



SCOTIA COMMUNITY SERVICES DISTRICT  
NOTICE IS HEREBY GIVEN THAT A  
**REGULAR MEETING**  
OF THE BOARD OF DIRECTORS

WILL BE HELD AT:  
122 MAIN STREET  
SCOTIA, CALIFORNIA

**Thursday, November 19, 2015**  
**Regular Meeting at 5:30 P.M.**  
**Closed Session to follow**

**AGENDA**

- A. **CALL TO ORDER/ ROLL CALL** The Presiding officer will call the meeting to order and call the roll of members to determine the presence of a quorum.
- PLEDGE OF ALLEGIANCE**
- B. **SETTING OF AGENDA**  
The Board may adopt/ revise the order of the agenda as presented.
- C. **CONSENT CALENDAR**  
**C1. Approval of Minutes from Previous Meetings**  
**October 15, 2015**
- D. **PUBLIC COMMENTS & WRITTEN COMMUNICATIONS**  
Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSD Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board jurisdiction. Comments are not generally taken on non-action items such as reports or information. Comments should be limited to three minutes.
- E. **PUBLIC HEARING- None**
- F. **BUSINESS**  
**F1. New Business –**
- a. **Consider adoption of Resolution 2015-11: A Resolution of the Board of Directors of the Scotia Community Services District to Adopt the Scotia Community Services District Personnel Policies & Procedures**
  - b. **Consider adoption of Ordinance No. 2015-2: An Ordinance of the Board of Directors of the Scotia Community Services District Adopting Title II- Water Service**
  - c. **Consider adoption of Ordinance No. 2015-3: An Ordinance of the Board of Directors of the Scotia Community Services District Adopting Title III- Wastewater Service**

AGENDA FOR MEETING OF THE SCSD BOARD OF DIRECTORS  
November 19, 2015  
POSTED at 2:00 PM November 16, 2015

**F2. Old Business – NONE**

**G. REPORTS**

No specific action is required on these items, but the Board may briefly discuss any particular item raised.

- 1. President's Report:**
- 2. Board Director Reports:**
- 3. Interim Manager's Report:**
- 4. Special Counsel's Report:**
- 5. Engineer's Report:**
- 6. Fire Chief's Status Report:**
- 7. Board Clerk Report:**

**H. ADJOURN TO CLOSED SESSION**

**H1. Call to Order**

**H2. Roll Call**

**H3. Government Code §54956.8 Real Property Negotiations relating to price and terms re: Scotia Wastewater Treatment Plant. Negotiators: Tracy M Boobar & President Rick Walsh**

**H4. Closed Session Discussion**

**H5. Government Code §54956.8 Real Property Negotiations relating to price and terms re: Scotia Water Treatment Plant. Negotiators: Tracy M Boobar & President Rick Walsh**

**H6. Closed Session Discussion**

**I. ADJOURN TO OPEN SESSION**

**I1. Report out of Closed Session**

**J. ADJOURNMENT**

Next Regular Meeting of the SCSD will be December 17, 2015 at 5:30 PM.

A Special meeting may be held prior to that.

Notice regarding the Americans with Disabilities Act: The District adheres to the [Americans with Disabilities Act](#). Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the SCSD Board of Directors have the right to have the decision reviewed by a State Court. The District has adopted [Section 1094.6](#) of the [Code of Civil Procedure](#) which generally limits the time within which the decision may be judicially challenged to 90 days.

*AGENDA FOR MEETING OF THE SCSD BOARD OF DIRECTORS*

*November 19, 2015*

*POSTED at 2:00 PM November 16, 2015*

**Minutes of the Regular Board Meeting of the  
Scotia Community Services District**  
Thursday, October 15, 2015 – 5:30 P.M.  
122 Main Street, Scotia, CA

- A. Meeting was called to order by President Walsh at 5:33 P.M.
  - 1. All board members present and accounted for.
- B. No revisions or changes to the agenda
- C. Motion to approve the Consent Calendar
  - Broadstock/Bristol – approved unanimously
- D. Public Comments.
  - 1. René brought up the matter of a Sustainable Groundwater Management Act recently signed into law by the Governor. The Eel River Valley is of moderate concern. Scotia CSD is listed as a stakeholder but has not been present at meetings. Next meeting will be on Oct. 21<sup>st</sup> in the Ag Building in Eureka.
  - 2. A member of the public raised concern about sidewalk safety near Church and Main Streets.
- E. No public hearings
- F. (1) New Business
  - 1. Motion to table discussion of Resolution 2015-11
    - McKnight/Bristol – Approved unanimously.
  - 2. Motion to Waive the reading of Ordinance 2015-2 and read by title only
    - Walsh/McKnight – Approved unanimously
    - Motion to accept the first reading of Ordinance 2015-2 by title only.
    - Pryor/Broadstock – Approved unanimously
  - 3. Motion to Waive the reading of Ordinance 2015-3 and read by title only
    - Walsh/McKnight – Approved unanimously
    - Motion to accept the first reading of Ordinance 2015-3 by title only.
    - Bristol/Pryor – Approved unanimously
  - 4. Motion to approve an amendment between SCSD and Planwest Partners
    - Pryor/McKnight – Approved unanimously
- (2) Old Business
  - 5. Final Report on Forest Mgt. Plan was accepted. No vote.
  - 6. Report on DCI and Cleek Co. was accepted. No vote.
- G. Reports

