

# Implementation Timeline

Objective	Task	Resp. Party	Aug '06	Sep '06	Oct '06	Nov '06	Dec '06	Jan '07	Feb '07	Mar '07	Apr '07	May '07	Jun '07
			7 14 21 28	4 11 18 25	2 9 16 23 30	7 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	
A. Establish Wastewater Working Group	1. Identify key stakeholders categories	Brad	■										
	2. Identify individuals in each category	Land Use Staff	■										
	3. Contact potential members to solicit participation	Brad	■	■									
	4. Schedule meeting, develop agenda, arrange logistics	Brad		■									
	5. Brief committee	Brad			■								
	6. Establish bylaws	Brad			■								
	7. Select officers	WAC			■								
	8. Schedule regular meetings and develop agenda for next meeting	Brad			■								
	9. Monthly meetings	Brad				■		■		■		■	
Wastewater Ordinance													
1. Develop draft ordinance	Brad	■	■										
2. Distribution of ordinance to WAC for committee review	Karen		■	■	■	■	■	■	■	■	■	■	■
3. Ordinance reviewed by County Counsel	Co Counsel		■				■	■	■	■	■	■	■
4. Ordinance modifications and update	Brad				■		■	■	■	■	■	■	■
5. Distribute ordinance to User's Group	Karen					■	■	■	■	■	■	■	■
6. Final approval of ordinance by WAC	WAC						■	■	■	■	■	■	■
7. Environmental review under CEQA	VanceDoug						■	■	■	■	■	■	■
8. Prepare Board Item and submit for agenda review	Brad										■	■	■
9. Present BOS item	Brad										■	■	■
10. Second reading of ordinance	BOS										■	■	■
11. Effective date	BOS										■	■	■
Wastewater Manual													
12. Develop draft manual	Brad		■	■									
13. Distribution of manual to WAC for committee review	Karen			■	■	■	■	■	■	■	■	■	■
14. Modify and update manual	Brad				■	■	■	■	■	■	■	■	■
15. Distribute manual to User's Group	Karen					■	■	■	■	■	■	■	■
16. Public workshops	Brad/WAC							■	■	■	■	■	■
17. Finalize approval of the manual	Brad										■	■	■
18. Prepare resolution and BOS item for agenda review	Brad										■	■	■
19. Present BOS item	Brad										■	■	■
20. Effective date	BOS										■	■	■
Board of Supervisors													
C. Individual Staff Development	1. Interview each staff to determine training history and training needs	Brad	■										
	2. Identify training opportunities	Brad/Vance/Doug	■	■									
	3. Register staff in training	Karen		■									
	4. Utilize Department's training tracking system	Staff		■									
	5. Register staff for appropriate COWA inspector certification	Karen									■		
D. Regional Training Event	1. Develop course plan for special training event	Brad	■										
	2. Lock in meeting location	Karen	■										
	3. Lock in speakers	Brad	■										
	4. Identify and lock in vendors	Brad	■										
	5. Identify sponsors (COWA, RWQCB, CEHA, CCDEH)	Brad	■										
	6. Identify soil types and field training sites	Brad/Norm	■	■	■								
	7. Attain permission from property owner	Brad	■	■	■								
	8. Solicit and lock in backhoe operator	Brad	■	■	■								
	9. Gauge regional interest in the event	Brad	■										
	10. Develop budget	Brad	■										
	11. Develop agenda	Brad	■										
	12. Send out notices	Karen			■	■	■	■	■	■	■	■	■
	13. Receipt registration fees	Karen			■	■	■	■	■	■	■	■	■
	14. Meet with soil scientist day before event to review soil test holes	Brad				■	■	■	■	■	■	■	■
	15. Prepare and equip training room	Karen/Mart					■	■	■	■	■	■	■
	16. Send out certificates of attendance	Karen						■	■	■	■	■	■
E. Pond Ordinance	1. Develop draft ordinance	Brad			■	■	■	■	■	■	■	■	■
	2. Ordinance reviewed by County Counsel	Co Counsel			■	■	■	■	■	■	■	■	■
	3. Ordinance modifications and update	Brad				■							
	4. Distribute ordinance to User's Group	Karen					■	■	■	■	■	■	■
	5. Ordinance modifications and update	Brad					■	■	■	■	■	■	■
	6. Environmental review under CEQA	DDS					■	■	■	■	■	■	■
	7. Prepare Board Item and submit for agenda review	Brad						■	■	■	■	■	■
	8. Present BOS item, adopt ordinance	Brad/BOS							■	■	■	■	■
	9. Second reading of ordinance	BOS								■	■	■	■
	10. Effective date	BOS									■	■	■
F. Sanitation District	1. Prepare resolution of application for LAFCo	Brad				■	■	■	■	■	■	■	■
	2. Resolution reviewed by County Counsel	Co Counsel				■	■	■	■	■	■	■	■
	3. Resolution modifications and update	Brad					■	■	■	■	■	■	■
	4. Prepare Board Item and submit for agenda review	Brad						■	■	■	■	■	■
	5. Present BOS item, adopt resolution	Brad/BOS							■	■	■	■	■
	6. Submit application to LAFCo	Brad						■	■	■	■	■	■
	7. LAFCo processes application	LAFCo						■	■	■	■	■	■
	8. Environmental review under CEQA	DDS						■	■	■	■	■	■
	9. District approved and becomes active	Public Works							■	■	■	■	■