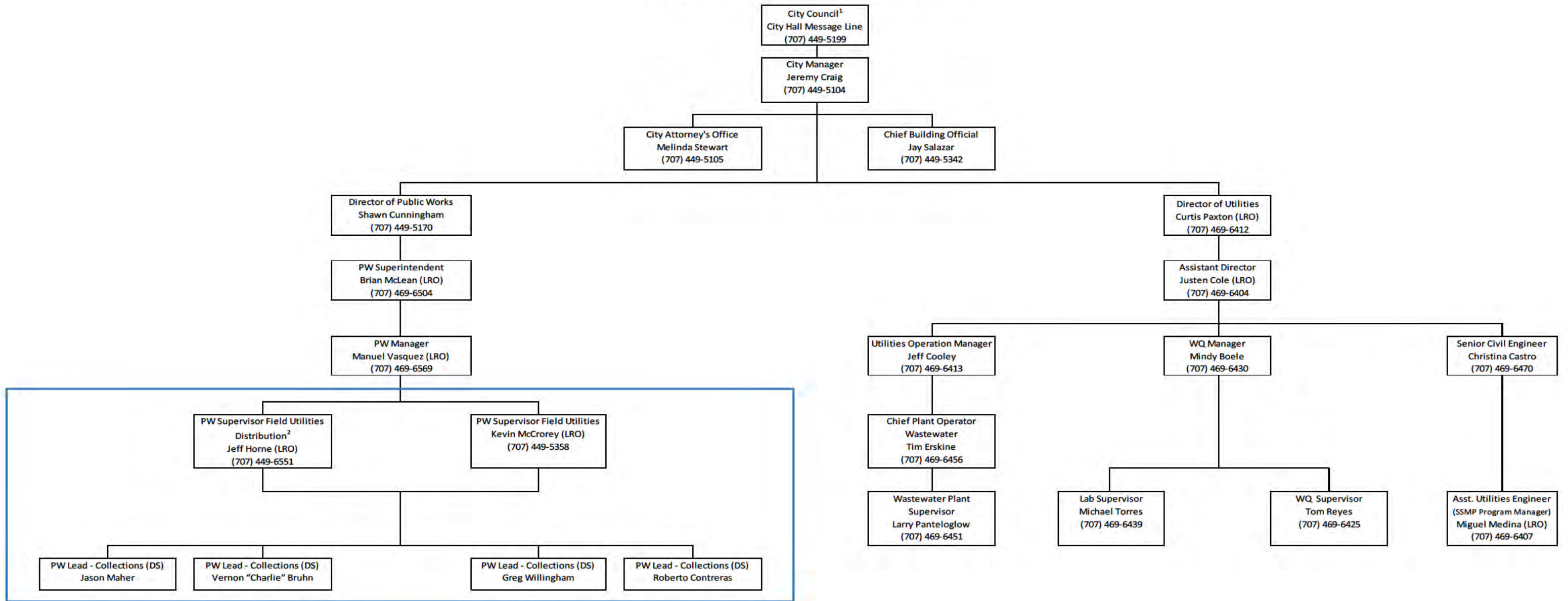
PW – Public Works

UD – Utilities Department

EXHIBIT 2-A

SSMP IMPLEMENTATION CHART AND NARRATIVE

Sewer System Management Plan Implementation Chart



Notes:
 1 - Refer to Exhibit 2-B for most recent Council Members
 2 - Backup LRO
 LRO = Legal Responsible Official
 DS = Data Submitter

