

**VENTURA COUNTY**  
**WATERWORKS DISTRICTS**

**RULES AND REGULATIONS**  
**DISTRICTS NOS. 1,16,17,19 & 38**

**Board Approved 9/24/2024**

**Consent Item**

**PUBLIC**  
**VENTURA COUNTY**  
**WORKS**

# **PART 1 - GENERAL CONDITIONS AND RULES**

## **PART 1 - SECTION A - DEFINITION OF TERMS**

The following terms shall have meanings as herein defined whenever references are made thereto.

### **RULE**

- 1-A-1       **APPLICANT:** The person applying for water or sewer service and committing to pay the charges for the water or sewer service.
- 1-A-2       **AUTHORIZED PRIVATE CONTRACT WORK:** Private contract work authorized by the District.
- 1-A-3       **BILLING DATE:** The date upon which charges for services rendered by the District become effective and upon which a bill is generated.
- 1-A-4       **BOARD:** The Board of Directors of the District, the members of which are the members of the Board of Supervisors of the County of Ventura.
- 1-A-5       **CAPITAL IMPROVEMENT CHARGE:** The charge for equitable participation in the Capital Improvements of a District as a condition precedent to the supply of water to any residence, building, or parcel of land that has not theretofore been supplied with water by the District. The Capital Improvement Charge will be charged for properties requesting increased water service.
- 1-A-6       **CAPITAL IMPROVEMENTS:** Those portions of the structural improvements of a District, the use of which is necessary to the services to, and shared in common by, all customers of the District and shall specifically include:
- (a) Real estate and rights-of-way.
  - (b) Wells
  - (c) Reservoirs
  - (d) Pumping plant and all piping thereon.
  - (e) Water treatment plants
  - (f) Water mains which are oversized at the request of the District
  - (g) Local water systems improvements undertaken by the District for the benefit of existing customers
  - (h) Pressure-reducing stations and piping thereon
- 1-A-7       **CONSTRUCTION WATER SERVICE:** The service supplying water for backfilling trenches, compaction, and other construction services.
- 1-A-8       **COMMERCIAL AND MANUFACTURING AREA:** All zone classifications and permitted uses, except those within the definition of residential area.

- 1-A-9           **CROSS-CONNECTION:** An illegal piping connection or any connection which may cause contamination or backflow or back-siphonage.
- 1-A-10           **CUSTOMER/OWNER:** For both water and sewer service classifications single family residential and multi-family residential, the customer is the owner of record of the parcel or parcels of real property receiving water and/or sewer services. The customer is committing to pay all charges for the water and/or sewer service, agrees to be contacted regarding all bills, and is liable for the payment of all charges for water and/or sewer service. For non-residential water and sewer service classifications, the tenant may be the customer if required property ownership information is on the account for property lien purposes. Property management companies must provide the District a power of attorney to act on behalf of the owner of the parcel(s) or property(ies) receiving service.
- 1-A-11           **DISTRICT:** Any one of Ventura County Waterworks Districts Nos. 1, 16, 17, 19 and 38.
- 1-A-12           **DISTRICT ADMINISTRATION OFFICE:** For each District, the administrative offices are located at 6767 Spring Road, Building A, Moorpark, CA; the mailing address is 6767 Spring Road, PO Box 250, Moorpark, CA 93020-0250. Office hours are Monday - Friday from 9 a.m. to 4 p.m. except holidays, and 9 a.m. to 12 p.m. on the last day of each month. The main customer service phone number is 805-378-3000. Services are available online at <https://www.vcpublishworks.org/wsd/>.
- 1-A-13           **DISTRICT DIVISION DESIGNATION:** Specific areas of Ventura County Waterworks District No. 1 are designated divisions and zones as follows:
- (a)     The former District No. 1 shall be designated as Division 1 of Ventura County Waterworks District No. 1.
- (b)     The Improvement Zone No. 1 of former District No. 1 shall be designated as Improvement Zone No. 1 of Division 1 of Ventura County Waterworks District No. 1.
- (c)     The Improvement Zone No. 2 of former District No. 1 shall be designated as Improvement Zone No. 2 of Division 1 of Ventura County Waterworks District No. 1.
- (d)     The former District No. 11 shall be designated as Division 2 of Ventura County Waterworks District No. 1.
- 1-A-14           **EASEMENT:** Public way or right-of-way which the District is authorized to use for pipeline or other purposes.
- 1-A-15           **ENGINEER:** The Director of the Public Works Agency or authorized representative.

- 1-A-16      **FLAT RATE WATER SERVICE:** The service of supplying unmetered water.
  
- 1-A-17      **FIRE PROTECTION SERVICE:** The service performed by the District in supplying water for automatic fire sprinkling systems and maintaining water service at fire hydrant locations.
  
- 1-A-18      **INTERCONNECTION:** An authorized connection of the distribution system to the distribution system of another water service agency or water system.
  
- 1-A-19      **LOCAL SYSTEM IMPROVEMENTS:** The following improvements are local system improvements:
  - (a)      Local water system improvements undertaken by the District for the
  - (b)      All water mains used for the distribution and transmission of water within the boundaries of the proposed development.
  - (c)      In water mains used both for the transmission and distribution of water, that portion of the cost of a water main in commercial, industrial, and residential areas. The cost of the water main in areas other than commercial, industrial, and residential areas shall be classified as a Capital Improvement.
  
- 1-A-20      **MAILING DATE:** The date upon which a water bill or notice is mailed to the customer, not to exceed three business days following the billing date.
  
- 1-A-21      **MAIN EXTENSIONS:** The extension of distribution pipelines beyond existing facilities, exclusive of service connections.
  
- 1-A-22      **METERED SERVICE CONNECTION:** The service connection or service lateral including meter and meter box.
  
- 1-A-23      **PERMANENT SERVICE CONNECTION:** A service connection intended to remain in use for two years or more.
  
- 1-A-24      **PERSON:** Any natural person, firm, corporation, association, organization, partnership, business trust, limited liability company, company or other legal entity, or any district, city or other government unit.
  
- 1-A-25      **PREMISES:** Property occupied or used by a customer to which water is being supplied by the District or for which water service has been requested.
  
- 1-A-26      **PRIVATE CONTRACT WORK:** Construction of water mains and related facilities by developers or persons other than the District, within the District.

- 1-A-27      **PRIVATE CONTRACTORS:** A person not employed by the District or County of Ventura engaged in the installation of water facilities within the service area of the District or within the territory being considered for annexation thereto.
- 1-A-28      **PRIVATE EASEMENT:** An easement in which a customer or other person may have installed a water main for transportation of water furnished by the District, in which easement or pipeline the District has no interest or responsibility, or an easement in which the District may have installed a water line or distribution main, for the transportation or distribution of water to the public by the District, within which easement, the District is to have access at all time for reasons of repairs or maintenance.
- 1-A-29      **PUBLIC WATER SERVICE:** The class of domestic service supplying water to any tax-exempt property.
- 1-A-30      **PUBLIC WAY:** Any street, alley, highway, or walk dedicated to public use.
- 1-A-31      **RESIDENTIAL AREA:** Those land areas zoned R-1 and R-2 with the permitted use confined to family dwellings.
- 1-A-32      **SCHEDULE OF RATES:** The schedule of rates, charges, and fees established and authorized by the Board of the District for the various types of services performed by the District. The Schedule of Rates shall be publicly posted and available by, at a minimum, posting on the website of the Water and Sanitation Department.
- 1-A-33      **SERVICE CONNECTION or SERVICE LATERAL:** The pipe, valves, and other equipment installed in place, necessary for conducting water from the District's distribution mains to the meter or meter location but does not include the meter or meter box.
- 1-A-34      **STRUCTURAL IMPROVEMENTS:** Both Capital Improvements and Local System Improvements, including, but not limited to, land, real estate, all classes of water mains, service connections, meter valves, hydrants, pumping plants, electrical systems, water treatment plants, and appurtenances.
- 1-A-35      **TEMPORARY SERVICE CONNECTION:** A service connection requested for use for a period of less than two years.
- 1-A-36      **WATER AND SANITATION DEPARTMENT:** The department of the Public Works Agency of the County of Ventura is responsible for the operations, construction, repair, maintenance, budgets, and business of the District, under the direction of the following employees:

1-A-37

**WATER AND SANITATION DEPARTMENT:** The department of the Public Works Agency of the County of Ventura is responsible for the operations, construction, repair, maintenance, budgets, and business of the District, under the direction of the following employees:

- (a) **MANAGER:** The employee of the Public Works Agency assigned to the Water and Sanitation Department to be in charge of the operations, repair, and maintenance of the District's facilities, or billing and administration, under the direction of the Director.
- (b) **DIRECTOR:** The employee of the Public Works Agency assigned to the Water and Sanitation Department to be in charge of the operations, budgets, construction, repair, maintenance, and business of the District.

1-A-38

**WATER SERVICES:** The services performed by the District include the following:

- (a) **AGRICULTURAL WATER SERVICE:** The water service is provided for agricultural purposes only.
- (b) **CONSTRUCTION WATER SERVICE:** The service supplying water for backfilling trenches, compaction, and other construction services.
- € **DOMESTIC WATER SERVICE:** The service performed by the District in supplying water for domestic use, including use of water for household residential purposes, sprinkling lawns, irrigating small gardens and shrubbery, watering livestock, washing vehicles, and the ordinary use of water at residences and business or commercial establishments.
- (d) **ENGINEERING AND CONSTRUCTION SERVICES:** Those services performed by employees of the District or the County of Ventura in preparation of plans and specifications, checking the plans submitted by privately employed engineers for water systems proposed to be installed within the District, inspecting the construction of water systems installed by private contractors, and installing water systems in the District paid for from fees or deposits paid for from fees or deposits paid for such purposes by private contractors, developers, customers, or any other person.
- (e) **FIRE PROTECTION SERVICE:** The service performed by the District in supplying water for automatic fire sprinkling systems and maintaining water
- (f) **FLAT RATE WATER SERVICE:** The service of supplying unmetered water.
- (g) **METERED WATER SERVICE:** The service of supplying water through a meter which measures the quantity of water used.
- (h) **PUBLIC WATER SERVICE:** The class of domestic service

supplying water to any tax-exempt property.

## **PART-1 - SECTION-B - SERVICE AREA MAPS AND LEGAL DESCRIPTIONS**

### **RULE**

1-B-1 Maps and legal descriptions of service areas and special zones of the District shall be maintained in the office of the County Surveyor.

Although the boundaries of Ventura County Waterworks District No. 38 do not presently include the service area of the Lake Sherwood Mutual Water Company, District No. 38 and its predecessor water provider, Lake Sherwood Community Services District, have served this area since January 1, 2001, and shall continue to serve this area according to Government Code Section 56133, subdivision (e)(4), and Section E of this part shall not apply to that portion of the Lake Sherwood Mutual Water Company service area outside the District's boundaries.

## **PART 1 - SECTION C - DESCRIPTION OF SERVICE**

### **RULE**

1-C-1

#### **WATER SUPPLY:**

The District will exercise reasonable diligence and care to:

- (a) Deliver a continuous supply of water to the customer at reasonable pressure, and
- (b) Avoid unnecessary shortages or interruptions in the service.

The District shall not be liable for:

- (a) Interruptions of service, shortage, or inadequacy of supply, or
- (b) Any loss or damage caused thereby.

The District shall have the right to temporarily suspend service to any customer, whenever the District deems it necessary to do so, and the District shall not be liable for any loss or damage caused thereby. The causes for the temporary suspension of service will be removed by the District without unnecessary delay and with the least inconvenience to the customer.

1-C-2

**WATER QUALITY:** Whenever domestic service is furnished, the District will endeavor to furnish a steady, safe, and potable water supply.

1-C-3

**CUSTOMER AND WATER SERVICE CLASSIFICATIONS:** Water service provided by the District may be separated into the following customer and water service classifications to establish water rates:

- (a) “Single Family Residential” – individually-metered single-family homes, single-unit condominiums, townhomes, or other similar dwellings, service to which may include water for household domestic purposes, sprinkling lawns, irrigating small gardens and shrubbery, washing vehicles, and the ordinary use of water at residences.
- (b) “Agricultural” – a customer that receives water service to a parcel of land that uses water exclusively for the: (a) growing of crops for human consumption or commercial purposes; (b) raising of fowl or livestock for human consumption or commercial purposes; or (c) commercial breeding and training of horses for sale, including training for racing. Agricultural use excludes water used for commercial or noncommercial boarding or riding facilities, stables, equestrian centers, show arenas or event centers, or other similar facilities or operations. For Ventura County Waterworks District No. 1, the serviced parcel of land must be at least five (5) acres. For Ventura County Waterworks District No. 19, the serviced parcel of land must be at least one (1) acre.
- (c) “Non-Tiered Residential” or “Residential Association/Irrigation” – homeowner association common areas, pool areas, and other separately-metered residential irrigation areas.
- (d) “Multi-Family Residential” – multiple residential dwellings within one meter, such as multiple single-family residences on one parcel, apartment and condominium complexes, duplexes, and trailer parks.
- (e) “Commercial” – an entity engaged in the selling of goods and services, such as retail establishments, restaurants, business offices, gas stations, etc.
- (f) “Industrial” – an entity that is engaged in manufacturing, warehousing, or distributing products.
- (g) “Institutional” – an entity that is engaged with the public, having tax exempt status, such as churches, schools, governmental and municipals.
- (h) “Temporary Construction” – service of a temporary, or non-permanent, nature to a person engaged in construction or similar building, landscaping, development, or improvement activities, including service through fire hydrant meters and truck load count accounts (the rate is converted to a “per 1,000-gallon rate”), or any other service being used for construction on a temporary basis.
- (i) “Non-Residential” – refers to service to a customer in any of the following customer/service classifications: commercial, industrial, or



institutional.

- (j) “Private Fireline Service” – water service rendered for privately owned fire protection systems, including fire hydrants on private property.
- (k) “Pump Charge” or “Lift Charge” – a charge, in an amount per 100 cubic feet of water usage based on the District’s actual pumping costs to customers in service zones requiring water to be pumped up to a higher zone. If applicable, these pump or “lift” charges will be published in the District’s Schedule of Rates.

## **PART 1 - SECTION D - APPLICATION FOR SERVICE**

### **RULE**

#### **1-D-1**

**SERVICE APPLICATION:** Each new applicant for water service will be required to sign up for service via a customer portal.

All existing customers will be required to sign up for the customer portal to view bills, pay bills, monitor water usage, and receive notifications. .

As part of the County's strategic plan to be fiscally responsible, all customers will be required to accept paperless bills by January 1, 2026.

The application will be regarded as merely a written request for service, and not binding upon the applicant to take service for some time longer than that upon which the rates and minimum charge of the selected rate schedule are based.

The application shall show the following information:

- (a) **Name(s)** of applicant(s) responsible for the water bill payment. Two or more persons who join in one application for service shall be jointly and separately liable for payment and shall be billed using a single periodic bill.
- (b) **Service address** of the property where water is connected.
- (c) **Billing/ mailing address** if different than the service address.
- (d) **Telephone number** of applicant(s).
- (e) **Email Address** of applicant(s).
- (f) **Assessor’s Parcel Number (APN)** of premises for proposed service.
- (g) **Name and Address of Owner of Premises** in case of name is a trust or business.
- (h) **Date** service is requested to begin.
- (i) **Account** and service type.
- (j) **Acknowledgment** of applicant(s) agreeing to abide by all Rules and

Regulations of the District and pay all bills when due.

(k) **Drivers license number and date of birth.**

(l) **Other** information the District may reasonably require.

1-D-2 **APPLICATION FOR WATER SERVICE:** An application for water service must be signed by the applicant(s). Such application shall contain the following provisions:

Applicant(s) agrees to accept the services applied for subject to these Rules and Regulations and pay for the services at regular rates. Should the applicant(s) subsequently cancel one or more items of service, such cancellation does not change or affect the terms of the applicant's application concerning the remaining item or items of service.

1. Upon receipt of the service application, the applicant(s) agrees to give at least twenty-four (24) hours' notice to the District before service is to be connected. Connections will be scheduled during regular business hours.
2. The applicant(s) also agrees to give at least twenty-four (24) hours' notice to the District before service is to be discontinued. The provisions of the application, obligating applicant(s) to accept and pay for service, remain in force until said notice is given and all bills are paid in full until the date the District receives said notice.
3. The applicant further agrees to assume all liability for any damage occurring on the Premises served by the District, due to running faucets, faulty fixtures, or broken pipes at or following the commencement of service, whether or not any responsible person is on the Premises being served.
4. Credit forward balances for water service normally due to a former customer will not be credited to the account of the new customer at the same service address. Said credit balances shall be refunded to the former customer when a forwarding address is available. When there is no forwarding address available, said credit balances will be deposited in the District's applicable water sales trust fund and will be refunded to the former customer upon written request by the former customer. If no such request is submitted within one year, the credit forward balance will be transferred and deposited into the District's General Fund.

1-D-3 **PRIVACY OF CUSTOMER DATA:** Staff will not disclose customer data pursuant to Government Code Section 7927.410.

1-D-4 **ACCURACY OF CUSTOMER DATA:** Customers must maintain account data so the District may communicate regarding service updates or payment requests. Penalty noncompliance fees may be assessed. Customers may opt out of general notifications from the District by email, but may not opt out

of payment, emergency, or shutoff notifications from the District.

1-D-5      **LARGE INCREASE IN USE OF WATER:** Customers making any change in operations on the customer's premises requiring substantial increases in the rates of water flow through the District's facilities shall immediately give the District written notice of the nature of the change.

1-D-6      **RESPONSE TIME FOR HOUSING DEVELOPMENT PROJECT APPLICANTS:** According to Government Code Section 65913.3.1, the District shall provide written notices of next steps and requests for additional information to all housing development projects that apply for District services according to the periods outlined in Government Code section 65913.3.1(c), as may be amended from time to time. A small and large development project procedure containing this information is posted on the website of the Water and Sanitation Department.

## **PART 1 - SECTION E – OUTSIDE-OF-BOUNDARY SERVICE CONTRACTS**

### **RULE**

1-E-1      The District, at its discretion, may provide new or extended services by contract or agreement outside its jurisdictional boundaries as permitted by Government Code Section 56133 and other applicable laws. Unless the contract or agreement expressly states otherwise, the District may, with or without cause, with or without advance notice, terminate any such contract or agreement and interrupt or cease any such new or extended services. Although not required to do so, to the extent circumstances reasonably allow, the District will provide advance notice before terminating any such contract or agreement or interrupting or ceasing any such new or extended services. The District's provision of any such new or extended services shall not, and shall not be deemed to, create any rights to continuing services. Water provided pursuant to any such contract or agreement shall be charged at the rates set forth in the District's Schedule of Rates.

## **PART 1 - SECTION F - NOTICES**

### **RULE**

1-F-1      **NOTICES TO CUSTOMERS:** Notice from the District to a customer normally will be given in writing and delivered via the United States Postal Service to the customer's last known address. Where conditions warrant, and in emergencies, verbal notice or notice by telephone or electronic mail will be deemed adequate.

1-F-2      **NOTICES FROM CUSTOMERS:** Notice from the customer to the District may be given, by the customer or the customer's authorized representative,

verbally or in writing, at the District's operating offices.

## **PART 1 - SECTION G - SERVICE RULES**

### **RULE**

1-G-1      **SALE OF PARCEL/PROPERTY:** The customer/owner shall immediately notify the District of the intent to sell their parcel(s)/property(ies) receiving District service(s).

1-G-2      **DOMESTIC SERVICE:** Each house or building under separate ownership must be provided with a separate service connection or connection. Two or more houses or buildings under one ownership and on the same lot or parcel of land may be supplied through one service connection or a separate service connection may be installed for each building.

The District reserves the right to limit the number of houses or buildings, or the area of the land under one ownership, to be supplied by one service connection.

When property provided with a service connection is partitioned, the existing service connection, if any, shall be considered as being assigned to the lot or parcel of land nearest to the meter or service connection.

A service connection shall not be used to supply water to adjoining property of a different owner or property of the same owner on opposite sides of a public street or alley.

1-G-3      **AGRICULTURAL SERVICE CONNECTIONS:** In a District having agricultural water rates, the purposes of the water requirements of the parcel to be served shall guide the District in its determination of the proper sized meter to be installed. Water used for agricultural purposes shall be separately metered. Agricultural water service may be discontinued, with 30 days' notice, at the option of the District. An agricultural service connection shall not be used to supply adjoining properties.

The regulation by the customer of the flow of water from an agricultural meter must be affected by means of a valve installed on the outlet side of the meter, and the installation and maintenance of such a valve shall be at the customer's expense.

1-G-4      **AUTOMATIC FIRE SPRINKLER SERVICE CONNECTIONS:** When an automatic fire sprinkler service connection is installed, the control valve thereon will be left closed and sealed until a written order to turn on the water is received from the customer.

Prior to performing any repairs and/or replacement of the fire service check valve detector device, a "shutdown of services" shall be scheduled with the District. The form to request a "shutdown of services" can be found at

<https://www.vcpbublicworks.org/wsd/>. See rule, “**TAMPERING OR TURNING ON WATER.**”

The District shall not be liable for damages of any kind that may occur on or to the premises or property therein served due to the installation, maintenance, or use of any automatic fire sprinkler service connection, or because of fluctuation of pressure or interruption of water supply.

If water is used through an automatic fire sprinkler service connection for any purpose other than the extinguishing of fires, or a purpose related thereto, the District shall have the right either to place a meter on the automatic fire sprinkler service connection at the customer’s expense, and to charge at metered rates for all water used, or to shut off the entire supply of water to the premises through such service connection.

The District shall have the right to install and connect with the automatic fire sprinkler service connection at the curb, a service connection for rendering any other type of water service to the same premises served by the automatic fire sprinkler service connection.

All automatic fire sprinkler service connections shall be equipped with a district-approved check valve detector device, all at the expense of the customer.

1-G-5

**TEMPORARY WATER SUPPLY:** May be provided through a temporary service. An application must be submitted, and charges and fees, as shown in the District’s Schedule of Rates, will be made for arranging temporary service. Temporary service connections will be disconnected and terminated annually after installation unless an extension of time is granted by the District.

Where a regular service connection of adequate size is available, it may be used for temporary service so long as such connection is not required to supply domestic consumption to the property. If such connection is at any time required to permanently serve the property which it enters, said temporary service there must be discontinued.

The charge for the installation of a temporary service connection shall be the same as for a regular service connection, as shown in the District’s Schedule of Rates. A trust deposit equal in amount to the meter fee determined by meter size specified in the District’s Schedule of Rates shall be charged and subject to any additional charges deemed necessary to make the service operational for use.

After a temporary service connection is terminated, a disconnection fee will be assessed. In the event the meter is damaged the estimated salvage value of the material to be recovered will be charged.

Where the construction of an installed temporary service connection conforms to the standard requirements of a permanent service connection installation, it may be designated as a permanent service connection, provided all charges for permanent service at its location are paid. The District will refund the customer the difference in charges between the temporary service connection and permanent service connection if the former charge is less than the latter. If the temporary service connection is not metered when it is converted to a regular permanent service connection, and the kind of permanent service to be rendered requires metering, the regular meter rate for the appropriate size of the meter shall be paid by the customer.

The District reserves the right at any time to set a meter on any temporary service connection and to collect the required meter deposit, and thereafter to charge the regular metered rate for the kind of service to be rendered.

- 1-G-6      **TEMPORARY WATER SUPPLY FROM FIRE HYDRANTS:** May be provided through a temporary service. An application must be submitted, and the rates shown in the District's Schedule of Rates will be made for service. Fire hydrants, for purposes other than extinguishing fires may be procured from a fire hydrant per application and issuance of a temporary hydrant permit. The applicant must specify the location of the fire hydrant to be used and shall agree to pay the required deposit to the District.

Water obtained on a temporary basis from a fire hydrant shall be used only within the service boundaries of the District. Any use of potable water obtained on a temporary basis from a fire hydrant for use outside district boundaries is subject to Government Code Section 56133.

A minimum charge for the furnishing, installation, removal, inspection, and rental of such equipment on each fire hydrant shall be imposed as specified in the District's Schedule of Rates.

If the equipment so furnished is damaged through carelessness or abuse, the cost of repairing the same shall constitute a charge against the customer. If any such equipment is removed from the fire hydrant other than by the District's employee and is not recovered by the District, the value thereof shall constitute a charge against the customer.

- 1-G-7      **SERVICE CONNECTION AND METER INSTALLATION CHARGES:** When a charge is fixed herein for the installation of the service connection and/or meter, such charge shall be paid in advance by the applicant. Where no such charge is fixed, the District reserves the right to require the applicant to pay an amount as a fixed charge equal to the estimated cost of installation of such service connection and/or meter.

- 1-G-8      **SERVICE CONNECTION, SIZE, AND LOCATION:** The District reserves the

right to determine the size of the service connection and its location to the boundaries of the premises to be served. Where possible, the customer's pipe to the curb should not be laid until the service connection is installed. In the event, the customer's pipe is laid to the curb before the time the service connection is installed, and its location at the curb does not correspond with that of the service connection at the curb, then the customer must bear the additional cost of connecting the service connection pipe with the customer's pipe.

- 1-G-9      **SERVICE CONNECTION CURB STOP OR VALVE:** Every service connection installed by the District will be equipped with a curb stop or valve on the inlet side of the meter. Such a valve or curb stop is intended for the exclusive use of the District in controlling the use of water through the service connection and/or meter. If such curb stops or valve is damaged by the customer to an extent requiring its replacement, the customer shall bear the cost for such replacement. The customer's pipe shall have a wheel valve placed at some known and accessible location between the meter and the building, to control the supply to the building.
- 1-G-10     **ENLARGING SERVICE CONNECTION AT TIME OF RENEWAL:** When the District replaces a service connection for any reason, such service connection may be enlarged, upon the customer's request and at the customer's expense, the District's estimated cost of which shall constitute a fixed charge.
- 1-G-11     **MAINTENANCE OF SERVICE CONNECTIONS, METERS, DETECTOR CHECK VALVES, AND HOUSINGS:** All service connections, water meters, detector check valves, and housings installed by the District shall be maintained at its expense, except as may be otherwise provided herein. Where a two-inch, or larger, stub pipe is laid to the curb to replace one or more old service connections, such old service connection will be disconnected, and the District will lay, connect, and maintain the necessary piping from such new stub pipe to the old location of the meter or the customer's supply pipe.
- 1-G-12     **CUTTING, REFITTING, RAISING, LOWERING, OR RELOCATING WATER SERVICE CONNECTIONS, MAINS, ETC.:** Any person making improvements or changes, including road repairs, resulting in the cutting, refitting, raising, lowering, relocating, or damaging in any way of service connections, water mains, fire hydrants, stub pipes, meters, valves, or other parts of the water system shall be liable to the District for all costs incurred by it in making such changes.
- 1-G-13     **SERVICE CONNECTIONS, MAINS, ETC.:** Any person making improvements or changes, including road repairs, resulting in the cutting, refitting, raising, lowering, relocating, or damaging in any way of service connections, water mains, fire hydrants, stub pipes, meters, valves, or other parts of the water system shall be liable to the District for all costs incurred by it in making such



changes.

- 1-G-14     **SETTING OF METERS:** The District will furnish, set, and maintain all meters.
- 1-G-15     **OWNERSHIP OF METERS:** The District is the owner of all meters and appurtenances incidental thereto within the District.
- 1-G-16     **REMOVAL OF METERS FROM INACTIVE SERVICE CONNECTIONS:** The District may at its option remove the meter from any service connection determined to be inactive for more than two billing cycles, for maintenance or for use in another location. The District will reinstall the meter at the customer's request. In the case of an inactive agricultural meter, if the customer requests discontinuation of service to avoid service charges, the District will remove the meter. However, reinstatement of the service shall be at the discretion of the District.
- 1-G-17     **CHARGE FOR SUBSTITUTION OF LARGER METER FOR DOMESTIC SERVICE OR COMBINED AGRICULTURAL AND DOMESTIC SERVICE:** When a meter for domestic service, or for combined agricultural and domestic service, of larger size than the existing meter is to be installed on an existing service connection, or when the existing service connection is disconnected and abandoned and the meter thereon is recovered by the District and a larger service connection and a larger meter are to be installed in the place thereof, the charge required for furnishing and setting such larger meter installation shall be the same as for a new service and meter, less the present value of the recoverable meter and fittings.
- 1-G-18     **SUBSTITUTION OF SMALLER METER TO REDUCE MONTHLY MINIMUM CHARGE:** When substitution of a smaller meter is requested by the customer to reduce the monthly minimum charge, and when the minimum charge is related to the meter size, such substitution will be made without charge, provided the delivery of water required through such smaller meter shall not exceed its rated capacity, and provided also that such capacity conforms with the requirements of the Plumbing Code. No credit for a large meter removed will be allowed.
- The allowable change in meter size shall not be less than one size smaller than the customer's piping, except that in no case shall the meter size be reduced below the size determined by the application of rules in the Plumbing Code.
- 1-G-19     **DAMAGE TO METERS:** When a meter is found to have been damaged, notice of such damage will be communicated to the customer responsible for the payment of the water bills, and the customer will be charged the cost of the meter.



1-G-20      **EXCESSIVE FLOW:** In the case of damage to a meter due to excessive flow onto the customer's premises, the customer shall supply the District, within five (5) working days of the District's request, the customer's maximum flow demand. If that demand is more than the meter's rating, the customer shall do one of the following in the District's system:  
1)      Install a larger meter or meter and service line, per charges established in the District's Schedule of Rates.  
2)      Approve the installation, by the District, of a device to limit the flow through the meter to its maximum amount.

1-G-21      **CHANGE OF METER LOCATION:** When the location of a meter and/or service is changed at the customer's request, the cost of making such a change will be charged to the customer, per the District's Schedule of Rates.

When the customer requests such a change of the location of a meter because of constructing a driveway that is to be paved, instead of moving the meter, a concrete box equipped with a steel cover plate to house the meter may be installed, provided the slope of such driveway is not such as to cause the face of the steel plate to be dangerous to pedestrians walking thereon.

1-G-22      **USE OF WATER WITHOUT REGULAR APPLICATION FOR SERVICE:**  
Any person taking possession of premises where the water supply has been shut off and the curb stop, or valve sealed must make proper application to the District to have the water supply turned on. In the event the person turns on the water supply or suffers or causes it to be turned on, without first having made such application, the person will be held liable for all charges for the water service rendered, the amount thereof to be determined, at the election of the District, either by the meter reading or on the basis of the estimated consumption for the length of time service was received without proper application.

1-G-23      **TAMPERING OR TURNING ON WATER:** Tampering with a water meter or turning on water at a water meter without District consent is a violation of these Rules and Regulations and Penal Code Section 498 and constitutes a misdemeanor. Any person who tampers with a District meter or water supply is subject to a fine, plus costs of all repairs, labor, and damages to District property. When the District finds that water is being used without proper application, the customer or other person will be notified, and if an application for such service is not made promptly thereafter and the District immediately compensated for water already used, the supply will be shut off without further notice.

1-G-24      **DISCONTINUANCE OF WATER SERVICE:** A fee will be charged for shutting off the water supply and for reading the meter upon closing the account as specified in the District's Schedule of Rates.

When a customer makes an application for water service for specified premises, the customer will be charged for water service on such premises until the customer requests the service to such premises be discontinued.

1-G-25 **READING OF METER AND BILLING:** Under ordinary conditions, each continuous service meter will be read monthly for approximately 28 to 35 days from one billing cycle to the next and a bill thereupon rendered, showing the period covered by the meter reading, or the amount of water used, and the total charge for the service rendered. Fire service meters may, at the option of the District, be read semi-annually or annually. However, monthly bills shall be rendered for the monthly fire service charge. Notice may be given by the District for large or unusual meter registration. The customer is responsible for paying for all water that passes through the meter.

Where the meter is found to be out of order, or when a meter reading cannot be obtained, the charge for water will be based, at the option of the District, on an estimated meter reading. Such estimates may be computer-generated based on previous usage for the property or on consumption as registered by a substituted new meter. Consideration may also be given to the average monthly consumption adjusted to seasonal demand for the current billing period. Consideration may also be given to the volume of business, seasonal demand, and other factors that may assist in determining an equitable charge.

When the meter is temporarily covered by building or other material, or when a mobile construction meter has been moved to a new location without the District's knowledge, so that it cannot be read, the charge for water will be based, on the option of the District, on estimated water usage. Such estimates may be computer-generated based on previous usage of the property, and a bill or series of bills for the billing period will be rendered. Estimated water usage may be adjusted, if necessary, when the meter is first thereafter read. The District may notify the customer of the inaccessibility of the meter and may charge the applicable fee for the notice as specified in the District's Schedule of Rates.

When the water meter or water lines within a private easement are not accessible to the District due to locked gates, fences, livestock, dogs, or any other condition for more than 60 days, the District will, at its option:

- 1) Remove the meter and/or terminate service until the inaccessibility is eliminated. Notice of the District's intent to do so will be given to the customer after the first incident of inaccessibility.
- 2) If the water meter and/or the water lines within a private easement remain inaccessible or their location inhibits or excludes District access, the water meter and/or water lines may be relocated at the determination of the District, and all relocation costs, including, but not limited to, materials and labor, will be billed to the customer.

1-G-26      **SHUTTING OFF WATER SUPPLY FOR EMERGENCY REPAIRS OR FOR CHANGES, ETC., IN OR AFFECTING THE DISTRIBUTION SYSTEM:** The District reserves the right at any and all times to shut off the water for the repairing, extending, or altering of water mains, the repairing and placing of fire hydrants, the repairing and renewing of water service connections, or the changing and testing of water meters or detector check valves.

When the water supply is to be shut off for any of the above reasons, the District will make a reasonable effort to deliver a notice of the shut-off to the customer or to some responsible person on the premises, but it does not assume any liability for the failure of the customer to receive or to understand such notice.

The District will not be responsible for the maintenance of pressure, nor for the continuity of the water supply, and customers dependent upon a continuous water supply should provide adequate storage for emergencies. Customers having water heaters or other devices requiring a continuous water supply should take all necessary steps to prevent damage to, or the causing of injury by, such devices because of the shutting off of the water supply.

The District shall not be responsible for water pressures for any customers located at high elevations beyond normal District water pressures. Nor is the District obligated to extend water services to those areas beyond existing District water mains and/or off the public rights-of-way.

1-G-27      **LEAKING PIPES OR FIXTURES ON THE PREMISES SERVED:** The District's control and responsibility end at the curb shut-off or meter, and the District will in no case be liable for damage caused by, or in any way arising out of, the running or escape of water from open faucets, burst pipes, or faulty fixtures on the premises.

1-G-28      **CUSTOMER RESPONSIBILITIES:** All piping and appurtenances installed by the customer on the customer's premises shall remain the property of the customer and the maintenance thereof shall be the customer's sole responsibility. Water provided to the property, on the customer's side of the meter, including water from leaks, must be paid for by the customer. The District's control and responsibility shall end at the customer's side of the meter. The District shall in no case be liable for damages caused by, or in any way arising out of, the running or escape of water from open faucets, burst pipes, or faulty fixtures on the premises.

When it becomes necessary to shut off the water supply to the entire premises, the customer may use the customer hand valve within the meter box on the customer side of the meter. Upon request, for emergency purposes, the District may, without charge, shut off its control valve on the inlet side of the meter with the understanding that the District will turn on the

water after repairs have been made.

Every service connection is equipped with a control valve on the inlet side of the meter which may be used by the customer when necessary to shut off the water supply from the entire premises. Upon request, day or night, the District will, without charge, shut off such control valve for emergency purposes, upon the understanding that the customer will turn on the water after repairs have been made.