1. Engineer's report presented by Tracy Boobar. No vote.
- H. Meeting adjourned by President Walsh at 6:55 P.M.

These minutes were approved by the Board of Directors of the Scotia Community Services District on November 15, 2015 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:

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Rick Walsh, President  
Board of Directors  
Scotia Community Services District

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Date

ATTEST:

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Stephen Avis, Planner  
Planwest Partners, acting Clerk for SCSD

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Date

## **Scotia Community Services District**

### **Staff Report**

DATE: November 19, 2015

TO: Scotia Community Services District Board of Directors

FROM: Steve Tyler, Interim District Manager

SUBJECT: SCSD Personnel Policies and Procedures

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#### **RECOMMENDATION:**

The Administrative staff recommends that the Board approve the SCSD Personnel Policies and Procedures (“PP&P”).

#### **ACTION:**

Adopt the SCSD PP&P, by Resolution

#### **DISCUSSION:**

The State of California requires all Community Services Districts to develop and adopt a Personnel Policies and Procedures document.

The SCSD PP&P was developed utilizing information obtained from other agencies and organizations that provide similar services as SCSD. The legal and administrative staff has reviewed and revised the PP&P to assure that SCSD complies with all State and Federal regulations.

The SCSD General Manager has the authority and responsibility for implementing the PP&P. This includes training of all SCSD employees and updating the PP&P as required to determine compliance with all State and Federal regulations.

#### **FISCAL IMPACT:**

None

**RESOLUTION NO. 2015-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SCOTIA COMMUNITY SERVICES DISTRICT  
TO ADOPT THE SCOTIA COMMUNITY SERVICES DISTRICT  
PERSONNEL POLICIES AND PROCEDURES**

**WHEREAS**, the Scotia Community Services District (“Scotia CSD”) is organized and operates pursuant to the California Government Code Section 61000, *et seq.*; and

**WHEREAS**, California Government Code Section 61045(g) requires the Board to adopt administrative policies, including personnel policies, for the operation of the Scotia Community Services District; and

**WHEREAS**, to provide direction on all personnel issues in the Scotia CSD, and to ensure the consistent application of all federal, state, local and District rules and regulations regarding District employees, it is necessary to adopt a personnel policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Scotia Community Service District as follows:

Section 1: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2: The Scotia Community Services District Personnel Policies and Procedures, dated November 19, 2015, attached hereto as Exhibit “A” and by this reference made a part hereof, is hereby adopted as the official personnel policy of this District.

This resolution shall be effective upon its adoption.

Dated: \_\_\_\_\_, 20\_\_

APPROVED:

\_\_\_\_\_  
Rick Walsh, Board President, Scotia CSD

ATTEST:

\_\_\_\_\_  
Board Clerk, Scotia CSD

### CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2015-11, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Service District, County of Humboldt, State of California, held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Board Clerk, Scotia CSD

Final Personnel Policy to come Monday  
November 16, 2015.  
Thank you for your patience.



## Scotia Community Services District

### Staff Report

Date: November 19, 2015

To: Scotia CSD Board of Directors

From: Stephen Davidson, PE  
Bayside Civil Consultants  
Contract District Engineer

Subject: SCSD Title II - Water Service, Ordinance 2015-02

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#### **RECOMMENDATION:**

The Administrative staff recommends the Board receive the attached staff report on the SCSD Title II - Water Service (also known as the Water Ordinance).

#### **ACTION:**

Adopt Title II - Water Service, Ordinance 2015-02, by Resolution, by Title only, by roll call vote.

#### **DISCUSSION:**

Title II Water Service provides and sets the District Rules and Regulations governing water service within the District. It establishes how water service is provided the customer, general water use regulations, water meter rules, customer billing, customer water connection and discontinuance of service, fire protection, fire hydrants and other water related use provisions.

As specified in the Ordinance, all rates, fees and penalties are not part of this document, but are referenced to a separate "Rate Schedule" to be developed and adopted by the Board at a future date, by separate Board Resolution. This will allow the Board to update any water rates or fees by separate resolution without having to affect changes to the Water service ordinance itself.

#### **FISCAL IMPACT:**

None.

## ORDINANCE NO. 2015 - 2

### AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SCOTIA COMMUNITY SERVICES DISTRICT ADOPTING TITLE II –WATER SERVICE

The Board of Directors of the Scotia Community Services District does ordain as follows:

**Section 1:** Title II (Water Service) is hereby adopted as follows:

#### TITLE II - WATER SERVICE

##### CHAPTER 1 - WATER

**SEC. 1.01. Words and Phrases.** For the purpose of this article all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural number.