Updated: July 2019

SSMP Implementation Narrative

Position	Name	Phone number	Responsibility/Authority Level
City Council	See Exhibit B		Provides policy direction, approves SSMP, and appropriates funds to implement SSMP activities
City Manager	Jeremy Craig	(707) 449-5104	Implements City Council policy
City Attorney's Office	Melinda Stewart	(707) 449-5105	City's legal counsel. Advises on content of sewer ordinances, coordinates ordinance adoption, and serves enforcement action. Reviews legal aspects of OERP
Chief Building Official	Jay Salazar	(707) 449-5342	Responsible for enforcing the Building code and CA Plumbing Code concerning sewer and FOG
Director of Public Works	Shawn Cunningham	(707) 449-5170	Manages all Public Works Divisions
PW Superintendent	Brian MacLean	(707) 469-6504	Manages the Public Works Maintenance division; Streets, Water, Sewer, Storm Drainage, Facilities (Buildings), Parks, Fleet and Equipment. Functions as LRO with back-up responsibility for certifying City's reporting to CIWQS.
PW Manager	Manuel Vasquez	(707) 469-6569	Manages the Field Utilities (Water & Collections System) and Street Maintenance sections. Functions as LRO with back-up responsibility for certifying City's reporting to CIWQS.
PW Supervisor Field Utilities	Kevin McCrorey	(707) 449-5358	Supervises field utilities personnel; assigns and tracks completion of work. Supports planning, scheduling, dispatch, and tracking of sewer collection system maintenance activities. Manages Data Submitters. Functions as LRO with back-up responsibility for certifying City's reporting to CIWQS.
PW Supervisor Field Utilities (Water Distribution)	Jeff Horne	(707) 449-6551	Supervises field utilities personnel; assigns and tracks completion of work. Supports planning, scheduling, dispatch, and tracking of potable water system maintenance activities. Functions as LRO with emergency back-up responsibility for certifying City's reporting to CIWQS.
PW Lead Collections	Various	Various	Function as Data Submitters for City's reporting to CIWQS.
Director of Utilities	Curtis Paxton	(707) 469-6412	Manages all Utilities (UD) sections. Assigned as the City's duly authorized representative and functions as primary LRO for certifying City's reporting to CIWQS
Assistant Director of Utilities	Justen Cole	(707) 469-6404	Assist with the management of all UD sections. Functions as LRO with back-up responsibility for certifying City's reporting to CIWQS.
Utilities Operation Manager	Jeff Cooley	(707) 469-6413	Manages the Water Operations and Wastewater Operations sections.
Chief Plant Operator Wastewater	Tim Erskine	(707) 469-6456	Manages the operation of the wastewater treatment plant and lift stations.

Wastewater Plant Supervisor	Larry Panteloglow	(707) 469-6451	Supervises sewer and pump station field personnel; assigns and tracks completion of work. Supports planning, scheduling, dispatch, and tracking of sewer and pump station maintenance activities.
WQ Manager	Mindy Boele	(707) 469-6430	Manages the UD WQ Compliance Section and WQ Laboratory Section
Lab Supervisor	Michael Torres	(707) 469-6439	Supervises WQ Laboratory section; Water/Wastewater & SSO sample testing.
WQ Supervisor	Tom Reyes	(707) 469-6425	Supervises WQ Compliance section; FOG, FSE, ECI, & Cross Connection Programs
Senior Civil Engineer	Christina Castro	(707) 469-6470	Manages the UD Engineering section.
Assistant Utilities Engineer	Miguel Medina	(707) 469-6407	Functions as overall SSMP Manager. Functions as LRO with responsibility for implementation and compliance with WDR/SSMP.

EXHIBIT 2-B

CITY COUNCIL AND DEPARTMENT DIRECTORS



City of Vacaville

CITY OFFICIALS 2019

www.cityofvacaville.com

707-449-5100

NOTE: Correspondence should be directed to each individual or department
c/o **650 Merchant Street, Vacaville CA 95688**

CITY COUNCIL (Term Expiration)
City Hall Message Line 449-5109

Ron Rowlett, Mayor (2022)
299-0481 ron.rowlett@cityofvacaville.com

Mitch Mashburn, Councilmember (2022)
299-0506 mitch.mashburn@cityofvacaville.com

Dilenna Harris, Vice Mayor (2020)
299-9648 dilenna.harris@cityofvacaville.com

Nolan Sullivan, Councilmember (2022)
nolan.sullivan@cityofvacaville.com

Raymond Beaty, Council Member (2020)
raymond.beaty@cityofvacaville.com

CITY MANAGER 449-5104
Jeremy Craig
jeremy.craig@cityofvacaville.com

CITY ATTORNEY 449-5317
Melinda Stewart
melinda.stewart@cityofvacaville.com

CITY CLERK (2020) 449-5110
Michelle A. Thornbrugh
cityclerk@cityofvacaville.com

CITY TREASURER (2020)
Jay Yerkes 448-1018
JYerkes@pacbell.net

ASSISTANT CITY MANAGER 449-5100
Aaron Busch
aaron.busch@cityofvacaville.com

COMMUNICATIONS & MEDIA OFFICER
Mark Mazzaferro 449-5371
Mark.mazzaferro@cityofvacaville.com

