



Public Health Department

Environmental Health

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Cathy A. Raevsky, Director
Andy Miller, M.D., Health Officer

WASTEWATER ADVISORY COMMITTEE

MINUTES

JANUARY 9, 2017

TAHOE ROOM ** 202 MIRA LOMA DRIVE, OROVILLE

Agenda
Attachment "A"

I. Preliminary Items

A. Call to Order

Nick called the meeting to order at 3:15 p.m.

B. Roll Call and Determination of Quorum

David Anderson, Rick McCauley, Nick Weigel, Will Arnold, and DC Jones were present.

Wes Gilbert, Jan Hill, Lauralyn Lambert, Buddy Nottingham, and Gary Wert were absent.

A quorum was established.

Bob Cox and MaryJo Alonzo attended as guests. Sherry Morgado, Jennifer Lefaver, Brad Banner, Kristen McKillop, Paul Thao, and Doug Danz attended the meeting on behalf of the Public Health Department.

(See Minutes Attachment #1)

C. Review of Minutes

The minutes from the December 13, 2016 meeting were reviewed.

Will made a motion to accept the minutes as written. Dave seconded the motion and the motion passed unanimously.

D. Agenda Review

No changes were requested.

E. Public Comments and Input

There was no public comment.

II. Action Items

A. Proposed Revision to Environmental Health Fees

1. MaryJo Alonzo from County Administration, who is coordinating the countywide fee study, gave a PowerPoint presentation on the fee revision process.



2. The group discussed the public benefit associated with septic repairs and Sherry reported that a 20% public benefit was being considered by the department.
3. DC raised the issue of how the volume of services provided is related the setting fees.

Note from Brad: Here is some clarification of this issue based on discussions following the meeting.

Fees were calculated by multiplying the hourly rate (\$111/hour) by the average time it takes to deliver a service (such as issuing a permit).

1. **Hourly Rate:** MaryJo provided slides and tables that showed how the hourly rate was estimated.
2. **Time Delivering Service:** Two different methods were used to estimate the average time required to deliver the services:
 - a. Method One: Divide the total amount of time spent annually delivering a service by the total number of services delivered annually (volume)
 - b. Method Two: Sum all of the itemized subtasks involved in delivering the service

Some of our fees were estimated using Method One and other fees were estimated using Method Two.

4. Wastewater professionals' biennial certification fees were discussed. Kristen explained the amount of work involved in tracking CEUs for Certified Installers, Designers, and OM&M Specialists. David and Rick suggested that a change in the process be considered where the certified contractors would provide their own documentation of their CEUs at the time of renewal, thereby reducing the amount of staff time for processing certificate renewals, and would therefore allow a reduction in the proposed fee.

Note from Brad: We may want to consider two fees. One for initial certification and for Pumper Certification (where CEUs are not required) and one for installer, designer and OM&M renewal (where CEUs are required).

5. DC made a motion to recommend that county staff take another look at the wastewater professionals' certification fees as discussed in the meeting to explore lowering the fee by shifting the work of tracking CEUs from county staff to the certified professional. Rick seconded the motion and the motion passed 4-0 with Nick abstaining because the motion would affect the fee he pays for certification.

- B. Criteria for Approval of Exceptions for Sewer Connection Based on Cost



1. Brad reviewed portions of the draft policy and explained the Excel spreadsheet provided by Matt Thompson, engineer for Chico.
2. Bob pointed out that the costs will vary based on geology and other considerations, but agreed that the spreadsheet is a good starting point.
3. Members of the group asked about “hot spots” and inquired what they are and whether they are mapped. Brad said that he understands that they are areas where nitrate levels in the groundwater are especially high and are therefore priority areas for sewerage. Members of the committee indicated that exceptions to sewer connection should not be granted in these hot spots.
4. [Brad agreed to contact Matt and find out more about the hot spots and whether they are mapped.](#)

III. Informational Non-Action Items

A. State Groundwater Management Act

Paul Gosselin was not at the meeting due to a scheduling conflict and will make a presentation at the next committee meeting in March.