**NOTE:** *For convenience and safety, the water pipe on the customer's premises shall be equipped with a wheel valve, placed at some known accessible location between the meter and the building.*

**1-G-29 TAMPERING WITH DISTRICT PROPERTY:** Except as provided elsewhere in this rule, no person, other than an authorized District employee, shall at any time or in any manner operate, or cause to be operated, any valve in or connected with a water main, service connection, or fire hydrant, or tamper or otherwise interfere with any water meter, detector check valve, or other part of the water system. No person shall deposit, or cause to be deposited, any substance or liquid in any water main or pipe of the District or do anything which might cause any water supplied or furnished by, or belonging to, the District to become polluted, or take water from any service without first securing permission from the District.

In the event a person for any reason damages an angle meter valve or valve controlling a water supply, or damages a meter cover or its center piece, or causes any such act to be done, such person will be held liable for such damage.

The District may notify a customer about tampering with the District property and charge the applicable fee for such notice as specified in the District's Schedule of Rates.

The District may impose a fine as specified in the District's current fee schedule, plus the cost of labor and materials to repair any damages, against any person found to be tampering with District property or engaged in the unauthorized operation of any part of the water system.

**1-G-30 RIGHT OF INSPECTION OF AND ACCESS TO CUSTOMER'S PREMISES:** By accepting service from the District, the customer agrees that authorized agents and employees of the District shall have the right of entry and access, at all reasonable times, in, to and upon the customer's buildings, grounds or premises, or any part thereof (including any and all plumbing, water piping, fixtures, or connections located, used, maintained, or operated therein or thereon), for the purposes of:

- 1) Reading of meters and/or repairs and maintenance to the meter or water system.

- 2) Determining the existence, operation, and/or use in, on, or about such buildings, grounds, or premises for:
  - Any plumbing or water piping which may now or hereafter cause, create, or permit backflow, back-siphonage, or any other condition affecting or likely to affect the purity and/or potability of the water supply furnished by the District.
  - Any source such as hot water which could damage District equipment such as meters.
  - Any source of water supply which may now or hereafter be connected with the water supply system of the District.
  - Any source of pressure, vacuum, contamination or pollution (including any and all equipment, fixtures or appliances connected or used therewith or therefore) affecting or likely to affect the purity and/or potability of the water supply of the District.
- 3) Facilitating the enforcement, from time to time, of all applicable laws and Rules and Regulations of the District.

Such authorized representatives of the District shall be furnished with and upon the request of any customer display, appropriate identification.

If the District shall ascertain that a condition affecting the purity and potability of the water supply in any District exists in, on, or about any building, grounds, or premises in violation of any law, rule or regulation of this State, or any ordinance of the County of Ventura, or any of these Rules and Regulations, the District shall:

- (i) Immediately notify the person owning and/or controlling such building, grounds, or premises of the existence of such condition;
- (ii) Require of such person compliance within a reasonable time (to be stated in said notice) with any such law, ordinance, rule, or regulation so violated; and
- (iii) Further notify the person that, for the failure to so comply within said described period, the District will take, or cause to be taken, by the appropriate authority, such steps to enforce such compliance, to remedy such condition, and/or to protect the interests of the District, as shall be provided by law or by these Rules and Regulations.

1-G-31 **EASEMENTS:** The customer shall be responsible for maintaining public utility easements within the customer's property such that the District always has access to the public utility systems within the easements. No permanent improvements such as buildings, block walls, iron fences, large trees and shrubs and the like shall be placed over the easement without prior written approval from the District. Where the District must perform maintenance and/or construction activity within the easement, it shall not be responsible for replacing said permanent improvements or other prohibited structures. The District must always have access to the public utility systems within any

easement.

- 1-G-32 **WATER THEFT:** The District prohibits water theft. Administrative fines or penalties for infractions are \$100.00 for first violation, \$200.00 for a second violation, and \$500.00 for each additional violation of the same charge issued within one year of the first violation

## **PART 1 - SECTION H – CROSS-CONNECTION CONTROL AND BACKFLOW PREVENTION**

### **RULE**

- 1-H-1 **GENERAL POLICY:** The regulations of the Department of Public Health of the State, contained in Title 17 of the California Code of Regulations, the standards of the Uniform Plumbing Code, American Water Works Association Standard M14, and the University of Southern California Foundation for Cross- Connection Control and Hydraulic Research Manual of Cross-Connection Control (10th ed.) are applicable for cross-connection control and backflow prevention in the District.
- 1-H-2 **DISTRICT REGULATIONS FOR CROSS-CONNECTION CONTROL AND BACKFLOW PREVENTION:** No water service connection to any premises will be installed or maintained by the District unless the water supply is protected as required by State laws and these Rules and Regulations. Service of water to any premises shall be discontinued by the District if a backflow prevention assembly required by these Rules and Regulations is not installed, tested and maintained, or if it is found that a backflow prevention assembly has been removed or bypassed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected. The customer's system should be open for inspection at all reasonable times to authorized representatives of the District to determine whether cross-connections or other structural or sanitary hazards, including violations of these Rules and Regulations, exist. When such a condition becomes known, the District shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with the State laws relating to plumbing and water supplies and the regulations adopted pursuant thereto and these Rules and Regulations.

All existing backflow prevention assemblies that do not meet the requirements in these Rules and Regulations but were approved devices for the purposes described in these Rules and Regulations this section, be excluded from the requirements of these Rules and Regulations so long as the District is assured that they will satisfactorily protect the utility system. Whenever the existing device is moved from the present location or requires more than minimum maintenance (e.g., no replacement parts required) or when the District finds that the maintenance constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly



meeting the requirements of these Rules and Regulations.

1-H-3 **WHEN BACKFLOW PREVENTION IS REQUIRED:**

1. In the case of premises having an auxiliary water supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the District, the public water system shall be protected against backflow from the premises (i.e., irrigation services).
2. In the case of premises on which any industrial fluid or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises. This shall include the handling of processed waters and waters originating from the utility system which have been subject to deterioration in quality.
3. In the case of premises having (1) a cross-connection that cannot be permanently corrected or controlled or (2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether dangerous cross-connections exist, the public water system shall be protected against backflow from the premises.
4. In the case of premises having industrial or commercial facilities, the public water system shall be protected against backflow from the premises.

1-H-4 **ACCEPTABLE BACKFLOW PREVENTION ASSEMBLIES:** The District will not accept any backflow prevention assembly for cross-connection protection other than an approved air gap separation or a reduced pressure principle backflow prevention assembly unless otherwise approved by the District. An exception will be the installation of an approved double detector check valve assembly on fire lines for sprinklered buildings or private fire hydrant lines.

1-H-5 **REDUCED PRESSURE PRINCIPLE DEVICE (RP):** Commonly referred to as an RP or RPP, this device consists of two independently acting check valves, together with an automatically operating pressure differential relief valve located between the two check valves. The first check valve reduces the supply pressure at a predetermined amount so that during normal flow, and at cessation of normal flow, the pressure between the two check valves shall be lower than the supply pressure. If either check valve leaks, the relief valve will discharge to the atmosphere. This will maintain the pressure in the zone between the two check valves lower than the supply pressure. The unit also has two shut-off valves (one upstream and one downstream of the checks) and properly located test cocks for field testing.

1-H-6 **INSTALLATION:** An approved RP assembly, the same size as the water meter, shall be installed on the customer water line as close as practical to the meter (not to exceed 10 feet unless otherwise approved by the District). Unprotected outlets shall not be installed between the meter and the RP

device. This unit shall be installed a minimum of 18 inches and not more than 36 inches above finish grade with a minimum of 12 inches of side clearance. The unit shall not be installed in an enclosed structure.

1-H-7 **APPROVED RP DEVICES:** Any backflow prevention assembly required herein shall be a model approved by the District. The term “Approved Backflow Prevention Assembly” shall mean an assembly that has been manufactured in full conformance with the standards established by the American Water Works Association (AWWA) entitled AWWA C506-84 Standards for Reduced Pressure Principle and Double Check Valve Backflow Prevention Devices and has met completely the laboratory and field performance specifications as set forth in Chapter 10, Specifications of Backflow Prevention Assemblies, of the Manual of Cross-Connection Control (10th ed.) of the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research (FCCCHR).

Final approval shall be evidenced by a “Certificate of Approval” issued by an approved testing laboratory certifying full compliance with the said AWWA standards and FCCCHR specifications.

The following testing laboratory has been qualified by the District to test and certify backflow preventers: Foundation for Cross-Connection Control and Hydraulic Research University of Southern California University Park Los Angeles, California 90089-0231

Testing laboratories other than the laboratory listed above will be added to an approved list as they are qualified by the District.

The list of approved RP assemblies is issued and maintained by the Ventura County Environmental Health Division. The District should be consulted for the currently approved list.

1-H-8 **TESTING:** It shall be the duty of the customer at any premises where the backflow prevention assemblies are installed to have certified inspections and operational tests carried out at least once per year. Where the District deems the potential hazard of backflow to be significant, certified inspections at more frequent intervals may be required. These inspections and tests shall be performed by a certified tester approved by the District. It shall be the duty of the District to see that these tests are done in a timely manner. The customer shall notify the District in advance when the tests are to be undertaken so that an official representative of the District may witness the tests. These assemblies shall be repaired, overhauled, or replaced at the expense of the customer whenever said assemblies are found to be defective. Records of such tests, repairs and overhaul shall be kept by the customer and made available to the District upon request.

1-H-9 **AIR GAP:** An air gap is a physical separation between the free-flowing



discharge end of a potable pipeline and an open or non-pressure receiving vessel. To have an acceptable air gap, the end of the discharge pipe must be at least twice the diameter of the pipe above the topmost rim of the receiving vessel, but in no case can this distance be less than one inch.

1-H-10 **PROHIBITION OF CROSS-CONNECTIONS:** No physical connection shall hereafter exist or be installed, located, maintained, or operated between the water supply system of the District (including its appurtenant mains, pipes, fixtures, equipment, or appliances), and any other supply system or any sewer or grading system, or any steam, gas, or chemical line, pipe, or conduit, or any device, boiler, tank, or container whereby any contamination or pollution or any dangerous, impure, unsanitary, or unpotable substance (solid, liquid, or gaseous, or any combination thereof) may now or hereafter be introduced to any portion of the water supply system of the District by backflow, back siphonage, or any other method, means, or cause whatsoever.

Wherever a mechanical or other method or device (approved by the District) may be used for protecting the District's water supply system from any such source of contamination or pollution, any customer shall at the customer's own expense and subject to the final inspection and approval thereof by a person certified for such inspection and repair by the County of Ventura Health Officer, install, maintain, and operate the same. Maintenance shall include inspections and operational tests once a year, or more often as required by the Engineer and/or County of Ventura Health Officer.

The District shall promulgate and, upon request, furnish copies to a customer list of approved mechanical devices and information concerning the installation of said devices.

The District shall have the right to discontinue the supply of water to the Premises of a customer for a customer's failure to comply with, or the violation of, any of these Rules and Regulations relative to the inspection of a customer's Premises to ensure the protection of the District's water supply from cross-connections, backflow, or back-siphonage. A customer shall be entitled to reasonable (i) notice of the District's intent to discontinue service due to a customer's failure to comply with or violation of any of these Rules and Regulations, and (ii) opportunity to comply with and/or to cease any violation thereof. However, no such notice or opportunity to comply with, or cease violating these Rules and Regulations is required where a customer's non-compliance or violation is creating or is likely to create water supply system conditions that are dangerous and detrimental to the public's health, safety, and welfare.

1-H-11 **BACKFLOW SHUT-OFF:** The District will resume water services during the hours of 8:00 a.m. and 5:00 p.m. All backflow device shut-off notices must be cleared before resuming water service.

If the customer is unable to obtain qualified private inspection services, the District will furnish competent inspection and/or repair service at the rates outlined in the District's Schedule of Rates.

## **PART 2 - WATER RATES AND SERVICE CHARGES, ESTABLISHING SERVICE AND DELINQUENT ACCOUNTS**

### **PART 2 - SECTION A - STANDARD RATES AND CHARGES**

#### **RULE**

2-A-1

**SCHEDULE OF RATES:** The District's Schedule of Rates shall contain all current water rates, rate structures, monthly service charges, and other regular charges or fees for customers of the District. The Schedule of Rates shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting on the website of the Water and Sanitation Department.

2-A-2

**TRUST DEPOSIT:** A prepaid trust deposit shall be required in an amount sufficient to cover an average bill for water and, if applicable, sewer service for the property.

Where an average bill amount cannot be determined or is deemed inappropriate by the Director or his or her authorized representative, a minimum trust deposit of \$50 will be charged.

At the option of the District, new customers who provide a credit reference letter demonstrating an acceptable payment history from any prior utility service may be exempted from the trust deposit requirement.

A customer applying for new service, who during the past 12 consecutive months has paid all water bills without a "Notice of Pending Disconnection" being issued for nonpayment, who has demonstrated an overall timely payment history, and who is applying for service for a new account, shall have the trust deposit waived.

A customer who has received a "Notice of Pending Disconnection," and has established a pattern of delinquency, may be required to re-establish a trust deposit.

A customer who has received a shut-off notice for nonpayment may, at the option of the District, be required to establish a trust deposit equal to two times the average bill during the past twelve months.

A customer who, during a 12-month period, has two or more returned checks will be required to pay all billings for a period of one year with cash, cashier's checks, money orders, or, if approved by the Director or authorized representative, through automatic withdrawal, and may be required to post a trust deposit, in an amount up to two times the average bill. The cash-only requirement may be continued indefinitely for customers with an established pattern of returned checks. Trust deposit amounts may be rounded, at the option of the District, for ease of posting and accounting purposes. At the option of the District, trust

deposits maybe charged to the account for water service and may be payable with the next ensuing water bill.

Trust deposits will be refunded as a credit to the account at the end of twelve (12) months, provided payments have been made on a timely basis and there is a satisfactory credit rating as calculated by the billing system, and are without interest.

Trust deposits not refunded will remain on the account for another twelve (12) months and without incurring interest.

2-A-3

**PASS THROUGH AND REFUND OF POTENTIAL SURCHARGES:** The Calleguas Municipal Water District (Calleguas) from time to time may impose surcharges against the District for excessive water consumption. In anticipation of the imposition of such surcharges, if the Director or authorized representative determines, in his or her sole discretion, that Calleguas is reasonably likely to impose a surcharge, the District may, in its sole discretion, after notice to affected customers, impose and collect surcharges from certain customers, subject to the refund rights, described below.

If a surcharge is imposed by the District and paid by or on behalf of the customer, but Calleguas does not impose a corresponding surcharge against the District, the District shall refund the surcharge (without interest), in the manner determined by the Director or authorized representative, within 60 days after the District determines that Calleguas will not impose a corresponding surcharge. If the Director determines, in his or her sole discretion, that Calleguas is unlikely to impose a corresponding surcharge, the Director may allow customers to defer payment of these surcharges until and unless Calleguas imposes a corresponding surcharge on the District.

## **PART 2 - SECTION B - MISCELLANEOUS CHARGES AND FEES**

### **RULE**

2-B-1

**MISCELLANEOUS CHARGES:** The District's Schedule of Rates shall contain all miscellaneous fees applicable to customers of the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department (see "Miscellaneous Fees Schedule"). Pass-through fees such as NSF and chargebacks cannot be waived.

2-B-2

**CONSTRUCTION FIRE HYDRANT METER WATER SERVICE (METERED):** The District requires that all water used be metered. The District will furnish, install, and remove the meter, valve, and fittings to be located at a fire hydrant or point in the system as determined by the District.

A fire hydrant meter requires a deposit plus an installation fee payable to the District in advance. Charges for the supply of metered water in any District for

construction purposes shall be computed at the temporary construction water rate. The applicant shall be responsible for the loss or damage to the meter or other equipment used.

If the Ventura County Fire Protection District requests that the fire hydrant openings be unobstructed, the customer is responsible for paying for the installation and removal of a tee and extra valve.

## **PART 2 - SECTION C – BILLING, NOTICES, AND PAYMENT OF BILLS**

### **RULE**

2-C-1      **NOTICES TO CUSTOMERS:** Notices regarding discontinuance and restoration of water services shall be hand-delivered to the customer at the customer's last known address. If the customer is not available, the notice may be placed on the customer's front door.

2-C-2      **PAYMENT OF WATER BILLS:** All bills for service and other charges for which payment is not otherwise provided in these Rules and Regulations shall be due and payable in cash, by check, or by automatic payment, upon presentation, and shall become delinquent 22 days from the bill date.

Payments made to the customer's account will be applied to the customer's account balance, which may include a deposit due, water charges, sewer charges, lift charges, penalty/late fees, and other miscellaneous charges.

If any bill becomes delinquent, the water service may be discontinued with notice.

2-C-3      **PAYMENT OPTIONS:** The District may, at its option, accept alternative payment methods for bills, including credit card payments, electronic fund transfers, or other methods.

2-C-4      **SERVICE BILLS:** Bills for water or sewer service charges will be addressed in the name of the customer/owner (as defined in these Rules and Regulations) and shall be liable for the payment of the bill. The form of the bill shall be prescribed by the District.

2-C-5      **DISCONTINUATION OF SERVICE FOR NONPAYMENT; FEES:**  
**Notice 1:** If the balance due is not paid within 22 days from the bill date, the account will be delinquent and subject to late fees, and "Notice 1" will be issued on the new bill. At the option of the District, the Delinquent Notice may be incorporated into the next regular bill for service, provided current and past due charges are so specified.

**Notice 2:** If the balance due is not paid within 43 days from the bill date (the generation date), the District shall attempt to notify the customer of the pending shut-off of service by an interactive voice response (IVR) system, mail, or delivery

of a door hanger notice to the service location. The notice of pending shut-off shall specify the date upon which service will be discontinued per this rule.

Upon the second notice of Pending Shut-Off for a tenant, the account must be closed and opened in the property owner's name.

A Notice of Pending Shut-Off charge in the amount specified in the District's Schedule of Rates may be added to the customer's account to process the notice by the District.

**Notice 3:** If payment is not made by 10 days before the shut-off date, the District will notify the customer of the shut-off date by IVR system, mail, or delivery of a door hanger to the service location.

**Notice 4:** If the balance due is not paid before 83 days from the bill date (the generation date), the District will notify the customer of the shut-off by delivering a shut-off notice to the service address. The customer account will be charged a Shut-Off Notice fee in the amount specified in the District's Schedule of Rates, and service will be discontinued (shut-off).

If resumption of service is requested for other than regular working days or hours, payment of an additional "Service Turn-on After Business Hours" fee will be charged in the amount specified in the District's Schedule of Rates.

In the event of underpayment of any water bill, where alternate payment arrangements have not been approved per this rule, such underpayment may be treated as non-payment. Where the amount of such underpayment exceeds fifty percent of the total amount of the bill, the remaining balance of said bill may become a charge upon the next ensuing water bill issued to the same customer, at the option of the District.

An adjustment shall be made to water billing charges when subsequent meter readings show that the meter was previously read in error. Also, upon the customer-verified statement, a correction may be made as to previous opening or closing billing dates.

In the event of payment more than the billed amount, the District shall credit the amount of over-payment thereof upon the next ensuing water bill issued to the same property.

2-C-6

**ALTERNATE PAYMENT ARRANGEMENTS:** In the event a customer is unable to pay a water bill, the customer may contact the District's billing office and request an alternate payment plan subject to approval by the Director or authorized representative.

The Director or the Director's authorized representative, in his or her sole discretion, may adjust, extend due dates, or waive charges resulting from meter

read errors or other discrepancies, delinquent or shut-off notices, or other miscellaneous services, as well as approve an alternate payment arrangement for a customer experiencing an extreme financial hardship or medical emergency.

Such arrangements for payment must be made before the shut-off date to avoid the shut-off notice charge. If a customer fails to pay a subsequent bill by the shut-off date, service may be discontinued upon notification to the customer.

At the option of the District, the District may limit the number of approved payment extensions to no more than one per customer per year.

2-C-7      **FINAL BILLS:** Are due immediately upon presentation. At the option of the Director or authorized representative may apply a late payment fee to closing bill balances not paid within the due date specified on the bill.

2-C-8      **SERVICE TURNED OFF FOR NON-PAYMENT, PARTIAL PAYMENTS:** Service turned off for non-payment will not be restored until full payment, including all charges, is presented in the District Administration Office.

The District will not accept partial payments. Where a check previously tendered to the District is returned or not honored, for any reason, by the applicable banking institution, the District will not accept payment in the form of another check, unless it is a certified or cashier's check, or unless by written statement from the customer's banking institution, it is determined that the returned check resulted from an error on the part of the banking institution or through no fault of the customer. Payment must be made within 10 days of the date of the returned check in the form of cash, credit card, or certified cashier's check.

When water is furnished to customers through more than one service, at the same or different locations (multiple accounts), all such services may be shut-off when a bill for one account becomes delinquent.

To avoid the after-hours turn-on charge, payment must be presented prior to the close of business on normal workdays.

2-C-9      **PLACEMENT OF TAX LIEN ON REAL PROPERTY ASSOCIATED WITH DELINQUENT ACCOUNT; COLLECTION ON COUNTY TAX ROLL:** In the event that a bill for water or sewer service charges remains unpaid, or is not paid in full, within sixty days of billing, the delinquent charges and penalties thereon shall constitute a lien against the parcel or parcels of real property receiving the water or sewer service according to Government Code sections 54354, 54354.5 and 54355. The Director or authorized representative may record a lien against such property in the amount of the delinquent charges and penalties thereon or record a list of the delinquent unpaid charges and penalties thereon with the County Recorder, stating the amount of each charge and penalty thereon, a description of the real property upon which the same is a lien and the name of the District to which the same is payable, as authorized by Government Code

section 54355. The lien shall continue until all outstanding charges and penalties thereon are paid in full or the property is sold. Further, the Director or authorized representative may request that any delinquent charges incurred in the current or immediately preceding fiscal year and penalties thereon be placed on the annual county tax roll for collection pursuant to Water Code section 55501. Upon payment of the lien, it is the customer's (property owner's) responsibility to pay the County Recorder to release the lien.

- 2-C-10      **CIVIL ACTION:** The District may bring an action in any court of competent jurisdiction for collection of delinquent water or sewer service charges or other fees, costs or penalties provided for under these Rules and Regulations against any person responsible for the payment thereof and for enforcement of any lien on real property securing the payment of any portion thereof.
- 2-C-11      **RESTORATION OF SERVICE ASSOCIATED WITH PROPERTY LIEN AND DELINQUENT ACCOUNT:** To resume or continue service at a property with a lien, the customer must pay the entire amount owed including any applicable fees or enter into and adhere to a payment arrangement for water service to be restored.
- 2-C-12      **SALE OF PROPERTY:** Upon receiving notice of a customer/owner's intent to sell or transfer a parcel or property receiving a District service, the District shall record with the County Recorder a list of all outstanding charges associated with the account related to the parcel or property to be sold or transferred. The list shall include the amount of each charge, along with the amount of any interest and penalties, and a description of the real property associated with the account. Once recorded, the list shall become a lien on the parcel or property, as provided in the Revenue Bond Law, California Government Code, commencing with Section 54300, as the same now exists or as hereafter amended. Such lien shall have the force, effect, priority, and duration, and any real property subject to any such lien may be discharged therefrom, and each such lien shall be enforced as provided in the Revenue Bond Law, California Government Code, commencing with Section 54300, as the same now exists or as hereafter amended. Payment of all charges and lien release fees shall be the customer/property owner's responsibility.
- 2-C-13      **FIRE PROTECTION SERVICE:** Property owners must always continue fire protection service.



## **PART 3 - SCHEDULE OF RATES AND CHARGES FOR CONSTRUCTION SERVICE**

### **PART 3 - SECTION A – TYPES OF CHARGES**

Charges shall be made for services rendered by the District for the herein-described classes of service. Such charges so collected shall be deposited in the General Funds of the District.

#### **RULE**

3-A-1

**INTERCONNECTION CHARGES:** The District will supervise interconnections between the existing water system of the District and the system as follows:

Such connections shall not be made final until all applicable charges have been paid.

- (a) For interconnections installed by a developer, the District will operate all valves and directly supervise the work of the developer in making the connection between the existing system of the District and the system installed by the developer. The developer shall furnish all materials and other labor to make the interconnections, including performing all resurfacing and other work necessary to produce the finished result. The District's Schedule of Rates shall contain all interconnection charges or fees applicable to the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.
- (b) For interconnections installed by the District, the District will perform all work and furnish all materials to make the interconnection for a charge based on an engineering estimate of current costs.

3-A-2

**INSTALLATION CHARGES FOR PERMANENT METERS AND SERVICES FURNISHED BY THE DISTRICT:** Charges for furnishing and installing service connections and meters with District staff are as follows:

- (a) For service connections with a meter (where a meter is installed on an existing service connection):

These charges shall be set forth on the District's Schedule of Rates and Charges. They shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.

- (b) For service connections without a meter (such as tapping the water main, tubing from main to the meter, meter box, all valves, and necessary fittings, labor, jacking, or boring, excavating, backfilling, resurfacing, road encroachment permit, and all other necessary work):

A deposit based on the Director's estimate of cost will be required from the applicant at the time of the request for service installation. The applicant will be billed for actual costs (including overheads) after completion of the installation.

- 3-A-3      **CHARGES FOR MISCELLANEOUS CONSTRUCTION SERVICES:** The District may perform the following construction services, the charges for which shall be determined by an engineering estimate of current costs: water main extensions, meter relocations, extensions to existing service connections, and replacement of meter boxes and meter box covers.
- 3-A-4      **FIRE HYDRANT INSTALLATION CHARGES:** The District will furnish and install fire hydrants, including all necessary labor, materials, and permits for a charge based on an engineering estimate of current costs. If the fire hydrant is installed by a licensed contractor, the District shall inspect and approve the installation. The customer shall pay an inspection charge as outlined in the District's Schedule of Rates.
- 3-A-5      **CAPITAL IMPROVEMENT CHARGE:** The District's Schedule of Rates shall contain all Capital Improvement Charges charged by the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.
- 3-A-6      **FIRE FLOW REQUIREMENTS:** When any parcel of land and/or building requires a fire flow of 1,500 gpm, such additional fire flow shall be provided by the owner of the parcel or the building and at the owner's expense.

**PART 3 - SECTION B - CAPITAL IMPROVEMENT CHARGES AND LOCAL SYSTEM IMPROVEMENT CHARGES**

**RULE**

- 3-B-1      **CHARGES:** As a condition precedent to receiving water service for any residence or building or parcel of land which has not theretofore been supplied with water by the District, there shall be paid to the District a Capital Improvement Charge in accord with the District's Schedule of Rates, except as defined in this section. The Capital Improvement Charge shall not include charges for service and meter connections, which charges shall be paid separately as required elsewhere in these Rules and Regulations.
- 3-B-2      **WAIVER OF CHARGES:** In the case where water service is requested for any residence, building or parcel of land (including parcels primarily in agricultural production) the District may, in its sole and absolute discretion, waive payment of the Capital Improvement Charge or any part or portion thereof, if it determines that the District has existing facilities available and that no additional expenditure of District funds is required to provide such service. However, the Capital Improvement Charge shall be paid (i) before the development of a property

currently in agricultural use for a use other than agricultural; and (ii) where the further development of an already improved parcel would result in the inequitable participation and use of the District's Capital Improvements. In the case where the District determines that further development requires payment of the Capital Improvement Charge, the District may modify the Capital Improvement Charge to be paid based on the estimated equitable participation, use, and/or demand on the District's Capital Improvements by the party requesting service.

- 3-B-3      **SERVICE TO USERS OUTSIDE DISTRICT:** The furnishing of water to any residence, building or parcel of land outside the District's jurisdictional boundaries pursuant to Section E of this part shall not excuse such residence, building or parcel of land from the requirements of this section in the event such parcel of land, or any land on which any such residence or building is located, is annexed to the District. In such an event, the payment of a Capital Improvement Charge shall be a condition precedent to the continuation of water service to such residence, building or parcel of land.
- 3-B-4      **TIME OF PAYMENT:** The Capital Improvement Charge shall be paid in full before issuance of a water will serve letter, and/or before the commencement of any work necessary to furnish water to any residence, building or parcel. However, in a case where a person owns a parcel of land larger than ten acres in size but desires water service for only a small portion thereof, and if the District is financially able to do so, it may, at its option, collect the Capital Improvement Charge for only that portion of the parcel that is to be developed. When further development of the parcel occurs, the then applicable Capital Improvement Charge shall be paid for the remainder.
- 3-B-5      **CONTRIBUTIONS AND GRANTS OF CAPITAL IMPROVEMENTS:** In an amount agreed upon by the grantor and the District all or any part of one or more Capital Improvement Charges may be reduced by deducting the actual cost of any Capital Improvement, or the fair market value of any real property, contributed or given to the District and expressly accepted by the District in lieu of all or part of the Capital Improvement Charge due upon any residence or building.
- 3-B-6      **IMPROVEMENT ZONE:** Capital Improvement Charges shall not be collected by the District for ministerial development on existing parcels whenever an improvement zone has been established and local and Capital Improvements have been or are to be financed by the proceeds of bonds issued as special obligations of said zone. The term improvement zone shall refer to any area within a District which has been set up pursuant to Water Code Section 55650 to provide for financing of facilities and improvements of benefit to such zone that are not of District-wide benefit.

All parcels requesting discretionary land use entitlements shall be assessed Capital Improvement Charges according to these Rules and Regulations.

Whenever the ownership of any property within such improvement zone is held or acquired by a non-taxable entity, such entity shall be subject to meter and Capital Improvement Charges. The amount of such a Capital Improvement Charge shall be determined by the Director and shall be calculated in such a manner as to include only those costs of Capital Improvements which are required to provide adequate service for such non-taxable entity. In no event shall said Capital Improvement Charge exceed that charged non-taxable entities for lands located within the District but not within an improvement zone.

3-B-7        **EXCEPTION TO CAPITAL IMPROVEMENT CHARGES:** Capital Improvement Charges shall not be collected by the District for the lots developed by the developer of Lake Sherwood Community or the customers served by the Lake Sherwood Mutual Water Company, at the time of adoption of these Rules and Regulations.

If in the event a special assessment district is formed in any District to pay for the cost of constructing water system improvements, including improvements to existing vacant lots, Capital Improvement Charges will not apply.

3-B-8        **MAIN EXTENSIONS:** Upon payment of Capital Improvement Charges, the District will extend water lines from its facilities that exist in a publicly dedicated and accepted road nearest the lot, parcel or building to be served to a point along such publicly dedicated and accepted road nearest the lot, parcel or building to be served. However, the District shall not be required to provide water service where the cost of providing such service would cause an undue financial hardship on the District as determined by the District Board.

3-B-9        **OFF-SITE CONSTRUCTION:** The developer of any lot, parcel, or building shall extend pipelines to the District's facilities to provide the necessary service. Said improvements shall be as required by the District in accordance with the District's specifications and subject to the approval and acceptance of the District. Upon completion said improvements shall be conveyed to the District together with an adequate easement for their installation, operation, and maintenance.

3-B-10       **LOCAL SYSTEM IMPROVEMENTS AND CHARGES:** As a condition precedent to receiving water service for any residence, building, or parcel of land which has not theretofore been supplied with water by the District, all necessary Local System Improvements shall be furnished and installed by the applicant at the applicant's expense or the applicant shall be charged for said improvements and pay the District the cost thereof computed at the rates described in the District's Schedule of Rates or as computed by the Director. Said improvements shall be as required by the District, in accordance with the District's specifications, and subject to the approval and acceptance of the District. Upon completion, said improvements shall be conveyed to the District together with an adequate easement for their installation, operation, and maintenance.

3-B-11      **LOCAL SYSTEM IMPROVEMENTS WITHIN IMPROVEMENT ZONE:** Local System Improvements within an improvement zone shall be financed as provided for in the petition or resolution to form the improvement zone as approved pursuant to applicable law.

3-B-12      **ACCESSORY DWELLING UNIT (ADU) AND JUNIOR ACCESSORY DWELLING UNIT (JADU):** Except as provided in Government Code section 65852.2. subd. (f), and applicable implementing regulations, ADU and JADU owners shall pay all applicable District connection fees, capital improvement charges, and/or sewer connection fees. Non-exempt ADUs and JADUs shall pay a proportionate burden connection fee based upon the number of plumbing fixtures units as compared to the primary dwelling's allotted ERU. For all instances where the plumbing fixtures of a non-exempt ADU or JADU impose a proportionate burden compared to the primary dwelling's allotted ERU, the property owner's monthly sewer service fee shall be adjusted to account for the additional service burden. Each twenty-five (25) plumbing fixture unit as defined in the Uniform Plumbing Code under the Section entitled "Drainage Systems" shall be considered equal to one (1) ERU. Under no circumstance shall a defined ADU or JADU be assessed a burden fee greater than that of the primary dwelling's allotted ERU.

## **PART 4 - WATER CONSERVATION AND SHORTAGES**

### **PART 4 - SECTION A - PERMANENT WATER CONSERVATION MEASURES AND PENALTIES**

#### **RULE**

4-A-1

**WATER SAVING DEVICES:** All new customers shall install and use the following water efficient plumbing fixtures:

- Ultra-low volume toilets (1.6 gallons per flush or less).
- Low flow shower heads (2.0 gallons per minute or less).

All customers are required to monitor water usage since water conservation is now a way of life. The District water meters provide real time water usage data due to the installation of advanced metering infrastructure (“AMI”). An AMI customer portal is available for monitoring usage and notification of leaks. Signup at: <https://www.vcpbublicworks.org/wsd/customerportal/>

The District will review a continuous water usage report, and notify customers when water waste is detected. Upon notification the customer shall follow all conservation and water shortage requirements.

4-A-2

**WATER WASTE PROHIBITED:** The following restrictions are always in effect, regardless of the water supply shortage or emergency:

Limited Landscape Irrigation is allowed between 4:00 p.m. and 9:00 a.m. for all customer classifications except agriculture.

Limited Irrigation Systems Testing and Repairing when supervised for a short duration less than ten (10) minutes per station.

No Landscape Watering during or within forty-eight (48) hours after measurable rainfall.

No Hardscape Washdown such as sidewalks, walkways, driveways, patios, and parking lots except where necessary to protect health and safety.

No Outdoor Runoff Waste except where necessary to protect public health and safety.

Leaks, Breaks, or Malfunctions within customer’s plumbing or distribution system must be corrected within forty-eight (48) hours after the discovery.

Positive Self-Closing Water Shutoff nozzle or device must be equipped on all hose equipment.

Decorative Water Features such as water fountains or similar structures must use recirculated water only.

Serve Drinking Water only upon request in eating or drinking establishments.

Hotels, Motels, and Lodging Establishments must provide guests the option of not having towels and linens laundered daily and shall prominently display written notice of such option.

Restaurant Equipment in food preparation establishments must use only water conserving dish washing spray valves.

Single Pass Cooling Systems must be installed in buildings requesting new water service.

Commercial Car Wash Facilities: Newly established businesses must install recirculating water systems and hoses with positive self-closing valves. A commercial conveyor car wash operating without recirculating water systems must first secure a waiver.

4-A-3

**VIOLATIONS:** In addition to any other penalties or sanctions provided by law, the following civil penalties shall be imposed for a violation of District rules:

First Violation: Written notice of the first violation will be given to the customer.

Second Violation: If the condition or activity for which the first notice of violation was issued is not corrected within the timeframe specified by the notice of first violation, or a second violation of District rules occurs within the twelve (12) months following the date of issuance of the first notice of violation, a second notice of violation may be issued, and a penalty may be imposed.

Third Violation: If the condition or activity for which the second notice of violation was issued is not corrected within the timeframe specified by the notice of second violation or a third violation occurs within the twelve (12) months following the date of issuance of the second notice of violation, a third notice of violation may be issued, and a penalty may be imposed.

Fourth Violation: If the condition or activity for which the third notice of violation was issued is not corrected within the timeframe specified by the notice, or a third violation occurs within the twelve (12) months following the date of issuance of the third notice of violation, a fourth notice of violation may be issued, and a penalty may be imposed.