**SEC. 1.02. Water System.** The District will furnish a system, plant works and undertaking used for and useful in obtaining, conserving and distributing of water for public and private uses, including all parts of the water system, all appurtenances to it, and lands, easements, rights in land, water rights, contract rights, franchises, and other water supply, storage and distribution facilities and equipment.

**SEC. 1.03. Separability.** If any section, subsection, sentence, clause, or phrase of this article is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

**SEC. 1.04. Pressure Conditions.** All applicants for service connections or water service shall be required to accept such conditions of pressure and service as are provided by the distributing system at the location of the proposed service connection, and to hold the District harmless for any damages arising out of low pressure or high pressure conditions or interruptions in service.

**SEC. 1.05. Maintenance of Water Pressure and Shutting Down.** The District shall not accept any responsibility for the maintenance of pressure, and it reserves the right to discontinue service while making repairs. Customers dependent upon a continuous supply should provide emergency storage and supply.

**SEC. 1.06. Tampering With District Property.** No one except an employee or an authorized representative of the District shall at any time in any manner operate the curb stops or valves, main stops, gates or valves of the District's system; or interfere with meters or their connections, street mains or other parts of the water system. Water service may be discontinued until situation is resolved.

**SEC. 1.07. Penalty for Violation.** For the failure of the customer to comply with all or any part of this article, and any ordinance, resolution or order fixing rates and charges of the District, a penalty for which has not hereafter been specifically fixed, the customer's service shall be discontinued and the water shall not be supplied until the customer has complied with the rule or regulation, rate or charge which was violated or, in the event that they cannot comply with said

rule or regulation, until they have satisfied the District that in the future they will comply with all the rules and regulations established by ordinance of the District, and with all rates and charges of this District.

**SEC. 1.08. Ruling Final.** All rulings of the General Manager shall be final unless appealed in writing to the Board of Directors within (5) days. When a ruling of the General Manager is appealed in writing, the Board of Directors' ruling shall be final.

**SEC. 1.09. General Definitions.** All definitions included in Ordinance 2015-1 – Definitions, shall be included by reference and by such reference shall be incorporated in this ordinance as though herein set out in full.

**SEC. 1.10. General Manager.** The position of General Manager is hereby created. The General Manager shall regularly inspect and maintain all physical facilities related to the District water system, to see that they are in good repair and proper working order, and to note violations of any water regulations. The General Manager shall report directly to the Board of Directors.

The General Manager shall have, subject to approval of the Board of Directors, full charge and control of the maintenance, operation and construction of the water works and system; authority to employ and discharge all employees and assistants; fix and alter the compensation of employees and assistants subject to approval by the Board; and shall have charge of all employees and assistants. The General Manager shall perform such other duties as are imposed from time to time, and shall report to the Board of Directors in accordance with the rules and regulations as adopted by the Board.

The General Manager shall promptly report any violation or disrepair to the Board of Directors. If the work required is in the nature of an emergency, they shall take whatever steps are necessary to maintain service to Customers.

The General Manager, or their designee shall supervise all repair of construction work authorized by the Board and perform any other duties prescribed elsewhere in this ordinance or which shall be hereafter prescribed by the Board.

**SEC. 1.11. Clerk.** The position of the Clerk is hereby created. The Clerk shall have charge of the District office and of the billing for and collecting the charges herein provided. The Clerk shall perform such other duties as shall be determined by the General Manager and Board.

The Clerk shall compute, prepare and mail bills as hereinafter prescribed, make collections, maintain proper books of account, collect account for and refund deposits, do whatever else is necessary or directed by the Board to set up and maintain an efficient and economical bookkeeping system, and perform any other duties now or hereafter prescribed by the Board.

**SEC. 1.12. Performance of Duties.** The foregoing duties of the Clerk may be performed by an additional authorized employee.

## **CHAPTER 2 - NOTICES**

**SEC. 2.01. Notices to Customers.** Notices from the District to a customer will normally be given in writing, and either delivered or mailed to their last known address. Where conditions warrant and in emergencies, the District may resort to notification either by telephone, messenger or door hanger.

**SEC. 2.02. Notices from Customers.** Notice from the customer, or authorized representative, to the District may be given in writing at the District's operating office.

### **CHAPTER 3 - APPLICATION FOR REGULAR WATER SERVICE**

**SEC. 3.01. Application.** A property owner or their agent may apply for regular water service at the District offices by completing an application form, paying a nonrefundable processing fee and providing a deposit. The fee schedule and deposit amount can be acquired at the District office. The amounts are set by a resolution of the Board. The deposit will be applied to the account as a credit after 12 months with a good payment record.

**SEC. 3.02. Application Agreement.** The completion of an application will signify the customers' willingness and intention to comply with this and other ordinances or regulations relating to the regular water service and to make payment for all fees, costs and expenses associated with provision of the water service. In the event an application is executed by two or more individuals as the customer, each individual executing the application shall be jointly and severally liable to make payment for all fees, costs and expenses associated with provision of the water service.