B. Renewal Frequency for Operating Permits for Open Bottom Sand Filters

This item was not on the advertised agenda, so is open for discussion only. Brad explained that a customer requested the group consider a biennial or triennial renewal period for operating permits for open bottom sand filters. This item will be placed on the agenda for the next meeting.

IV. Agenda Preparation for Next Meeting

The next meeting will be scheduled for March 14, 2017 at the Chico Association of Realtors. Agenda topics will include further review of the draft criteria for approval of exceptions for sewer connection, a longer term for operating permits for open bottom sand filters, and a presentation on the State Groundwater Management Act and its implications for the future in Butte County.

V. Adjourn

[The meeting adjourned at 5:00 p.m.](#)



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Wastewater Advisory Committee Sign-In Sheet

Date: January 9, 2017 Location: Tahoe Room, 202 Mira Loma Drive

Name	Initials	Email
Brad Baker	BB	bbaker@buttecounty.net
Rick McCauley	RBM	R.MCCAULEY@SOSONSITEM.NET
Maryjo Alonzo	MA	malonzo@buttecounty.net
Sherry Morgado	BCPHD	smorgado@buttecounty.net
Jennifer Lefaver	BCPHA	jlefaue@buttecounty.net
Bob Cox	R.C.	cox@SBCGLOBAL.NET
David R. Anderson	DRA	andersondize@SBCGLOBAL.NET
William Arnold	WA	ARNOLD@CINCNET.COM
Doug Danz	DD	ddanz@buttecounty.net
Nick Weigel	NW	NWEIGEL@NORTHSTAR-ENV.COM
Kristin McKillup	KS for Kristin	
DC JONES	DCJ	
PAUL THAO	P.T.	patthao@buttecounty.net

Proposed Requirements for Parcels within the Butte Creek Canyon Overlay Zone

This is under review by the Planning Commission, who has held 3 workshops on it. Big picture: They are looking for standards, similar to the Watershed Protection Overlay Zone implemented in Magalia, to protect Butte Creek and its watershed.

Here is a summary of the proposed changes that have been discussed:

- Require a 200 ft setback to the riparian buffer area for new construction
- Allow reduction of the 200 ft setback for new construction to 150 ft when supplemental treatment is utilized
- Require supplemental treatment for septic repairs within 200 ft of the riparian buffer area only if the LEA determines that water quality would be threatened

The Butte Creek Canyon Overlay Committee supports this setback for purposes of protecting water quality, and to support and protect fisheries. Butte Creek Canyon is migratory habitat for endangered spring run Chinook salmon and steelhead. These protections are supported by the General Plan, which also directs staff to work with residents in Butte Creek Canyon to develop this overlay zone.

Staff and the Planning Commission would like the Wastewater Advisory Group's input on this approach

DATE: March 6, 2017

TO: Land Use and Office Support Staff

FROM: Brad

RE: Guidance for Processing Requests for Exception from Connection to the Public Sewer for Parcels within the Chico Nitrate Compliance Area

Agenda
Attachment "C"

DRAFT

A. Background

1. The requirement for mandated connection to a public sewer is specified in Butte County Code (BCC) Section 19-8.
2. Connection to a public sewer is required when either a new or existing dwelling requiring a new, replacement, or repaired onsite wastewater system is within 250 feet of the dwelling.
3. The Environmental Health Director is authorized to grant exceptions to mandated sewer connection when the sewer main is not adjacent to the property line but still within 250 feet of the existing or proposed dwelling.
4. While a number of factors are listed in BCC 19-8 that could assist the Environmental Health Director in determining when an exception should be granted, this policy is intended to provide consistency when determining when "feasibility and cost of connection" are used as the primary justification for a request for an exception.
5. In the review of requests for exceptions, the Environmental Health Director and staff Director will collaborate with the City of Chico in the gathering and assessment of relevant information and in making the final determination.

B. Authorization

No exception will be made for sewer connection without review and written authorization by the Environmental Health Director.