4-A-4

**WATER SHUTOFF AND RECONNECTION:** If the condition or activity for which the four notices of violation were issued is not resolved within the twelve (12) months following the date of issuance of the fourth notice of violation, the District may discontinue water service to the customer at the premises at which the

violation(s) occurred. Where water service is disconnected, it will be reconnected upon correction of the condition or activity for which the notices of violation were issued and the payment of the estimated reconnection charge and other applicable charges by the customer.

4-A-5 **NOTICE:** The District will give notice of each violation to the customer at the service address at which the violation occurred, by affixing a copy of the notice in a conspicuous place on the property, and by delivering the notice to an adult on the property. If the customer is absent from or unavailable at the customer's service address, the notice will be sent through the United States mail addressed to the customer at the customer's service address, via registered mail with return receipt requested.

All notices will contain, in addition to a description of the condition or activity violating District rules, a statement of the possible penalties for each violation, information about the customer's right to a hearing and the appeal process following a hearing, and the date and time installation of the flow restrictor or when discontinuance of service will occur.

4-A-6 **PENALTY FEES:** Fines for violations of District rules will be imposed by written notice to customer and assessed on the customer's bill. Fines are posted on the website of the Water and Sanitation Department (see "Schedule of Rates" tab).

4-A-7 **FLOW RESTRICTOR:** The District may give written notice to the customer, assess a surcharge penalty, and install a flow restricting device. The restrictor will be installed for a period of not less than forty-eight (48) hours. The customer will be charged for installation and removal of a flow restricting device, which will be based upon the size of the meter and the actual cost involved. Restoration of normal service will be performed only during the hours of 8:00 a.m. to 4:00 p.m. on Monday through Friday.

4-A-8 **HEARING:** A request for a hearing must be in writing and filed with the Director or his or her authorized representative. The request for relief must be made within thirty (30) working days of the date the violation was issued. The request should detail the merits of the alleged violation and penalties, including termination of water service. Filing of such a request will automatically stay the implementation of the proposed course of action, pending the decision. The hearing will be scheduled within six (6) weeks of the request, and a written decision will be provided three (3) weeks from the hearing.

4-A-9 **APPEAL OF DECISION OF DIRECTOR:** A request for an appeal must be in writing and filed with the Director or his or her authorized representative. The request for an appeal for any form of relief must be made within fifteen (15) days of the Director or his or her authorized representative's written decision. Filing of such a request will automatically stay the implementation of the proposed course of action, pending the decision. No other or further stay will be granted.



The appeal hearing will be scheduled within six (6) weeks of the written notice of appeal. The customer may present any evidence that would show that the alleged violation did not occur. Formal rules of evidence will not apply, and all relevant evidence customarily relied upon by reasonable persons in the conduct of serious business affairs will be admissible, unless a sound objection warrants its exclusion as determined by the Director or his or her authorized representative. The decision of the Director or his or her authorized representative shall be final.

4-A-10 **PUBLIC HEALTH AND SAFETY:** Nothing contained in these Rules and Regulations shall be construed to require the District to curtail the supply of water to any customer when, in the discretion of the Engineer or designee, such water is required by that customer to maintain an adequate level for health and safety.

4-A-11 **NONFUNCTIONAL TURF REQUIREMENTS:** The District has until January 1, 2027, to incorporate these new California Assembly Bill 1572 regulations, and shall communicate these requirements to customers.

The use of potable water for irrigation of nonfunctional turf located on commercial, industrial, and institutional properties (other than cemeteries), and on properties of homeowner's associations, common interest developments, and community service organizations or similar entities is prohibited as of the following dates:

1. All properties owned by local governments, local or regional public agencies, and public water systems beginning January 1, 2027.
2. All other institutional properties and all commercial and industrial properties, beginning January 1, 2028.
3. All common areas of properties of homeowners' associations, common interest developments, and community service organizations or similar entities, beginning January 1, 2029.

The use of potable water is not prohibited by this section to the extent necessary to ensure the health of trees and other perennial plantings, or to the extent necessary to address an immediate health and safety need.

Noncompliance by a person or entity shall be subject to penalties imposed by the District, pursuant to Section A, herein.

## **PART 4 - SECTION B – EMERGENCY RESTRICTIONS ON WATER**

### **RULE**

4-B-1

**DUE TO SYSTEM EMERGENCIES:** If the Director or his or her authorized representative determines that over-consumption of water, loss of pressure or breakdown in a system, or any similar occurrence requires emergency restrictions for the use of water from any system, the Director or his or her authorized representative may order restrictions deemed appropriate under the circumstances.

Such order may restrict the use of water for outdoor irrigation, manufacturing, or nonessential uses. The use of water for such purposes may be limited to specified days or hours of a day or altogether prohibited, except that the use of water for drinking, cooking, and sanitary purposes shall not be prohibited.

4-B-2 **NOTICE AND COMMUNICATION:** The Director or his or her authorized representative will approve public updates and messaging. Communication protocols can be found in the Urban Water Management Plan (UWMP) publicly posted at <https://www.vcpublishworks.org/wsd/publicationsanddocuments/> for District No. 1 (Moorpark). Customers affected will be given notice either verbally or in writing.

4-B-3 **WATER SHORTAGE CONTINGENCY PLAN (WSCP):** State law requires that urban water suppliers maintain a WSCP to prepare for and respond to water shortages. The District WSCP is described in full in the UWMP, which is approved by the District Board and made publicly available on the Water and Sanitation website for District No. 1 (Moorpark).

**Declaration and Ratification:** The existence of a water shortage shall be declared and rescinded by the Director or his or her authorized representative. For levels three and above, a declaration must be ratified by the District Board, at the first possible meeting following the declaration.

**Water Shortage Stages:** This section describes the stages of action to be undertaken in response to the water supply shortages and stages. As each level is declared, they include restrictions from prior levels including permanent prohibitions.

Two (2) contingencies can trigger the WSCP:

1. A water supply shortage occurs when the Director or his or her authorized representative determines that drought, state or regional mandate, or other circumstance compromises, or threatens to compromise the District's water supplies in such a way that a reduction in demand and/or supply production is necessary.
2. A water emergency is a condition resulting from a catastrophic event or events, such as a natural disaster, epidemic, accident, war, other violent activity, labor dispute, civil disturbance, state or federal statute, executive or judicial order, or threatens to cause an impairment, reduction, or severance of the District's water supplies or access thereto, in a manner that results in, or may result in, the District's inability to meet ordinary water demands. A water emergency may result in restrictions upon the use of water from any system.

**Shortage Level 1:** When the water supply is reduced the District will initiate public information campaign to increase water conservation awareness for up to a 10% reduction. Customers are expected to perform voluntary water use reductions and adhere to on-going water conservation measures. A complete list of restrictions will be publicly posted at <https://www.vcpbublicworks.org/wsd/waterconservation/> .

**Shortage Level 2:** When the water supply is reduced the District will expand public information campaign for up to a 20% reduction. It is mandatory for customers to implement water use reductions and adhere to on-going water conservation measures. The District will continue to implement prior demand restrictions and publicly post them, and new restrictions include enforcement of water conservation measures.

**Shortage Level 3:** When the water supply is reduced, the District will require mandatory and prohibited measures for up to 30% reduction. Penalties will be applied for noncompliance. The District will continue to implement prior demand restrictions and publicly post them, and new restrictions include:

- **Special Water Features**. Filling or re-filling ornamental lakes or ponds is prohibited, except to the extent needed to sustain aquatic life, provided that such animals are of significant value and have been actively managed within the water feature prior to the declaration of a supply shortage level.
- **Landscape Irrigation Schedules**. Irrigation for all water classifications will be limited and/or prohibited. Prohibition will be determined by the Director or his or her authorized representative. Schedules and definitions of landscaping limitations and prohibitions will be provided in writing to customers and publicly posted on the website.
- **Vehicle Washing Restrictions**. Water used to wash or clean vehicles, including but not limited to washing automobiles, trucks, trailers, boats, or other types of mobile equipment, is prohibited, except by use of a hand-held container, a hand-held hose with a positive self-closing shut-off device, using high pressure and low volume wash systems, or at a commercial car washing facility that utilizes a re-circulating water system.

**Shortage Level 4:** When the water supply is reduced, the District will require mandatory and prohibited measures for up to 40% reduction. Penalties will be applied for noncompliance. The District will continue to implement prior demand restrictions and publicly post them, and new restrictions include water rationing for all customers.

**Shortage Level 5:** When the water supply is reduced, the District will require additional conservation actions for up to 50% reduction. The District will continue to implement prior demand restrictions and publicly post them, and new restrictions include:

- **No Pool or Spa Filling**: Refilling of more than one foot and initial filling of residential, commercial, and institutional swimming pools and spas.
- **No Irrigation Watering**: Watering or irrigating lawn, landscape or other vegetated area with potable water is prohibited. This restriction does not apply to the following categories of use, unless it is determined by the Director or his or her authorized representative that recycled water is available and may be applied to the use:
  - Maintenance of vegetation, including trees and shrubs, that are watered using a hand-held bucket or similar container or handheld hose equipped with a positive self-closing water shutoff nozzle or device.
  - Maintenance of existing landscape necessary for fire protection.
  - Maintenance of existing landscape for soil erosion control.
  - Maintenance of plant materials identified to be rare or essential for the well-being of protected species.
  - Maintenance of landscape within active public parks and playing fields, day-care centers, golf course greens, and school grounds, provided that such irrigation does not exceed two (2) days per week according to the schedule established to achieve the desired reduction in exterior water use and does not occur between 9:00 a.m. and 4:00 p.m. except for a short duration, not to exceed 3 minutes per station, for the limited purpose of testing or making repairs to the irrigation system.
  - Actively irrigated environmental mitigation projects.

**Shortage Level 6**: When the water supply is reduced, the District will require additional conservation actions for up to >50% reduction. The District will continue to implement prior demand restrictions and publicly post them, and new restrictions include:

- **No New Potable Water Service**: No new potable water service will be provided, no new temporary meters or permanent meters will be provided, and no statements of immediate ability to serve or provide potable water service (such as will-serve letters, certificates, or letters of availability) will be issued, except under the following circumstances:
  - A valid, unexpired building permit has been issued for the project; or
  - The project is necessary to protect public health, safety, and welfare; or
  - The applicant provides substantial evidence of an enforceable commitment that water demands for the project will be offset to the

District's satisfaction and prior to the installation of a new water meter(s).

- Restoration of service that has been interrupted for a period of one year or less.
- **No New Annexations**: Consideration of annexations to the District service area is prohibited. This subdivision does not apply to boundary corrections and annexations that will not result in any increased use of water.

4-B-4      **REPAIR LEAKS, BREAKS AND/OR MALFUNCTIONS**: All leaks, breaks or other malfunctions in the water user's plumbing or distribution system must be repaired within forty-eight (48) hours of discovery or notification to the water user by the District, whichever occurs first, unless other arrangements are made with the District.

4-B-5      **ENFORCEMENT**: The District staff will administer a water auditing program which will monitor and enforce restrictions. The District will respond to both internal and external violation reports. The District has a form, found at [www.vcpublishworks.org](http://www.vcpublishworks.org) called "Report a Concern" titled "Report Suspected Water Waste" where water violations can be reported.

4-B-6      **RESERVED.**

4-B-7      **UNDUE AND DISPROPORTIONATE HARDSHIP WAIVER**: If, due to unique circumstances, a specific requirement of Part 4 of these Rules and Regulations would result in undue hardship, a water customer may apply for a waiver by completing the application form located on the Water and Sanitation website <https://www.vcpublishworks.org/wsd/>

Supporting Documentation: The application must be accompanied by photographs, maps, drawings, and other information, including a written statement of the applicant.

Processing Fees: There may be a non-refundable processing fee in an amount set by the District.

Waiver Findings: The waiver may be granted or conditionally granted only upon a written finding of the existence of facts demonstrating an undue hardship to a water customer or to a property upon which water is used that is disproportionate to similar properties or classifications of water use.

An application for a waiver may be denied, based upon the information provided in the application, supporting documents, or such additional information as may be requested, and on water use information for the property will not:

- Constitute a grant of special privilege inconsistent with the limitations upon other residents and businesses; and

- Have a disproportionate impact on the property or use that exceeds the impacts to residents and businesses generally; and
- Be of substantial detriment to adjacent properties, and will not materially affect the ability of the District to effectuate the purpose of the Emergency Restrictions on Water section and will not be detrimental to the public interest; and
- Be common, recurrent, or general in nature.

4-B-8 **APPROVAL AUTHORITY:** The Director or his or her authorized representative shall have approval authority and act upon any completed application no later than twenty (20) days after submission and may approve, conditionally approve, or deny the waiver. The applicant requesting the waiver will be promptly notified by the District in writing of any action taken. Unless specified otherwise at the time a waiver is approved, the waiver will apply to the subject property during the term of the applicable water supply shortage.

4-B-9 **APPEALS TO THE DISTRICT:** An applicant may appeal a decision to deny or conditionally approve a waiver application by filing a written request for a hearing with the Director or his or her authorized representative. The request for a hearing must be submitted within ten (10) days of notice of the decision and state the grounds for the appeal. At a public hearing, the Director or his or her authorized representative will review the appeal in accordance with the standards established in this rule. The decision of the Director or his or her authorized representative on any appeal is final.

## **PART 5 – OVERSIZING AND REIMBURSEMENT**

### **PART 5 - SECTION A – OVERSIZING AND REIMBURSEMENT AGREEMENTS**

#### **RULE**

5-A-1

**OVERSIZING AGREEMENT:** Only water/sewer lines greater than eight inches (8") in diameter may be considered "oversized" and subject to an agreement, provided the over sizing is required to serve other than the property being developed.

When existing water/sewer lines must be extended to serve a development, the line extension shall be the responsibility of the property owner requiring service. However, the District and the developer may agree to oversize any water/sewer lines which, in the opinion of the Engineer or his designee, benefit others. A developer anticipating reimbursement of a portion of the construction cost associated with over sizing shall enter into a written agreement with the District prior to construction of the water/sewer lines. The amount of reimbursement will be determined by the District based on pro-rata share of construction costs. This will be calculated based on installed footage of pipe multiplied by cost per linear foot. The reimbursement amount will be paid to the developer when the District accepts the facilities for maintenance.

All other charges otherwise required in accordance with these Rules and Regulations shall be paid unless specifically offset against reimbursement due under the over sizing agreement.

5-A-2

**REIMBURSEMENT AGREEMENT:** A developer may be reimbursed for a portion of the cost associated with the installation of water/sewer improvements, such as pipelines and appurtenances. Reimbursement shall only be by written agreement and pursuant to the requirements outlined herein.

The District may allow for reimbursement of costs for an extension of a District water/sewer line which, in the opinion of the Engineer or his designee, benefits other properties which may be subsequently connected. The developer requesting reimbursement shall enter into a written reimbursement agreement with the District prior to construction. In no case will reimbursement be made without an agreement prior to construction.

5-A-3

**PROJECT COST:** The cost of extending a water/sewer line shall be limited to the actual District approved construction contract price, including all labor and materials costs incurred.

Only that portion of the District approved project cost which benefits other properties shall be subject to reimbursement on a pro-rata basis.

Reimbursement agreements will not be considered for projects costing less than \$10,000.

- 5-A-4      **REIMBURSEMENT AMOUNT:** The reimbursement agreement shall state the total dollar amount which is subject to reimbursement, identify the water/sewer lines subject to the agreement and describe the area benefitted by the extension of such lines. The method of determining the pro-rata distribution of costs shall be based on estimated future benefits.
- 5-A-5      **REIMBURSEMENT AND DURATION:** Reimbursements shall be made annually to the developer, its successors, or assignees only after pro-rata payments are received by the District from the benefiting properties, usually upon connection to the water/sewer lines. The maximum duration of the agreement shall not exceed ten (10) years following acceptance of the water/sewer improvements. The payments received by the District each calendar year shall be paid without interest to the developer, its successors, or assignees on or before June 30 of the succeeding year. Such annual payments shall continue to be made until the total reimbursement amount provided for in the agreement is paid or until the agreement expires, whichever occurs first.
- 5-A-6      **REIMBURSEMENT AGREEMENT ADMINISTRATIVE AND PROCESSING FEE:** The developer proposing a reimbursement agreement shall pay District a reimbursement agreement processing fee in the amount of \$300.00 prior to the time the reimbursement agreement is prepared. The District shall deduct an administrative fee in the amount of \$100.00 per parcel from each reimbursement made to the developer.



## **PART 6 - OPERATION AND MAINTENANCE OF RECYCLED WATER DISTRIBUTION SYSTEM (MOORPARK)**

California Water Code Section 13510 states that the people of the State have a primary interest in the development of facilities to reclaim water containing waste to supplement existing surface and underground water supplies and to assist in meeting the future water requirements of the State. This part applies only to Ventura County Waterworks District No. 1.

### **PART 6 - SECTION A – VENTURA COUNT WATERWORKS DISTRICT NO. 1 (MOORPARK)**

#### **RULE**

6-A-1 The District wishes to conserve water resources by collecting, treating and recycling wastewater and beneficially reusing the treated water.

Where the District determines recycled water service is available it shall be used for golf course irrigation, landscape irrigation, irrigation of nursery stock, recreational impoundment, construction water, and other such legal uses in lieu of potable water. The District may also require use of recycled water for agricultural irrigation and industrial process water. Recycled water shall be used within the District boundaries whenever its use is economically and technically feasible and consistent with legal requirements. Determinations on the specific uses for recycled water shall be in accordance with the standards of treatment and water quality requirements set forth in the California Code of Regulations, to protect public health, safety and welfare, and the environment.

### **PART 6 - SECTION B – DEFINITIONS OF TERMS**

#### **RULE**

6-B-1 In addition to Part 1 of these Rules and Regulations, the following terms shall have the meanings as herein defined whenever references are made thereto in this part.

6-B-2 **AGRICULTURAL PURPOSES:** The growing of field and nursery crops, row crops, vines, and sod.

6-B-3 **AIR GAP SEPARATION:** A physical break between a supply pipe and a receiving vessel. The air gap shall be at least double the diameter of the supply pipe, measured vertically above the top rim of the vessel, and in no case less than one inch.

6-B-4 **APPROVED REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION DEVICE:** A device containing two independently acting approved check valves together with a hydraulically operating,

mechanically independent pressure relief valve located between the check valves, designed to maintain a reduced pressure between the check valves. The unit shall include properly located test cocks and tight closing shutoff valves at each end of the assembly and shall be as approved by the District.

- 6-B-5        **AUTOMATIC SYSTEM:** A landscape irrigation system which includes automatic controllers, valves, and associated equipment required for the programming of effective water application rates when using recycled water.
  
- 6-B-6        **AUXILIARY WATER SUPPLY:** Any water supply on or available to the premises other than the District's potable water and recycled water supplies.
  
- 6-B-7        **BUILDING:** Any structure used for human habitation, business, recreation, or other uses requiring sanitary facilities.
  
- 6-B-8        **CONTRACTOR:** Any person currently licensed by the State of California to perform the type of work required by permit.
  
- 6-B-9        **CUSTOMER:** Any person supplied or entitled to be supplied with water by the District for compensation.
  
- 6-B-10       **DESIGN AREA:** The specific land area designated to be irrigated through on-site facilities using recycled water.
  
- 6-B-11       **OFF-SITE FACILITIES:** Any facilities under the control of the District including recycled water pipelines, reservoirs, pumping stations, manholes, valves, treatment facilities and other appurtenances and property up to the point of connection with the customer's facilities. For recycled water service, the off-site facilities shall be those upstream of the District's recycled water meter.
  
- 6-B-12       **ON-SITE FACILITIES:** Any facilities under the control of the applicant, owner or customer including, but not limited to, residential or commercial landscape irrigation systems and agricultural irrigation systems. For recycled water service, the on-site facilities shall be those downstream of the District's recycled water meter.
  
- 6-B-13       **ON-SITE RECYCLED WATER SUPERVISOR:** A qualified person designated by a recycled water applicant and approved by the District. This person shall be knowledgeable in the construction and operation of irrigation systems and in the application of the guidelines, criteria, standards and rules and regulations governing the proper use of recycled water.

- 6-B-14      **POTABLE WATER:** Water which conforms to the federal, state and local standards for human consumption.
  
- 6-B-15      **RECREATIONAL IMPOUNDMENT:** A body of water used for recreational activities including, but not limited to, fishing, boating, and water hazards in golf courses. Allowable uses usually depend on treatment level of the water.
  
- 6-B-16      **RECYCLED WATER DISTRIBUTION SYSTEM:** A piping system intended for the collection, storage, and delivery of recycled water only and which is separate from any potable water distribution system.
  
- 6-B-17      **RECYCLED WATER:** As defined in Title 22, Chapter 4 of the California Code of Regulations, water which, because of tertiary treatment of domestic and industrial wastewater, is suitable for a direct beneficial use or a controlled use that otherwise would not occur.
  
- 6-B-18      **RECYCLED WATER SERVICE CONNECTION:** The piping necessary to conduct recycled water from the District's recycled water distribution system to particular property designated in the application for recycled water service including the meter, meter box, valves and piping equipment within the meter box.
  
- 6-B-19      **SERVICE:** The delivery of recycled water.
  
- 6-B-20      **STREET:** Any public highway, road, street, avenue, alley, way, easement or public place dedicated and accepted by the County of Ventura or the City of Moorpark, and any easement accepted by the District.
  
- 6-B-21      **WASTE DISCHARGE:** Water deposited, released, or discharged into a sewer system from any commercial, industrial or residential source which contains levels of any substance or substances which may cause substantial harm to any water treatment or reclamation facility, or which may prevent any use of recycled water authorized by law.

**PART 6 - SECTION C – DESCRIPTION OF SERVICE**  
**RULE**

- 6-C-1      **RECYCLED WATER SUPPLY:**
  - a.      The District will exercise reasonable diligence and care to:
    - 1. Deliver a continuous supply of recycled water to the customer at reasonable pressure, and
    - 2. Avoid unnecessary shortages or interruption in the service.

- b. The District will not be liable should the overall recycled water demand exceed the overall supply. In that case, the District may supplement the recycled water distribution system with other sources of water such as groundwater, imported water, and seasonally stored water. Should the supplementing sources not be sufficient to meet the demand, recycled water use will be rationed just as potable water would be rationed when its supply cannot meet demand.
- c. Current District customers will be provided three months' written notice prior to the District making recycled water available.
- d. The District shall have the right to temporarily suspend service to any customer whenever the District deems it necessary to do so, and the District shall not be liable for any loss of damage caused thereby. The causes for temporary suspension of service will be removed by the District without unnecessary delay and with the least inconvenience to the customer.

6-C-2 **RECYCLED WATER QUALITY:** When recycled water service is furnished, the District will endeavor at all times to furnish treated domestic and industrial wastewater suitable for direct beneficial use or a controlled use that otherwise would not occur.

**PART 6 - SECTION D – COMMENCEMENT OF SERVICE**  
**RULE**

6-D-1

**APPLICATION FOR SERVICE:**

No person shall make connection to a recycled water distribution system of the District without a permit issued by the District.

Persons desiring or required to obtain service shall make application for a recycled water permit by providing such information as the District deems appropriate to evaluate the request, including, but not limited to:

- a. Name of applicant and person responsible for paying recycled water bill.
- b. Address of person responsible for payment of recycled water bill.
- c. Applicant's on-site recycled water supervisor's name.
- d. Location of proposed service, address and brief property description.
- e. Property owner's name and address.
- f. Intended use of recycled water.
- g. Design area.
- h. On-site irrigation piping plan.

- i. Any additional information the District may require for service.

6-D-2 **APPLICATION PROCEDURE:**

An application for a permit shall be made in writing, signed by the applicant, owner, or customer, if they are not one and the same.

The applicant for a permit must agree to comply with the requirements of all applicable federal, state and local statutes, ordinances, regulations, and other requirements. Current requirements are available at the District office on request. The District may, at its discretion, require specific prior approval of any permit by the federal, state, or local agency having jurisdiction over or an interest in the operation of the District's facilities.

Upon receipt of an application, the District shall review the application and make such investigation relating thereto as necessary. The District may prescribe requirements in writing to the applicant as to the facilities necessary to be constructed, the point of connection, financial responsibility, and the use of the service, including the availability of adequate on-site recycled water facilities to insure initial and future continued compliance with the District's regulations and any other applicable requirements.

6-D-3 **PERMIT:**

If the District approves an application, the District shall issue a recycled water permit for recycled water service. The permit shall entitle the applicant to receive recycled water service upon the terms and conditions of these Rules and Regulations.

The permit shall include the following:

- a. Name and address of applicant.
- b. drawing of the proposed system showing the location and size of all valves, pipes, outlets, and appurtenances.
- c. A statement that no changes in the proposed system will be undertaken without application and approval of an amended permit.
- d. A statement recognizing potential penalties for violation of these Rules and Regulations.

6-D-4 **RECYCLED WATER RATE:**

The District's Schedule of Rates shall contain all recycled water rates applicable to customers of the district. These shall be determined by resolution of the Board of the District and shall be made publicly available

by, at a minimum, posting them on the website of the Water and Sanitation Department.

**PART 6 - SECTION E – CONDITIONS OF SERVICE**

**RULE**

6-E-1

**GENERAL:**

Service will be provided to property within the District which is contiguous to existing recycled water distribution lines for the uses specified herein. Service will be provided to property not contiguous to existing recycled water distribution lines if the line is extended to the applicant's property, at the applicant's expense.

6-E-2

**GENERAL REQUIREMENTS - PERMIT USES:**

- a. The use of recycled water shall include, but not be limited to, golf course irrigation, landscape irrigation, and irrigation of nursery stock, recreational impoundment, and construction water. Each such use must be considered for approval by the District on a case-by-case basis, and the District shall determine at its discretion whether it is necessary or desirable to furnish recycled water for the specific use involved. Determination as to specific uses to be allowed shall be in accordance with the standards of wastewater treatment and water quality requirements set forth in the California Code of Regulations. Prior to approving such uses, the District shall, in its discretion, set forth specific requirements as conditions to providing such services and/or require specific proper approval from the appropriate regulatory agencies.
- b. Recycled water shall be provided once the following conditions are met:
  1. Approval from the regulatory agencies is obtained.
  2. District approval for the design and construction of the private irrigation system is obtained.
  3. A permit to receive such recycled water and use it only for approved purposes are obtained by the owner and operator of the system.

6-E-3

**OTHER LIMITATIONS:**

The District shall not be liable for any damage by recycled water or otherwise resulting from defective plumbing, broken or faulty services or recycled water mains. All applicants for recycled water service shall be required to accept such conditions of pressure and service as provided by the distribution system at the location of the proposed service connection and to hold the District harmless from the damage arising from low pressure or high-pressure conditions or from interruptions of service.

6-E-4

**SIZE, LOCATION AND INSTALLATION OF SERVICE LINE:**

The District reserves the right to determine the size of the service lines, the service connections and the meters and shall also have the right to determine the kind and size of backflow protection devices for potable water service, in accordance herewith, and any and all other appurtenances to the service. The service lines shall be installed to a curb or property line of the customer's property abutting upon a public street, highway, alley, easement, lane or road (other than a freeway) in which the District's recycled water mains are installed.

- a. The District reserves the right to limit the area of land to be supplied by one service connection to one ownership. A service connection shall not be used to supply adjoining property of a different owner.
- b. When property provided with a service connection is subdivided, such connection shall be considered as serving the lot or parcel of land that it directly or first enters. Additional mains and/or recycled water service lines will be required for all subdivided area in accordance with these Rules and Regulations.
- c. All recycled water used on any premises where a meter is installed must pass through the meter. The customer shall be held responsible and charged for all recycled water passing through the meter serving the property.
- d. Every recycled water service line shall be equipped with a curb stop or wheel valve on the inlet side of the meter, such valve or curb stop being intended exclusively for the use of the District in controlling the recycled water supply through the service line. If the curb stop or wheel valve is damaged by the customer's use to an extent requiring replacement, such replacement shall be at the customer's expense.

6-E-5

**RELOCATION OF RECYCLED WATER SERVICE LINE:**

Should a service line installed pursuant to the request of the applicant, owner or customer be of the wrong size or installed at a wrong location, the cost of relocation shall be paid by the applicant, owner or customer. All services provided prior to final street improvements shall be considered temporary and the costs for all repairs or changes required to be performed by the District shall be paid by the applicant, owner or customer.

6-E-6

**SCHEDULING RECYCLED WATER:**

The District reserves the right to control and schedule the use of recycled water if, in the opinion of the District, scheduling is necessary for purposes including, but not limited to, the maintenance of an acceptable working pressure in the

recycled water system and providing for reasonable safeguards in relation to public health.

**6-E-7 EMERGENCY CONNECTIONS TO RECYCLED WATER SYSTEM:**

If, in the opinion of the District, an emergency exists whereby recycled water is not available, the District may provide water from alternate sources, through the recycled water system.

**PART 6 - SECTION F – EXTENSION OF SERVICE**

**RULE**

**6-F-1 GENERAL:**

All off-site recycled water facilities and all on-site recycled water facilities shall be designed and constructed according to the requirements, conditions and standards as adopted and revised by the Board of the District from time to time, which documents are on file at the District office and by this reference are incorporated herein. The recycled water system, including both off-site and on-site facilities, shall be separate and independent of any potable water system.

**6-F-2 ON-SITE RECYCLED WATER FACILITIES:**

- a. Any on-site recycled water facility shall be provided by the applicant, owner or customer at the applicant's expense. The applicant, owner or customer shall retain title to all such on-site facilities.
- b. On-site facilities, in addition to conforming to applicable District guidelines, shall conform to local governing codes, rules and regulations.
- c. Plans and specifications and record drawings, in accordance with District requirements, shall be prepared and submitted to the District for on-site facilities. Plans and specifications must be approved by the District prior to the commencement of construction. When the facilities are being converted from potable to recycled water and record drawings are not available, testing and a schematic plan may substitute for construction drawings.
- d. Irrigation schedules must be prepared by the applicant and approved by the District, in accordance with the above-referenced specifications. Prior to commencement of service to any on-site system using recycled water, record drawings shall be provided to the District and the installed system shall be tested under active conditions to ensure that the operation is in accordance with these Rules and Regulations.
- e. In those areas where recycled water is not immediately available for use when the design area is ready for construction, and if the District has determined that recycled water will be supplied in the



future, on-site facilities shall nevertheless be designed to use recycled water. Provisions shall be made and these Rules and Regulations followed to allow for connection to the District's off-site recycled water facilities when available. In the interim, potable domestic water will be supplied to the on-site facilities through a temporary connection. A backflow preventer will be required on the temporary connection if the on-site facilities are using potable water. The backflow preventer shall be downstream of the meter and a part of the on-site facilities.

**6-F-3 OFF-SITE RECYCLED WATER FACILITIES:**

- a. Any off-site recycled water distribution facilities that are required to serve the applicant's property shall be provided by and at the expense of the applicant, owner or customer, unless the District determines it is a District benefit to construct these capital facilities.
- b. The District may require the construction of off-site facilities including meters, pipe lines, pressure reducing stations, reservoirs, pumping facilities and treatment capacity. The required facilities may be larger than needed to serve just the property described in the application submitted to the District. In such cases, the District may enter into a reimbursement agreement in accordance with Part 5 of these Rules and Regulations.
- c. The terms and provisions of such reimbursement agreement shall be determined by the District in its discretion. In no event shall interest be paid on any such amounts. The amount so advanced for facilities available to lands outside the area described in the application for service shall be taken into account when development occurs for which such facilities are constructed; and the District reserves the right to impose and charge additional connection charges, initial charges and costs, if necessary, to cause equitable reimbursement in any such instances.
- d. Plans and specifications for off-site facilities shall be submitted to and approved by the District in advance of construction.
- e. Necessary easements shall be provided to the District. All easements shall be in a form acceptable to the District and not subject to outstanding obligations to relocate such facilities or any deeds of trust, except in instances where such is in the best interests of the District.

**6-F-4 CONVERSIONS OF EXISTING FACILITIES FOR RECYCLED WATER:**

Where it is planned that an existing water system be converted to a recycled water facility, the facilities to be converted to recycled water shall be investigated in detail, including a review of any record drawings, preparation of required reports, and determinations by the District of measures necessary to bring the system into full compliance with these Rules and Regulations. No existing potable water facilities shall be

connected to or incorporated into the recycled water system without District approval.

**PART 6 - SECTION G – CONTINUATION OF SERVICE**

**RULE**

6-G-1

**FACILITIES OPERATIONS: OFF-SITE RECYCLED WATER FACILITIES:**

Operation and surveillance of all the District's off-site recycled water system facilities, including, but not limited to, recycled water pipelines, reservoirs, pumping stations, fire hydrants, manholes, valves, connections, treatment facilities and other appurtenances and property up to and including the District's meter, shall be under the jurisdiction and control of the District. No other person except authorized employees of the District shall have any right to enter upon, inspect, operate, adjust, change, alter, move or relocate any portion of the foregoing, or any of the District's property. If such should occur, all charges and penalties shall be applicable and collected. Such action may also be in violation of applicable federal, state and local statutes, ordinances, regulations and other requirements.

6-G-2

**FACILITIES OPERATIONS: ON-SITE FACILITIES:** The operation and maintenance of on-site recycled water distribution facilities are the responsibility of the applicant, owner or customer.

The operation and maintenance of all on-site recycled water system facilities including, but not limited to, landscape irrigation systems, agricultural irrigation systems, irrigation systems for nursery stock, systems utilized in relation to use of recycled water for industrial process or construction purposes, or recreational impoundment systems using the District's recycled water shall be under the management of an on-site recycled water supervisor as set forth in this part.

The District shall monitor and inspect the entire recycled water system, including on-site and off-site facilities, and for these purposes shall have the right to enter upon the customer's premises during reasonable hours or any time in the event of an emergency, such as a break in the system causing a hazard to life or property. Where necessary, keys and/or combinations shall be issued to the District to provide such access.

The applicant, owner or customer shall have the following responsibilities in relation to operation of on-site facilities:

1. To make sure that all operations personnel are trained and familiarized with the use of recycled water.
2. To furnish all operations personnel with maintenance instruction, irrigation schedules and record drawings or schematic drawings, in the

case of a conversion from potable to recycled water use, to ensure proper operation in accordance with the on-site facilities design and these Rules and Regulations.

3. To prepare and submit to the District one (1) set of record drawings on Mylar or schematic drawings, in the case of a conversion from potable to recycled water use.
4. To notify the District of any and all updates or proposed changes, modifications or additions to the on-site facilities, such changes shall be approved by the District and shall be designed and constructed in accordance with all federal, state and local standards. In accordance with the above-referenced requirements, conditions and standards, changes must be submitted to the District for plan check and approval prior to construction. The construction shall be inspected by the District and revised record drawings and controller charts shall be approved by the District. The District may, if it deems such to be in the best interest of the District, waive or modify any of the foregoing.
5. To ensure that the recycled water facilities remain in accordance with these Rules and Regulations.
6. To operate and control the system in order to prevent direct human consumption of recycled water and to control and limit runoff. The applicant, owner, or customer shall be responsible for all subsequent uses of the recycled water. Operation and control measures to be utilized in this regard shall include where appropriate, but not be limited to, the following:
  - i. On-site facilities shall be operated to prevent or minimize discharge into areas not under control of the customer. Part circle sprinklers shall be used adjacent to sidewalks, roadways and property lines to confine the discharge from sprinklers to the design area.
  - ii. The operation of the on-site facilities shall be during the periods of minimal public use of the service area. A maximum dry-out time must be allowed before the service area will be used by the public.
  - iii. Recycled water shall be applied at a rate that does not exceed the infiltration rate of the soil. Where varying soil types are present, the design and operation of the on-site facilities shall be compatible with the lowest infiltration rate present.
  - iv. Automatic systems shall be utilized and programmed to prevent or minimize the ponding and runoff of recycled water. The sprinkler system shall not be allowed to operate for a time longer than the landscape's water requirement. If runoff occurs before the landscape's water requirements are met, the automatic controls shall be reprogrammed to lessen water cycles to meet the requirements. This method of operation is intended to control and limit runoff.
  - v. Reporting to the District any and all failures in their systems that cause an unauthorized discharge of recycled water.