DEPARTMENT DIRECTORS

Administrative Services Department 449-5101
Dawn Leonardini, Director 5106
dawn.leonardini@cityofvacaville.com

Community Development Dept. 449-5140
Barton Brierley, Director 5361
barton.brierley@cityofvacaville.com

Community Services Dept 449-5658
Kerry Walker, Director 5367
kerry.walker@cityofvacaville.com

Fire Department 449-5452
Kris Concepcion, Fire Chief 5462
kris.concepcion@cityofvacaville.com

Housing Services Department 449-5675
Emily Cantu, Director 5688
emily.cantu@cityofvacaville.com

Police Department 449-5210
John Carli, Police Chief 5222
john.carli@cityofvacaville.com

Public Works Department 449-5170
Shawn Cunningham, Director 5145
shawn.cunningham@cityofvacaville.com

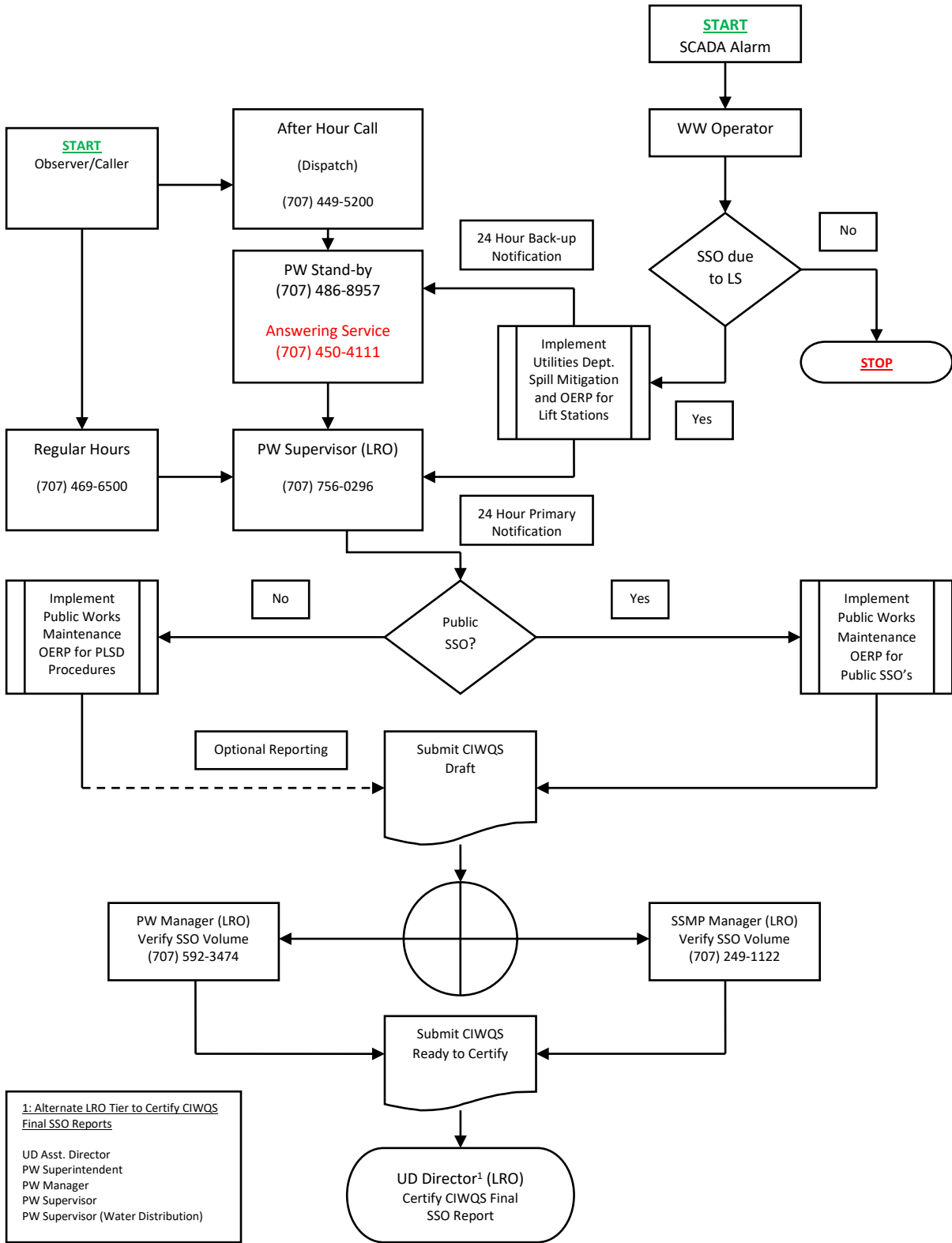
Utilities Department 469-6400
Curtis Paxton, Director 6412
curtis.paxton@cityofvacaville.com