**SEC. 3.03. Payment for Previous Service.** An application will not be honored unless payment in full has been made for water service previously rendered to the applicant by the District.

**SEC. 3.04. Installation Charges.** Services and meters shall be installed without charge for all applications for water service received prior to or during the initial construction of the District's water system. The charges below will apply to applications received after the District's Contractor has progressed with the work beyond their property frontage.

Where the applicant requests installation of a 1 1/2 inch or larger water meter or where unusual circumstances exist, the charge for installation of water service shall be equal to the estimated cost plus 10 percent of such service connection. The applicant shall deposit said amount with the District prior to installation, the District will track actual expenditures, the District will compute the difference between the deposit and the actual expenditure, the District will rebate the difference to the applicant where the actual expenditure is less than the deposit. The term "unusual circumstances", as used in this rule, shall include water mains deeper than 6 feet, slopes greater than 20 percent, service line lengths of more than 35 feet and closure of roadway due to traffic safety considerations. The schedule for all other service connections shall be as shown in the rate schedule.

Where the applicant requests the installation of a water meter in an existing water meter box, and the requested meter is to be connected to an existing meter set, the schedule of water meter installation charges shall be as shown in the rate schedule.

**SEC. 3.05. Installation of Service.** Upon application approval, water service infrastructure will be installed as requested by the applicant. The size shall be determined by the applicant. Service installations will be made only to property abutting on distribution mains as have been constructed in public streets, alleys, or easements, or to extensions thereof as hereby provided.

**SEC. 3.06. Changes in Customer's Equipment.** Customers making any material change in the size, character, or extent of the equipment or operations utilizing water service, or whose change in operations results in a large increase in the use of water, shall immediately give the District written notice of the nature of the change and, if necessary, amend their application.

**SEC. 3.07. Size and Location.** The District reserves the right to determine the size of service connections and their location with respect to the boundaries of the premises to be served. The

laying of Customer's pipe line to the meter should not be done until the location of the service connection has been approved by the District.

**SEC. 3.08. Curb Stop.** Every service connection installed within the District shall be equipped with a curb stop on both sides of the meter. The inlet curb stop is intended for the exclusive use of the District in controlling the water supply through the service connection pipe. If the inlet curb stop is damaged by the Customer's use to an extent requiring replacement, such replacement shall be at the Customer's expense. All new installations shall have a customer isolation valve, or outlet curb stop in box, to be owned, maintained, and used by customer.

**SEC. 3.09. Residential, Commercial and Industrial Service Connection.** It shall be unlawful to maintain a connection excepting in conformity with the following rules:

- A. **Separate Building.** Each building under separate ownership must be provided with a separate service connection. Two or more buildings on the same lot shall have separate services if the buildings could legally be sold separately. Two or more buildings under one ownership and on the same lot or parcel of land may (with specific Board approval, based on hardship) or extenuating circumstances be supplied through the same service connection; provided, that for each building under a separate roof an additional minimum will be applied to the single meter serving said buildings. The District reserves the right to limit the number of buildings or the area of land under one ownership to be supplied by one service connection.
- B. **Separate Property.** A service connection shall not be used to supply property of the same owner across a street or alley, without written approval for specific cases otherwise meeting the intent of this ordinance.
- C. **Divided Property.** When property provided with a service connection is divided, each service connection shall be considered as belonging to the lot or parcel of land which it directly enters.

**SEC. 3.10. Service Connections.** The service connections extending from the water main to the property line and including the meter, meter box and curb stop, shall be maintained and owned by the District. All pipes and fixtures extending or lying beyond the meter shall be installed, owned and maintained by the owner of the property.

**SEC. 3.11. Water Capacity Fee.** A water capacity fee shall be collected from each applicant requesting a new water service in addition to any processing fees and/or installation charges. The capacity fee is based on meter size, as shown on the rate schedule.

Due to recent changes in building code regulations, new single-family homes are to be sized with a 1" meter because of fire protection systems, rather than the typical 5/8" meter. It is recommended that all **new single family residential units**, with meter sizes 5/8" up to and including 1", that require a larger size meter because of fire protection, be charged the 5/8" meter rate to reflect their typical demand on the system.

**SEC. 3.12. Commercial Landscape Meters.** The General Manager shall encourage all commercial users to install an irrigation meter in addition to the regular water meter. Where the customer agrees to install an irrigation meter, the overall connection charge shall be the same as if one water meter had been installed and the installation charge shall reflect the actual time and materials cost of adding an additional meter on the service line constructed for the primary meter.

## CHAPTER 4 - GENERAL USE REGULATION

**SEC. 4.01. Number of Services per Premises.** The applicant may apply for as many services as may be reasonably required for their premises, provided that the pipe line system from each service be independent of the others, they are not interconnected, and adequate water supply and pressure exists.

**SEC. 4.02. Water Waste.** No customer shall knowingly permit leaks or waste of water. Where water is wastefully or negligently used on a customer's premises seriously affecting the general service, the District may discontinue the service if such conditions are not corrected within five (5) days after giving the customer written notice.