7. To comply with any and all applicable federal, state and local statutes, ordinances, regulations, contracts, these Rules and Regulations and all other requirements prescribed by the District. In the event of violation, charges and penalties shall be applied and collected as permitted by law.

6-G-3 **WATER CONSERVATION:** It is the desire of the District to effect conservation of water resources whenever possible, such measures being consistent with legal responsibilities to seek to wisely utilize the water resources of the State of California. Detailed water conservation rules are in Part 4 of these Rules and Regulations.

6-G-4 **METER READING AND BILLING:** Applicable rules from Part 2 of these Rules and Regulations shall apply to recycled water.

**PART 6 - SECTION H – PROTECTIVE OF SERVICE**  
**RULE**

6-H-1 **CROSS-CONNECTION PREVENTION - GENERAL:** The purpose of these provisions is to protect the potable water supply against actual or potential cross-connection by isolating within the premises contamination or pollution that may occur because of some undiscovered or unauthorized cross-connection in the premises, and to prevent cross-connections from occurring in the future, in accordance with Title 17, Chapter 5, Sections 7583-7605, of the California Code of Regulations. These provisions shall be in addition to and not in lieu of the controls and requirements of other regulatory agencies, such as local governmental agencies, the local health department, and the Division of Drinking Water (DDW). These regulations are intended to protect the potable water supply and are not intended to provide regulatory measures for protection of users from the hazards of cross-connections within their own premises.

Backflow prevention devices, on the potable water service to the premises, as required in these Rules and Regulations, shall be provided by and at the expense of the applicant, owner, or customer. Such devices shall be owned and maintained by the applicant.

6-H-2 **INSPECTION OF PROTECTIVE DEVICES:** The customer shall have the backflow prevention devices inspected at least once a year, or more often in those instances where successive inspections indicate repeated failure. All inspections and testing shall be performed by a tester certified by the local health department. These devices shall be repaired, overhauled, or replaced at the expense of the water user whenever they are found to be defective. Records of all such tests, repairs, and overhauls shall be mailed to the District and the local health department. Nothing contained herein

shall relieve a potable water customer from the duty to install, test and maintain backflow prevention devices.

6-H-3           **MARKING OF EXPOSED POTABLE AND NON-POTABLE WATER LINES:** Where the premises contain dual or multiple water systems and piping, the exposed portions for recycled water pipelines shall be painted, banded, or marked at sufficient intervals. All outlets from secondary or other potentially contaminated systems shall be posted as being contaminated and unsafe for drinking purposes.

6-H-4           **ON-SITE RECYCLED WATER SUPERVISOR:** The on-site recycled water supervisor designated by the applicant, owner or customer shall be approved by the District. The District may from time to time request that an on-site recycled water supervisor obtain instruction in the use of recycled water, such instruction being provided by or approved by the District.

The District in turn will notify the local health department, the DDW and the Regional Water Quality Control Board (RWQCB) of the identity of the person responsible for the water piping on all premises concerned with these Rules and Regulations. At each premise where it is necessary, in the opinion of the regulatory agency and/or the District, a recycled water supervisor shall be designated who shall be responsible for the installation and the use of pipelines and equipment and for the prevention of cross-connections.

In the event of contamination or pollution of the drinking water system due to a cross-connection on the premises, the local health officer and the District shall be promptly advised by the person responsible for the water system so that appropriate measures may be taken to overcome the contamination or pollution.

6-H-5           **REGULATION OF WASTE DISCHARGE TO SEWERAGE SYSTEMS:** Waste discharge to the sewage system shall be in accordance with Part 8 of these Rules and Regulations.

**PART 6 - SECTION I – SANCTIONS**  
**RULE**

6-I-1           **PUBLIC NUISANCE:** Use of recycled water in any manner in violation of these Rules and Regulations or of any permit issued under these Rules and Regulations is hereby declared a public nuisance and shall be corrected or abated as directed by the District. Any person creating such a public nuisance is guilty of a misdemeanor.

- 6-I-2        **INJUNCTION:** Whenever use of recycled water is in violation of these Rules and Regulations or otherwise causes or threatens to cause a condition of nuisance, the District may seek injunctive relief as may be appropriate to enjoin such or use.
- 6-I-3        **PERMIT REVOCATION:** In addition to any other statute or rule authorizing termination of water service, the District may revoke a permit issued under these Rules and Regulations if a violation of any provision of these Rules and Regulations is found to exist or if a discharge of waste or use of recycled water causes or threatens to cause a nuisance.
- 6-I-4        **PENALTY:** Any owner and/or operator who violates these Rules and Regulations shall, for each day of violation, or portion thereof, be subject to a fine not exceeding \$1,000.00. In addition, water service to the property may be discontinued.

## **PART 7 - OPERATION AND MAINTENANCE OF SEWAGE COLLECTION SYSTEM - (MOORPARK)**

California Water Code Section 55335.5 provides for a waterworks district to construct, maintain, and operate sewage collection and treatment facilities and dispose of the effluent therefrom in any lawful manner and do all things necessary or proper to accomplish such powers. This part is based on that authority and applies only to Ventura County Waterworks District No. 1.

### **PART 7 - SECTION A – DEFINITIONS OF TERMS**

**RULE** In addition to Part 1 of these Rules and Regulations, the following terms shall have the meanings as herein defined whenever references are made there to in this part.

- 7-A-1            **BUILDING:** Any structure or facility used for human habitation, business, industry, recreation, or others uses requiring sanitary facilities.
- 7-A-2            **BUILDING SEWER:** The portion of any sewer which begins at the plumbing or drainage outlet of a building and runs to the property line or a private sewage disposal system.
- 7-A-3            **CONTRACTOR:** Any person currently licensed by the State of California to perform the type of work required by permit.
- 7-A-4            **DISTRICT:** Ventura County Waterworks District No. 1 (Moorpark).
- 7-A-5            **EQUIVALENT RESIDENTIAL UNIT (ERU):** The base from which water demands for each service classification are calculated.
- 7-A-6            **HOUSE LATERAL SEWER:** The portion of a privately owned sewer within a public way or easement which connects a building sewer to the main sewer.
- 7-A-7            **MAIN SEWER:** A public sewer which is designed to accommodate more than one lateral sewer.
- 7-A-8            **MULTIPLE RESIDENTIAL SEWER CONNECTION:** A sewer connection to serve more than one residential unit.
- 7-A-9            **PERMIT:** Any written authorization required pursuant to these Rules and Regulations for the installation or connection of any sewage works.
- 7-A-10           **PRIVATE SEWER:** A sewer serving an independent sewage disposal system not connected with a public sewer
- 7-A-11           **PUBLIC SEWER:** A sewer lying within a public way or easement under the jurisdiction of the District.

- 7-A-12      **MAIN SEWER:** A public sewer which is designed to accommodate more than one lateral sewer.
- 7-A-13      **MULTIPLE RESIDENTIAL SEWER CONNECTION:** A sewer connection to serve more than one residential unit.
- 7-A-14      **PERMIT:** Any written authorization required pursuant to these Rules and Regulations for the installation or connection of any sewage works.
- 7-A-15      **PRIVATE SEWER:** A sewer serving an independent sewage disposal system not connected with a public sewer.
- 7-A-16      **PUBLIC SEWER:** A sewer lying within a public way or easement under the jurisdiction of the District.
- 7-A-17      **SANITARY SEWER:** A sewer to which storm, surface, and ground waters are not intentionally admitted.
- 7-A-18      **SEWAGE:** A combination of water-carried wastes from a residence, a business, an institution, or an industrial establishment.
- 7-A-19      **SEWAGE WORKS:** All facilities for the collection, transportation, pumping, treatment, and disposal of sewage.
- 7-A-20      **SEWER:** Any pipe or conduit for the transportation of sewage.
- 7-A-21      **SEWER CONNECTION FEE:** A fee to obtain permission to connect to the District sewer, to have flow capacity rights and to use the trunk sewer, sewage treatment facilities and appurtenances, provided that the District's prevailing service charges have been paid.
- 7-A-22      **SIDE SEWER:** The sewer line which begins at the foundation wall of a building and terminates at the main sewer and includes both the building and house lateral sewer.
- 7-A-23      **SINGLE RESIDENTIAL SEWER CONNECTION:** A sewer connection to serve a single residential unit.
- 7-A-24      **STREET:** Any public highway, road, street, avenue, alley, way, or public place dedicated to and accepted by the County.

**PART 7 - SECTION B – GENERAL**

Original connections on commencement of operation of a sewage collection system.

**RULE**



- 7-B-1      **SEWER CONNECTION FEES:** The District's Schedule of Rates shall contain all sewer connection fees applicable to customers of the District. These shall be determined by resolution of the Board of the District, pursuant to this part, and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department. Fees shall be collected at the time of issuance of a sewer will-serve letter and after a project has received tentative approval from the appropriate legislative body.
- 7-B-2      **SINGLE RESIDENTIAL SEWER CONNECTION:** A fee as shown in the District's Schedule of Rates shall be paid for each single residential sewer connection.
- 7-B-3      **MULTIPLE RESIDENTIAL SEWER CONNECTION:** A fee computed as shown in this rule shall be paid for each equivalent residential unit (ERU), or fraction thereof, in each multiple residential complex. Each apartment unit or similar type dwelling unit, including a mobile home, shall be considered 0.80 of an ERU and each trailer space shall be considered 0.50 of an ERU. The number of ERUs for recreational and/or other miscellaneous facilities within the multiple residential complexes shall be computed per Method A or Method B described in this rule. No connection fee shall be charged for laundry room facilities within the complex open to use only by residents of the complex.
- 7-B-4      **COMMERCIAL, INDUSTRIAL, INSTITUTIONAL OR MISCELLANEOUS SEWER CONNECTION:** A fee computed by use of Method A, B, or C below, at the option of the District, shall be paid for each commercial, industrial, institutional or miscellaneous sewer connection.

Method A: Based on water meter size:

Each 5/8" or 3/4" meter shall equal one (1) ERU.

Each 1" meter shall equal two (2) ERUs.

Each 1 1/4" or 1 1/2" meter shall equal four (4) ERUs.

Each 2" meter shall equal seven (7) ERUs.

Each 3" meter shall equal fifteen (15) ERUs.

Each 4" meter shall equal thirty (30) ERUs.

Each 6" meter shall equal sixty (60) ERUs.

The fee for each ERU, or fraction thereof, shall be as shown in the District's Schedule of Rates.

Method B: Based on number of plumbing fixtures. Each twenty-five (25) plumbing fixture units as defined in the Uniform Plumbing Code under the Section entitled "Drainage Systems" shall be considered equal to one (1) ERU. The fee for each ERU, or fraction thereof, shall be as shown in the District's Schedule of Rates.

Method C: Based on flow and waste characteristics. Where flow and waste characteristics are of an unusual nature, the ERU is determined based on the following formula:

Daily Flow [0.576 + BOD Concentration (0.228) + TSS Concentration (0.196)]

210

240

300

7-B-5 **SCHEDULE OF SEWER CONNECTION FEES:** The District's Schedule of Rates shall contain all sewer connection fees applicable to customers of the District computed by Methods A or B, above. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department

7-B-6 **SCHEDULE OF SEWER CONNECTION CHARGES:** The District's Schedule of Rates shall contain all sewer connection charges applicable to customers of the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department

Billing shall be made monthly and submitted with the water service charges for the same period. If circumstances warrant, at the option of the District, separate bills may be issued.

The Director or authorized representative may adjust or waive charges to customer bills for those charges resulting from billing errors or other discrepancies.

The sewer service charge for property located within the boundaries of the District shall be collected by the District in the amount as determined in this part and set forth in the District's Schedule of Rates. For an initial connection of any building to the District sewer, the charge for sewer service shall begin with the first day of the month following the date of issuance of the appropriate Building and Safety Department's Certificate of Occupancy and shall continue until a request for discontinuance of service is received by the District. Said sewer service charge shall be billed to the recipient of the Certificate of Occupancy in a manner provided elsewhere in these Rules and Regulations.

When it becomes necessary to bill for a partial billing period of less than 23 days or greater than 37 days, a daily pro-rata billing charge will be calculated.

Bills for sewer service charges shall be due and payable in cash or check on presentation and shall become delinquent 22 days after mailing.

Non-payment of either water or sewer service charges shall result in water service being shut off. Delinquent notices shall be presented by mail, in person or by phone.

If more than one tenant on a parcel of property is served through a single sewer service, the District will render a single bill to the property owner or applicant of record. Said bill shall include a charge for sewer service to be computed in accordance with this section.

No sewer service charge will be made upon notification to the District that the property is vacant and does not require service. The District may at its option require verification that the property is not receiving water service.

7-B-7            **PUBLIC SEWER USE**

7-B-8            **WASTE DISPOSAL:** It shall be unlawful for any person to place, deposit, or permit the deposit in an unsanitary manner upon public or private property within the District or in any area within the jurisdiction of the District, any human excrement or other objectionable waste, except chemical toilets on a construction site may be used during the construction period.

7-B-9            **TREATMENT OF WASTE:** It shall be unlawful to discharge into any drainage conduit, stream, or water course any sewage, industrial waste, or other polluted waters except where suitable treatment has been provided in accordance with the provisions of these Rules and Regulations, except emergency or temporary overflows from sewage lift stations may be permitted by the Engineer for use during temporary outages of power at the lift station.

7-B-10           **UNLAWFUL DISPOSAL:** Except as provided herein, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, sewage pit or other facility intended for the disposal of sewage.

7-B-11           **OCCUPANCY PROHIBITED:** No building shall be occupied until the owner of the premises has complied with the provisions of these Rules and Regulations.

7-B-12           **SEWER CONSTRUCTION**

7-B-13           **SEWER REQUIRED:** Any building located on property which abuts any easement or right of way in which there is a present or planned public sewer of the District shall, at the expense of the owner of said building, and, in accordance with these Rules and Regulations, be connected to the public sewer provided that said public sewer is within two hundred (200) feet of the property line of the site of the building; and that said building is not in excess of two thousand six hundred and forty (2,640) feet from the

District sewer. Said sewer connection shall be completed within 60 days following receipt of official notification to proceed.

- 7-B-14      **PERMIT:** Prior to construction of a building sewer, lateral sewer, or any connection with a public sewer, a written permit shall be obtained, and all fees and connection charges paid in accordance with the provisions of this sections.
- 7-B-15      **CONSTRUCTION REQUIREMENTS:** The requirements of these Rules and Regulations shall govern the construction of all building and lateral sewers.
- 7-B-16      **SEPARATE SEWERS:** Except as provided in this rule for condominium projects, no two adjacent lots fronting on the same street shall be permitted to join in the use of the same side sewer, and every building shall be separately connected with a public sewer if such sewer is available. However, one or more buildings located on property belonging to the same owner may be served with the same side sewer during the period of said ownership. The District shall render a single bill to the property owner, or applicant of record, which shall include the sewer service charge for the entire property. Upon subsequent subdivision and sale of a portion of a lot, that portion not directly connected with a public sewer shall be separately connected with the public sewer. It shall be unlawful for the owner to continue to use or to maintain such indirect connection.
- 7-B-17      **CONDOMINIUM PROJECTS:** In condominium projects, two or more units of the condominium may, at the option of the District, be permitted to join in the use of the same side sewer. The responsibility for maintenance of such side sewer shall be as defined in Section E of this part. The District shall render a single bill to the management body of the project, or its authorized representative, which shall include the sewer service charge for the entire condominium project as computed in accordance with this section.
- 7-B-18      **PERMIT REQUIRED:** Prior to uncovering, connecting to, opening into, using, altering, or disturbing any public sewer or appurtenance, a written permit shall be obtained and all fees, connection charges, and bonds shall be furnished in accordance with the provisions of these Rules and Regulations.

Permission to connect any lot or parcel of land outside the District to any public sewer under the jurisdiction of the District shall be at the discretion of the Board and if approved shall be granted by permit after the subject lot or parcel has been annexed to the District.

The person applying for such permission shall enter into a written contract satisfactory to the District whereby the person shall bind the person and

the person's heirs, successors and assigns to abide by all ordinances, rules, and regulations regarding the use of such sewer, the connection, and the draining therewith. The person shall pay all permit fees and a monthly service charge set by the District for the use of such sewer.

- 7-B-19      **SUBDIVISIONS:** Prior to the approval by the governing body of any final subdivision map, the requirements shown in this section shall be fully complied with. Said map shall provide for the dedication for public use of all streets, easements, or rights-of-way in which public sewer lines are to be constructed. The developer shall construct the sewers in the subdivision or tract and dedicate the in-tract facilities to the District.
- 7-B-20      **INCOMPLETE CONSTRUCTION:** If the final subdivision map is recorded, and the sewer construction of the tract is not completed within the time limit granted by permit, the governing body may extend the time limit or may complete the work and take appropriate action to enforce the provisions of the bond furnished by the subdivider.
- 7-B-21      **EASEMENTS OR RIGHTS-OF-WAY:** Where an easement is required for the extension of the public sewer or a connection thereof, an acceptable easement or right-of-way shall be procured by the applicant and shall be dedicated to the District. Such easement or right-of-way shall be legally sufficient in form and approved by the Engineer prior to the laying and maintenance of such extension or connection.
- 7-B-22      **PERSONS AUTHORIZED:** Public sewer construction within the District shall be performed by authorized contractors or by District forces. All terms and conditions of the District Permit shall be binding on the contractor. The requirements of this section shall also apply to side sewers installed concurrently with public sewer construction.
- 7-B-23      **PERMITS REQUIRED:** No unauthorized person shall uncover, connect with, open into, use, alter, or disturb any public sewer or appurtenance, or perform work on any wastewater drainage system without first obtaining a written permit from the District. Such permit shall be posted at the worksite and shall be shown upon the demand of any authorized representative of the District.
- 7-B-24      **APPLICATION FOR PERMIT:** Any person legally entitled to apply for and receive a permit shall make application to the District on the form provided. The location, ownership, occupancy and use of the premises and a description of the proposed nature of the work to be performed shall be provided by the applicant. Specifications, plans, drawings, and other information shall be supplied to the Engineer as deemed necessary.
- 7-B-25      **PERMIT COMPLIANCE:** The approval of the application is evidenced by the issuance of a permit. Thereafter, no change shall be made in the

location of the sewer, the grade, materials, or other details described in the permit or as shown on the approved plans and specifications, unless prior written permission is obtained from the District.

7-B-26 **AGREEMENT:** The signature of the applicant on an application for a permit shall constitute an agreement to comply with all provisions, terms, and requirements of these Rules and Regulations. The signature shall constitute an agreement to comply with the approved plans and specifications and any further corrections or modifications as may be required by the District. Such agreements shall be binding upon the applicant and may be modified by the District after the receipt and consideration of a written request for modification submitted by the applicant.

7-B-27 **PERMIT CLASSES:** There shall be five classes of permits.

- (a) Single Residential Lot sewer permit.
- (b) Multiple Residential, Institutional, Commercial, Miscellaneous sewer permit.
- (c) Industrial sewer permit.
- (d) Private sewage disposal permit.
- (e) Subdivision Final Map or Parcel Map sewer permit.

7-B-28 **INDUSTRIAL WASTE TESTING FEES:** The testing fee shall be based upon the actual cost of the testing. The Engineer shall estimate the cost of the testing and shall require a cash deposit equal to the estimated cost of the testing from the applicant prior to the start of the testing.

If a refund of the construction inspection fee is requested within ninety (90) days after the fee has been paid and no construction work has commenced, 80% of the fee may be refunded to the applicant.

7-B-29 **BONDS - PUBLIC SEWAGE WORKS CONSTRUCTION:** A faithful performance bond and materials and labor bond or cash each in the amount equivalent to the total estimated cost of the work shall be furnished by the applicant to the District, prior to the issuance of any permit for public sewer construction. Such bond shall be secured by a surety bond or sureties satisfactory to the District. The faithful performance bond or cash deposit shall be conditioned upon the full performance of all the terms and conditions of the permit. It shall guarantee correction of faulty workmanship and replacement of defective materials for a period of one (1) year after the date of acceptance of the work by the District.

7-B-30 **LIABILITY:** The applicant shall be solely liable for any defects or failure during performance of the work or any failure which may develop therein. The District and its officers, agents, and employees shall not be liable or answerable for any liability, including death or injury to persons or property

damage, due to or arising out of the performance of the work by the applicant. The applicant shall indemnify, answer for and save the District and its officers, agents, and employees from all such liability imposed by law, including all costs, expenses, fees, and interest.

## **PART 7 - SECTION C – ENFORCEMENT**

### **RULE**

- 7-C-1      **TIME LIMIT - PERMITS:** If the work authorized by the permit is not commenced within six (6) months from date of issuance or is discontinued for a period of 90 days after partial completion, the permit shall be void. No further work shall be undertaken until a new permit has been secured by proper application and payment of a new fee. The work shall be completed within the calendar days for completion as specified by the new permit.
- 7-C-2      **VIOLATION:** Any person found to be in violation of any provision of these Rules and Regulations (except Rule 7-E-1) shall be served with written notice thereof by the Engineer or other authorized representative of the District. Such written notice shall state the nature of the violation and provide a reasonable time limit for correction thereof. Said time limit shall not be less than two (2) nor more than seven (7) working days. Within the time stated in the notice all violations shall permanently cease. All persons shall be strictly liable for the acts of their agents and employees performed under the provisions of these Rules and Regulations. Upon notification of any defect arising in any sewer, or notification of any violation of these Rules and Regulations, the person or persons in charge of said work shall immediately affect corrections.
- 7-C-3      **PUBLIC NUISANCE:** Continued habitation of any building or continued operation of any facility in violation of the provisions of any of these Rules and Regulations is hereby declared a public nuisance. Proceedings may be brought by the District to abate such nuisance during the period of violation.
- 7-C-4      **DISCONNECTION:** The alternate method of enforcing the provisions of these Rules and Regulations shall be as follows: The Engineer shall have the power to disconnect the user or subdivision sewer system from the sewer mains of the District. Upon disconnection, the Engineer shall estimate the cost of disconnection and reconnection. Such user shall deposit said estimated cost prior to reconnection to the system. The District shall refund any part of the deposit remaining after payment of the aforementioned costs.
- 7-C-5      **PUBLIC NUISANCE, ABATEMENT:** During the period of disconnection, human habitation of such premises shall constitute a public nuisance whereupon the District shall initiate proceedings for the abatement of said

nuisance during the disconnection. Reasonable attorney fees and costs of suit of any action brought shall be paid to the District as a condition precedent to reconnection.

7-C-6 **MEANS OF ENFORCEMENT:** The District declares the foregoing procedures are established as a means of enforcing the provisions of these Rules and Regulations, and not as a penalty.

7-C-7 **MISDEMEANOR:** In accordance with Section 55334 of the California Water Code, any violation of a regulation or ordinance of the District is a misdemeanor punishable by fine not to exceed \$1,000.00, or imprisonment not to exceed six months, or both.

7-C-8 **LIABILITY FOR VIOLATION:** The violation of any provision of these Rules and Regulations, by any person, shall cause the person to be liable to the District for any expense, loss, or damage caused the District by reason of the violation.

7-C-9 **TAMPERING WITH DISTRICT PROPERTY:** No person shall at any time install an unauthorized sewer connection to, tamper with, or otherwise interfere with the sewer system.

In the event a person for any reason damages any part of the sewer system, or causes any such act to be done, such person will be held liable for such damage. The District may impose a fine of up to \$250.00, plus the cost of labor and materials to repair any damages, against any person found to be tampering or otherwise interfering with District property or engaged in the unauthorized operation of any part of the sewer system.

## **PART 7 - SECTION D – MISCELLANEOUS PROVISIONS**

### **RULE**

7-D-1 **PROTECTION FROM DAMAGE:** No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which constitutes a part of the District sewerage works. Any person in violation of this provision shall be subject to the penalties provided by law, as shown in Section D of this part.

7-D-2 **POWER AND AUTHORITY OF INSPECTORS:** The officers, inspectors, Engineer, or any other duly authorized employee of the District shall wear or carry an official badge of office, or other evidence, which establishes the employee's position as such. Upon the exhibition of proper credentials and identification, the employee shall be permitted to enter residential, commercial, institutional, and industrial facilities for the purposes of inspection, observation, measurement, sampling, testing, or otherwise



performing the necessary duties pursuant to the enforcement of the provisions of these Rules and Regulations.

- 7-D-3      **ORIGINAL CONNECTIONS ON COMMENCEMENT OF OPERATION OF SEWAGE SYSTEM:** Notwithstanding any statement to the contrary herein, the owner of any building situated within the District is required to connect such building to the proper public sewer and shall have sixty (60) days after such date as the Board proclaims that the District is ready to receive sewage into the District sewage system to connect such building directly with the proper public sewer, costs of such connection to be at the expense of the owner. Where the cost of providing sewer service to any lot, parcel, or building within the District would cause an undue hardship on the District, the District reserves the right to delay sewer service to said lot, parcel, or building until such time as the District is financially able to provide such service.
- 7-D-4      **OWNER'S RESPONSIBILITY:** The owner shall be responsible for maintaining the side sewer from the building connection to the public sewer line connection. The District is not responsible for damage caused by line breaks or leaks occurring on the owner's property.
- 7-D-5      **SEWER TOO LOW:** In all buildings in which any building sewer is too low to permit gravity flow to public sewer, sanitary sewage carried by such building sewer shall be lifted by artificial means, provided by the owner, approved by the District's inspector or other authorized representative, and discharged to the public sewer at the expense of the owner.
- 7-D-6      **DESIGN AND CONSTRUCTION STANDARDS:** Minimum standards for the design and construction of sewers within the District shall be in accordance with the specifications for sewer construction heretofore and hereafter adopted by the District, copies of which are on file in the District office. The Engineer may permit modifications or may require higher standards where unusual conditions are encountered. "As-Built" drawings showing the actual location of all mains, structures, Y's, laterals, and cleanouts shall be filed with the District before final acceptance of the work.
- 7-D-7      **SWIMMING POOLS:** It shall be unlawful for any person to discharge the contents of a swimming pool into a sanitary sewer except in the manner specified herein. The size of pipe carrying discharge water shall not be larger than 2" and shall not be under a head to exceed 20'. If the water is discharged by pumping, the rate of flow shall not exceed 100 gallons per minute. Each swimming pool discharging to a sanitary sewer shall be equipped with an approved separator to preclude any possibility of a backflow of sewage into the swimming pool or piping system.

## **PART 8 - GENERAL CONDITIONS AND RULES FOR SEWAGE DISPOSAL**

It is the purpose of this part to guide Ventura County Waterworks Districts Nos. 1 and 16 (collectively, District) in the administration of their sewage systems and to control and regulate wastewater discharges into the systems. This part enables the District to comply with all applicable federal and State laws, including the federal Water Pollution Control Act and the pretreatment regulations contained in the Code of Federal Regulations.

### **PART 8 - SECTION A – DEFINITIONS OF TERMS FOR SEWAGE DISPOSAL**

Unless the context specifically indicates otherwise, the following terms shall have the meanings as defined herein whenever references are made thereto in this part.

#### **RULE**

- 8-A-1        **Act:** The federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. § 1251 et seq.
- 8-A-2        **Approval authority:** California State Water Resources Control Board or California Regional Water Quality Control Board.
- 8-A-3        **Authorized representative of industrial user:** A responsible corporate officer or a duly authorized representative of that person in control of the property or premises from which the sewage discharge originates.
- 8-A-4        **Biochemical oxygen demand (BOD):** The quantity of oxygen, expressed in milligrams per liter (mg/L), utilized in the biochemical oxidation of organic matter as determined by the appropriate procedures set forth in Standard Methods.
- 8-A-5        **Building sewer:** A sewer conveying wastewater from the premises of a user to the public sewer.
- 8-A-6        **CFR:** Code of Federal Regulations.
- 8-A-7        **Chlorine demand:** The difference between the amounts of chlorine added to sample of wastewater and the amount remaining at the end of a 30-minute period, as determined by the appropriate procedures set forth in Standard Methods.
- 8-A-8        **Collector sewer:** A public sewer, usually eight inches or larger in diameter, used to collect wastewater from house connection sewers and industrial connection sewers to transport it to trunk sewers.

- 8-A-9        **Cooling water:** The water discharged from any use such as air conditioning, cooling or refrigeration, or to which the only pollutant added is heat.
- 8-A-10       **Compatible pollutant:** Biochemical Oxygen Demand, organic carbon, suspended solids, ammonia-nitrogen, and total coliform bacteria, plus additional pollutants identified in the District's NPDES permit if the District's wastewater treatment plant was designed to treat such pollutants and if such pollutants do not interfere with the operations of the wastewater treatment plant and if in fact the wastewater treatment plant does remove such pollutants to a substantial degree.
- 8-A-11       **Compliance schedule:** The time period allowed by the District in which an industry shall comply with permit conditions, or prohibitions, limitations, and/or requirements of this part or any other order issued by the District.
- 8-A-12       **Connection:** That part of any sewer extending from a sewer main in a public easement or right-of-way to private property for exclusive use of the property.
- 8-A-13       **Contaminated water:** Any water impaired in quality by waste to the degree which creates a hazard to the public health through poisoning or through spread of disease; contamination includes any equivalent effect resulting from the disposal of industrial waste.
- 8-A-14       **Customer:** A person who is, or who has agreed to be, responsible for the payment of sewer service charges as defined or levied by the District.
- 8-A-15       **Director:** The Director of Ventura County Waterworks District or authorized representative.
- 8-A-16       **District:** Ventura County Waterworks District No. 1 or No. 16.
- 8-A-17       **District Board:** The District's Board of Directors, which is the County of Ventura Board of Supervisors. This Board has enforcement capabilities as the governing board of the District.
- 8-A-18       **Domestic wastewater:** The liquid and water borne waste derived from the ordinary living processes, free from industrial waste, and susceptible to satisfactory disposal without special treatment into the public sewer or by means of a private wastewater disposal system. The District has on file the parameters and concentration of constituents that, for the purposes of this part, define domestic wastewater.
- 8-A-19       **Effluent:** The liquid outflow and/or discharge to the District's sewage system from any treatment plant or facility designated to treat, convey, or store wastewater.

- 8-A-20      **EPA:** The United States Environmental Protection Agency or, where appropriate, the administrator or other duly authorized official of said agency.
- 8-A-21      **Fee:** Any charge assessed to a user for the use, or continued use, of any portion of the District's sewage system. Fee includes but is not limited to a charge(s) for: connection or tap for new customers; monthly sewer service; industrial wastewater discharge permit; excess capacity connection; industrial wastewater treatment; excessive industrial wastewater treatment capacity; laboratory testing; waste hauler's permit; oversize sewer and non-compliance penalty.
- 8-A-22      **Floatable oil and grease:** The oil and grease floating on the surface of a sample of water as determined by the appropriate procedures set forth in Standard Methods.
- 8-A-23      **Formula users:** Those users who are regulated under the industrial wastewater discharge permit system and billed according to a formula based on the measured or set strength and volume of their wastewater discharged.
- 8-A-24      **Garbage:** The putrescible animal and vegetable wastes resulting from the handling, preparation, and consumption of foods.
- 8-A-25      **Grab sample:** A sample taken from a waste stream on a one-time basis with no regard to the flow in the waste stream and without consideration of time.
- 8-A-26      **Gravity Separating Device:** A device designed, constructed, and operated for the purpose of retaining sand, silt, grit, mineral material, and oil and grease by gravity differential separation from wastewater.
- 8-A-27      **Grease:** The definition is set forth in Standard Methods, and includes waxes, fats, oils and other non volatile materials tested as determined by appropriate procedures set forth in Standard Methods.
- 8-A-28      **Grease Interceptor or Interceptor:** A device of at least 750-gallon capacity designed, constructed, and operated to separate and retain grease while permitting the wastewater to be discharged into the District's sewage system.
- 8-A-29      **Ground garbage:** The residue from the preparation, cooking and dispensing of food that has been shredded to such a degree that all particles will be carried freely in suspension under the flow conditions normally prevailing in public sewers with no particle greater than one-half inch in any dimension.

- 8-A-30      **Industrial connection sewer:** The sewer connecting a building sewer or building wastewater drainage system to a District sewer for the purpose of conveying industrial wastewater.
- 8-A-31      **Industrial user:** Any producing, manufacturing, processing, institutional, commercial, agricultural or similar person (as defined herein) that discharges, directly or indirectly, wastewater into the District's sewage system of which the solid, liquid or gaseous waste discharge has pollutants different than or stronger than or with constituents other than those defined for domestic wastewater or any categorical industrial user as defined in 40 CFR Chapter I, Subchapter N, Parts 401 471.
- 8-A-32      **Industrial waste:** Any solid, liquid, gaseous or radioactive substance that is discharged, flowing, or permitted to escape from any producing, manufacturing, processing, institutional, commercial, agricultural or similar operation from the development, recovery, or processing of any material resource which will enter into the District's sewage system.
- 8-A-33      **Industrial wastewater:** The liquid and waste-carried industrial waste, whether treated or untreated, which is permitted to enter the District's sewage system.
- 8-A-34      **Industrial wastewater discharge permit:** A conditionally written authorization to allow an industrial user to utilize the District's sewage system for the discharge of industrial wastewater.
- 8-A-35      **Inspector:** The person authorized by the District to inspect any raw material, waste or wastewater generation, conveyance, processing, storage, and/or disposal facilities within the District's jurisdiction.
- 8-A-36      **Interceptor main:** A sewer main which is ten inches or greater in size and is intended to collect wastewater from a large area.
- 8-A-37      **Interceptor sewer:** A closed conduit whose primary purpose is to transport rather than collect wastewater and which performs one or more of the following functions as its primary purpose:
1.    Intercepts wastewater from a final point in a collection system and conveys the wastewater directly to the wastewater treatment plant;
  2.    Serves in place of a potential treatment plant and transports the collected wastewater to an adjoining collection system or interceptor and thence to treatment;
  3.    Transports the wastewater from one or more municipal collection systems to another municipality or to the wastewater treatment plant for treatment; or

4. Intercepts an existing major discharge of raw or inadequately treated wastewater for transport directly to another interceptor or to the wastewater treatment plant.

- 8-A-38      **Interference:** The discharge by an industrial user which, alone or in conjunction with discharges by other sources, inhibits or disrupts the District's wastewater treatment plant, its treatment processes or operations, water reclamation, or its sludge processes, use or disposal, and which is a cause of a violation of any requirement of the District's NPDES permit (including an increase in the magnitude or duration of a violation) or of the prevention of sludge use or disposal by the District's wastewater treatment plant in accordance with the following statutory provisions and regulations or permits issued thereunder (or more stringent State or local regulations): Title 22, Section 405 of the Act, the Solid Waste Disposal Act (SWDA) (including Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), and including State regulations contained in the State's sludge management plan prepared pursuant to Subtitle D or the SWDA), the Clean Air Act, the Toxic Substances Control Act, and the Marine Protection Research and Sanctuaries Act.
- 8-A-39      **Mass emission rate:** The weight of material discharged to the District's sewage system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of a particular constituent or combination of constituents.
- 8-A-40      **National categorical pretreatment standard:** Any regulation containing pollutant discharge limits applying to a specific category of industrial users which is promulgated by the EPA in accordance with 40 CFR, Chapter I, Subchapter N, Parts 401-471, and specifically in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. § 1317).
- 8-A-41      **NPDES permit:** A National Pollutant Discharge Elimination System (NPDES) permit issued pursuant to Section 402 of the Act (33 U.S.C. § 1342).
- 8-A-42      **National prohibitive discharge standard or prohibitive discharge standard:** Any regulation developed under the authority of 307(b) of the Act and 40 CFR Part 403.5.
- 8-A-43      **New source:** Any building, structure, facility or installation from which there is a discharge of pollutants, the construction of which is commenced after the publication of proposed pretreatment standards under Section 307(c) of the Act and as further defined in 40 CFR Part 403.3(1).
- 8-A-44      **Non-compatible pollutant:** Any pollutant that is not a compatible pollutant.

