



Memorandum

Date: December 8, 2011

To: Brian Brady, General Manager
MaryLou Boultinghouse, Secretary

From: Patti Page, Operations Technician

A handwritten signature in black ink, appearing to read 'Patti Page', is written to the right of the 'From:' field.

Subject: 2-YEAR AUDIT OF SEWER SYSTEM MANAGEMENT PLAN

Per State Water Resources Control Board Order No. 2006-0003 we are required to complete an audit of the District's Sewer System Management Plan every two years.

David Horn, Kyle Drake, and I completed this audit on November 8, 2011 and made the appropriate revisions to the SSMP. All District SSMP binders have been updated. A copy of the 2-Year Audit Report is attached, along with a copy of SSMP Section 10 – SSMP Program Audits, which outlines the criteria for program audits.

We are required to report the results of each 2-year audit to the Board of Directors by way of inclusion in a monthly board packet. In addition, the most recent 2-year audit report is also to be posted on FPUD's website for public review and comment.

Please include the audit information in the next available monthly board packet, and I will contact Mickey Case regarding the website posting.

Thank you for your help. If you have any questions, please feel free to call me.

Fallbrook Public Utility District

SSMP 2-Year Audit - November 8, 2011

Section by Section Review of SSMP:

Section 1 – Goals	<input type="checkbox"/> OK	<input checked="" type="checkbox"/> Revised
Section 2 – Organization	<input type="checkbox"/> OK	<input checked="" type="checkbox"/> Revised
Section 3 – Legal Authority	<input checked="" type="checkbox"/> OK	<input type="checkbox"/> Revised
Section 4 – Operations & Maintenance Program	<input type="checkbox"/> OK	<input checked="" type="checkbox"/> Revised
Section 5 – Design & Performance Provision	<input checked="" type="checkbox"/> OK	<input type="checkbox"/> Revised
Section 6 – Overflow Emergency Response Plan	<input type="checkbox"/> OK	<input checked="" type="checkbox"/> Revised
Section 7 – Fats, Oils, and Grease (FOG) Control Program	<input type="checkbox"/> OK	<input checked="" type="checkbox"/> Revised
Section 8 – System Evaluation and Capacity Assurance Plan	<input checked="" type="checkbox"/> OK	<input type="checkbox"/> Revised
Section 9 – Monitoring, Measurement, and Plan Modifications	<input type="checkbox"/> OK	<input checked="" type="checkbox"/> Revised
Section 10 – SSMP Program Audits	<input type="checkbox"/> OK	<input checked="" type="checkbox"/> Revised
Section 11 – Communication Program	<input checked="" type="checkbox"/> OK	<input type="checkbox"/> Revised

Comments about revisions:

Reviewed entire SSMP. Made minor revisions to ensure data and program was up-to-date and accurate. Core of program remains the same. Most revisions were related to current staffing, contact numbers, budget numbers, equipment information, etc.

Completed Section &/or Attachment Revisions? Yes NA

Completed Distribution of Revisions to all binders? Yes NA

Includes: General Manager, Engineering and Planning Manager,
Operations Manager, Collections Foreman,
Engineering Dept., Operations Tech./Plant

Reviewed last two Annual Year-End Summaries of SSOs? Yes No

Reviewed last two Annual Maintenance Reports? Yes No

Changes recommended as a result of reviewing the reports listed above:

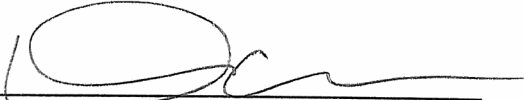
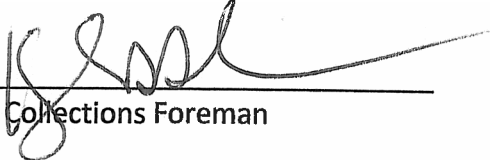
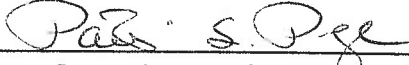
No changes recommended at this time.

Brief written summary of any notable Audit results and findings:

Include comments on the effectiveness of the SSMP, the District's compliance with SSMP requirements, and identification of any deficiencies and the recommended corrective steps:

The SSMP continues to meet the requirements and appears to be effective. The District has maintained compliance with the SSMP. There were no notable deficiencies discovered at the time of the audit. Most changes were minor in nature and related to current staffing, contact numbers, budget numbers, equipment information, etc.

This audit was completed by:

 _____ Operations Manager	<u>11/08/11</u> Date
 _____ Collections Foreman	<u>11/08/11</u> Date
 _____ Operations Technician	<u>11/08/11</u> Date

A copy of this audit report is to be given to the General Manager and any other management or staff requesting a copy. A copy is also to be kept in each SSMP binder at the back of Section 10.

This completed 2-Year Audit is to be reported to the Board of Directors by way of inclusion in a monthly board packet and also posted on FPUD's website for public review and comment for an appropriate duration of time.

Section 10 – SSMP Program Audits

SWRCB Requirement:

The collection system agency shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the agency's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

Deadline: August 1, 2009 - (and every 2 years minimum)

This District's Operations Manager, Collections Foreman, and Operations Technician are responsible for conducting the internal audit of the SSMP. This audit shall be conducted every 2 years, at minimum, and will focus on evaluating the effectiveness of the District's SSMP and compliance with the requirements, including identification of any deficiencies and the steps to correct them.

The 2-year Audit will include the following review elements:

- Section by section review of the entire SSMP.
- Completion of any needed or recommended updates and revisions, including attachments.
- Distribution of changes to all District SSMP binders.
- Review and evaluation of the 2 most recent Annual Year-End Summaries of SSOs.
- Review and evaluation of the 2 most recent Annual Maintenance Reports.
- Implement any changes required as a result of the review and evaluation of the above listed reports.
- A brief written summary of any notable Audit results and findings, including comments on the effectiveness of the SSMP, the District's compliance with SSMP requirements, and identification of any deficiencies and the recommended corrective steps.

A suggested audit form and recommended elements can be found at the end of this section.

A copy of each audit report will be given to the General Manager and any other management or staff requesting a copy. A copy will also be kept in each SSMP binder at the back of Section 10.

The results of each 2-year audit will be reported to the Board of Directors by way of inclusion in a monthly board packet. In addition, the most recent 2-year audit report will also be posted on FPUD's website for public review and comment for an appropriate duration of time.