**SEC. 4.03. Responsibility for Equipment on Customer Premises.** All public facilities installed by the District on private property for the purpose of rendering water service shall remain the property of the District and may be maintained, replaced or repaired by the District without consent or interference of the owner or occupant of the property. The property owner shall use reasonable care in the protection of the facilities. No payment shall be made by District for placing or maintaining said facilities on private property.

**SEC. 4.04. Damage to Water System Facilities.** The customer shall be liable for any damage to the service facilities when such damage is from causes originating on the premises by an act of the customer or their tenants, agents, employees, contractors, licensees or permittees, including the breaking or destruction of locks by the customer or others on or near a meter, or by blocking or parking on the meter. The District shall be reimbursed by the customer for any such damage or towing charge promptly on presentation of a bill.

**SEC. 4.05. Ground-Wire Attachments.** All individuals or business organizations are forbidden to attach any ground- wire or wires to any plumbing which is or may be connected to a service connection or main belonging to the District. The District will hold the customer liable for any damage to its property occasioned by such ground-wire attachments.

**SEC. 4.06. Control Valve on the Customer Property.** The customer shall provide a private outlet isolation valve in box on the private property side of the service installation, as close to the meter location as practicable, to control the flow of water to the piping on their premises. The customer shall not use the public inlet curb stop to turn water on and off for their convenience.

**SEC. 4.07. Cross-Connections.** The customer must comply with State and Federal laws governing the separation of dual water systems or installations of back flow protective devices to protect the public water supply from the danger of cross-connections as determined by the District. Back flow protective devices must be installed as near the service as possible and shall be open to test and inspection by the District. Plans for installation of back flow protective devices must be approved by the District prior to installation. Backflow protective devices shall be owned, maintained and tested at customer expense.

**SEC. 4.08. ID. - Special Cases.** In special circumstances, when the customer is engaged in the handling of especially dangerous or corrosive liquid(s) or industrial or process water(s), the District may require the customer to eliminate certain plumbing or piping connections as an additional precaution and as a protection to the back flow preventive devices.

**SEC. 4.09. Pressure Reducing Valves.** As a protection to the customer's plumbing system, a suitable pressure reducing valve must be installed, owned and maintained by the customer at their expense, when check valve or other protective devices are used. The pressure reducing valve shall be installed on the customer side of the meter between the check valves and the residence.

**SEC. 4.10. Back Flow Device.** Whenever back flow protection has been found necessary on a water supply line entering a customer's premises, then any and all water supply lines from the District's mains entering such premises, buildings or structures shall be protected by an approved back flow device, regardless of the use of the additional water supply lines. The ownership, maintenance, and certified testing shall be the responsibility of the customer. The customer shall submit the testing results annually to the District. Failure to properly maintain or submit certified test results may result in termination of water service.

**SEC. 4.11. Discontinued Service.** The service of water to any premises may be immediately discontinued by the District if any defect is found in the check valve installation(s), other protective device(s), private water service, or if it is found that dangerous unprotected cross-connection(s) exist. Service will not be restored until such defect(s) are corrected.

**SEC. 4.12. Interruptions in Service.** The District shall not be liable for damage which may result from an interruption in pressure or service.

**SEC. 4.13. Ingress and Egress.** The District shall have the right of ingress and egress to the customer's premises for any purpose reasonably connected with the furnishing of water service.

**SEC. 4.14. Underground Water Service.** All private water services shall be buried; no above ground water service shall be allowed.

## **CHAPTER 5 - METERS**

**SEC. 5.01. Meter Installations.** Meters will be installed in the sidewalk area whenever possible, or as determined by the District, and shall be owned by the District and installed and removed at its expense. No rent or other charge will be paid by the District for a meter or other facilities, including connections on private property. No meter, seal, or lock shall be altered or broken except by one of the District's authorized employees or agents.

**SEC. 5.02. Change in Location of Meters.** Meters moved for the convenience of the customer will be relocated at the customer's expense. Meters moved to protect the District's property will be moved at District expense. If the customer desires to have the meter moved, the customer will be required to pay for new service at the desired location, as approved by the District.

## **CHAPTER 6 - BILLING**

**SEC. 6.01. Billing Period.** The regular billing period will be monthly.

**SEC. 6.02. Meter Reading.** Meters will be read monthly or bi-monthly.

**SEC. 6.03. Opening and Closing Bills.** Opening and closing bills for less than the normal billing period shall be pro-rated as to volumetric consumption, excluding base rate. If the total period for which service is rendered is less than one month, the monthly base rate shall not be less than the monthly minimum charge applicable. Closing bills may be estimated by the District for the final period as an expediency to permit the customer to pay the closing bill at the time service is discontinued.

**SEC. 6.04. Water Charges.** Water charges are due and payable at the office of the District on the date of mailing the bill to the property owner or their agent as designated in the application, and delinquent thirty (30) days after the invoice date.