- 8-A-45      **Nuisance:** Anything that is injurious to health or is indecent or offensive to the senses, or an obstruction to the free use of property so as to interfere with the comfortable enjoyment of life or property.
- 8-A-46      **Pass through:** The discharge of pollutants through the District's wastewater treatment plant into navigable waters in quantities or concentration which, alone or in conjunction with discharges from other sources, is a cause of a violation of any requirement of the District's NPDES permit (including an increase in the magnitude or duration of a violation).
- 8-A-47      **Peak flow rate:** The maximum discharge rate over a 30-minute period between the hours of 7:00 a.m. and 10:00 p.m. and determined by averaging a maximum of ten substantiated peak flow rate measurements of the accrual period in gallons per minute; in the absence of actual peak flow rate data, peak flow rate may be computed in the manner set forth by the District.
- 8-A-48      **pH:** The logarithm (base 10) of the reciprocal of the hydrogen-ion concentration expressed in moles per liter as determined by the appropriate procedures set forth in Standard Methods.
- 8-A-49      **Pollutant:** Any dredged soil, solid waste, incinerator residue, garbage, sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt, and industrial, municipal and agricultural waste discharged into water.
- 8-A-50      **Polluted water:** Any water altered in quality by waste to a degree that unreasonably affects: (1) the water for beneficial use; or (2) the facilities that serve the beneficial use.
- 8-A-51      **Pollution:** The man-made or man-induced alteration of the chemical, physical, biological, and radiological integrity of water. The term pollution may include contamination.
- 8-A-52      **Pretreatment:** The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into the District's wastewater treatment plant. The reduction or alteration can be obtained by physical, chemical, or biological processes, or by process changes, except as prohibited by 40 CFR Part 403.6(d).
- 8-A-53      **Pretreatment facility:** Any works or device for the treatment or flow limitation of sewage, liquid waste, or industrial waste prior to discharge into a public sewer.

- 8-A-54      **Pretreatment requirements:** Any substantive or procedural requirement related to pretreatment, other than a national pretreatment standard, imposed on an industrial discharger.
- 8-A-55      **Pretreatment standard:** Any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307(b) and (c) et seq. of the Act which applies to industrial users. These include categorical standards which establish specific concentration limits for certain pollutants and total prohibitions of other pollutants as specified in 40 CFR Part 403 et seq.
- 8-A-56      **Private sewer:** A sewer, other than a connection, laid by a private party to serve one or more buildings which are not immediately adjacent to a public sewer, so as to connect a building to a public sewer and irrespective of whether the sewer is constructed on public or private property.
- 8-A-57      **Public sewer:** Any sewer dedicated to public use and which is controlled by a public authority.
- 8-A-58      **Radioactive material:** Material containing chemical elements that spontaneously change their atomic structure by emitting any particles, rays, or energy forms in excess of normal background radiation.
- 8-A-59      **Regional users:** Those users of the District's sewage system having a written agreement with the District, other than an industrial wastewater discharge permit, whereby the District guarantees treatment and disposal of their wastewater at an agreed upon price.
- 8-A-60      **Sampling well:** An approved opening to a building sewer for the purpose of inspection, sampling, and/or flow measurement.
- 8-A-61      **Sanitary sewer:** A conduit that conveys wastewater or industrial wastes, or a combination of both, and into which storm waters, surface and ground waters, and unpolluted waters are not normally admitted.
- 8-A-62      **Seepage pit:** A lined excavation in the ground which receives the discharge of a septic tank and designed to permit the effluent from the septic tank to seep through its bottom and side.
- 8-A-63      **Septic tank:** A watertight receptacle which receives the domestic wastewater discharge of a building and is designed and constructed to separate solids from the liquid, digest organic matter through a period of detention, and allow the liquid to discharge into the soil outside of the tank through a system of open joint or perforated piping or a seepage pit.



- 8-A-64      **Settleable solids:** Any solids that will settle out of a liquid in a specified interval of time as determined by appropriate procedures set forth in Standard Methods.
- 8-A-65      **Sewage:** The wastewater of the community derived from domestic, agricultural, commercial, institutional, or industrial sources, together with such surface water, groundwater, and storm water as may be present.
- 8-A-66      **Sewage system:** All the facilities used for collection, pumping, transportation, treatment, and final disposal of wastewater. For the purposes of this part, this shall also include any sewers that convey wastewater from persons outside the District who are, by contract or agreement with the District, users of the District's sewage system.
- 8-A-67      **Sewer:** A pipe or conduit together with appurtenances for carrying wastewater.
- 8-A-68      **Sewer main:** The same as interceptor main.
- 8-A-69      **Significant change:** Plus or minus 20 percent in a user's typical discharge pattern: flow rate, peak flow rate, constituents, concentration of constituents, or characteristics.
- 8-A-70      **Significant industrial wastewater user:** All industrial users subject to categorical pretreatment standards under 40 CFR Part 403.6 and 40 CFR Chapter I, Subchapter N, Parts 401-471, and any industrial user of the District's sewage system that: (1) has a discharge flow of 10,000 gallons or more per average work day; (2) has in its wastewater toxic pollutants as defined pursuant to Section 307 of the Act or State statutes and rules; (3) contributes a process waste stream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the treatment plant; or (4) is found by the District or the EPA to have significant impact, either singly or in combination with other contributing industries, on the sewage system, the quality of sludge, the quality of reclaimed water, the system's effluent quality, or air emissions generated by the system with the potential to adversely affect the treatment plant's operation or to violate any pretreatment standard or requirement.
- 8-A-71      **Standard industrial classification:** A classification pursuant to the Standard Industrial Classification Manual (latest edition) issued by the Executive Office of the President, Office of Management and Budget.
- 8-A-72      **Standard Methods:** The current edition of "Standard Methods for the Examination of Water and Wastewater" published by the American Public Health Association. All tests shall be conducted in accordance with these procedures except where the District approves other procedures necessary for unusual wastes.

- 8-A-73      **State:** State of California.
- 8-A-74      **Storm water:** Any flow occurring during or following any form of natural precipitation and resulting therefrom.
- 8-A-75      **Suspended solids (SS):** The solid matter suspended in wastewater as determined by appropriate procedures set forth in Standard Methods.
- 8-A-76      **Total dissolved solids (TDS):** The solid matter in solution in wastewater, as determined by evaporation of a wastewater sample from which all suspended matter has been removed by filtration as determined by the appropriate procedures set forth in "Standard Methods."
- 8-A-77      **Total toxic organics (TTO):** TTO is the summation of all quantifiable values greater than 0.01 milligrams per liter (mg/L) for those toxic organics listed in Section C of this part and 40 CFR Part 413.02(i).
- 8-A-78      **Toxic pollutant:** Any pollutant or combination of pollutants listed as toxic in regulations promulgated by the administrator of the EPA under the provision of Section 307(a) of the Act or other acts or designated toxic by either the State or District.
- 8-A-79      **Trunk sewer:** A sewer constructed, maintained, and operated by the District that conveys wastewater to the District's wastewater treatment plant and into which the interceptor, lateral, and collecting sewers discharge.
- 8-A-80      **Uncontaminated water:** Any wastewater not contaminated or polluted with sewage and which is suitable for discharge into the storm water drainage system, excluding unlined natural watercourses.
- 8-A-81      **User:** Any person, facility, business, or entity who contributes, causes, or permits the contribution of industrial and/or domestic wastewater discharge to the District's sewage system.
- 8-A-82      **Waste:** All materials, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from or related to any producing, manufacturing, or processing operation of whatever nature, including such materials placed within containers of whatever nature prior to, and for purposes of, disposal.
- 8-A-83      **Wastewater:** The liquid and water carried waste, whether treated or untreated, which is permitted to enter the District's sewage system.
- 8-A-84      **Wastewater treatment plant:** An assemblage of devices, structures, and equipment for treatment of wastewater.

If the application of any definition to a specific situation is without utility or creates ambiguity, reference may be made to the definitions of Uniform Plumbing Code to resolve the issue created.

8-A-85

**Abbreviations:**

* <b><u>BOD5</u></b>	Biochemical Oxygen Demand, 5 Day
* <b><u>L</u></b>	Liter
* <b><u>mg</u></b>	Milligrams
* <b><u>mg/L</u></b>	Milligrams per Liter
* <b><u>Lb/d</u></b>	Pounds per Day
* <b><u>KLb</u></b>	Thousands of Pounds
* <b><u>KLb/d</u></b>	Thousands of Pounds per Day
* <b><u>SS</u></b>	Suspended Solids
* <b><u>O &amp; G</u></b>	Oil and Grease

**PART 8 - SECTION B – ADMINISTRATION OF SYSTEM**

**RULE**

8-B-1

**ADMINISTRATION AND ENFORCEMENT:**

The Director **or authorized representative** shall administer, implement, and enforce the provisions of this part. Any ministerial powers granted to or duties imposed upon the Director or authorized representative.

8-B-2

**ADMINISTRATIVE REGULATIONS:**

The Director or authorized representative is authorized to promulgate regulations and standards reasonably necessary to protect the District's sewage system, to comply with all applicable federal and State laws required by the Act and the pretreatment regulations contained in 40 CFR Part 403 et seq., to control and regulate the proper use thereof, to prevent overflow, and to provide for the issuance, suspension, or revocation of industrial wastewater discharge permits, provided, however, the regulations shall be consistent with the provisions of this part and formulated to result in the uniform control of the total sewage system within the District.

The Director is authorized to promulgate, as the Director deems necessary, reasonable regulations relating to the rate of flow and the quality and quantity of wastewater discharges to the sewage system of the District, which shall be consistent with and implement the purposes of this part.

8-B-3

**INSPECTION AND SAMPLING:**

The Director or authorized representative, through a program of inspection and sampling, will ensure compliance with the provisions of this part, the user's industrial wastewater discharge permit, and all applicable federal and State laws and regulations. The program shall include, but is not limited to, the review of self monitoring reports, inspections, sampling, flow verification, and the retention of all necessary records.

The Director or authorized representative shall inspect the facilities of any person to ascertain whether the purposes of this part are being met and all prohibitions, limitations and requirements are being complied with. Upon presentation of proper identification, persons or occupants of premises where waste or wastewater is created or discharged will allow inspectors ready access, at all reasonable times, to all parts of the premises for the purposes of inspection, sampling, records examination, evidence gathering, or in the performance of any of their other duties. In addition, the District's staff or other authorized representatives may enter the property at any hour under emergency circumstances involving the District's sewage system. The District, the approval authority, and the EPA shall have the right to set up on the user's property such devices as are necessary to conduct sampling inspection, compliance monitoring, and/or metering operations.

During the inspection and compliance monitoring activities, the inspector shall observe all reasonable security, safety, and sanitation measures. In addition, the inspector shall observe reasonable precautionary measures specified by the user.

Where a user has security measures in force which would require proper identification and clearance before entry into the user's premises, the user shall make necessary arrangements with the user's security guards so that upon presentation of suitable identification, personnel from the District, the approval authority, or the EPA will be permitted to enter, without delay, for the purposes of performing their specific responsibilities.

No persons shall interfere with, delay, resist, or refuse entrance to an authorized inspector attempting to inspect any raw material, waste or wastewater generation, conveyance, treatment, or storage facility.

A report listing any deficiencies and/or violations found during the inspection shall be prepared by the inspector and shall be kept on file at the District office. A copy of the report shall be provided to user.

If corrections are needed, the user shall provide to the District an approved compliance schedule (see Section E of this part).

When obtaining samples, the inspector shall allow the user to collect replicate samples for separate analysis.

8-B-4      **CONNECTIONS TO MAINS TO BE MAINTAINED BY OWNER:** All connections, including the wye or saddle at the sewer main and lateral, shall be maintained at the expense of the property owner.

8-B-5      **AVAILABILITY OF FACILITIES – RESTRICTION OF DISCHARGE RATE:** If sewage system capacity is not available, the Director or

authorized representative may restrict discharge until sufficient capacity can be made available. The District shall advise any person desiring to locate a new facility of the areas where wastewater of the proposed quantity and quality can be received by available sewage system capacity. The District may refuse immediate service to any new facility located in an area where there is insufficient capacity in the District's sewage system to accommodate the proposed quality and quantity of the wastewater.

The District may restrict the rate of discharge into any sanitary sewer during the peak flow hours or at any other time when required to prevent the overloading of the sewage system. A user so restricted shall be required either to curtail the rate of discharge or to provide approved storage or retention facilities for the wastewater. Wastewater so retained may be discharged into a sanitary sewer between the hours of 9:00 p.m. and 6:00 a.m., or during other periods prescribed by the District, at a rate of flow which the sewage system can accommodate.

8-B-6      **EXCESSIVE SEWER MAINTENANCE EXPENSE:** Any person who discharges or causes to be discharged into the District's sewage system, either directly or indirectly, any waste or wastewater which creates a stoppage, plugging, breakage, permanent reduction in the capacity of a sewer, or any other damage to the District's sewage system shall be liable for the damage and for excessive sewage system maintenance expense occasioned thereby. The expense and the damage shall be deemed a debt to the District and will be charged to the user by the District. Any excessive maintenance expense or any other expenses attributable thereto shall be charged to the offending user by the District.

8-B-7      **DAMAGE TO DISTRICT'S SEWAGE SYSTEM - CREATION OF OTHER LIABILITY:** Any person who discharges or causes to be discharged into the District's sewage system, either directly or indirectly, any prohibited waste or wastewater which causes damage to the system, causes detrimental effects upon District's wastewater treatment plant processes, or causes the violation of a discharge requirement or regulation imposed by a regulatory agency shall be liable for all damages and costs occasioned thereby, including any penalty assessed by a regulatory agency. The damages, costs, or penalty assessed shall be deemed a debt to the District and shall be charged to the user by the District.

8-B-8      **CONFIDENTIAL INFORMATION:** Information and data on a user obtained from reports, questionnaires, permit applications, permits, and monitoring programs and from inspections shall be available to the public or other governmental agency without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the District that the release of such information would divulge information, processes, or methods of production entitled to protection as confidential information of the user.

When requested by the person furnishing a report, the portions of the report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available upon written request to governmental agencies for uses related to this part and/or the National Pollutant Discharge Elimination System; provided, however, that such portions of a report shall be available for use by the State or any State agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information.

8-B-9      **RECONSIDERATION:** Any person unsatisfied with an action, decision, or determination of the Director or authorized representative under this part may file a written request for reconsideration. The request shall specify the action, decision, or determination complained of and shall state the reasons upon which the request for reconsideration is based. The Director or authorized representative will consider the request, rule thereon, and give notice of the ruling within 30 calendar days following the filing of the request with the District.

8-B-10     **APPEAL TO THE BOARD OF DIRECTORS**  
Within ten calendar days following the date that notice of the Director's ruling on reconsideration is given, the person who initiated the request for reconsideration may appeal the ruling to the District Board.

An appeal shall be perfected by filing with the Clerk of the District Board an original and two copies of a notice of appeal, which states with particularity the grounds of appeal and the specific relief requested. The Clerk shall note on the original notice the date and time of filing and shall transmit copies of the notice to the District and County Counsel.

8-B-11     **NOTICE AND HEARING FOR APPEAL:**  
A hearing on appeal shall be held by the District no more than 35 calendar days following the date of filing of the notice of appeal.

The Clerk shall fix the date, place, and time of hearing on appeal. Written notice thereof shall be given by the Clerk to the appellant, to the District, and to any person of record directly affected by the appeal. The written notice of the date, place, and time shall be given at least five calendar days prior to the date of the hearing.

The consideration of the District Board at hearing on appeal shall be restricted to the issues raised by the grounds specified in the notice of appeal. The appellant may appear personally and by counsel, may examine opposing witnesses and may present witnesses and evidence in the appellant's own behalf.

The District Board shall announce its decision resolving an appeal within 14 calendar days following the conclusion of public hearing on the matter. The decision of the District Board shall comport with the purposes of this part, shall do substantial justice, and shall serve the public interest, health, safety, and welfare.

8-B-12 **NOTICE OF DECISION:** Not later than 10 calendar days following the date on which the decision of the District Board is rendered, the Clerk shall mail notice of or a copy of the decision to the appellant and to the District.

8-B-13 **NOTICE - TIME LIMITS:** Unless otherwise provided herein, any notice required to be given by the District pursuant to this part shall be in writing and served in person or by registered or certified mail. If served by mail, the notice shall be sent to the last address known to the District.

Notice by mail shall be deemed to have been given at the time of deposit, registered or certified postage prepaid, in a collection facility regularly serviced by the United States Postal Service; and notice personally served shall be effective at the time the written notice is served upon the person or served in any other manner permitted by the California Code of Civil Procedure.

Any time limit provided in a written notice or in any provision of this part may be extended in writing by or at the direction of the Director.

8-B-14 **PUBLIC NOTIFICATION:** Public notification will be made at least annually in the largest daily local newspaper listing all local industries that, during the previous 12 months, were in significant non-compliance with applicable federal pretreatment standards or other pretreatment requirements. For the purposes of this provision, a significant non-compliance would be those violations that meet one or more of the criteria as outlined in 40 CFR Part 403.8(f)(2)(viii)(D).

**PART 8 - SECTION C – WASTEWATER DISCHARGE INTO DISTRICT SEWAGE SYSTEM**  
**RULE**

8-C-1 **WASTEWATER DISCHARGE POLICY:**

Domestic and industrial wastewater originating within the District will be accepted into the District's sewage system if there is capacity in the system and the wastewater will not:

- 1) Menace public health;
- 2) Detrimentially affect the local environment;
- 3) Create a nuisance, including odor and infestation;

- 4) Impose excessive collection, treatment, or disposal costs upon the District;
- 5) Significantly interfere with or impede wastewater treatment processes;
- 6) Interfere with or impede wastewater reclamation processes;
- 7) Exceed quality limits and quantity requirements established by this part;
- 8) Significantly contaminate the sludge from the treatment process;
- 9) Cause the District to violate its NPDES permit.

This part provides specific limits for prohibited constituents only where they are now reasonably well established. Other constituents will be brought under regulation when specific limits are established. In some cases, the concentration or amount of any particular constituent which will be judged to be excessive or unreasonable cannot be foreseen but will depend on the results of technical determinations relating to the particular situation and the actions of regulatory agencies.

No person shall discharge any domestic or industrial wastewater to the ground, into any surface drainage conduit, storm drain or channel, or stream or other watercourse.

8-C-2

**DISTRICT DISCHARGE PROHIBITIONS:** No user shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater which will interfere with the operation or performance of the District's sewage system. These District prohibitions apply to all users of the District's sewage system whether or not the user is subject to the national categorical pretreatment standards or any other federal, State, or local pretreatment standards or requirements. A user may not contribute the following substances, directly or indirectly, to the District's sewage system.

Any liquids, solids, or gases which by reason of their nature or quantity are or may be sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the District's sewage system, its operation or personnel. At no time shall two successive readings on an explosion hazard meter at the point of discharge into the system (or at any point in the system) be more than five percent nor any single reading over ten percent of the Lower Explosive Limit (LEL) of the meter. Prohibited materials include substances which the District, the State, or EPA has notified the user is a fire hazard or a hazard to system.

Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the District's sewage system, or exceed the limitation set forth in categorical pretreatment standards or this section. A toxic pollutant shall include but not be limited to any pollutant identified pursuant to Section 307(a) of the Act.



Any wastewater having a pH less than 6.5 or a pH higher than 8.5 or wastewater having any other corrosive or detrimental characteristics capable of causing damage or hazard to structures, equipment, and/or personnel of the District's sewage system.

Solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment plant such as but not limited to: grease, garbage with particles greater than one-half inch in any dimension, animal guts or tissues, paunch manure, bones, hair, fleshing, hides or entrails, whole blood and/or components, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastics, gas, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud, and glass grinding, or polishing wastes.

Rainwater, stormwater, groundwater, street drainage, sub-surface drainage, roof drainage, swimming pool and/or spa water, yard drainage, water from yard fountains, ponds or lawn sprays or other uncontaminated water, without the District's approval, or water added for the purpose of diluting wastes which exceed maximum concentration limitations.

Non-biodegradable oils commonly called soluble oils which may form persistent water emulsions or oil, petroleum oil, or refined petroleum products beyond a concentration set forth under "Specific Pollutants Limitations," disposal of oils and fats including lard, tallow, or vegetable oil in concentrations which may be detrimental to the District's sewage system or which violate the District's NPDES permit.

Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for maintenance and repair.

Any substance which may cause the District's wastewater treatment plant's effluent or any other product such as sludge, residues, or scum to be unsuitable for reclamation and reuse or to interfere with the reclamation process. In no case shall a material be discharged which causes the District's wastewater treatment plant to be in non-compliance with sludge use or disposal criteria, guidelines, or regulations developed under Section 405 of the Act. Any criteria, guidelines, or regulations affecting sludge use or disposal developed pursuant to the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, or State criteria applicable to the sludge management method being used.

Any substance in concentration sufficient to cause the District's wastewater treatment plant to violate its NPDES permit or the receiving water quality standards.

Any wastewater with objectionable color including, but not limited to, dye wastes and vegetable tanning solutions.

Any wastewater having a temperature which will inhibit biological activity in the District's wastewater treatment plant resulting in interference but in no case wastewater with a temperature at the introduction into the District's sewage system which exceeds 104°F.

Any wastewater containing any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the District in compliance with applicable State or federal regulations.

Any wastewater which causes a hazard to human life or creates a public nuisance.

Deionized or distilled water in excess of laboratory usage, single pass cooling water, blow-down or bleed water from cooling towers or other evaporation coolers exceeding 1/3 of the make-up water (quantities in excess of 1/3 of the make-up water may be discharged into the District's sewage system, subject to Section B of this part, during off-peak hours if hydraulic sewer capacity is available).

Any wastewater with amounts of TDS which may be detrimental to the District's sewage system.

No person shall discharge or cause to be discharged into the District's sewage system any waste or wastewater if in the opinion of the District the discharge may have an adverse or harmful effect on sewers, maintenance personnel, wastewater treatment plant personnel or equipment, treatment plant effluent quality, public or private property or may otherwise endanger ecological systems or create a public nuisance. In determining the acceptability of specific wastewater under this rule, the District shall consider, in addition to the foregoing, the nature of the wastewater, the adequacy and nature of the collection, the treatment and disposal system available to accept the wastewater, and the District policy embodied in this part. Upon such consideration, the District shall adopt new rules and regulations and upon appropriate application shall establish terms and conditions appropriate to specific users.

8-C-3 **LIMITATIONS ON WATER SOFTENERS**

8-C-4 **LARGE COMMERCIAL SIZED WATER SOFTENERS:** The discharge of wastewater into a public sewer main resulting from the regeneration of any

water softener unit or combination of units larger than 1.2 cubic feet capacity in any concentration is specifically prohibited. In this regard, all such wastewater resulting from the on-site regeneration of water softener units for which the discharge of wastewater into a public sewer main is prohibited by this subdivision shall be disposed of by, and at the exclusive expense of, the involved owner or rental water softening service operator by hauling such waste to an approved disposal facility.

8-C-5 **RESIDENTIAL SIZED WATER SOFTENERS:** The discharge of wastewater into a public sewer main resulting from the regeneration of any residential water softener unit smaller than 1.2 cubic feet capacity may be allowed subject to all the following conditions:

- (a) The appliance is certified to control the quantity of salt used per regeneration by a preset device and the settings of such device are limited so that a salt efficiency rating of no less than 2850 grains of hardness removed per pound of salt used in regeneration is achieved: and
- (b) The installation of the appliance is accompanied by the simultaneous installation of the following softened or conditioned water conservation devices on all fixtures using softened or conditioned water, unless such devices are already in place:
  - 1) Faucet flow restrictors
  - 2) Ultra low flow showerhead with capacity of 2.5 gallons per minute
  - 3) Ultra low flow toilet using 1.6 gallons per flush
  - 4) A piping system installed so that untreated (unsoftened or unconditioned) supply water is carried to hose bibbs and sill cocks which serve water to the outside of the house.
- (c) The user pays all applicable fees and obtains a permit from the District.

8-C-6 **SPECIFIC DISCHARGE LIMITATIONS FOR INDUSTRIAL USERS:**  
No industrial discharger shall discharge wastewater containing pollutants more than:

8-C-7 **VENTURA COUNTY WATERWORKS DISTRICT NO. 1 (MOORPARK)**

Daily Maximum

<u>Parameter</u>	<u>Concentration (mg/L)</u>
Arsenic	1.1
Biochemical Oxygen Demand 5 day	700
Boron	1.0
Cadmium	0.15
Chloride	150

Chromium (total)	1.1
Copper	4.1
Cyanide (Total)	1.2
Lead	0.18
Mercury	0.01
Nickel	3.8
Oil and Grease	250
Phenolic Compounds	0.05
Silver	3.2
Sulfate	250
Sulfide (dissolved)	0.20
Suspended Solids (lbs./day)	813/(500)
Total Dissolved Solids	2040
Total Toxic Organics (TTO)1	2.17
Zinc	6.0

The following pollutants must be analyzed as part of the District's Total Toxic Organics limit by approved methodologies listed in 40 CFR Part 413.02(i):

Acenaphthene	N-nitrosodiphenylamine
Acrolein	N-nitrosodi-n-propylamine
Acrylonitrile	Pentachlorophenol
Benzene	Phenol
Benzidine	Bis (2-ethylhexyl) phthalate
Carbon tetrachloride	Butyl benzyl phthalate
(tetrachloromethane)	Di-n-butyl phthalate
Chlorobenzene	Di-n-octyl phthalate
1,2,4-trichlorobenzene	Diethyl phthalate
Hexachlorobenzene	Dimethyl phthalate
1,2-dichloroethane	1,2-benzanthracene (benzo(a)anthracene)
1,1,1-trichloroethane	Benzo(a)pyrene (3,4-benzopyrene)
Hexchloroethane	3,4-Benzofluoranthene (benzo(b)fluoranthene)
1,1-dichloroethane	11,12-benzofluoranthene
1,1,2-trichloroethane	(benzo(k)fluoranthene)
1,1,2,2-tetrachloroethane	Chrysene
Chloroethane	Acenaphthylene
Bis (2-chloroethyl) ether	Anthracene
2-chloroethyl vinyl ether (mixed)	1,12-benzoperylene (benzo(ghi)perylene)
2-chloronaphthalene	Fluorene
2,4,6-trichlorophenol	Phenanthrene
Parachlorometa cresol	1,2,5,6-dibenzanthracene
Chloroform (trichloromethane)	(dibenzo(a,h)anthracene)
2-chlorophenol	Indeno (1,2,3-cd pyrene) (2,3-o-phenylene
1,2-dichlorobenzene	pyrene)
1,3-dichlorobenzene	Pyrene
1,4-dichlorobenzene	Tetrachloroethylene
3,3-dichlorobenzidine	Toluene
1,1-dichloroethylene	Trichloroethylene
1,2-trans-dichloroethylene	

2,4-dichlorophenol		Vinyl chloride (chloroethylene)
1,2-dichloropropane		Aldrin
1,3-dichloropropylene	(1,3-	Dieldrin
dichloropropene)		Chlordane (technical mixture and metabolites)
2,4-dimethylphenol		4,4-DDT
2,4-dinitrotoluene		4,4-DDE (p,p-DDX)
2,6-dinitrotoluene		4,4-DDD (p,p-TDE)
1,2-diphenylhydrazine		Alpha-endosulfan
Ethylbenzene		Beta-endosulfan
Fluoranthene		Endosulfan sulfate
4-chlorophenyl phenyl ether		Endrin
4-bromophenyl phenyl ether		Endrin aldehyde
Bis (2-chloroisopropyl) ether		Heptachlor
Bis (2-chloroethoxy) methane		Heptachlor epoxide
Methylene chloride	chloride	(BHC-hexachlorocyclohexane)
(dichloromethane)		Alpha-BHC
Methyl chloride (chloromethane)		Beta-BHC
Methyl bromide (bromomethane)		Gamma-BHC
Bromoform (tribromomethane)		Delta-BHC
Dichlorobromomethane		(PCB-polychlorinated biphenyls)
Chlorodibromomethane		PCB-1242 (Arochlor 1242)
Hexachlorobutadiene		PCB-1254 (Arochlor 1254)
Hexachlorocyclopentadiene		PCB-1221 (Arochlor 1221)
Isophorone		PCB-1232 (Arochlor 1232)
Naphthalene		PCB-1248 (Arochlor 1248)
Nitrobenzene		PCB-1260 (Arochlor 1260)
2-nitrophenol		PCB-1016 (Arochlor 1016)
4-nitrophenol		Toxaphene
2,4-dinitrophenol		2,3,7,8-tetrachlorodibenzo-p-dioxin (TCDD)
4,6-dinitro-o-cresol		
N-nitrosodimethylamine		

It is the District's intent that the summation of all quantifiable pollutants greater than 0.01 mg/L from the above list of TTO pollutants be used as the daily maximum concentration of TTO.

In lieu of TTO analysis following an initial analysis to prove the absence of TTO material in the wastewater, the user may submit a certification statement pursuant to 40 CFR Part 413.03(a).

All analyses shall be performed in accordance with procedures established by the EPA pursuant to section 304(h) of the Act and contained in 40 CFR Part 136 and amendments thereto.

When the District determines that the user is contributing to the District's sewage system any of the above-enumerated substances in amounts in excess of these limitations, the District shall notify the user(s) of the violation (see Section E of this part).

## Daily Maximum

<u>Parameter</u>	<u>Concentration (mg/L)</u>
Arsenic	0.32
Biochemical Oxygen Demand 5 day	450
Boron	1.5
Cadmium	0.01
Chloride	100
Chromium (total)	0.05
Copper	0.86
Lead	0.10
Nickel	1.8
Oil and Grease	65.0
Silver	1.4
Sulfate	650
Sulfide (dissolved)	0.20
Suspended Solids	380
Total Dissolved Solids	1150
Zinc	0.60

8-C-9

### **LIMITATIONS ON THE USE OF GARBAGE GRINDERS:**

Waste from garbage grinders shall not be discharged into the District's sewage system except:

- 1) Wastes generated in preparation of food in a residence or
- 2) Wastes from existing commercial grinders used in the preparation of food or food products. Such grinders must shred the waste to a degree that all particles will be carried freely under normal conditions prevailing in the public sewer, providing that the use of such grinders does not cause the user to exceed the foregoing specific discharge limitations.
- 3) All grinders shall be kept in proper working order and will be subject to inspection.
- 4) At any time, the commercial property or business changes ownership, excluding residential property, any existing garbage grinders installed on the property must be removed and no new garbage grinders may be installed as a condition of continued District sewer service to the property.

8-C-10

### **VARIANCE FROM SPECIFIC DISCHARGE LIMITATIONS:**

A variance from a specific compatible pollutant limitation may be obtained from the District. The granting of such a variance shall be determined on a case-by-case basis. The District shall take into account the following factors when making this determination:

- 1) The industrial user's ability to meet the existing limitations.
- 2) The industrial user's wastewater discharge volume.
- 3) The industrial user's current wastewater constituent concentrations.
- 4) The impact of increased constituent concentrations on the District's sewage system, the wastewater treatment plant's processes, effluent, and/or sludge quality.
- 5) The impact of increased constituent concentrations on the wastewater treatment plant's NPDES, WDR, and WRR permit requirements.
- 6) Any other factor the District deems applicable.

Prior to issuing such a variance, the District shall verify with RWQCB staff and EPA staff that the variance will not allow the user to exceed applicable categorical standards.

The District may require the user to increase its effluent monitoring frequencies when it is deemed necessary to properly enforce any variance granted under this rule.

The District reserves the right to impose requirements which are stricter than, or are additive to, those specified in this section should the quantity or quality of the user's effluent merit unique consideration by virtue of its impact on the District's sewage system or the public health and welfare.

The District reserves the right to revoke the variance at any time.

The District reserves the right to charge additional fees as related to the granting of a variance.

8-C-11      **DILUTION OF DISCHARGE:** For those industrial users not regulated by federal categorical pretreatment standards, pollutant discharge limits enforced as concentration limits (mg/L) shall be modified when the industrial user consistently attempts to use dilution of the waste stream as a means of meeting the concentration limits. In such a case and/or at the discretion of the District, said user will be required to meet a maximum mass emission rate, based on the user's average process water usage for the past three years and the applicable pollutant concentration discharge standards.

8-C-12      **STATE REQUIREMENTS:** State requirements and limitations on users shall apply in any case where they are more stringent than federal requirements and limitations or those in this part.

8-C-13      **FEDERAL REQUIREMENTS:** Upon the promulgation of a federal district pretreatment standard or the categorical pretreatment standards for a particular industrial sub-category, the federal standard(s), if more stringent than limitations imposed under this part, shall immediately supersede the less stringent limitations. The District shall notify all affected users of the

new standards and the applicable reporting requirements under 40 CFR Part 403.12 and this part.

**PART 8 - SECTION D – PRETREATMENT REQUIREMENTS**

**RULE**

8-D-1

**REGULATORY ACTIONS:** If wastewater containing excess concentrations of a substance or a prohibited substance referred to in Section C of this part, is discharged or proposed to be discharged to the District’s sewage system, the Director may take any of the following actions, or any combination thereof:

- 1) Prohibit the discharge of the wastewater;
- 2) Require the user to demonstrate that in-plant modifications and/or treatment would reduce or eliminate the discharge in conformance with prohibitions, limitations, and requirements of this part;
- 3) Require pretreatment to reduce, eliminate or alter the nature of pollutants to a less harmful state prior to their discharge to the District’s sewage system;
- 4) Require the person making, causing, or allowing the discharge to pay non-compliance penalties as referenced in Section G of this part; and/or
- 5) Implement any other remedial action as may be deemed necessary to achieving the purposes and requirements of this part.

8-D-2

**PRETREATMENT FACILITIES AND OPERATION:**

- 1) A wastewater pretreatment device or system may be required by the District to pretreat industrial wastewater flows prior to discharge to the District’s sewage system. Pretreatment may be necessary to restrict or prevent the discharge of certain waste constituents, to distribute more equally over a longer time period any peak discharges of industrial wastewaters, or to accomplish any pretreatment results subject to the requirements of this part.
- 2) Pretreatment facilities as required by the Director shall be maintained in good working order and operated as efficiently as possible at the expense of the user and are subject to the requirements of this part and all other applicable codes and laws.

Where pretreatment or flow equalization prior to discharge into the District’s sewage system is required, plans, specifications, and other pertinent data or information relating to such pretreatment or flow control shall first be submitted to the District for approval. Such approval shall not exempt the user from compliance with any applicable rule, regulation, or law of any other governmental authority. Any alterations or additions to pretreatment facilities shall not be made without due notice to the District



for prior review and approval. All federal pretreatment standards applicable to local industry which specify quantities or concentrations of pollutants that may be discharged by a specific industrial subcategory will be enforced by the District as required in Section 309(e) and (f) et seq. of the Act. Compliance by existing industrial users with categorical pretreatment standards shall be within one (1) year of the date the standard is promulgated unless a shorter time is specified by the EPA. All domestic wastewaters including, but not limited to, those from restrooms, showers, and drinking fountains shall be kept separate from industrial wastewaters until the industrial wastewaters have passed through any required pretreatment and/or monitoring device or system.

8-D-3

**SPILL PREVENTION CONTROL AND COUNTERMEASURES:** Each industrial user shall provide protection from accidental discharge of prohibited materials, other regulated wastes or wastewater called out in this part, or any other materials in concentrations or quantities of which could be detrimental to the District's sewage system, its operation or personnel. Each floor drain or floor sink located in an area where regulated chemicals are stored or used shall be protected in a manner approved by the District to prevent uncontrolled or accidental discharges of these regulated constituents from directly entering the District's sewage system. Facilities to prevent accidental discharge shall be provided and maintained at the owner's and/or operator's expense. Detailed plans in the form of a Spill Prevention Control and Countermeasures Plan (showing facilities and operating procedures to provide this protection) shall be submitted to the Director for review and approval prior to construction of said facilities. Such review and approval of plans and operating procedures shall not relieve the industrial user from the responsibility of modifying said facilities as necessary to meet the other requirements of this part.