EXHIBIT 2-C

CHAIN OF COMMUNICATION

NOTE: The Department of Public Works Callout List (updated monthly) which designates the stand-by and emergency contacts is also attached as Exhibit 2-C.1.

SSO Response Chain of Communication
Revised 04/12/19



1: Alternate LRO Tier to Certify CIWQS Final SSO Reports
 UD Asst. Director
 PW Superintendent
 PW Manager
 PW Supervisor
 PW Supervisor (Water Distribution)

EXHIBIT 2-C.1

MONTHLY PUBLIC WORKS CALL OUT LIST

DEPARTMENT OF PUBLIC WORKS

CALLOUT LIST

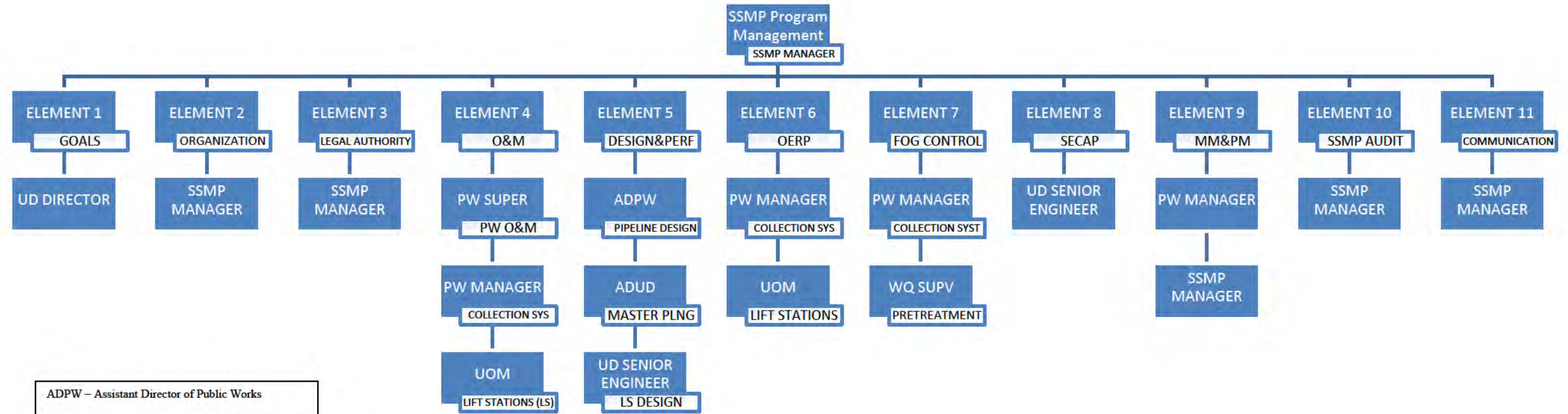
April 1, 2019 – April 30, 2019

STREET MAINTENANCE & STREET LIGHTS	TRAFFIC SIGNALS
Jeff Arnett, Supervisor – 249-1051(cell); 449-8971(home)	Agnes Liu, Supervisor – 916-208-3879; 249-3251
Matt Cowan – 301-6057	Manuel Vasquez, Manager – 592-3474
Bernardo Vega – 471-8740; 580-5903 (<i>Sweeper Driver</i>)	Marc York – 471-8687
Jesus Rea – 853-3352 (<i>Sweeper Driver</i>)	Traffic Signal Emergency Contact
Mark Strobach – 479-1892; 235-8449	St. Francis Electric – 24 hr Support 1-844-544-4888
Daniel Dimes – 592-4041	Monica Kint (Project Mngr) 510-725-5185 (during business hours)
Rick Simmons – 249-0678	
Eric Cordova – 761-3848 (<i>Sweeper Driver</i>)	EQUIPMENT MECHANICS
Jon Beruman – 317-0616	Mike Simmons, Supervisor - 486-1867
George Rodriguez – 471-8688; 416-7946	Wayne Adiego – 448-8300
Jason Welling – 592-0247	Mark Munsterman – 449-1530
	Chris Sanders – 592-5602
	Neil Parker – 330-1532
FACILITIES MAINTENANCE	
Rich Begell, Supervisor – 207-1623	
Jeri Moseley – 689-0502	COMMUNITY SERVICES/EVENTS
Darin Johnson – 718-8508	Tim Abu- 803-4244
Todd Marino – 628-6264	
Warthan, Neil – 689-3112	UTILITIES DEPARTMENT
WATER/SEWER/STORM DRAIN MAINTENANCE	Miguel Medina – 249-1122
Jeff Home, Supervisor - 592-3308; 254-9993	Control Room – 469-6454
Kevin McCrorey, Supervisor – 359-4298; 756-0296(cell)	Lab Supervisor, Mindy Boele (water sampling) – 337-9573
Jesse Sanchez – 689-6468	Clayton Ono – 365-9012 (backflow repairs)
Matt Gallagher – 451-1973	Brian May - 592-3913 (backflow repairs)
Roberto Contreras – 249-1532	Peter Wanberg - 689-0790 (backflow repairs)
Jason Maher – 631-8406	Tom Reyes - 685-3523 (backflow repairs)
Chris Stow – 471-8694	Utilities Maintenance Standby 486-4048