**SEC. 6.05. Payment of Bills.** Bills for metered water service shall be rendered at the end of each billing period. Bill shall be payable on presentation. If this bill is not paid within thirty (30) days after the invoice date, service may be discontinued. A reconnection charge and penalties will be made and collected prior to renewing service following a discontinuance.

**SEC. 6.06. Billing of Separate Meters Not Combined.** Separate bills will be rendered for each meter installation except where the District has, for its own convenience, installed two or more meters in place of one meter. Where such installations are made the meter reading may be combined for billing purposes.

**SEC. 6.07. Customer's Guarantee.** The water charge begins when a service connection is installed and the meter is set, unless the water is ordered to be left shut off when the service connection is ordered to be installed. Before water is turned on by the District for any purpose, the customer must sign a form in which they guarantee payment of future water bills for the service required. The person signing the guarantee form or meter set form will be held liable for water used until the District is notified in writing to discontinue service or to transfer the account to another party.

**SEC. 6.08. Water Used Without Required Application.** A person taking possession of premises and using water from an active service connection without having made application to the District for water service shall be held liable for the water delivered from the date of the last recorded meter reading, and if the meter is found inoperative, the quantity consumed will be estimated. If proper application for water service is not made upon notification to do so by the District, and if accumulated bills for service are not paid immediately, the service shall be discontinued by the District without further notice.

**SEC. 6.09. Damages through Leaking Pipes and Fixtures.** The District's jurisdiction and responsibility ends at the property line and the District will in no case be liable for damages occasioned by water running from open or faulty fixtures, or from broken or damaged pipes inside the property line.

**SEC. 6.10. Damage to Meters.** The District reserves the right to set and maintain a meter on any service connection. The water Customer shall be held liable, however, for any damage to the meter.

**SEC. 6.11. Public Institution Base Billing Charges.** Where multiple water meters serve a public institution, a single meter base charge may be charged based on the largest meter serving the institution.

## **CHAPTER 7 - DISCONTINUANCE OF SERVICE**

**SEC. 7.01. Termination of Service.** Water service may be terminated by the District in compliance with the notice and other requirements of Title 6, Division 1, Chapter 9.6 of the California Government Code.

A. Water service may be discontinued for any one of the following reasons:

1. Delinquency in payment of any water service rate or charge, except that residential service **shall not** be discontinued for non-payment in any of the following situations:
  - a. During the pendency of any investigation by the District of a customer dispute or complaint;



- b. When a customer has been granted an extension of the period for payment of a bill respecting water service;
    - c. On the certification of a licensed physician and surgeon that to do so will be life threatening to the customer and the customer is financially unable to pay for service within the normal payment period and is willing to enter into an amortization agreement with the District and requests permission to amortize, over a period not to exceed twelve (12) months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal payment period;
  - 2. The unauthorized taking of water or the taking of water in excess of the amount paid for;
  - 3. Failure of the customer to maintain their facilities in suitable condition to prevent waste of water;
  - 4. The existence of an unprotected cross connections on the customer's premises or the lack of adequate backflow protection at the service connection;
  - 5. Any violation by the customer of any rules of the District governing water service.
- B. The following process will be followed prior to discontinuance of **residential** service for non-payment:
- 1. At least fifteen (15) days before any proposed discontinuance of residential water service for non-payment of a delinquent account respecting such service, the District shall mail a notice, postage prepaid, to the customer to whom the service is billed of the proposed discontinuance. Such notice shall be given not earlier than twenty-nine (29) days from the date of mailing the District's bill for such services and the fifteen (15) day period shall not commence until five (5) days after the mailing of the notice. In addition to the fifteen-day notice provided for in the preceding sentence, the District shall make a reasonable attempt to contact an adult person residing at the premises of the customer by telephone or personal contact at least forty-eight (48) hours prior to discontinuance of service, except that, whenever telephone or personal contact cannot be established, the District shall give, by mail, in person, or by posting in a conspicuous location at the premises, a notice of discontinuance of service, at least forty-eight (48) hours prior to disconnection. To avoid service disconnection payment must be made at the District Office prior to 11:59 a.m. on the day specified for discontinuance.
  - 2. Every notice of discontinuance of service required by this section shall include the following information:
    - a. The name and address of the customer whose account is delinquent;
    - b. The amount of the delinquency;
    - c. The date by which payment or arrangements for payment is required in order to avoid discontinuance;

- d. The procedure by which the customer may initiate a complaint or request an investigation concerning service or charges, unless the District's bill for services contains a description of that procedure;
  - e. The procedure by which the customer may request amortization of unpaid charges;
  - f. The procedure for the customer to obtain information on the availability of financial assistance;
  - g. The telephone number and name of a representative of the District who can provide additional information or institute arrangements for payment.
- C. The following process will be followed prior to a discontinuance of **non-residential** water service for non-payment:

At least fifteen (15) days before discontinuing such a water service the District shall provide written notice which shall specify the reason for the proposed discontinuance and inform the customer of the procedure for and the availability of the opportunity to discuss the reason for the proposed discontinuance with the General Manager or the General Manager's designee, who is empowered to review disputes and rectify errors and settle controversies pertaining to such proposed discontinuance of service. The name and phone number of the General Manager or the General Manager's designee, shall be included in any such notice of proposed discontinuance given to the customer.