A notice shall be permanently posted by the user in a prominent place advising employees whom to call in the event of a dangerous discharge.

Any person who causes or discovers an uncontrolled or accidental discharge of regulated wastes or wastewater into the District's sewage system shall immediately report to the District office in order that corrective action may be taken to protect the District's sewage system, its operation or personnel. In addition, the person responsible for the discharge of said wastes or wastewater shall file a written report to the Director detailing the date, time, and cause of the accidental discharge, the quantity and characteristics of the discharge, and corrective action(s) taken to prevent future discharges. The report shall be filed within five (5) days of the occurrence of the uncontrolled or accidental discharge.

8-D-4

**GREASE INTERCEPTORS AND GRAVITY SEPARATING DEVICES**

- 8-D-5      **RESTAURANTS:** All restaurants or similar establishments shall install an approved grease interceptor of sufficient size so as to prevent excessive discharges of grease into the District's sewage system. The grease interceptor shall be easily accessible for inspection by the District. Exceptions to the installation of a grease interceptor may be determined on a case-by-case basis by the Director. The Director shall consider the following items when determining exceptions: (1) size of restaurant; (2) meals served per day; (3) seating capacity; (4) dishwashing and garbage disposal facilities; and (5) any other criteria the Director deems applicable.
- 8-D-6      **CAR WASHES, VEHICLE SERVICE STATIONS, AND GARAGES:** Car washes and vehicle service stations or garages shall be required to install a gravity separating device designed to prevent the discharge of sand, silt, oil and grease into the District's sewage system.
- 8-D-7      **LAUNDRIES AND DRY CLEANERS:** All new laundries and dry cleaners or similar establishments shall install a gravity separating device of a size and design approved by the District. They shall also install any other pretreatment facility required by the District to ensure their compliance with all requirements and specifications of this part. Establishments in existence prior to this date shall install an appropriate pretreatment system if in the opinion of the Director the system is warranted.
- 8-D-8      **EXISTING GRAVITY SEPARATING DEVICE AND GREASE INTERCEPTORS:** If the Director finds that a grease interceptor or gravity separating device installed prior to the original effective date of the rules and regulations contained in this part is incapable of retaining adequately the grease or sand and oil in the wastewater flow from a service station, car wash, or restaurant or similar establishment, the Director may give the proprietor written notice requiring that an adequate interceptor or gravity separating device be installed within a reasonable time period.
- 8-D-9      **APPROVED DESIGNS:** The Director may maintain an information file available for public use of acceptable designs of grease interceptors and gravity separating devices. The installation of a design shown in such file or of any design meeting the size requirement set forth in this part or any recommendation of requirements made by the Director shall not impute any liability to the District for the adequacy of the interceptor or gravity separating device under the actual conditions of use. Such installation shall not relieve the owner or proprietor of responsibility for keeping prohibited substances or substances above the limitations of this part out of the District's sewage system. If the interceptor, gravity separating device, or other pretreatment facility is not adequate under the conditions of use, one shall be constructed which is effective in accomplishing the intended purpose.

8-D-10 **MAINTENANCE OF GREASE INTERCEPTORS AND GRAVITY SEPARATING DEVICES:** Any grease interceptor or gravity separating device required by this part shall be readily accessible for inspection and properly maintained to assure that the accumulations of grease, sand, and/or oil do not impair its efficiency or pass through with the effluent. All users required to use and maintain a grease interceptor or gravity separating device shall maintain a maintenance record. This record shall include the date of maintenance, the name of the person who cleaned it, and the disposal site of the waste. The report will be reviewed by the District at each routine inspection. Persons hauling wastes and wastewater removed from these interceptors or gravity separating devices shall be registered to do so by the proper permitting agency. An interceptor or gravity separating device shall not be considered properly maintained if material accumulations total more than 25 percent of the operating fluid capacity. The District will endeavor to inspect all grease interceptors and gravity separating devices at least annually. If it is found that the interceptors or devices are improperly maintained or adequate records are not being kept, a warning will be issued to the owner and/or user of the property. If on subsequent inspections it is found that one of the above conditions continues to exist, a fine shall be levied against the owner and/or user of the property (see Section G of this part).

## **PART 8 - SECTION E – INDUSTRIAL DISCHARGE PERMIT SYSTEM**

### **RULE**

- 8-E-1 **CONNECTION TO SEWER LINES:** No person shall connect and/or discharge into the District's sewage system without first obtaining a will serve letter issued by the Director or authorized representative, or without first paying all applicable fees.
- 8-E-2 **INDUSTRIAL WASTEWATER DISCHARGE PERMITS:** All persons proposing to connect and/or discharge industrial wastewater into any part of the District's sewage system must first apply for and obtain an industrial wastewater discharge permit. The District may deny or condition new, existing, or increased contributions of pollutants or changes in the nature of pollutants from industrial users based on the industry's violations of applicable pretreatment standards or the limitations imposed by this part or where such contributions could cause a wastewater treatment plant NPDES permit violation. In addition, each permit upon renewal or each application for a permit shall be accompanied by the fees as required by this part.
- 8-E-3 **PERMIT APPLICATION:** The applicant seeking an industrial wastewater discharge permit shall complete an application provided by the District and file it with the Director accompanied by the required fee. In support of this application, the applicant shall supply the following information:

- 1) Name and address of applicant and standard industrial classification (S.I.C.) number of the operations to be carried out by the applicant.
- 2) The location of the discharge, if known.
- 3) Time and duration of discharge, if known.
- 4) Estimated average and peak flow rates including any expected daily, monthly, and seasonal variations.
- 5) Major constituents and characteristics including but not limited to those regulated by this part and any applicable categorical standards as determined by a certified analytical laboratory.
- 6) Site plans, floor plans, plumbing plans, and details to show all public sewers and appurtenances by size, location, and elevation.
- 7) Description of toxic or hazardous materials stored/or used on the premises which are or could be discharged to the District's sewage system.
- 8) Each product by type and production process.
- 9) Identification of applicable regulating pretreatment standards.
- 10) Number of employees and normal hours of operation of the facility.
- 11) Any other information which may be deemed necessary by the District to evaluate the permit application.

8-E-4

**PERMIT CONDITIONS:** The industrial wastewater discharge permit shall constitute the performance specification to which each industrial user must conform in order to maintain authorization to use the District's sewage system. Industrial wastewater discharge permits shall be expressly subject to all provisions of this part, federal pretreatment standards and regulations pursuant to Section 307 et seq. of the Act, and all other regulations, user charges, and fees established by the District. Permit conditions shall be uniformly enforced in accordance with this part and applicable State and federal regulations. Permit conditions may include but are not limited to the following:

Limits on the average and/or maximum wastewater constituent concentrations and other relevant qualitative characteristics (see Section C of this part).

Mass emission discharge rates or any more stringent federal pretreatment standards and user's average daily wastewater discharge for the past three years. When not available, data for a year or that which is mutually acceptable to the user and the District will be used.

Limits on rate and time of discharge or requirements for flow regulations and equalization (see Section B of this part).

Requirements for installation of inspection and sampling facilities and specifications for monitoring and reporting programs.

Requirements for maintaining and submitting technical self-monitoring reports and plant records relating to industrial wastewater discharges and related activities.

Compliance schedules, see herein.

Applicable federal pretreatment standards which are more stringent than local limitations (see Sections C and D of this part).

Other conditions to ensure compliance with this part.

8-E-5 **COMPLIANCE SCHEDULES:** A compliance schedule required because of an industrial user's non-compliance with applicable federal and/or local pretreatment standards shall be based on the following:

A list of the expected increments of progress in the form of dates for the commencement and completion of major events leading to consistent compliance with applicable federal and/or local pretreatment standards.

No increment referred to above shall exceed three months.

Not later than 14 days following each date in the schedule and the final date for compliance, the industrial user shall submit a progress report to the District including, as a minimum, whether or not the user complied with the latest increment of progress and, if not, the date on which the user expects to comply with this increment of progress, the reason for the delay, and the steps taken by the user to return to the schedule established.

8-E-6 **DURATION AND REVISION OF PERMITS:**

Permits will be issued for a period of five years or less. The terms and conditions of the permit may be subject to modification as limitations or requirements in Section C of this part are modified or as a result of pretreatment standards and/or requirements promulgated pursuant to Section 307 et seq. of the Act. The user will be informed of the proposed changes in the user's permit 30 days prior to the effective date of the change. Any new conditions in the permit will include a reasonable compliance schedule to be proposed by the industrial user and approved by the District. Such compliance schedule will allow the user time to modify the industrial process sufficiently to comply with the new permit changes.

Permits issued to each industrial user shall be based on the user's typical discharge rate, peak discharge rate, and wastewater constituents and characteristics as described in the user's permit application or through the District's knowledge of the history of the user's discharge. The user is required to promptly notify the District of any significant changes in the

user's operation that may affect the user's discharge rate, peak flow rate, wastewater constituents or characteristics.

8-E-7 **NO TRANSFER OF A PERMIT:** Industrial wastewater discharge permits are issued to a specific user for a specific operation. A permit shall not be reassigned or transferred or sold to a new owner, new user, different premises or a new or changed operation.

8-E-8 **VIOLATION OF THE PERMIT:** When the District determines that a specific condition and/or discharge is in violation of any provision of this part or in violation of any permit condition or limitation imposed, the industrial user will be issued a Notice of Violation (see Section H of this part) by the District which will specify the violation or designate the deficiencies and will specify a period of time within which the discharge shall be brought into conformity with all requirements. The period of time specified by the District will be reasonably related to the character of the violation, to the quality and quantity of the discharge, and to the risk imposed upon the District's sewage system or threatened to the public health, safety, and welfare. The user shall submit in writing, to the District, the following:

- 1) An explanation as to the cause of violation.
- 2) A compliance schedule which outlines the methods undertaken to remedy the violation and to assure a repetition of the violation does not occur.

8-E-9 **SUSPENSION OF PERMIT:** The District may suspend a permit if the suspension is necessary to terminate a discharge which is in violation of any provision of this part provided that a Notice of Violation has been served on the user and the time designated therein to correct the violation has expired.

The District may suspend a permit, upon informal notice, if suspension is necessary to terminate a discharge which presents an imminent hazard to the local environment, to the District's sewage system or to District personnel, or the termination of which is reasonably required to preserve the public health, safety, or welfare (see Section H of this part).

Any person notified of the suspension of the industrial wastewater discharge permit shall immediately stop or eliminate the discharge of the specified wastewater or other material into the District's sewage system. In the event of a failure of the person to comply voluntarily with the suspension order, the District will take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the District's sewage system or endangerment of any individuals.

The District will reinstate a permit suspended hereunder upon proof of the user's compliance with the Notice of Violation and with the requirements of this part. A detailed written statement submitted by the user describing the causes of the harmful contribution and the measures taken to prevent any future occurrence shall be submitted to the District within 30 days of the date of occurrence.

8-E-10

**REVOCAION OF PERMIT:** Any industrial user who violates the conditions of the user's permit or provisions of this part or applicable federal and State regulations is subject to having the user's permit revoked. Violations subjecting a user to possible revocation of the permit include, but are not limited to, the following:

- 1) Failure of a user to factually report the user's wastewater constituents or concentrations or to comply with the user's self-monitoring requirements;
- 2) Failure of the user to report significant changes in operations or wastewater constituents and characteristics;
- 3) Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring;
- 4) Violation of conditions of the user's permit; or
- 5) Failure of the user to comply with the terms of the user's compliance schedule.

**PART 8 - SECTION F – INDUSTRIAL WASTEWATER MONITORING AND REPORTING**

**RULE**

8-F-1

**RECORDS AND MONITORING:** All industrial users discharging or proposing to discharge industrial wastewater to the District's sewage system shall maintain records of its raw materials and usage, processes, effluent flows, pollutant concentrations, and related factors. These records shall be necessary to demonstrate compliance with the requirements of this part and any applicable federal or State pretreatment standards. Any industrial user subject to the reporting requirements of this part shall be required to retain for a minimum of three years any records of monitoring activities and results. This period of retention shall be extended during the course of any unresolved litigation regarding the industrial user of a publicly owned treatment works or when requested by the Director or the approval authority.

All such records relating to compliance with pretreatment standards shall be made available for inspection and copying at the company facility or other location to officials of the EPA, the approval authority, and the District.

The owner and/or occupant of any premises or facility discharging industrial wastewater into the District's sewage system shall install at owner and/or occupant's own expense suitable monitoring equipment as may be required by this part to facilitate the accurate observation, sampling, and measurement of regulated constituents. Such equipment shall be maintained in proper working order and kept safe and accessible at all times.

If the District requires or the owner or operator chooses to install a flow meter, the flow meter must be calibrated every six months, and a photocopy of the calibration must be sent to the District. The calibration must be performed by one of the following: 1) the manufacturer; or 2) a qualified civil engineer. Flow charts are to be held by the user for a minimum of three years and made available to the District upon request. Totalizer readings shall be recorded daily, and every month a report shall be submitted to the District showing total daily flows and total monthly flow.

All industrial users required to periodically sample and analyze their wastewater shall use sampling methods and sampling locations approved by the District. For each sample collected and analyzed the user shall maintain a record of:

1. The date, exact place, method, and time of sampling and the names of the person or persons taking samples.
2. The dates when analyses were performed.
3. The person or company who performed the analysis.
4. The analytical techniques/methods used.
5. The results of such analyses.

Whether constructed on public or private property, the approved sampling point shall be constructed in accordance with the District's requirements. An industry may request approval from the District for sampling stations installed prior to the original effective date of the rules and regulations contained in this part, which meet the design and accessibility requirements for sampling purposes.

8-F-2

**SAMPLING STATION:**

Sampling station(s) of a design approved by the District shall be furnished and installed by designated industrial user(s) to facilitate inspection, sampling, and flow measurements. The sampling stations(s) shall be located in an accessible location and the location shall be approved by the District.

Unrestricted access to the sampling station(s) shall be provided to authorized personnel of the District at all times.

8-F-3

**SAMPLING AND ANALYSIS:**



Compliance determinations will be made by the District with respect to Section C of this part on the basis of either grab or composite sampling of the wastewater. Grab samples may be taken as deemed necessary by the District to meet the needs of the specific circumstances. If routine grab or composite sampling reveals non-compliance by the user with the mass loading rates or conditions specified in the user's permit, then the user shall pay to the District fees as specified in Section G of this part and may be assessed all other costs incurred during the subsequent evaluation period for sampling and analysis, including labor, equipment, materials, and overhead.

All analyses will be performed in accordance with procedures established pursuant to Section 304(g) et seq. of the Act and contained in 40 CFR Part 136 and amendments thereto.

Sampling of industrial wastewater and wastes for the purpose of compliance determination will be conducted at intervals specified by the District. It is the intention of the District to conduct compliance sampling for all industrial users at least once per year for the constituents set forth in the user's industrial wastewater discharge permit.

8-F-4

**SELF-MONITORING REPORTS:**

All industrial users required to do so by the District shall monitor and report on the quantity and quality of their industrial wastewater discharge. The items to be included in the report and the frequency with which this report shall be submitted to the District will be detailed in the user's industrial wastewater discharge permit. The frequency of self-monitoring and reporting for those industrial dischargers not regulated by federal pretreatment regulations will be based on the following factors:

1. The effect of the wastewater on the District's sewage system.
2. The degree of toxic material which may pass through the treatment plant.
3. The quantity, nature, and type of the industrial wastewater discharge.
4. The extent to which the discharge could contribute to violation of the District's NPDES permit.

All reports submitted by the industrial user shall be required to be signed by an authorized representative of the user.

These reports shall be subject to the provisions of 18 U.S.C. Section 1001 relating to false statements and fraud and the provisions of Section 309(c)(2) of the Act governing false statements.

Each self-monitoring report and all reports as required by this part shall contain the following completed declaration:

*“I certify under penalty of perjury that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.*

*“Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

*“Executed on the day of \_\_\_\_\_ at \_\_\_\_\_*

*(Signature)*

*(Typed Name)*

*(Title)”*

The following reports will be required pursuant to Section 307 et seq. of the Act and the establishment of any pretreatment standards and regulations:

1. One hundred and eighty (180) days after the promulgation of pretreatment standards all existing industries subject to such standards shall be required to submit to the District a report containing:
  - a. The name and address of the user.
  - b. The location of the discharge.
  - c. The nature, average production rate, and standard industrial classification of the operations carried out by such user.
  - d. The average and maximum flow of the discharge in million gallons per day.
  - e. The nature and concentration of pollutants in the discharge from each regulated process and identification of applicable pretreatment standards. The concentration shall be reported as a maximum or average as provided for in applicable pretreatment standards.
  - f. A statement reviewed by an authorized representative of the industrial user and certified by a qualified professional indicating whether the pretreatment standards are being met on a consistent basis and, if not, whether operation and maintenance improvements or additional pretreatment is required for compliance.
  - g. If additional pretreatment or operation and maintenance improvements are required, the shortest schedule by which such operation or maintenance improvements or additional pretreatment will be completed. The completion date submitted shall not be later than the compliance date established in the applicable pretreatment standard.
2. New sources and existing sources that become industrial users subsequent to the promulgation of applicable categorical standards

shall be required to submit to the District the information listed in (a) through (e) above at least 90 days prior to commencement of discharge.

Within 30 days following the final date of compliance with a pretreatment standard, the industrial user subject to pretreatment standards and requirements shall submit a report to the District indicating the nature and concentration of all pollutants regulated by the pretreatment standards, including the average and maximum daily flow for the industrial process units. The report shall also state whether pretreatment standards or requirements are being met and, if not, the operation and maintenance and/or pretreatment that will be necessary to bring the discharge into compliance.

3. After the final compliance report for a pretreatment standard, the industrial user shall periodically submit a report to the District indicating the nature and concentration of pollutants in the effluent which are limited by the pretreatment standard. These reports shall be submitted in June and December unless required more frequently by the District.

## **PART 8 - SECTION G – SEWER FEES**

### **RULE**

- 8-G-1      **AUTHORIZED FEES:** To provide for the recovery of the District's costs associated with the discharge of industrial wastewater to the District's sewage facilities and for the enforcement of the provisions of this part, the District will impose fees that shall be determined by resolution of the Board of the District and set forth in the District's Schedule of Rates, which shall be made publicly available by, at a minimum, posting on the website of the Water and Sanitation Department.
- 8-G-2      **PAYMENT OF CHARGES AND DELINQUENCIES:** All fees are due and payable upon receipt of notice thereof. See Part 2 for billing and notices.
- 8-G-3      **RECORD OF FEES:** The District will keep a record of all fees collected under this part. The record will reflect the names and addresses of the persons on whose account the fees were paid, the date, the amount of payment, and the purpose for which fees were paid or the premises affected.
- 8-G-4      **ESTIMATED QUANTITIES AND VALUES:** Unless otherwise provided herein, whenever the fees required by this part are based on estimated values or estimated quantities, the District will make such determination in accordance with established estimating practices and as required by State law.

8-G-5 **FEES FOR UNUSUAL OR EXCESSIVE STRENGTH WASTEWATERS:** An additional fee for wastewater of such quality or character as to impose upon the District unusual operation and maintenance or capital cost whether or not related to flow volume, BOD, SS, or peak flow rates may be set by the District and shall be paid by the user. These fees shall be reasonably calculated to defray the cost attributable to such wastewater.

8-G-6 **COLLECTION OF FEES:** The amount of any fee imposed by the provisions of this part shall be deemed a debt owed to the District. An action in the name of the District may be commenced in any court of competent jurisdiction for the amount of any delinquent fees, and if legal action is brought by the District or its assignee to enforce collection of any amount charged and due under this part, any judgment rendered in favor of the District shall include costs of suit incurred by the District or its assignee, including reasonable attorney fees.

## **PART 8 - SECTION H – ENFORCEMENT RESPONSES**

### **RULE**

8-H-1 In accordance with 40 CFR Part 403.8(f)(5), this section constitutes the District's Enforcement Response Plan (ERP). This ERP identifies the District's staff roles and responsibilities; methods for identifying new industrial users; and procedures used to identify and respond to instances of industrial user non-compliance. For the purposes of this ERP, an industrial user is any sanitary sewer user as defined by Section A of this part. The ERP is intended for the use of the District's personnel to address enforcement actions concerning pretreatment violations. It is not intended to create any rights or obligations and may be deviated from when deemed necessary by the Director or authorized representative.

The ERP was developed using guidance from the EPA Pretreatment Compliance Monitoring and Enforcement Guidance and Guidance for Developing Control Authority Enforcement Response Plans and is intended to serve three main purposes:

- To provide guidance in enforcement responses that may be appropriate in relation to the nature and severity of the violation and the overall degree of non-compliance;
- To establish guidelines that encourage fair and uniform application of enforcement responses to comparable levels and types of violations; and
- As a mechanism to review the appropriateness of response.

8-H-2 **DECLARATION OF PUBLIC NUISANCE:** Discharges of wastewater, in any manner, in violation of the provisions of this part or of any order issued by the District as authorized by this part are hereby declared a public nuisance. The District has the authority to take necessary measures to

immediately and effectively correct or abate a public nuisance and may be enjoined by order or process of a court of competent jurisdiction.

8-H-3 **ENFORCEMENT PROVISIONS:** The District can require compliance with permit conditions or limitations, or any provision of this part by issuing administrative orders that shall be enforceable in a court or by direct court action (see Section B of this part).

8-H-4 **ADMINISTRATIVE ORDERS**

8-H-5 **NOTICE OF VIOLATION:** When the District finds that a discharge to the District's sewage system has taken place in violation of the prohibitions, limitations, requirements, or provisions of this part or the conditions of an industrial wastewater discharge permit, the District will issue a Notice of Violation to the user. A Notice of Violation is official recognition of a violation of the prohibitions, limitations, requirements, and/or provisions of this part or conditions of an industrial wastewater discharge permit, as shown in Section E of this part.

This is a formal enforcement response to a violation of a permit or a provision of this part. The Notice of Violation:

- Notifies the user of the violation or defines the deficiencies;
- Specifies the time period within which the correction must be made;
- Specifies when the user must respond in writing as to the cause of the violation;
- Requires the user to submit a compliance schedule outlining the methods to be undertaken to remedy the violation and assure long-term compliance and the dates of completing major events leading to full compliance; and
- Typically asks the user to respond to the Notice of Violation within 10 days. The user is also required to submit a progress report to the District within 14 days following each date specified in the schedule and the final compliance date.

8-H-6 **CEASE AND DESIST ORDERS:** When the District finds that after the issuance of a Notice of Violation a discharge of wastewater has taken place in violation of the prohibitions, limitations, requirements, or provisions of this part or the conditions of an industrial wastewater discharge permit or upon a plan approval related thereto, the District may issue a Cease and Desist Order (Order) and direct that those persons:

1. Comply immediately, or
2. Comply in accordance with a compliance schedule as set forth by the District (see Section E of this part).

An Order is issued after a Notice of Violation and continued user violation. The Order will direct a user to immediately comply in accordance with a compliance schedule. The District may issue the Order to require the user to make major modifications or install completely new facilities. The user may be required to install source control, spill containment, a wastewater collection or wastewater treatment system, or implement a spill control or TOMP. Using a compliance schedule (see Section E of this part), the Order will specify dates for completing major events leading to consistent compliance with the permit and/or the provisions of this part. The Order may also specify payment of penalties and assessment of future non-compliance charges if the user does not comply with the conditions set forth in the Order.

8-H-7

**TERMINATION OF SERVICE ORDER:** The District may revoke any industrial user's industrial wastewater discharge permit or terminate wastewater or water service to any premise if the user is in violation of any provisions of this part, or if the user presents or may present an endangerment to the environment or the District's sewage system. Twenty-four hours prior to taking any action to terminate wastewater or water service, the user will receive written notification of the proposed termination. All costs for terminating service and for reinstating service shall be paid by the user before any reconnection is made.

Termination of wastewater service is the revocation of a user's privilege to discharge industrial wastewater into the District's wastewater system. Termination may be accomplished by physical severance of the user's connection to the wastewater system or ordering the user to plug the user's industrial sewer. Termination of wastewater service can be considered an appropriate response to industries that have not responded adequately to previous enforcement remedies. A notice to the user will be issued 24 hours in advance of the District's taking any actions to terminate water or wastewater service. The user can then halt production in time to avoid back flows, spills, and other harm to the user's facility, as well as time to look for alternative means of wastewater disposal. All termination and reinstatement costs will be paid by the user.

8-H-8

**EMERGENCY NON-COMPLIANCE AUTHORITY:** The District has the authority to take necessary measures to immediately and effectively halt or prevent any discharge of materials to the District's sewage system which reasonably appears to present an imminent danger to the District's sewage system, District personnel, or the health, safety, and/or welfare of the public.

The Order will be utilized in situations where the discharge could cause interference or pass-through at the treatment plant, or otherwise cause an emergency in either the treatment plant or collection system. The District can order immediate cessation of any discharge to the collection system,

regardless of a user's compliance status. If the user fails to comply with the Order, the District may take independent action to halt the discharge, such as terminating water service or blocking the user's connection point.

8-H-9

**JUDICIAL ACTION**

**INJUNCTION:** Whenever a discharge of wastewater is in violation of the provisions of this part, the District may petition the Superior Court for the issuance of a temporary restraining order or a preliminary injunction or a permanent injunction or any or all of these, as may be appropriate to restrain the continuance of such discharge. Furthermore, the District may petition the Superior Court for the issuance of a temporary restraining order or a preliminary injunction or a permanent injunction or any or all of these, as may be appropriate, for non-discharge violations or other non-compliance with the provisions of this part.

The petition to the Superior Court may seek a court order that will direct parties to follow an established procedure and/or to refrain from specific actions

8-H-10

**SUPPLEMENTAL ENFORCEMENT RESPONSES**

8-H-11

**PUBLIC NOTICE:** As a requirement of 40 CFR Part 403.8(f)(2)(viii), an annual publication of a list of users which were significantly violating applicable pretreatment standards or requirements during the calendar year will be employed. Publication of the list is scheduled on or about January 30th of each year and is intended to deter users from committing pretreatment violations. Publishing the list also satisfies the public's right to know of violations affecting the immediate environment and causing additional expenditures of public funds to operate and maintain the wastewater collection and treatment system.

8-H-12

**INCREASED MONITORING AND REPORTING:** When a user demonstrates a history of non-compliance, the user may be subjected to increase monitoring (e.g., sampling and inspections) by the District. Additional self-monitoring and reporting may also be required of the user until consistent compliance is demonstrated. The increased monitoring shall continue for a specified time or until continued compliance has been achieved.

8-H-13

**UNLAWFUL DISCHARGES - DAMAGES AND LIABILITY:** If the District finds that any person has discharged any wastes or wastewater into the District's sewage system in violation of the provisions of this part, or of the person's industrial wastewater discharge permit, and that such discharge caused increased operating costs or diminished the efficiency of the treatment process, the District will estimate the value of the damage and add that sum to that person's next regular sewer bill. The items the District will consider include but are not limited to:

- A. The cost of repairs to the District's sewage system.
- B. The depreciation of the system due to damages not repaired.
- C. The extra operating costs.
- D. The value of the loss of wastewater treatment plant operating efficiency based upon the District's normal operating costs and the extent to which the performance of the plant was reduced below normal as a result of such improper discharge to the sewer.

All charges made pursuant to this subdivision are due and payable upon receipt of notice thereof. All such charges shall become delinquent 15 days after mailing notice thereof to the mailing address of the user subject to such charges. This remedy is non-exclusive and may be asserted in addition to any other remedy available to the District under law.

8-H-14      **FALSIFYING INFORMATION:** No person shall knowingly make any false statement, representation, or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this part or industrial wastewater discharge permit. Any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this part, shall, upon conviction, be punished by a fine of not more than \$1,000 or by imprisonment for not more than six months or by both.

8-H-15      **SEVERABILITY:** If any provision or clause of this part or the application thereof to any person or circumstance is held to be unconstitutional or to be otherwise invalid by a final judgment of any court of competent jurisdiction, such invalidity shall not affect any other provisions or application, and to this end, the provisions of this part are declared to be severable.



**PART 9 - STANDARD CRITERIA FOR THE PREPARATION AND PROCESSING OF PLANS AND ALL SUPPLEMENTAL DOCUMENTS FOR WATER AND SEWER SYSTEM IMPROVEMENTS**

**PART 9 - SECTION A – GENERAL**

**RULE**

- 9-A-1 The owner/developer shall determine if the proposed development is entirely within a District. Any portion of the development not within the District shall be annexed to the District or other arrangements made to obtain water service in compliance with law. This determination shall be made at the earliest possible date as plans shall not be approved by the District until annexation is complete.
- 9-A-2 The owner/developer shall secondly determine if the proposed development is outside of or within an improvement zone of the District. Developments outside improvement zones shall be processed in accordance with Section B of this part. Developments within improvement zones shall be processed in accordance with Section C of this part.
- 9-A-3 All financial arrangements shall be completed with the District before will-serve letters and letters to the Department of Real Estate will be issued.

**PART 9 - SECTION B – WATER AND SEWER SYSTEMS FOR DEVELOPMENTS WITHIN THE DISTRICT WHICH ARE NOT IN AN IMPROVEMENT ZONE**

**RULE**

- 9-B-1 The water and sewer system improvements for developments not within an improvement zone of the District shall be designed, furnished and installed by the owner/developer at the owner/developer's expense or the owner-developer shall be charged for said improvements and pay the District the cost thereof computed at the rates set forth in Part 3 of these Rules and Regulations and the District's Schedule of Rates or as computed by the Engineer. Said improvements shall be as required to meet the design criteria and standards of the District set forth in this part and other parts of these Rules and Regulations as stipulated by the Engineer.
- 9-B-2 The water and sewer system improvements shall be designed, and plans shall be prepared by a civil engineer registered in the State of California (Owner's Engineer).

9-B-3 For design of the distribution system and for establishing pipe sizes, whichever one of the following formulas gives the larger value for peak demand rate shall be used:

1. Peak demand rate (gpm) - Number of residential units x 1.65 + Fire Flow

The amount of fire flow required by the District shall be 1000 gpm for residential development, 1500 gpm for commercial development, and 2000 gpm for industrial development. A higher fire flow may be required by the fire authority.

2. Peak demand rate (gpm) - Number of residential units x 1.65

9-B-4 The District shall be contacted to obtain the water pressure that is available at points where the new system will be tied into the existing system. The District strives to maintain a minimum pressure of 40 psi but under extenuating circumstances a waiver may be obtained from the Engineer. In no case shall the pressures allowed be less than the County Minimum Standards.

9-B-5 Water and sewer system improvement plans shall be twenty- four inches by thirty-six inches (24" x 36") in size with a two inch (2") margin on the left and a one-half inch (1/2") margin on each of the other sides, and shall be prepared on a permanent-type reproducible material suitable for microfilming. Each sheet shall contain a north arrow. The horizontal scale shall be one inch to forty feet (1" to 40') and the vertical scale shall be one inch to four feet (1" to 4'). All scales shall be graphically shown. Under unusual circumstances, a variation in scale may be approved by the Engineer.

9-B-6 The plans shall contain an overall plan at a preferred scale of one inch to two hundred feet (1" to 100') showing general layout of water and sewer lines, fire hydrants, proposed and existing valves, named streets, development boundary, and sheet index. All benchmarks shall be graphically shown on this overall plan and the elevations, descriptions, locations, etc., shall be illustrated as below:

B.M. No. \_\_\_\_ Elev. \_\_\_\_ F.B. \_\_\_\_ Page

Type of Marker

Location

All elevations used in preparation of plans shall be based on U.S.C. and G.S. mean sea level datam adjusted to North American Vertical Datum (NAVD) 1988.



“We also grant to Ventura County Waterworks District No. \_\_\_\_ all water line easements (and lands in fee\*) delineated and designated on the map.”

\* Add if applicable

The form of acceptance shall be as follows:

“Ventura County Waterworks District No. \_\_\_\_ hereby accepts for public use all water line easements (and lands in fee\*) delineated and designated on the map, when said map is approved and recorded.”

\* Add if applicable

The limits of these easements and/or lands in fee shall be shown and labeled on the map.

If there are easements or lands in fee required for installation of the water and sewer system improvements which do not fall within the limits of the final map, these easements shall be granted to the District by deeds of conveyance on a form as approved by the District. The developer shall work with the Central Services Department of the Ventura County Public Works Agency to have these deeds written in proper form and dedicated to the District.

9-B-13

#### **CHECKING OF IMPROVEMENT PLANS AND FINAL MAP:**

The above-mentioned plans shall be submitted to the District for checking and approval before any final map is approved or before construction is commenced, whichever occurs first. The submittal of these plans for checking shall include the following:

1. Approved tentative map (if not previously submitted). (1 print)
2. Final map including title sheet. (1 print)
3. Development improvement plan title sheet. (1 print)
4. Water system improvement plans. (2 prints)
5. Sewer system improvement plans. (2 prints)
6. Street, sewer, and drainage improvement plans. (1 sheet)
7. Grading plan. (1 sheet)
8. Cost estimate of water and sewer system improvements. (1 copy)
9. Hydraulic calculations (signed by a registered civil engineer for this specific unit of development or for the entire tract/development if plans submitted are for one unit of the tract/development only). (1 copy)

10. Plan check fees computed in accordance with Section D of this part.
11. Construction inspection fees computed in accordance with Section E of this part.

The plans, cost estimate, and calculations shall be checked by the Engineer who shall, within thirty (30) days, approve them as filed or require them to be modified as the Engineer deems necessary. Any corrections required on the water system plans or final map will be marked in red by the District. When the Owner's Engineer submits plans for rechecking the Owner's Engineer shall include the check prints with the resubmittal.

All corrections, all financial arrangements, and all arrangements for dedication of easements to the District shall be completed and the "Certificate of Adequacy of Water Supply System" (if required) shall be signed by the Owner's Engineer before the plans will be approved and signed by the Engineer.

9-B-14

#### **APPROVAL AND ACCEPTANCE OF PLANS, SECURITY, AND AGREEMENTS**

The District requires that construction of the water and sewer system improvements be covered by a written agreement on a form specified by the District, an agreement to pay for soils engineering, and good and sufficient security of the type specified in Section 66499 of the Government Code for faithful performance and for labor and materials, each security in an amount equivalent to the total estimated cost of the work. Such security shall be satisfactory to the District. It shall guarantee correction of faulty workmanship and replacement of defective materials for a period of one (1) year after date of acceptance of the work by the District.

Upon request of the developer, the Engineer may, at his or her discretion, reduce the amount of the water and sewer improvement security by partial exoneration in an amount not exceeding 50% of the initial amount of such security when a corresponding percentage number of improvements has been fully completed to the satisfaction of the Engineer.

The Owner's Engineer shall submit the following items to the District:

- Tracings of the final map (if applicable).
- Three copies of the agreement (Form No. WW-166).
- Three copies of security (Labor and Materials).
- Three copies of security (Performance).
- Three copies of Agreement to Pay for Soils Engineering (Form No. WW-169).
- Separate deeds of conveyance for easements and/or lands in fee if these are not conveyed on the final map.

The number which the County has assigned to the environmental impact report or other environmental document for the development.

The District shall take all necessary action to have said water and sewer system improvement plans, agreement and security approved and accepted by the Board of the District and shall forward copies of same to the proper agency for processing.

9-B-15      **CONSTRUCTION SUBMITTALS AND INSPECTION:** Construction submittals shall be submitted to the District for review and approval prior to commencement of construction. The District shall contract with the County of Ventura or other governmental agency or shall employ a qualified person or persons to inspect the installation and testing of said water and sewer system improvements.

9-B-16      **ACCEPTANCE OF WATER AND SEWER SYSTEM IMPROVEMENTS BY THE DISTRICT:**

The actual location of all water and sewer system improvements, including but not limited to the stationing of each water service and sewer lateral, shall be accurately determined after construction, and shall be recorded on "As Built" plans. If water services are not at right angles to the water main, the stationing at the property line shall also be shown. If sewer laterals are not at right angles to the sewer main, the stationing at the property line shall also be shown.