Greg Willingham – 451-1768	WATER QUALITY COMPLAINTS & WATER PLANT
Jim Constable – 249-5102	12 hr. Duty Operator - 592-9494 (0700-1900)
Charlie Bruhn – 530-383-9457	Standby Operator - 479-7805 (1900-0700)
Bill Moore – 580-9065	AFTER HOURS CALLS
Coleby Quartemont – 592-4954	Standby - Answering Service - 450-4111
Florentino Vargas – 530-383-8266	Corp Yard Standby Cell Phone - 486-8957
Brandon Guerrero – 249-4817	
Rich Prewitt – 592-6108	Brian McLean, Superintendent 479-5782(cell); 448-2378(home)
Jimmie Colangelo – 365-5257	Shawn Cunningham, PW Director – 249-2511
Tyler Polley – 567-2327	Manuel Vasquez, Streets/Field Util. Mgr – 592-3474
	David Jacobson, Parks Mgr – 207-1922
	Rob Pippin, Fleet & Facilities Mgr - 452-9832; 592-4951
	Debby Groves, Secretary II – 446-4993 (home); 592-3909
	Michelle Vasquez, Secretary II – 628-6861
	Steve Little, Engineering Specialist – 249-3751
	Kimberly Beraman, Admin Tech II – 685-2300
	Bernadette Minton, Storekeeper - 448-7519 (home)
	Sheriff's Department for Hazardous Spills – 421-7090
	CalTrans Signal Maint., Pat McCard – 428-2111 (daytime)
	CalTrans Road/Drainage Maint., Richard Stowe – 428-2032
	CalTrans (all calls after hours) 510-286-6359
	VVUSD Maint., William Glover - 365-6792
	TUSD Maint., Kelly Hatcher - 437-4604 x1229
	CMF Water Plant – 451-0182, ext 5862
	Aaction Rents, Clayton Johnson – 975-3444 (cell); 359-2575 (office)
	PG&E Emergency Dig – 1-800-743-5000
	Animal Control - 449-1700
	Servpro – 454-6804
	SID (after hours) - 421-7090
	Diamond Grove 9029 Browns Valley (Endburg & Dewberry) 9920
	Marvin Gardens 8954 Creekside Apts (Bel Air) 8417
	North Vine 5128 Villages on Vine 6782
PARKS MAINTENANCE	
Wallace Aweau, Supervisor - 310-2998	
Kevin Wright, Supervisor - 310-3002; 451-4494	
Josh Schroeder – 503-407-2818	
Mike Marianno – 430-3944	
Sergio Michel – 330-4988; 301-2046	
Althea Doctolero – 712-1800	
Fred Alexander – 580-0990	
Steve Treasure – 628-4183; 310-3000	
Raul Garcia – 530-554-7043; 471-8742	
Jerry Bacho – 863-1198	
Terry Shaw – 530-219-5584	
Everett (Butch) Enos – 685-6048	
Steve Moore – 365-5760	
Pete Duenas – 999-0389	
Scott Thoming – 386-1923	
Joe Campos – 415-912-8712	
Marina Coldiron – 971-0410; 479-5781	