- D. No water service shall be discontinued to any customer because of any delinquency in payment on any Friday, Saturday, Sunday, legal holiday or at any time during which the business office of the District is not open to the public.
- E. Every complaint or request for investigation by a residential customer that is made within five (5) days of receiving the disputed bill for water service and every request by a residential customer that is made within fifteen (15) days of the mailing of the notice required by section B of this rule for an extension of the payment period of such a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment shall be reviewed by the General Manager or the General Manager's designee. The review shall include consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time, not to exceed nine (9) months. Any customer whose complaint or request for an investigation has resulted in an adverse determination by the General Manager or the General Manager's designee may appeal the determination to the Board of Directors.
- F. The General Manager or the General Manager's designee is authorized to investigate complaints and to review disputes pertaining to water service disconnections and to rectify errors and settle controversies pertaining to such matters and disputes. The General Manager or the General Manager's designee is also authorized to amortize one unpaid balance at a time for any account over a reasonable period of time. The General Manager may bring any such controversies to the Board of Director for settlement by the Board.
- G. The General Manager or the General Manager's designee is authorized to discontinue service to a residential customer with an amortization agreement if the customer fails to keep the account current as charges accrue in each subsequent billing period. The

District shall not discontinue such service without giving notice to the customer at least forty eight (48) hours prior to discontinuance of the conditions the customer is required to meet to avoid discontinuance. Such notice does not entitle said customer to further investigation by the District.

**SEC. 7.02. Reconnection.** Failure to receive bill does not relieve Customer of liability. Any amount due shall be deemed a debt to the District and any person, firm or corporation failing, neglecting or refusing to pay said indebtedness shall be liable to an action in the name of the District in any court of competent jurisdiction.

**SEC. 7.03. Reconnection Charge.** A reconnection charge plus penalties as applicable, shall be made and collected prior to renewing service following an initial discontinuance or suspension. Service reconnection shall also require the payment of all charges currently due in addition to the reconnection charges. An additional deposit will be required for water only customers or a larger deposit will be required of water/sewer accounts that have begun new service, reconnected or with an outstanding balance remaining from a previous SCSD service. Reconnection charges and penalties shall be as shown on the rate schedule.

**SEC. 7.04. Unsafe Apparatus.** Water service may be refused or discontinued to any premises where apparatus or appliances are in use which might endanger or disturb the service to other customers.

**SEC. 7.05. Cross-Connections.** Water service may be refused or discontinued to any premises where there exists a cross-connection in violation of state or federal laws.

**SEC. 7.06. Fraud or Abuse.** Service may be discontinued if necessary to protect the District against fraud or abuse.

**SEC. 7.07. Non-Compliance with Regulations.** Service may be discontinued for non-compliance with this or any other ordinance or regulation relating to the water service.

**SEC. 7.08. Upon Vacating Premises.** Customers desiring to discontinue service should so notify the District two (2) days prior to vacating the premises. Unless discontinuance of service is ordered, the customer(s) shall be liable for charges whether or not any water is used.

**SEC. 7.09. Returned Check Fee.** The District shall charge the full returned payment fee, plus penalty, each time a customer's payment is rejected by that customer's financial institution. Returned check fees plus penalty shall be as shown on the rate schedule.

## **CHAPTER 8 - COLLECTION BY SUIT**

**SEC. 8.01. Penalty.** Water rates and charges which are not paid on or before the day of delinquency shall be subject to a penalty of ten percent (10%) and thereafter shall be subject to a further penalty of two percent (2%) per month on the first day of each month following.

**SEC. 8.02. Suit.** All unpaid water rates and charges and penalties herein provided may be collected by suit, collection agency, or other method as determined by District.

**SEC. 8.03. Costs.** Defendant shall pay all costs of suit in any judgment rendered in favor of District.

**SEC. 8.04. Collection by Interagency Intercept Program.** As an alternate to any of the other procedures herein provided, the District may collect unpaid user fees and charges through the State

of California Interagency Intercept Program or other collection agency as determined by the District. Upon submitting an unpaid charge to the collection agency, SCSD will also notify the customer at the last known customer address. Customers may appeal said submittal by filing an appeal with the District.

## **CHAPTER 9 - PUBLIC FIRE PROTECTION**

**SEC.9.01. Use of Fire Hydrants.** Fire hydrants are for use by the District or by organized fire protection agencies pursuant to contract with the District. Other parties desiring to use fire hydrants for any purpose must first obtain written permission from the District prior to use and shall operate the hydrant in accordance with instructions issued by the District. The District will install a hydrant meter with a control valve. Unauthorized use of hydrants will be prosecuted according to law.