A permanent-type reproducible set of the As Built plans, which have been certified as being correct, signed and dated by the Owner's Engineer, shall be submitted to the Director.

The District shall take the necessary action to have the improvements accepted by the Board of the District and to have the security exonerated under the terms set forth in the agreement.

**PART 9 - SECTION C – WATER SYSTEMS FOR DEVELOPMENTS  
WITHIN AN IMPROVEMENT ZONE**

**RULE**

9-C-1      The owner/developer shall give the District in writing the tentative dates of required installation of water system improvements to furnish water to the development six months in advance of such required installation.

9-C-2      The District will prepare the water system improvement plans and will take the necessary action to have the system installed with the exception of construction staking which will be furnished by the owner/developer at no

cost to the District. To initiate this design of the system, the owner/developer shall, at least one month prior to recordation of the final map, or, if no final map is required, at least 90 days prior to start of construction, submit prints of the following to the District:

1. Approved tentative map (if not previously submitted).
2. Final map including title sheet.
3. Street, sewer, and drainage improvement plans.
4. Grading plan.
5. Overall plan for the entire development if system is to be designed for one unit of development only.

9-C-3 Said plans and final map will be used as a basis for the design of the water system, and any subsequent change in these tentative plans which requires any major change in the water system shall be the responsibility of the owner/developer and any resulting costs shall be paid for by the owner/developer.

9-C-4 **EASEMENTS:** The procedure for conveying easements and lands in fee shall be as set forth in Section B of this part.

The development General Notes shall include a note stating that the water system shall be constructed in accordance with these Rules and Regulations.

If the development is a subdivision in which certain lots will be dedicated to a nontaxable entity, the developer shall pay Capital Improvement Charges on these lots before the District approves recordation of the final map.

In some cases, such as in planned developments, parcel maps, special use permits, and conditional use permits, the owner may desire those certain on-site facilities, such as fire lines, be accepted by the District for operation and maintenance. If the District agrees to accept these facilities, the facilities shall be designed, furnished, and installed at the owner's expense subject to prior approval of the improvement plans by the District. The installation of facilities shall be inspected and approved by the District at the owner's expense.

**PART 9 - SECTION D – PLAN CHECK FEES FOR DISTRICT WATER AND SEWER SYSTEM IMPROVEMENTS**  
**RULE**

The plan check fees for District water and sewer system improvements shall be as set forth below:

9-D-1      **SINGLE RESIDENTIAL WATER AND SEWER SERVICE PLAN CHECK FEE:** There shall be no plan check fee for a single residential water and sewer service connection.

9-D-2      **IMPROVEMENTS PLAN CHECK FEE:** The multiple residential, commercial, institutional, industrial, or miscellaneous water and sewer system improvement plan check fee shall be based on actual cost (including overhead) to the District.

A fee deposit in the amount of one and one-half percent (1½%) of the District’s approved estimate of the cost of the water and sewer system improvements to be constructed shall be deposited with the District at the time improvement plans are submitted for plan check.

If the actual cost to plan check (including overhead) exceeds the deposit, the applicant shall pay the additional amount due prior to District approval of the plans. If the actual cost to plan check (including overhead) is less than the deposit, the District will refund the balance to the applicant within 90 days from the District’s approval of the plans.

9-D-3      **SUBDIVISION FINAL MAP OR PARCEL MAP WATER AND SEWER SYSTEM IMPROVEMENTS PLAN CHECK FEES:** The water and sewer system improvements to be constructed as a condition of approval by the governing body of a final tract map or parcel map require the payment for plan check based on the actual cost (including overhead) to the District in order for the water and sewer system improvements to be constructed in a publicly dedicated street, waterline easement, or right-of-way dedicated to the District.

A fee deposit of one and one-half percent (1½%) of the District’s approved estimate of the cost of the water and sewer system improvements to be constructed shall be deposited with the District at the time improvement plans are submitted for plan check.

If the actual cost to plan check (including overhead) exceeds the deposit, the applicant shall pay the additional amount due prior to District approval of the plans. If the actual cost to plan check (including overhead) is less than the deposit, the District will refund the balance to the applicant within 90 days from the District’s approval of the plans.



**PART 9 - SECTION E – CONSTRUCTION INSPECTION FEES FOR DISTRICT WATER AND SEWER SYSTEM IMPROVEMENTS**  
**RULE**

The construction inspection fees for District water and sewer system improvements shall be as set forth below:

9-E-1      **SINGLE RESIDENTIAL WATER AND SEWER SERVICE CONSTRUCTION INSPECTION FEE:** This fee shall be determined by resolution of the Board of the District and set forth in the District’s Schedule of Rates, which shall be made publicly available by, at a minimum, posting on the website of the Water and Sanitation Department.

9-E-2      **IMPROVEMENTS CONSTRUCTION INSPECTION FEE:** The water and sewer system improvements construction inspection fee for multiple residential, commercial, institutional, industrial, or miscellaneous developments shall be based on actual cost (including overhead) to the District. The following fee deposit shall be deposited with the District prior to District approval of improvement plans:

- a. A fee deposit of 5% of the first \$20,000 of the District’s approved estimate of the cost of the water and sewer system improvements.
- b. A fee deposit of 3½% of the next \$80,000 of the District’s approved estimated water and sewer system improvement costs.
- c. A fee deposit of 3% of the District’s approved estimated water and sewer system improvement costs over \$100,000.

If the actual cost of inspection (including overhead) exceeds the deposit, the applicant shall pay the additional amount due prior to District’s acceptance of the improvements. If the actual cost of inspection (including overhead) is less than the deposit, District will refund the balance to the applicant within 90 days from District’s acceptance of the improvements.

9-E-3      **SUBDIVISION FINAL MAP OR PARCEL MAP WATER AND SEWER SYSTEM IMPROVEMENTS CONSTRUCTION INSPECTION FEES:** The construction inspection fees for water and sewer system improvements to be constructed as a condition of approval by the governing body of a final tract map or parcel map shall be computed on the same basis as those fees set forth in Section E of this part.

**PART 9 - SECTION F – ANNEXATION PROCEDURES**  
**RULE**

9-F-1      Application procedures for annexation to a District are as follows:

- (i) The proposed annexation will first be considered by the District Advisory Committee.
- (ii) The District staff will prepare a Resolution of Application Initiating the Proceedings for Annexation for transmittal to the Board of the District to initiate the annexation process.
- (iii) Upon Board approval, the application material will be forwarded to the Local Agency Formation Commission (LAFCO) (including an Assessor's Parcel Map of the annexation area and metes and bounds description).
- (iv) LAFCO will conduct a public hearing and either approve or deny the annexation.
- (v) If LAFCO approves the annexation, it will then be submitted to a protest proceeding, if required, and to a vote, if applicable, of the residents or landowners within the affected territory.

9-F-2

**FEES:** The applicant shall pay the District a fee to process the Resolution of the Application Initiating the Proceedings for Annexation and deposit an amount, estimated by the District, to reimburse the District for actual costs incurred in processing the annexation. The application fee shall be determined by resolution of the Board of the District and set forth in the District's Schedule of Rates, which shall be made publicly available by, at a minimum, posting on the website of the Water and Sanitation Department. The deposit shall be required to be submitted after approval of the Resolution of Application and prior to the District forwarding the Resolution of Application to LAFCO. If the actual cost exceeds the initial deposit, the remaining balance shall be paid prior to final approval. If the actual cost is less than the deposit, the balance will be refunded to the applicant.

## **PART 9 - SECTION G – CONSTRUCTION STANDARDS FOR THE WATER AND SEWER SYSTEMS**

Mandatory minimum construction standards applicable to water system improvements and sewer system improvements are posted online on the website of the Public Works Agency, Water and Sanitation Department.

## **PART 10 - OPERATION AND MAINTENANCE OF SEWAGE COLLECTION SYSTEM (PIRU)**

California Water Code Section 55335.5 provides for a waterworks district to construct, maintain, and operate sewage collection and treatment facilities and dispose of the effluent therefrom in any lawful manner and do all things necessary or proper to accomplish such powers. This part is based on that authority and applies only to Ventura County Waterworks District No. 16.

### **PART 10 - SECTION A – DEFINITIONS OF TERMS**

In addition to Part 1 of these Rules and Regulations, the following terms shall have the meanings as herein defined whenever references are made thereto in this part.

#### **RULE**

- 10-A-1      **APPLICANT:** The person making application for a permit for a sewer (or application for sewer service) who shall be the owner, tenant, or agent of the premises to be served by the sewer for which application is made.
- 10-A-2      **AUTHORIZED PRIVATE CONTRACT WORK:** Private contract work authorized by the District.
- 10-A-3      **BOD:** Biochemical oxygen demand as described in Standard Methods for the Examination of Water and Wastewater.
- 10-A-4      **BUILDING:** Any structure or facility used for human habitation, business, industry, recreation, or other uses requiring sanitary facilities.
- 10-A-5      **BUILDING SEWER:** The portion of any sewer which begins at the plumbing or drainage outlet of a building and runs to the property line or a private sewage disposal system.
- 10-A-6      **CAPITAL IMPROVEMENTS:** Those portions of the structural improvements of the District, the use of which is necessary to the services to, and shared in common by, all customers of the District and shall specifically include:
- a. Real estate and rights-of-way.
  - b. Sewer mains which are not classified as (belonging to) local system improvements.
  - c. Pumping plants and all piping thereon, on main line sewers.
  - d. Force main piping.
  - e. Sewage treatment plants.
  - f. Sewage storage structures.

- 10-A-7      **COMMERCIAL:** A site or building used for the exchange or buying and selling of commodities or for a hotel or motel.
- 10-A-8      **CONTRACTOR:** Any person currently licensed by the State of California to perform the type of work required by permit.
- 10-A-9      **DESIGN ENGINEER:** The engineer who designs the sewerage facilities or appurtenances thereto under the direction of a civil engineer registered in the State of California.
- 10-A-10     **DEVELOPER:** The person or persons who have entered into an agreement with the District.
- 10-A-11     **DISTRICT:** Ventura County Waterworks District No. 16 (Piru).
- 10-A-12     **DOMESTIC SEWAGE:** The waterborne wastes derived from the ordinary living processes, free from commercial, institutional, or industrial wastes, and of such character as to permit satisfactory disposal, without special treatment, into the public sewer or by means of a private sewage disposal system.
- 10-A-13     **EASEMENT:** The public way or right-of-way which the District is authorized to use for pipeline, sewer, or other purposes.
- 10-A-14     **GRADE:** The ratio of vertical rise to one unit of horizontal distance and with the vertical rise and horizontal distance in the same units.
- 10-A-15     **HOUSE LATERAL SEWER:** The portion of a public sewer within a public way or easement which connects a building sewer to the main sewer.
- 10-A-16     **INDUSTRIAL:** Any fraternal organization or private school, or any site, building, or works which is, or which is designed to be, used for the manufacture, processing, or distribution of materials, equipment, supplies, food, or commodities of any description, or which is, or which is designed to be, used as a sanitarium, hospital, penal institution, or charitable institution; together with all appurtenances thereto and the surrounding premises under the same ownership or control.
- 10-A-17     **INDUSTRIAL WASTE:** All commercial, institutional, or industrial waste substances, liquid or solid, except domestic sewage and including, but not limited to, radioactive wastes and explosives, noxious, toxic, or corrosive gases or liquids when present in the sewerage system.
- 10-A-18     **INSPECTOR:** The sewer inspector for the District duly authorized by the Engineer and responsible for the particular duties delegated to him or her.

- 10-A-19     **INSTITUTIONAL:** Any educational institution supported by state or local taxes.
- 10-A-20     **INTERCONNECTION:** An authorized connection of the District sewer system to the sewer system of another sewer agency.
- 10-A-21     **LOCAL SYSTEM IMPROVEMENTS:** The following structural improvements:
- a. Lateral sewer lying within the public way from the fitting at the main sewer to the property line.
  - b. All sewer mains used for the collection of sewage from a local area, land division, or subdivision.
- 10-A-22     **MAIN SEWER:** A public sewer which is designed to accommodate more than one lateral sewer.
- 10-A-23     **MAIN SEWER EXTENSION:** The extension of the main sewer beyond the existing facilities, exclusive of sewer service connections.
- 10-A-24     **MULTIPLE RESIDENTIAL SEWER CONNECTION:** A sewer connection to serve more than one residential unit.
- 10-A-25     **PERMIT:** Any written authorization required pursuant to these Rules and Regulations for the installation or connection of any sewage works.
- 10-A-26     **PLUMBING CODE:** The Plumbing Code adopted by the Ventura County Board of Supervisors for unincorporated areas, or the Uniform Plumbing Code as adopted by the local city if the area is located in the city.
- 10-A-27     **PLUMBING SYSTEM:** All plumbing fixtures, waste and vent pipes, and sanitary sewer pipes within a building and extending to the building sewer connection three feet (3') outside the building wall.
- 10-A-28     **PRIVATE CONTRACT WORK:** Construction of sewer lines or mains and related facilities within the District by a developer or other persons other than the District.
- 10-A-29     **PRIVATE EASEMENT:** An easement in which a customer or others person may have installed a sewer line for the transportation of sewage to the District sewers, in which easement or sewer the District has no interest or responsibility.
- 10-A-30     **PRIVATE SEWER:** A sewer serving an independent sewage disposal system not connected with a public sewer.

- 10-A-31      **PUBLIC SEWER:** A sewer lying within a public way or easement under the jurisdiction of the District.
- 10-A-32      **REFERENCE TO STANDARDS AND PUBLICATIONS:** Any reference made in these Rules and Regulations, in any standard specifications or on any drawings to any specifications, standard methods, or publications or any scientific or technical society or other organization shall, in the absence of a specific designation to the contrary, be understood to refer to the specifications, standard method, or publication in effect on the date the work is approved.
- 10-A-33      **REGISTERED CIVIL ENGINEER:** A civil engineer registered in the State of California employed by a sewer agency, owner, or developer.
- 10-A-34      **SANITARY SEWER:** A sewer to which storm, surface, and ground waters are not intentionally admitted.
- 10-A-35      **SEWAGE:** A combination of water-carried wastes from a residence, a business, an institution, or an industrial establishment.
- 10-A-36      **SEWAGE WORKS:** All facilities for the collection, transportation, pumping, treatment, and disposal of sewage.
- 10-A-37      **SEWER:** Any pipe or conduit for the transportation of sewage.
- 10-A-38      **SEWER CONNECTION FEE:** A fee to obtain permission to connect to the District sewer, to have flow capacity rights and to use the trunk sewer, sewage treatment facilities and appurtenances, provided that the District's prevailing service charges have been paid.
- 10-A-39      **SEWAGE TREATMENT PLANT:** Any devices, facilities, or structures used for the treatment of sewage.
- 10-A-40      **SIDE SEWER:** The sewer line which begins at the foundation wall of a building and terminates at the main sewer and includes both the building and house lateral sewer.
- 10-A-41      **SINGLE RESIDENTIAL SEWER CONNECTION:** A sewer connection to serve a single residential unit.
- 10-A-42      **STANDARD METHODS FOR THE EXAMINATION OF WATER AND WASTEWATER:** The latest edition of "Standard Methods for the Examination of Water and Wastewater" published by the American Public Health Association, except where the Engineer approves other procedures necessary for unusual wastes.

- 10-A-43     **STREET:** Any public highway, road, street, avenue, alley, way, or public place dedicated to and accepted by the County.
- 10-A-44     **STRUCTURAL IMPROVEMENTS:** Both Capital Improvements and Local System Improvements, including land, real estate, all classes of sewers, sewer service connections, pumping plants, treatment plants, electrical systems, and appurtenances.

**PART 10 - SECTION B – GENERAL**

**RULE**

10-B-1     **DESCRIPTION OF SERVICE:** The District will exercise reasonable diligence and care to:

- a) Provide a continuous service of receiving sanitary sewage from the customer, and
- b) Avoid unnecessary stoppages or interruptions of the flow of sewage in District's sewers.

10-B-2     **BUILDING SEWERS, LATERAL SEWERS, AND CONNECTIONS**

10-B-3     **MINIMUM SIZE AND GRADE:** The minimum size of a building sewer shall be four inches (4") in diameter. A building sewer serving a duplex shall be not less than four inches (4") in diameter. A building sewer serving a multiple dwelling of three or more units shall be not less than six inches (6") in diameter. When more than one building sewer shall be connected to a single side sewer, the side sewer from the point of intersection of two or more units shall be not less than six inches (6") in diameter and shall have an approved cleanout at the property line. The minimum grade of a building sewer shall have a fall of not less than two feet (2') per one hundred feet.

10-B-4     **OLD BUILDING SEWERS:** Old building sewers may be used in connection with new buildings only when they are found, upon examination and test by the Engineer, to meet all requirements of the District. The examination and testing fee shall be determined by the Engineer and shall be paid by the applicant.

10-B-5     **CONNECTIONS TO PUBLIC SEWERS:** The connection of the building sewer into the public sewer shall be made at the lateral or tee branch, if such lateral or tee branch is available at the suitable location. Where no properly located tee branch is available, a neat hole may be cut into the public sewer and a tee saddle, or a sewer stub nipple adaptor installed to receive the lateral sewer. In no case shall the pipe protrude beyond the inside diameter of the main sewer. The invert of the building or lateral sewer at the point of connection shall be at a higher elevation than the invert of the public sewer.

The connection to the public sewer shall be made in the presence of the Inspector and under his or her supervision and direction. Material removed by the neat hole cutting shall be removed from the sewer. Any damage to the public sewer shall be repaired at the cost of the applicant and to the satisfaction of the Inspector.

10-B-6      **CLEANOUTS:** Cleanouts in building sewers shall be provided in accordance with the Plumbing Code. Cleanouts shall be the same diameter as the building sewer and shall be watertight.

10-B-7      **PROTECTION OF EXCAVATION:** All excavations for a side or lateral sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other property disturbed in the course of the work shall be restored in a manner satisfactory to the Engineer. All excavations including shoring and trench protection shall be performed in accordance with federal, State, and local regulations.

10-B-8      **LARGE INCREASE IN THE USE OF SEWER:** Customers making any change in operations on their premises requiring substantial increases in the sewage flow through the District's facilities shall immediately give the Engineer written notice of the nature of the change.

10-B-9      **SEWER CONNECTION FEES:** The District's Schedule of Rates shall contain all sewer connection fees applicable to customers of the District. These shall be determined by resolution of the Board of the District, pursuant to this part, and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.

Sewer connection fees shall be paid in full prior to final approval of any subdivision, planned development, land division, special use permit and/or prior to the commencement of any work necessary to furnish sewer service to any residence, building, or parcel.

However, in a case where an individual owns a parcel of land larger than ten acres in size but desires sewer service for only a small portion thereof, and if the District is financially able to do so, it may, at its option, collect sewer connection fees for only that portion of the parcel that is to be developed as shown on subdivision, planned development, or special use permit improvement plans. When further development of the parcel occurs, the then applicable sewer connection fees shall be paid for the remainder.

Said sewer connection fee shall be in accordance with the rate effective on the date of issuance of the permit or, in the case where a final map is



required, the fee shall be in accordance with the rate effective on the date of the recordation of the final map.

10-B-10 **SINGLE RESIDENTIAL SEWER CONNECTION:** A fee as shown in the District's Schedule of Rates shall be paid for each single residential sewer connection.

10-B-11 **MULTIPLE RESIDENTIAL SEWER CONNECTION:** A fee computed as shown in this rule shall be paid for each equivalent residential unit (ERU), or fraction thereof, in each multiple residential complex. Each apartment unit, or similar type dwelling unit, including a mobile home, shall be considered 0.80 of an ERU and each trailer space shall be considered 0.50 of an ERU. The number of ERUs for each recreational and/or other miscellaneous facilities, within the multiple residential complexes shall be computed per Method A or Method B as described in rule 10-B-12. No connection fee shall be charged for laundry room facilities within the complex open to use only by residents of the complex.

10-B-12 **COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, OR MISCELLANEOUS SEWER CONNECTION:** A fee computed by use of Method A, B, or C below, at the option of the District, shall be paid for each commercial, industrial, institutional or miscellaneous sewer connection.

Method A: Based on water meter size.

Each 5/8" or 3/4" meter shall be one (1) ERU.

Each 1" meter shall equal two (2) ERUs.

Each 1 1/4" or 1 1/2" meter shall equal four (4) ERUs.

Each 2" meter shall equal seven (7) ERUs.

Each 3" meter shall equal fifteen (15) ERUs.

Each 4" meter shall equal thirty (30) ERUs.

Each 6" meter shall equal sixty (60) ERUs.

The fee for each ERU, or fraction thereof, shall be as shown in the District's Schedule of Rates.

Method B: Based on number of plumbing fixtures. Each twenty-five (25) plumbing fixture units as defined in the Plumbing Code under the Section entitled "Drainage Systems" shall be considered equal to one (1) ERU. The fee for each ERU, or fraction thereof, shall be as shown in the District's Schedule of Rates.

Method C: Based on flow and waste characteristics. Where flow and waste characteristics are of an unusual nature, the sewer connection fee shall be determined based on strength of the five (5) day BOD, suspended solids, quantity of flow and other factors of the waste discharge that affect the sewer transmission and sewers, treatment and disposal. Determination of the strength of waste shall be conducted in accordance with Standard

Methods for the Examination of Water and Wastewater, except where wastes of unusual character make other procedures necessary.

10-B-13

**SCHEDULE OF SEWER CONNECTION FEES:**

The District's Schedule of Rates shall contain all sewer connection fees applicable to customers of the District computed by Methods A or B, as described in rule 10-B-12. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.

10-B-14

**SCHEDULE OF SEWER SERVICE CHARGES:**

The District's Schedule of Rates shall contain all sewer service charges applicable to customers of the District. These shall be determined by resolution of the Board of the District and shall be made publicly available by, at a minimum, posting them on the website of the Water and Sanitation Department.

10-B-15

**METHOD OF COLLECTION:** Billing for sewer service charges shall be made monthly and shall be due and payable on presentation and shall become delinquent 22 days after mailing date. Non-payment of sewer service charges may result in property lien. Delinquent notices shall first be presented by mail.

For an initial connection of any building to the District sewer, the charge for sewer service shall begin with the first day of the month following the date of issuance of the appropriate Building and Safety Department's Certificate of Occupancy and shall continue until a request for discontinuance of service is received by the District. Said sewer service charge shall be billed to the recipient of the Certificate of Occupancy in a manner provided elsewhere in these Rules and Regulations.

If more than one tenant on a parcel of property is served through a single sewer service, the District will render a single bill to the property owner or applicant of record. Said bill shall include a charge for sewer service to be computed in accordance with this section.

The Director or authorized representative may adjust or waive charges to customer bills for those charges resulting from billing errors or other discrepancies.

10-B-16

**ALTERNATIVE METHOD OF COLLECTION:** Pursuant to Section 5473 of the California Health and Safety Code, the sewer service charge for any sewer service connections covered by a permit issued pursuant to Section E of this part for any lot, building, or parcel of land shall be collected on the tax roll in a manner provided for in Ordinance No. 16-1 adopted by the Board of the District.

- 10-B-17     **SEWER SERVICE STANDBY CHARGES:** Pursuant to Section 55507 of the California Water Code, a sewer service standby or immediate availability charge shall be applied, on a parcel basis, within the District, to be charged to such parcels to which sewer service is made available by the District, whether the sewer service is actually used or not, and shall be collected on the tax roll in the same manner, by the same persons, and at the same time as, together with, and not separately from, the general county taxes upon approval of the Board.
- 10-B-18     **INDUSTRIAL WASTE TESTING FEE:** The testing fee shall be based upon the actual cost of the testing. The Engineer shall estimate the cost of the testing and shall require a cash deposit equal to the estimated cost of the testing from the applicant prior to the start of the testing.

**PART 10 - SECTION C – PUBLIC SEWER USE**

**RULE**

- 10-C-1     **WASTE DISPOSAL:** It shall be unlawful for any person to place, deposit, or permit the deposit in an unsanitary manner upon public or private property within the District, or in any area within the jurisdiction of the District, any human excrement or other objectionable waste, except chemical toilets on a construction site may be used during the construction period.
- 10-C-2     **TREATMENT OF WASTE:** It shall be unlawful to discharge into any drainage conduit, stream, or water course any sewage, industrial waste, or other polluted waters.
- 10-C-3     **UNLAWFUL DISPOSAL:** Except as provided herein, it shall be unlawful to construct any privy, privy fault, septic tank, cesspool, sewage pit or other facility intended for the disposal of sewage.
- 10-C-4     **BRINE PROHIBITED:** Salt brines from on-site regenerated water softeners shall not be permitted to discharge into the laterals or other sewer lines connected with the District sewerage system.
- 10-C-5     **OCCUPANCY PROHIBITED:** No building shall be occupied until the owner of the premises has complied with the provisions of these Rules and Regulations.
- 10-C-6     **LIMITATIONS ON INDUSTRIAL DISCHARGES AND WASTES:** Limitations as outlined below are placed on certain wastes and discharges into the District sewers.

Material which will settle out in the sewers, such as sand or metal filings; any garbage that has not been shredded to such a degree that all particles

will be carried freely under the flow conditions normally prevailing in public sewers, with no particles greater than one-half inch (1/2") in any dimension; any ashes, cinders, mud, straw, glass, rags, feathers, tars, plastics, wood, paunch manure, hair, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works shall not be discharged to the sewers.

Moderate amounts of dispersed grease and oil can usually be tolerated, but sewer stoppages occur from grease accumulations, and excessive amounts of oil cause difficulties at the treatment plant. Industries therefore may not use the sewers as a means of disposal of oil and grease, and steps must be taken to remove these substances from waste waters insofar as practicable. In the case of industries with large volumes of waste waters containing oils of a hydrocarbon nature, the floatable oil content will be limited to 10 parts per million. Industries with wastes containing animal or vegetable oils or fats mixed with other suspended matter rendering separation difficult may in some cases be allowed higher concentration of floatable oil or grease, up to 25 parts per million. Dispersed oil and grease will in general be allowed in concentrations up to 100 parts per million if dilution of the waste in sewage does not cause the oil or grease to separate on the surface or collect on the walls of the sewer. Definition of floatable oil and grease, and instructions for determination of same, are available on request from the District's office.

Any discharges and wastes containing unreasonable or unnecessarily large amounts of suspended solids shall not be discharged into the sewers unless, and at the option of the District, they are pretreated to reduce the suspended solids to 350 parts per million by weight or the industry discharging the same shall be charged the pro rata cost of corrective treatment in the sewage works of the District.

High BOD wastes may in some cases cause excessive putrefaction or sulfide formation. In such cases, and at the discretion and option of the District, these wastes shall be pretreated to reduce the five-day BOD to 300 parts per million before discharge into the sewers or the industry discharging the same shall be charged the pro rata cost of corrective treatment in the sewage works of the District.

Any noxious or malodorous gas or substance capable of creating a public nuisance shall not be discharged to the sewers.

Dissolved sulfides in wastes discharged into the sewer shall not exceed a concentration of 0.1 parts per million.

Acids shall not be discharged into the sewer unless neutralized to a pH value not lower than 6.0 or higher than 9.0. Highly alkaline wastes shall

usually be accepted, except where they may cause encrustation of sewers. Nitric acid requires special consideration; the Engineer shall be consulted prior to making such discharges.

Compounds which may give off toxic, explosive, or flammable liquid, solid or gas, in amounts considered dangerous by the District shall not be permitted in the sewers. The concentration of cyanide in any waste (including HCN and CN) shall not exceed 10 parts per million. Discharge of wastes containing radioactive material shall require special consideration and a permit issued by the District.

Contaminated cooling water blow-down, or bleed, from cooling towers or other evaporative coolers equaling not more than half of the evaporation loss (one-third of the make-up) are acceptable in the sewer. Where cooling is done by using only heat exchange, without utilizing evaporative cooling, the wastewater shall not be discharged into the sewer. Toxins or pollutants exceeding federal, or State requirements shall not be discharged to the District sewer.

The sanitary sewers in the District are not designed to carry storm waters. Industries shall, therefore, segregate sewage and industrial wastes with roof and yard run-off going to suitable storm water channels.

As it is important to keep the temperature of the sewage as low as possible, the temperatures of discharges shall be no higher than 104°F. Where the quantity of discharge represents a significant portion of the flow in a particular sewer, the allowable temperature may, at the discretion of the Engineer, be lowered to reduce sulfide generation in the sewer.

Chemical solutions containing nitric acid or salts thereof in concentrations above 5% by weight, and volumes more than 300 gallons per day, shall not be discharged into the sewer as they interfere with sewage treatment processes.

Wastes containing boron, fluoride, chlorides and sodium or potassium or other dissolved solids or chemicals which will cause the effluent of the District's treatment facilities to exceed the requirements of the Water Quality Control Board of the State of California or the federal government shall not be discharged into the sewers.

Any septic tank or cesspool sludge or any overflow from cesspools, manure pits or other receptacles storing organic wastes shall not be discharged into the District sewers.

Any liquid and/or pulp, being residue resulting from reducing of lemons, oranges, or other citrus fruits to the juice state, shall not be discharged to the sewers without pretreatment and as approved by the Engineer.

Any salt water or brine solutions in concentrations that are detrimental to domestic sewage treatment and disposal of effluent shall not be discharged to the sewers.

- 10-C-7      **INTERCEPTORS REQUIRED:** Grease, oil, and sand interceptors shall be provided when, in the opinion of the Engineer, they are necessary for the proper handling of liquid wastes containing grease and in excessive amounts or any flammable wastes, sand, and other harmful ingredients, except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the Engineer and shall be so located as to be readily and easily accessible for cleaning and inspection.
- 10-C-8      **MAINTENANCE OF INTERCEPTORS:** All grease, oil, and sand interceptors shall be maintained by the owner, at the owner's expense, in continuously efficient operation always.
- 10-C-9      **PRE-TREATMENT OF COMMERCIAL, INSTITUTIONAL, OR INDUSTRIAL WASTES:** The admission into the public sewers of any waters or wastes containing an unacceptable quantity of any substance having the character described in this section or having an average daily flow greater than two percent (2%) of the average daily sewage flow of the District shall be subject to the review and approval of the Engineer. Where necessary, in the opinion of the Engineer, the owner shall provide, at the owner's expense, such pre-treatment as may be necessary to reduce the objectionable characteristics or constituents to within the maximum limits provided for in this section or control the quantities and rate of discharge of such waters or wastes. Plans, specifications, and any other pertinent information relating to proposed pre-treatment facilities, including metering devices where necessary, shall be submitted for the approval of the Engineer, and construction of such facilities shall not be commenced until said approval is obtained in writing.
- 10-C-10     **MAINTENANCE OF PRE-TREATMENT FACILITIES:** Where pre-treatment facilities including metering devices are provided or required for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at the owner's expense and to the satisfaction of the Engineer.
- 10-C-11     **CONTROL MAINTENANCE HOLES:** When required by the Engineer, the owner of any property served by a side sewer carrying commercial, institutional, or industrial wastes shall install a suitable control maintenance hole in the side sewer to facilitate observation, sampling, and measurement of wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the Engineer. The manhole shall be installed by the

owner at the owner's expense and shall be maintained by the owner to be always safe and accessible. If no special manhole has been required, the control manhole shall be the downstream manhole in the public sewer nearest to the point at which the side sewer is connected.

10-C-12 **MEASUREMENTS AND TESTS:** All measurements, tests, and analysis of the characteristics of waters and wastes to which reference is made in this section shall be determined at the control manhole provided for in this section, or upon suitable samples taken at said control manhole and shall be determined by the procedures described in the Standard Methods for the Examination of Water and Wastewater. A program of tests and reporting of test results shall be submitted for approval of the Engineer.

10-C-13 **SPECIAL AGREEMENT:** No statement contained in this part shall be construed as preventing any special agreement or arrangement between the District and any industrial concern whereby an industrial waste of unusual strength of character may be accepted by the District for transportation, treatment, and disposal, subject to payment therefor by the industrial concern and subject to such terms and conditions as might be required by the District. The unit payment for sewer service shall in no case be less than required by federal, State, or other local agencies.

## **PART 10 - SECTION D – PUBLIC SEWER CONSTRUCTION**

### **RULE**

10-D-1 **PERMITS**

10-D-2 **PERMIT REQUIRED:** No unauthorized person shall uncover, connect with, or open into, use, alter, or disturb any public sewer or appurtenance, or perform work on any drainage system without first obtaining a written permit from the District. Such permit shall be posted at the worksite and shall be shown upon the demand of any authorized District representative.

10-D-3 **APPLICATION FOR PERMIT:** Any person legally entitled to apply for and receive a permit shall make an application to the District on the form provided. The location, ownership, occupancy and use of the premises and a description of the proposed nature of the work to be performed shall be provided by the applicant. Specifications, plans, drawings, and other information shall be supplied to the District as deemed necessary.

10-D-4 **PERMIT COMPLIANCE:** The approval of the application is evidenced by the issuance of a permit. Thereafter, no change shall be made in the location of the sewer, the grade, materials, or other details described in the permit or as shown on the approved plans and specifications, unless prior written permission is obtained from the Engineer.

10-D-5      **AGREEMENT:** The signature of the applicant on an application for a Permit shall constitute an agreement to comply with all provisions, terms, and requirements of these Rules and Regulations and all federal, State, and local regulations. The signature shall constitute an agreement to comply with the approved plans and specifications and any further corrections, or modifications as may be required by the District. Such agreements shall be binding upon the applicant and may be modified by the District after the receipt and consideration of a written request for modification submitted by the applicant.

The applicant shall enter into a written contract satisfactory to the District whereby the applicant shall bind the applicant and the applicant's heirs, successors and assigns to abide by all ordinances, rules, and regulations regarding the use of such sewer, the connection, and the draining therewith. The applicant shall pay all permit fees and a monthly service charge set by the District for the use of such sewer.

10-D-6      **SEWER PERMIT CLASSES:** There shall be five (5) classes of permits.

- 1) Single Residential Lot
- 2) Multiple Residential, Institutional, Commercial, and Miscellaneous
- 3) Industrial
- 4) Private sewage disposal
- 5) Subdivision Final Map or Parcel Map

10-D-7      **SEWER REQUIRED:** Any building located on property which abuts any easement or right of way in which there is a present or planned public sewer of the District shall, at the expense of the owner of said building, and, in accordance with these Rules and Regulations, be connected to the public sewer provided that said public sewer is within two hundred (200) feet of the property line of the site of the building; and that said building is not in excess of four hundred (400) feet from the district sewer. Said sewer connection shall be completed within sixty (60) days following receipt of official notification to proceed.

10-D-8      **CONSTRUCTION REQUIREMENTS:** The requirements of these Rules and Regulations shall govern the construction of all building and lateral sewers.

10-D-9      **SEPARATE SEWERS:** Except as provided in this section for condominium projects, no two adjacent lots fronting on the same side street shall be permitted to join in the use of the same side sewer, and every building shall be separately connected with a public sewer if such sewer is available. However, one or more buildings located on property belonging to the same owner may be served with the same side sewer during the period of said ownership. The District shall render a single bill to the property owner, or applicant of record which shall include the sewer service charge for the entire property. Upon subsequent subdivision and sale of a portion of a lot,



that portion not directly connected with a public sewer shall be separately connected with the public sewer. It shall be unlawful for the owner to continue the use of or to maintain such indirect connection.