C. Applicability

This policy and procedure will only apply to the following:



Guidance for Processing Sewer Extensions

Update: March 6, 2017

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1. Owner-Occupied Dwellings. Owner-occupied residences with existing onsite wastewater systems requiring repair or replacement where “feasibility and cost of connection” is the primary basis of the request.
 2. Outside Connection Areas. Parcels that are locating outside “Connection Areas” as identified in the map located at www.nitratecompliance.org.
- D. Assessment of Request
1. Repair Permit. The applicant will need to apply for an Onsite Wastewater System Repair Permit and provide for a Site Assessment performed by the LEA to determine the suitability of the parcel for an onsite wastewater system repair. The Site Assessment will identify useable area for drainfield placement and relevant site conditions such as soil depth and presence of seasonal watertable.
 2. Application for Exception. The applicant will need to apply for the exception on the form provided by the LEA, providing information to justify the request for exception.
 3. Appraisal. The applicant will provide an appraisal of the property value that has been conducted within the past 6 months.
 4. Cost of Sewer Connection. The LEA will develop a preliminary estimate the cost of sewer connection utilizing the spreadsheet provided by the City engineer located on the LEA’s share drive at: *T:/Land_Use/Chico Nitrate Area*.
- E. Criteria for Approval of Exception
1. Repair Related to Parcel Sale. When the parcel is in escrow and the connection or repair is being made as part of the process for land transfer or when low interest funding is available for assisting the property owner pay the cost of connection to the sewer, a request for exception will be considered for approval when the connection fees plus the construction costs would be greater than 10% of the value of the property.
 2. Repair Unrelated to Parcel Sale. When the parcel is not in escrow and the owner does not meet the income criteria for receiving low interest funding for connection to the sewer, a request for exception will be considered for approval when the connection fee plus construction costs would be greater than 5% of the value of the property.



F. Preliminary Review

1. Consultation with Land Use Staff. The Environmental Health Director will review with staff the information provided in subsection D against the criteria for approval of the exception provided in subsection E.
2. Consultation with Regional Board. The EH Director may consult with the Regional Water Quality Control Board for additional information and feedback.

G. Preliminary Determination

1. Criteria Met. If the criteria for approval of the exception appears to be met based on the preliminary review, the applicant will be directed to apply with the City for a sewer connection for an assessment as described in Subsection G.
2. Criteria Not Met. If the criteria for approval of the exception is not met, the Application for Exception will be denied by the Environmental Health Director and mailed to the applicant.

H. Formal City of Chico Review

1. Application for Sewer Connection. If the criteria for approval of the exception appears to be met following the Preliminary Review, the applicant will be directed to obtain review by the City of Chico.¹ The City provides this review when application is made for a sewer connection and provides the LEA with the following critical information:
 - a. Confirmed cost of connection to the sewer, including connection fees
 - b. Confirmed distance between the sewer main and the dwelling
 - c. Feasibility for the applicant to recoup construction costs via a reimbursement agreement with the City
2. Consultation. The LEA will jointly review the information provided by the applicant and additional information provided by the City following their review of the Application for Sewer Connection.

¹ The LEA's Local Area Management Program requires sewer connection. The applicant is seeking an exemption to this requirement and therefore bears the primary responsibility for justifying the exemption based on best available information. The sewer application process verifies and augments in writing much of the key information that will be weighed into an exemption determination through direct communication between the City and the LEA, thereby minimizing the opportunity for determinations based on inaccurate or incomplete information. The application process with the City therefore strengthens the administrative record and makes determinations more defensible. In addition, this application process keeps the City informed of the outcome of the determination process.



I. Determination

1. The EH Director will typically utilize the Criteria for Approval of Exception when making a determination for exception.
 - a. Criteria Met. If the criteria for approval of the exception appears to be met, the applicant will be directed to apply with the City for a sewer connection for an assessment as described in Subsection G.
 - b. Criteria Not Met. If the criteria for approval of the exception is not met, the Application for Exception will be denied by the Environmental Health Director and mailed to the applicant.
2. The completed EH Review Application, including the EH Directors determination, will be saved in the LEA's shared computer drive at: *T:/Land_Use/AA Variances and Exceptions/Sewer Exceptions*.