EXHIBIT 2-D

SSMP ROLES AND RESPONSIBILITIES CHART AND CONTACT LIST

SSMP Roles and Responsibilities Overview



ADPW – Assistant Director of Public Works
 ADUD – Assistant Director of Utilities Department
 PW SUPER – Public Works Superintendent
 UOM – Utilities Operation Manager

SSMP Roles and Responsibilities Contact List

SSMP Element	Responsible Party (Position)	Responsible Party (Name)	707+Phone Number	Email Address
Introduction	SSMP Manager	Miguel Medina	469-6407	Miguel.Medina@cityofvacaville.com
I – Goals	UD Director	Curtis Paxton	469-6412	Curtis.Paxton@cityofvacaville.com
II – Organization	SSMP Manager	Miguel Medina	469-6407	Miguel.Medina@cityofvacaville.com
III – Legal Authority	SSMP Manager	Miguel Medina	469-6407	Miguel.Medina@cityofvacaville.com
IV – O&M Program	PW Superintendent	Brian McLean	469-6504	Brian.McLean@cityofvacaville.com
	PW Manager	Manuel Vasquez	469-6569	Manuel.Vasquez@cityofvacaville.com
	Utilities Operations Manager	Jeff Cooley	469-6413	Jeff.Cooley@cityofvacaville.com
V – Design and Performance Provisions	Assistant Director of PW	Tim Burke	449-5293	Tim.Burke@cityofvacaville.com
	Assistant Director UD	Justen Cole	469-6404	Justen.Cole@cityofvacaville.com
	UD Senior Engineer	Christina Castro	469-6470	Christina.Castro@cityofvacaville.com
VI – Overflow Emergency Response Program	PW Manager	Manuel Vasquez	469-6569	Manuel.Vasquez@cityofvacaville.com
	Utilities Operations Manager	Jeff Cooley	469-6413	Jeff.Cooley@cityofvacaville.com
VII – Fog Control Program	WQ Manager	Tom Reyes	469-6425	Tom.Reyes@cityofvacaville.com
	PW Manager	Manuel Vasquez	469-6569	Manuel.Vasquez@cityofvacaville.com
VIII - SECAP	UD Senior Engineer	Christina Castro	469-6470	Christina.Castro@cityofvacaville.com
IX – Monitoring, Measurement, and Program Modifications	SSMP Manager	Miguel Medina	469-6407	Miguel.Medina@cityofvacaville.com
	PW Manager	Manuel Vasquez	469-6569	Manuel.Vasquez@cityofvacaville.com
X – SSMP Program Audits	SSMP Manager	Miguel Medina	469-6407	Miguel.Medina@cityofvacaville.com
XI - Communication	SSMP Manager	Miguel Medina	469-6407	Miguel.Medina@cityofvacaville.com