- 10-D-10 **CONDOMINIUM PROJECTS:** In condominium projects, two or more units of the condominium may, at the option of the District, be permitted to join in the use of the same side sewer. The responsibility for maintenance of such side sewer shall be as defined in Section G of this part. The District shall render a single bill to the management body of the project, or its authorized representative, which shall include the sewer service charge for the entire condominium project as computed in accordance with Section C of this part.
- 10-D-11 **SUBDIVISIONS:** Prior to the approval of the governing body of any final subdivision map, the requirements of this section shall be fully complied with. Said map shall provide for the dedication for public use of all streets, easements, or rights-of-way in which public sewer lines are to be constructed. The developer shall construct the sewers in the subdivision or tract and dedicate the in-tract facilities to the District.
- 10-D-12 **INCOMPLETE CONSTRUCTION:** If the final subdivision map is recorded, and the sewer construction of the tract is not completed within the time limit granted by permit, the governing body may extend the time limit, or may complete the work and take appropriate action to enforce the provisions of the bond furnished by the subdivider.
- 10-D-13 **EASEMENTS OR RIGHTS-OF-WAY:** Where an easement is required for the extension of the public sewer or a connection thereof, an acceptable easement or right-of-way shall be procured by the applicant and shall be dedicated to the District. Such easement or right-of-way shall be legally sufficient in form and approved by the Engineer prior to the laying and maintenance of such extension or connection.
- 10-D-14 **PERSONS AUTHORIZED:** Public sewer construction within the District shall be performed by authorized contractors or by District forces. All terms and conditions of the District Permit shall be binding on the contractor. The requirements of this section shall also apply to side sewers installed concurrently with public sewer construction.
- 10-D-15 **SECURITY:** Good and sufficient security of the type specified in Section 66499 of the Government Code for faithful performance, materials, and labor, each in the amount equivalent to the total estimated cost of the work, shall be furnished by the applicant to the District, prior to the issuance of any permit for public sewer construction. Such security shall be satisfactory to the District. The security shall be conditioned upon the full performance of all terms and conditions of the permit. It shall guarantee correction of faulty workmanship and replacement of defective materials

for a period of one (1) year after date of acceptance of the work by the District.

- 10-D-16 **LIABILITY:** The applicant shall be solely liable for any defects or failure during performance of the work or any failure which may develop therein. The District and its officers, agents, and employees shall not be liable or answerable for any liability, including death or injury to persons or property damage, due to or arising out of the performance of work by the applicant. The applicant shall indemnify, answer for and save the District and its officers, agents, and employees from all such liability imposed by law, including all costs, expenses, fees, and interest.

**PART 10 - SECTION E – ENFORCEMENT**

**RULE**

- 10-E-1 **TIME LIMIT - PERMITS:** If the work authorized by the permit is not commenced within six (6) months from date of issuance or is discontinued for a period of ninety (90) days after partial completion, the permit shall be void. No further work shall be undertaken until a new permit has been secured by proper application and payment of a new fee. The work shall be completed within the calendar days for completion as specified by the new permit.
  
- 10-E-2 **VIOLATION:** Any person found to be in violation of any provision of these Rules and Regulations (except Rule 10-F-1) shall be served with written notice thereof by the Engineer or other authorized representative of the District. Such written notice shall state the nature of the violation and provide a reasonable time limit for correction thereof. Said time limit shall not be less than two (2) nor more than seven (7) working days. Within the time period stated in the notice all violations shall permanently cease. All persons shall be strictly liable for the acts of their agents and employees performed under the provisions of these Rules and Regulations. Upon notification of any defect arising in any sewer, or notification of any violation of these Rules and Regulations, the person, or persons in charge of said work shall immediately affect corrections.
  
- 10-E-3 **PUBLIC NUISANCE:** Continued habitation of any building, or continued operation of any facility in violation of the provisions of any of these Rules and Regulations is hereby declared a public nuisance. Proceedings may be brought by the District to abate such nuisance during the period of violation.
  
- 10-E-4 **DISCONNECTION:** The alternate method of enforcing the provisions of these Rules and Regulations shall be as follows:

The District shall have the power to disconnect the user or subdivision sewer system from the sewer mains of the District. Upon disconnection, the District shall estimate the cost of disconnection and reconnection. Such user shall deposit said estimated cost prior to reconnection to the system. The District shall refund any part of the deposit remaining after payment of the aforementioned costs. During the period of disconnection, human habitation of such premises shall constitute a public nuisance whereupon the District shall initiate proceedings for the abatement of such nuisance during the disconnection. Reasonable attorney fees and costs of suit of any action brought shall be paid to the District as a condition precedent to reconnection.

10-E-5      **MEANS OF ENFORCEMENT:** The District declares the foregoing procedures are established as a means of enforcing the provisions of these Rules and Regulations, and not as a penalty.

10-E-6      **MISDEMEANOR:** In accordance with Section 55334 of the California Water Code, any violation of a regulation or ordinance of the District is a misdemeanor punishable by fine not to exceed \$1,000.00, or imprisonment not to exceed six (6) months or both.

10-E-7      **LIABILITY FOR VIOLATION:** The violation of any provision of these Rules and Regulations, by any person, shall cause the person to be liable to the District for any expense, loss, or damage, caused the District by reason of the violation.

10-E-8      **TAMPERING WITH DISTRICT PROPERTY:** No person, other than an authorized District employee, shall at any time install an unauthorized sewer connection to, tamper with, or otherwise interfere with the sewer system.

In the event a person for any reason damages any part of the sewer system, or causes any such act to be done, such person will be held liable for any such damage. The District may impose a fine of up to \$250.00, plus the cost of labor and materials to repair any damages, against any person found to be tampering or otherwise interfering with District property or engaged in the unauthorized operation of any part of the sewer system.

**PART 10 - SECTION F – MISCELLANEOUS PROVISIONS**

**RULE**

10-F-1      **POWER AND AUTHORITY OF INSPECTORS:** The officers, Inspector, Engineer, or any other duly authorized employee of the District shall wear or carry an official badge of office, or other evidence, which establishes the employee's position as such. Upon the exhibition of proper credentials and identification the employee shall be permitted to enter residential, commercial, institutional, and industrial facilities for the purposes of inspection, observation, measurement, sampling, testing, or otherwise

performing the necessary duties pursuant to the enforcement of the provisions of these Rules and Regulations.

10-F-2      **ORIGINAL CONNECTIONS ON COMMENCEMENT OF OPERATION OF SEWAGE SYSTEM:** Notwithstanding any statement to the contrary herein, the owner of any building situated within the District is required to connect such building to the proper public sewer and shall have sixty (60) days after such date as the Board shall proclaim that the District is ready to receive sewage into the District sewage system to connect such building directly with the proper public sewer, costs of such connection to be at the expense of the owner.

Where the cost of providing sewer service to any lot, parcel, or building within the District would cause an undue hardship on the District, the District reserves the right to delay sewer service to said lot, parcel, or building until such time as the District is financially able to provide such service.

10-F-3      **OWNER'S RESPONSIBILITY:** The owner shall be responsible for maintaining the side sewer from the building connection to the public sewer line connection. The District is not responsible for damage caused by line breaks or leaks occurring on the owner's property.

10-F-4      **BUILDING SEWER TOO LOW:** In all buildings in which any building sewer is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building sewer shall be lifted by artificial means, approved by the Engineer, and discharged to the public sewer at the expense of the owner. Where there is possibility of reverse sewage flow due to construction of plumbing in structures in areas such as low lots in hilly areas and where hydraulic relief is not afforded in the upstream manhole and sewage may flow backwards and overflow the plumbing fixtures in a building, the owner shall at the owner's expense provide, maintain, and operate all necessary and approved backflow protection measures and devices.

10-F-5      **DESIGN AND CONSTRUCTION STANDARDS:** Minimum standards for the design and construction of sewers within the District shall be in accordance with the specifications for sewer construction as noted on Ventura County Waterworks Districts' Water and Sewer Construction Standards and any additional standards that may hereafter be adopted by the District Board shall be included as part of the improvement plans. Copies of these Standards are on file at the District Administration Office and on the Ventura County Public Works Agency Water and Sanitation Department website. The Engineer may permit modifications or may require higher standards where unusual conditions are encountered.

“As-Built” drawings showing the actual location of all mains, structures, wyes, laterals, and cleanouts shall be filed with the District before final acceptance of the work.

10-F-6 **SWIMMING POOLS:** It shall be unlawful for any person to discharge the contents of a swimming pool into a sanitary sewer except in the manner specified herein. The size of pipe carrying discharge water shall not be larger than two inches (2") and shall not be under a head to exceed twenty feet (20'). If the water is discharged by pumping, the rate of flow shall not exceed one hundred (100) gallons per minute. Each swimming pool discharging to a sanitary sewer shall be equipped with an approved separator to preclude any possibility of a backflow of sewage into the swimming pool or piping system.

10-F-7 **REIMBURSEMENT FOR OVERSIZING SEWER MAINS:** Whenever it is proposed to install sewer mains in the District by an owner other than the District, for dedication to public use, and the District determines that said dedication is in the best interest of the District, acceptance of said dedication shall be conditioned upon the installation of a sewer main with sufficient capacity to serve present and future service areas. The District may contract with the owner for reimbursement of costs of oversizing. Reimbursement costs and method of payment shall be determined by the Engineer.

**PART 10 - SECTION G – STANDARD CRITERIA FOR THE DESIGN OF SEWER SYSTEMS AND IMPROVEMENTS**

**RULE**

10-G-1 **GENERAL REQUIREMENTS**

10-G-2 **SCOPE:** The design and construction of sanitary sewers, sewage treatment plants and other appurtenances in the District shall comply with these standard specifications, or permit requirements of various governing bodies, except where specific modifications have been approved by the District in writing. All work shall be in accordance with good engineering practice.

This section shall be used with Ventura County Public Works Agency “Sewerage Manual,” approved by the Board of Supervisors or current version and the latest revisions thereto. Wherever there are differences between the provisions of this section and the Sewerage Manual, or other County, State, or federal regulations, the most stringent or highest requirements shall govern.

10-G-3 **INTERPRETATION:** The Engineer shall decide all questions of interpretation of “good engineering practice”, being guided by “Design and Construction of Sanitary and Storm Sewers” (ASCE Manual of Engineering

Practice No. 37 or WPCF Manual of Practice No. 8) prepared by joint committees of the American Society of Civil Engineers and the Water Pollution Control Federation.

10-G-4 **PLUMBING CODE:** All work on house laterals and house sewers outside of public rights-of-way or sewer easements shall be governed by the provisions of the Plumbing Code in unincorporated areas or the applicable ordinance of the governing body in the incorporated areas and other applicable ordinances of the local sewerage agency.

10-G-5 **ENFORCEMENT:** The provisions of this section shall be enforced by the District.

10-G-6 **PLANS, PROFILES, AND SPECIFICATIONS REQUIRED:** The application for a permit for public sewer construction shall be accompanied by two sets of complete plans, profiles, and specifications, complying with all applicable ordinances of the District and these Rules and Regulations, prepared by a registered civil engineer showing all details of the proposed work based on an accurate survey of the ground. At the time of completion of the work, the applicant shall file approved "As-Built" reproducible tracings with the Engineer. The application, together with the plans, profiles, and specifications, shall be examined by the Engineer who shall, within thirty (30) business days, approve them as filed or require them to be modified as the Engineer deems necessary for proper installation. Where applicable, the applicant shall secure a road or street encroachment permit. Where the District requires plans, bonds, and an agreement and after examination and approval by the Engineer, the application, plans, profiles, bonds, agreements, and specifications shall be submitted to the Board of the District at its next regular meeting for its considerations. When the Board of the District is satisfied that the proposed work is proper and the plans, profiles, bonds, agreements, and specifications are sufficient and correct, it shall order the issuance of a permit predicated upon the payment of all connection charges and fees and the furnishing of agreements and bonds as required by the District. The applicant's engineer shall submit the following items to the District:

- 1) Tracings of the final map (if applicable).
- 2) Three copies of the agreement (Form No. WW-166).
- 3) Three copies of Surety Bond (Labor and Materials - Form No. WW-167).
- 4) Three copies of Surety Bond (Performance - Form No. WW-168).
- 5) Three copies of Agreement to Pay for Soils Engineering (Form No. WW-169).
- 6) Separate deeds of conveyance for easements and/or lands in fee if these are not conveyed on the final map.
- 7) The number which the County has assigned to the environmental impact report or other environmental document for the development.

8) The permit shall prescribe such terms and conditions as the District finds necessary in the public interest.

- 10-G-7      **CONSTRUCTION SUBMITTALS AND INSPECTION** : Construction submittals shall be submitted to the District for review and approval before commencement of construction. The District shall review submittals per permit, agreement and contract. Requests for Information (RFI) during construction shall be submitted to the District for review. The District shall contract with Ventura County, or employ some fit and qualified person or persons, to perform the duties of inspecting the installation, connection, maintenance, and use of all side sewers, public sewers, private sewers, and facilities in connection therewith in the District. The Inspector shall report to and be responsible to the Engineer.
- 10-G-8      **COMPLIANCE WITH LOCAL REGULATIONS:** Any person or persons constructing a sewer within a public way or easement shall comply with all federal, State, County, city, or District laws, ordinances, rules, and regulations pertaining to the cutting of pavement, opening, barricading, lighting, and protecting trenches, backfilling and repaving thereof and shall obtain all permits and pay all fees required by the governing body having jurisdiction prior to the issuance of a permit by the District.
- 10-G-9      **PROTECTION OF EXCAVATION:** The applicant shall maintain such barriers, lights and signs as are necessary to always give warning to the public that a sewer is under construction and of each dangerous condition to be encountered as a result thereof. The applicant shall also likewise protect the public in the use of the sidewalk against any such conditions in connection with the construction of the sewer. Streets, sidewalks, parking, and other property disturbed in the course of the work shall be replaced in a manner equal to or better than existing conditions prior to construction.
- 10-G-10     **GRADE STAKES:** Grade and line stakes shall be set by a registered civil engineer, or by a licensed surveyor, prior to the start of work on public sewer construction. The contractor shall be responsible for accurately transferring grades to grade bars and sewer invert.
- 10-G-11     **DESIGN AND CONSTRUCTION STANDARDS:** Minimum standards for the design of sewers within the District shall be in accordance with section H. The Engineer may permit modifications or may require higher standards where unusual conditions are encountered. "As-Built" original reproducible tracings showing the actual location by plan and elevation of all mains, structures, wyes, tees, laterals, and cleanouts and appurtenances shall be filed with the District before final acceptance of the work.
- 10-G-12     **COMPLETION OF SEWER REQUIRED:** Before the acceptance of any sewer line by the District and prior to the admission of any sewage into the system, the sewer line shall have been completed, tested and inspected in





flow direction arrows, named streets, lot lines, lot numbers, tract boundaries, and a sheet index.

- 2) All benchmarks used in the project shall be graphically shown on this sheet and the elevations, descriptions, locations, etc., spelled out as illustrated below:

B. M. No. \_\_\_\_ Elev. \_\_\_\_ F.B. \_\_\_\_ Page  
Type of Marker \_\_\_\_\_  
Location \_\_\_\_\_

All elevations used in preparation of plans shall be based on U.S.C. & G.S. mean sea level datum adjusted to North American Vertical Datum (NAVD) 1988.

- 3) A Certificate of Adequacy shall be signed by the developer's engineer and shall also appear on this sheet.
- 4) The General Notes shall be shown on this sheet and need not be shown on the other sheets. The General Notes shall include a note requiring compliance with the District construction standards.

10-G-19  
10-G-20

**PLANS AND PROFILE SHEETS**

**GRAPHIC SCALE AND NORTH ARROW:** All scales on the plans shall be illustrated graphically so that a true representation is produced when the plans are reduced in size. Every plan drawing shall include a north arrow.

10-G-21

**PLAN OF SEWER:** Plan drawings shall show the location of sewer mains and other structures in relation to survey lines and stations, provide all data for horizontal deflections or curves, and indicate limits of easements, if any.

10-G-22

**UNDERGROUND PIPES AND UTILITIES:** The size and ownership of all existing underground utilities that cross or parallel the sewer shall be shown and labeled on the plans. Any pipeline two inches (2") or more in diameter that crosses the sewer and especially water, gas, telephone, power, television, and oil lines, shall be shown and labeled on the profile.

The District is not responsible for the accuracy of the location of these underground lines, and approval of sewer plans by the District does not constitute a representation as to the accuracy of the location of, or the existence or non-existence of, any underground utility, pipe, or structure within the limits of the project.

10-G-23

**STATIONING AND STAKING:** Stationing shall start at the lower end of the sewer and proceed to the upper end of the sewer. Stationing shall be independent of street stationing. Start stationing with 1 plus 00 at the center line of existing sewers when connecting to existing sewers. If an existing District trunk is extended, the District stationing, taken from the "As-Built"

profile, shall be used. If a connection is to be made to an existing sewer by constructing a new manhole, a tie distance to the nearest existing manhole shall be shown. Stationing for the new collecting sewer shall begin at the center of the new manhole with station 1 plus 00.

10-G-24 **PROFILE OF SEWER:** The grade, including vertical curve data, if any, size and strength of pipe and the distances between manholes and other structures shall be shown. The type of bedding or encasement required to carry loads on the pipe shall also be shown and specified. For each section of sewer, the profile shall show alternate acceptable pipe materials that are permissible or whether only one material is acceptable. Elevations shall be shown to nearest 0.01 foot of sewer invert.

10-G-25 **SEWER LOCATION IN EASEMENT:** The sanitary sewer shall be located off the center line of the easement to prevent unauthorized property line fences, etc., being built over the manholes.

Where easements follow common lot lines, the full easement width shall be on one lot, in such a manner that access to manholes will not be obstructed by walls, trees, or permanent improvements. Where this requirement cannot be met without interfering with existing buildings, easements may straddle lot lines.

Deeds for easements shall provide for restrictions of permanent construction within easement to provide ingress and egress for maintenance.

The width of easements shall be adequate for the purpose of construction and operation and maintenance of the sewer and shall not be less than the minimum width specified in rule 10-G-27 in this part.

10-G-26 **DEDICATION OF EASEMENTS:** Easements shall be provided as follows:

1) Subdivision Tract Easements. The owners of land included within the subdivision shall offer to dedicate for public use the sanitary sewer easements so designated on the final map.

a) The form of dedication shall be as follows:

“We also grant to Ventura County Waterworks District No. 16 all sanitary sewer easements delineated and designated on the map.”

b) The form accepting the sanitary sewer easements shall be provided on the map as follows:

“Ventura County Waterworks District No. 16 hereby accepts for public use all sanitary sewer easements delineated and

designated on the map, when said map is approved and recorded.

Ventura County Waterworks District No. 16

Signature \_\_\_\_\_  
 Chair of the Board”

- 2) Non-Subdivision Easements. Dedication of sewer rights-of-way shall occur by means of deeds of conveyance to the District for all dedications other than those dedications created by subdivision tract maps on a form and as approved by the Engineer.

10-G-27

**MINIMUM EASEMENTS:** The minimum width of sewer easements shall be equal to or greater than the width (in Feet) shown in the following table.

Pipe Size (in.)	Depth (Surface to Sewer Invert - In Feet)				
	0-15	15-20	20-25	25-30	30+
6”	15	--	--	--	--
8”	15	15	20	25	--
10”	15	15	20	25	--
12”	15	15	20	25	--
15”	15	20	20	25	30
18”	20	20	20	25	30
21”	20	20	20	25	30
24”	20	20	20	25	30
27”	20	20	25	30	35
30”	20	20	25	30	35
33”	20	20	25	30	35
36”	20	20	25	30	35
>36”	As approved by the Engineer				

- 1) All sewer pipe depths beyond 20 feet require approval from the Engineer.
- 2) Easements shall be conveyed at widths greater than the minimums whenever possible. Consideration shall be given for site specific soil conditions, physical barriers, ground water table, and any other factors that may affect the District’s ability to perform maintenance and repair activities.

- 3) Easements shall include restrictions prohibiting trees, buildings, structures, monuments, and related appurtenant facilities within the easement. Low shrubbery and groundcover may be acceptable on a case-by-case basis but shall ultimately depend on maintenance and repair vehicle access capabilities of the District. In such cases, the landscape plans must be approved by the District.

10-G-28 **SEWER LOCATION IN ROADS OR STREETS:** The centerline of sewers constructed in city or County roads shall be five feet from the centerline of the road. Exceptions to this location requirement may be made only on approval of the Engineer. On divided highways a separate sewer shall be installed to serve each side of the highway.

10-G-29 **SEWER CAPACITIES AND SIZES**

10-G-30 **QUANTITY OF FLOW:** Sewage flows shall be determined from maximum potential population of the tributary area. The criteria herein shall be used unless otherwise approved by the Engineer.

Peak flow shall be determined by Ratio of Peak to Average Flow from the sewer manual. An additional amount for infiltration shall be added when the sewer is to be constructed below the ground water level. This amount shall be approved by the Engineer.

10-G-31 **HYDRAULICS:** Sewers shall be designed to accommodate future tributary flows, in addition to those from the project.

Pipe capacities shall be determined for peak flow rates by Manning's Formula using an "n" of 0.013. Sewers less than 12" in diameter shall be designed to flow two-thirds full at peak flow rates. Sewers 12" and larger shall be designed to flow three-quarters full at peak flow rate.

10-G-32 **VELOCITY:** A main line sewer shall be designed to provide a mean velocity of not less than two (2) feet per second when flowing one-half full except that the District may approve a gradient that will develop a velocity of less than two (2) feet per second in unusual circumstances.

10-G-33 **MINIMUM STREET SEWER SIZE:** Sewers shall be minimum 8" size, except that 6" sewers may be used where all of the following conditions are met:

- 1) The minimum grade shall be at least 0.008 ft/ft.
- 2) The length does not exceed 200 feet with no possibility of extension.
- 3) Not more than 10 house laterals contribute to the 6" portion.

10-G-34 **OVERSIZING AND EXTRA DEPTH:** Oversizing of certain tract sewers may be required where such sewers can logically serve an upstream tributary area.

10-G-35 **WATER-SEWER SEPARATION ORDINANCE:** The provisions of Title 17 Code of Regulations – California regulations related to drinking water.

10-G-36 **SEWER MINIMUM AND MAXIMUM DESIGN VELOCITIES**

10-G-37 **MINIMUM GRADES:** The absolute minimum grades for commonly used pipe sizes shall be as follows:

Pipe Size (in.)	Minimum Grade (Foot per Foot)	
	Clay Pipe, V=2.0 ft/sec	PVC Pipe, V=2.0 ft/sec
6"	.0080	.0080
8"	.0063	.0063
10"	.0040	.0040
12"	.0040	.0040
15"	.0024	.0024
18"	.0024	.0024
21"	.0016	.0016

Sewers shall be designed to provide steeper grades whenever possible up to the allowed maximum grade.

10-G-38 **MAXIMUM GRADES:**

Maximum grades for commonly used pipe sizes shall be as follows:

- 1) The maximum allowable grade shall be the grade that generates a maximum flow velocity of eight (8) feet per second at the peak flow rate.
- 2) The maximum grade for sewer laterals is forty percent (40%). The desirable maximum is ten percent (10%).
- 3) The maximum grade for sewer main lines is fifteen percent (15%). The desirable maximum is ten percent (10%).

10-G-39 **SUBSTANDARD GRADES:** Grades below the standard minimum may be used to avoid pumping only upon specific approval of the Engineer. Such approval should be solicited well in advance of completion of design.

10-G-40 **PIPE FOR SUBSTANDARD GRADES:** If grades below the standard minimum must be used to avoid pumping, the designer shall advise the Engineer before proceeding with design. Pipe, in substandard grade areas and in all areas downstream from substandard grade areas to the point where the number of equivalent dwellings connections is four times that in the section with substandard grade, shall be vitrified clay pipe (VCP) or other corrosion-resistant pipe approved by the Engineer.

10-G-41 **FUTURE EXTENSIONS:** When an area outside the tract can be logically served by future extension of a tract sewer, the tract sewer shall extend to

the tract boundary or to the end of a paved street in a manner to facilitate the future extension.

10-G-42 **CURVED SEWER REQUIREMENTS:** Minimum radius = 100 feet for horizontal curve.

Minimum invert grade of horizontally curved sewers shall be 0.01 foot per foot except that sewer with a horizontal radius of 200 feet or more will have the same requirements as straight sewers.

Vertical curves may be used in combination with horizontal curves where invert grades exceed 0.01 foot per foot throughout the reach between manholes. Reverse curves will not be permitted.

Maximum combined horizontal and vertical deflection at any joint shall be as recommended by the manufacturers. Maximum horizontal deflections shall be in accordance with rule 10-G-43 in this part.

The arithmetical sum of all horizontal and vertical deflections in curved sewers between adjacent manholes shall not exceed 60 degrees.

10-G-43 **JOINT DEFLECTIONS FOR CURVED SEWER LINES**

Pipe Size (in.)	Approximate Maximum Angle Deflection per joint	Minimum Radius of Curvature (L = pipe length, ft.)
4" to 12"	2.4°	R = 24*(L)
15" to 24"	1.8°	R = 32*(L)
27" to 36"	1.2°	R = 48*(L)
39" to 42"	0.9°	R = 64*(L)

10-G-44 **DEPTH OF SEWERS**

10-G-45 **BASIC REQUIREMENTS:** Sewers shall be installed at a depth which shall provide suitable service to the properties connected and will allow subsequent installation of water lines, in accordance with the Water Sewer Separation Ordinance with a minimum of special construction of the water lines other than joint spacing.

10-G-46 **STANDARD DEPTHS:** Compliance with rule 10-G-45 will usually be assured if: the main sewer is located at a depth of 7 feet to top of pipe below the flow line of the existing or proposed gutter, or where no gutter exists, from the elevation of the outermost edge of the traveled way; and the house laterals are located either: (1) six feet to top of pipe below the ground surface at the property line, or (2) at a depth below the ground surface at the property line that will provide for the construction of a straight run of private sewers at a minimum grade of 0.02 foot per foot from one foot below the surface at any point within the established building setback lines,

excluding any areas steeper than five horizontally to one vertically, whichever depth is greater.

10-G-47 **EXCEPTIONS:** Designs not in accordance with rule 10-G-46 shall be submitted to the Engineer for approval together with evidence that it complies with rule 10-G-45.

10-G-48 **STRUCTURES**

10-G-49 **UNDER ROADS:** All structures and pipe placed under public roads shall be of sufficient strength to support with an adequate factor of safety the backfill, road surfacing, and H-20 truck loading with impact.

10-G-50 **MANHOLES**

10-G-51 **MATERIALS:**

Manholes shall be precast reinforced concrete in accordance with the District's Design and Construction Standards. Where the District has determined potential sewer corrosion may be an issue, corrosion-free manhole materials shall be used. The following standards shall be used to guide the Engineer in determining whether corrosion is a concern:

- 1) If a segment of sewer has a grade of seven percent (7%) or greater, all the manholes on that segment shall be of corrosion-free materials.
- 2) Wherever there is a change in grade, from steep to flat, of five percent (5%) or greater, the manhole at the grade change and the next manhole upstream shall be of corrosion-free materials.
- 3) All manholes at the terminus of a force main shall be of corrosion-free materials.
- 4) Manholes shall be of corrosion-free materials where existing sewer flows present known corrosion issues or historical corrosion issues have been experienced.

10-G-52 **SIZES:**

- 1) Minimum manhole sizes (diameters, frames, and covers) shall be based on the following table.

Pipe Size (in.)	Maximum Branch Size (in.)	Minimum Required Manhole Shaft Diameter (in.)	Minimum Required Frame and Cover (in.)
8" to 15"	10"	48"	30"
16" to 24"	12"	60"	30"
24" to 36"	15"	72"	36"
> 36"	21"	84"	36"

- 2) Where branch sewer diameters are larger than the maximum listed in the table above, the manhole size shall be increased to the next larger practicable size.

- 3) The diameter requirements for manholes based on depths, as measured from the top of pipe to the finished surface, shall be based on the following table.

Depth of Cover Over Sewer Pipe (ft.)	Minimum Required Manhole Shaft Diameter (in.)
0'	48"
> 12' to 20'	60"
> 20'	72"

- 4) Where conflicts between the minimum manhole size required exist based on sewer main size, branch size, or cover depth criteria, the manhole size shall be increased to the next larger practicable diameter.
- 5) Manholes deeper than twenty (20) feet shall have reinforced concrete bases. Reinforcement shall be provided for the site specific soils conditions at each manhole location. The reinforcement design shall be prepared by a registered civil engineer.

10-G-53 **SPACING:** Manholes shall be constructed in accordance with District standards at all abrupt grade changes, at all changes in horizontal alignment, at the point of reverse curve (except on curves), at all changes in pipe size, at the terminal end of all lines exceeding 200 feet in length from the next downstream manhole, and at all junctions of sewers. The maximum distance between manholes shall be approximately 350 feet but not to exceed 400 feet for sewer pipe smaller than 18 inches in diameter, and 600 feet for sewers 18 inches and larger.

10-G-54 **GRADE DIFFERENCE:** Grades of sewers from centerline of manhole to centerline of the next manhole shall show the flow line elevation of inlet - and outlet elevation if different than inlet flow line elevation at the centerline of the manhole, the size, lateral sewer grade, bedding, type of material and class of pipe and the position of the stub out relative to the alignment of Main Sewer.

10-G-55 **DROP MANHOLES:** Drop manholes shall be used only when vertical curves cannot be used. Drop manholes shall be provided where the drop in the manhole exceeds one (1) foot. Drop manholes shall be constructed in compliance with District's Water and Sewer Construction Standards.

10-G-56 **RIM ELEVATIONS OF MANHOLES:** Elevations for tops of all manholes shall be shown on the profile. In paved areas the manhole rim elevation shall match the finished grade. In other than paved areas or traveled way the height of the manhole rim will normally be 18 inches above the finished grade, high water mark, or above the top of future fill areas. The elevations shown for the tops of manholes on the design plans shall not relieve the contractor from making final adjustments to match street surfaces.



- 10-G-57      **IDENTIFICATION ON COVERS:** The manhole covers shall have 1½ inch high letters cast in the top designating the owner of the sewer followed by the word “sewer” indicating the use of the manhole. Example: “VCWWD 16 SEWER.”
- 10-G-58      **CLEANOUTS**  
10-G-59      **REQUIREMENTS:** Dead end sewers not over 200 feet in length shall terminate in standard manholes or cleanouts. Dead ends over 200 feet long shall terminate in standard manholes unless future extension of said dead end will include a manhole within 400 feet of the uppermost manhole, in which case a temporary cleanout is permitted. Where dead ends are on a slope of 0.01 feet per foot, or greater, the length for use of a cleanout may be extended to 300 feet.
- 10-G-60      **LOCATION:** End structures for sewers shall be ten (10) feet up grade from the down grade lot line of the last lot served unless greater length is necessary to serve the property.
- 10-G-61      **DESIGN:** Cleanouts shall be constructed in accordance with District Standard Plan.
- 10-G-62      **SERVICE LATERALS**  
10-G-63      **REQUIREMENTS:** Wherever it is known or can be reasonably assumed that a building sewer connection is required, a service lateral shall be shown on the plans and installed to the property line as a part of the street sewer construction, prior to paving. Service laterals shall be installed whenever possible during construction of the sewer main using prefabricated fittings.
- 10-G-64      **SIZE:** Service laterals shall not be less than 6" inside diameter with the exception that for single dwellings a 4" lateral may be used providing the Plumbing Code does not require the building sewer to be larger than 4".
- 10-G-65      **DESIGN:** Service laterals shall be constructed in general conformity with the Districts Design and Construction Standards.
- 10-G-66      **BACKFLOW PREVENTION:** It is the designer’s responsibility to recognize the possibility of reverse flow in service laterals serving low lots in hilly areas or in buildings with plumbing fixtures below the upstream sewer manhole rim. Where hydraulic relief is not afforded by upstream manholes or cleanouts, the designer shall provide suitable protective measures which are subject to the approval of the Engineer and the Director of Building and Safety.
- 10-G-67      **FORCE MAINS AND LIFT STATIONS**  
10-G-68      **REQUIREMENTS:** All sewage shall reach the system by gravity flow, in a fresh condition susceptible to conventional sewage treatment processes.

Where extreme hardship conditions prevail and a substantial area cannot be sewerred by gravity sewers, in accordance with these requirements, a sewage lift station may be installed. No pumping facilities shall be incorporated in sewer plans without prior approval of the Engineer.

- 10-G-69 **LIFT STATION DESIGN:** Lift stations, where permitted, shall be of the dry-pit type incorporating the following features:
- 1) Pumps or other devices shall be provided in duplicate, arranged for positive priming.
  - 2) Capacity shall be provided to handle ultimate peak flow from the tributary area with the largest pump out of service. Stage installation of pumps may be permitted if space is provided for future pump units.
  - 3) Access shall be provided to site for removal and repair of equipment.
  - 4) A means for dewatering force mains shall be provided.
  - 5) An overflow to natural channel or storm drain shall be provided for use in case of power failure or another emergency.
  - 6) Bottom of wet well shall slope to suction lines at least 1.75 vertical to 1.0 horizontal. It is recommended that the width of the flat bottom in the wet well not exceed twice the diameter of the suction pipes.
  - 7) Lift station for newly developed areas shall not be in road right-of-way but shall be located on a separate parcel of land and shall include fence, gates, landscaping, etc. Lift station located in road right-of-way will only be considered when it can be demonstrated to the governing body of the road right-of-way and the Engineer that no other site out of the road right-of-way is possible.
  - 8) Lift station shall have suitable forced air ventilation system, humidity control equipment, sump pump and alarm system.
  - 9) Pump and fittings shall be designed to permit the passage of a three (3) inch diameter sphere through the pump.
  - 10) Standby power with automatic pump drive transfer shall be provided, except on approval of the Engineer. Consideration should be given to using natural gas engines.
- 10-G-70 **FORCE MAINS:** Force mains shall be laid on a continuous positive grade and to grades designed to eliminate air pockets in the line wherever possible.
- 10-G-71 **CONSTRUCTION OF SPECIAL STRUCTURES:** Design criteria for special facilities (e.g., junction boxes, etc.) that are not covered in previous sections are to be prepared individually for each specific job and shall be approved by the Engineer.
- 10-G-72 **SEWAGE TREATMENT PLANT AND DISPOSAL SYSTEM:** Design of these facilities shall be in accordance with criteria approved by the Engineer, and plans, specifications, and construction shall be approved by the Engineer.

- 10-G-73 **AS-BUILT PLANS**  
10-G-74 **PLANS:** The actual location and grade of all sewers shall be accurately determined after construction and shall be recorded on "As-Built" plans. Accurate locations and elevations of all service laterals, manholes, cleanouts, lift stations, and other sewer appurtenance shall also be marked on the "As-Built" plans.
- 10-G-75 **CERTIFICATION:** A set of "As-Built" plans, which have been certified as being correct, signed and dated by a registered civil engineer, shall be submitted to and approved by the District prior to exoneration of the performance bond.
- 10-G-76 **FILING:** A permanent-type of reproducible set of the "As-Built" plans shall be approved and filed with the Engineer.

**APPENDIX A**  
**RULES AND REGULATIONS**  
**VENTURA COUNTY WATERWORKS DISTRICT NOS. 1, 16, 17, 19 AND 38**

<b>CHANGE #</b>	<b>EFFECTIVE DATE</b>	<b>RULE #</b>	<b>REFERENCE</b>	<b>DISTRICT #</b>
1	02/13/2018	ALL	Combined District 38 R&R Resolution #18-18	ALL
2	02/27/2018	2	Miscellaneous Charges/Fees Resolution #18-24	1,17,19 & 38
3	06/19/2018	4,11	Construction Plates Resolution #18-91	ALL
4	12/04/2018	6	Recycled Water Rates; 6-D-5 Resolution #18-140	1
5	09/24/2019	1	Liens; 1-H-24 Resolution #19-114	ALL
6	07/28/2020	1, 2	Discontinuation of Residential Water Service, Resolution #20-100	ALL
7	09/14/2021	1,2,3,4,9	Urban Water Management Plan & Various Provision Resolution #21-126	ALL
8	02/07/2023	1, 2, 4, 6, 7, 8, 10	Various Provisions Resolution #23-016	ALL
9	03/26/2024	1, 2, 4, 9, 10	Various Provisions Resolution #24-029	ALL
10	09/10/2024	1, 2 & 3	Various Provisions Resolution #24-130	ALL
11	02/26/2025	1	Customer Data - Privacy	ALL

APPENDIX A