**SEC.9.02. Moving of Fire Hydrants.** When a fire hydrant has been installed in the location specified by the proper authority, the District has fulfilled its obligation. If a property owner or other party desires a change in size, type or location of the hydrant, they shall bear all costs of such changes, without refund. Any change in the location of a fire hydrant must be approved by the District.

## **CHAPTER 10 - PRIVATE FIRE PROTECTION SERVICE**

**SEC. 10.01. Payment of Cost.** The applicant for private fire protection service shall pay the total actual cost of installation of the service from the distribution main to the customer's premises, including the cost of a detector check meter or other suitable and equivalent device, valve and meter box. Said installation to become the property of the applicant. The District shall inspect and approve all private fire protection systems.

**SEC. 10.02. No Connection to Other System.** There shall be no connections between this fire protection system and any other water distribution system on the premises.

**SEC. 10.03. Use.** There shall be no water used through the fire protection service except to extinguish fires and for testing the firefighting equipment.

**SEC. 10.04. Meter Rates.** Any consumption recorded on the meter will be charged for at 10 times the regular service rates except that no charge will be made for water used to extinguish fires where such fires have been reported to the District.

**SEC. 10.05. Monthly Rates.** The monthly rates for private fire protection lines shall be as specified in the rate schedule.

**SEC. 10.06. Water for Fire Storage Tanks.** Occasionally water may be obtained from a private fire service for filling a tank connected with the fire service, but only if written permission is secured from the District in advance and an approved means of measurement is available. The regular water rates will be applied.

**SEC. 10.07. Violation of Agreement.** If water is used from a private fire service in violation of the agreement or of these regulations, the District may, at its option, discontinue and remove the service.

**SEC.10.08. Water Pressure and Supply.** The District assumes no responsibility for loss or damage due to lack of water or pressure, either high or low, and merely agrees to furnish such

quantities and pressures as are available in its general distribution system. The service is subject to shutdowns and variations required by the operation of the system.

**SEC. 10.09. Fire Services.** The following rules shall apply to fire service connections:

A. **Valve.** When a fire service connection is installed, the valve governing same will be closed and sealed and remain so until a written order is received from the owner of the premises to have the water turned on;

B. **Meter.** If the District has not required a meter, and if water is used through a fire service connection for any other purpose than extinguishing of fires, it shall have the right to place a meter on the fire service connection at the owner's expense, or shut off the entire water supply from such premises;

C. **Additional Service.** The District shall have the right to take a domestic, commercial or industrial service connection from the fire service connection at the curb to supply the same premises as those to which the fire service connection belongs. The Board of Directors shall also have the right to determine the proportion of the installation cost properly chargeable to each service connection, if such segregation of costs shall become necessary.

D. **Check Valve.** The District reserves the right to install on all fire service connections a check valve of a type approved by the National Board of Fire Underwriters, and to equip the same with a by-pass meter at the expense of the owner of the property.

## **CHAPTER 11 - TEMPORARY SERVICE**

**SEC. 11.01. Duration of Service.** Temporary service connections shall be disconnected and terminated within six (6) months after installation unless an extension of time is granted in writing by the District.

**SEC. 11.02. Deposit.** The applicant shall deposit in advance, the estimated cost of installing and removing the facilities required to furnish said service, exclusive of the cost of salvageable materials. Upon discontinuance of service, the actual cost shall be determined and an adjustment made as an additional charge, refund or credit. If service is supplied through a fire hydrant, the applicant will be charged in accordance with the rate schedule:

**SEC. 11.03. Installation and Operation.** All facilities for temporary service to the customer connection shall be made by the District and shall be operated in accordance with its instructions.

**SEC. 11.04. Responsibility for Meters and Installations.** The customer shall use all possible care to prevent damage to the meter or to any other loaned facilities of the District which are involved in furnishing the temporary service from the time they are installed until they are removed, or until 48 hours' notice in writing has been given to the District that the contractor or any other person is through with the meter or meters and the installation. If the meter or other facilities are damaged, the cost of making repairs shall be paid by the customer or deducted from the amount of the deposit.

**SEC. 11.05. Supply from Fire Hydrant.** An applicant for temporary use of water from a fire hydrant must secure a permit from the District and pay the regular fee charged for the installation and removal of a meter to be installed on the hydrant; and pay for the water used in accordance with the meter readings, at the rates prescribed by the District.

**SEC. 11.06. Unauthorized Use of Hydrants.** Tampering with any fire hydrant for the unauthorized use of water therefrom or for any purpose is a misdemeanor punishable by law.

**SEC.11.07. Short Term Processing Fee.** A property owner may set up a short-term water account to purchase up to 500 cubic feet of water for use at an existing meter for up to a two-week period by paying a non-refundable fee as shown on the rate schedule. The property owner may extend the time period and/or consumption limit by paying an additional non-refundable processing fee for each additional increment of time and/or consumption. The District will bill the customer for all water consumption over the 500 cubic foot consumption limit in any two-week period at the then current water rates.

**SEC.11.08. Bulk Water Sales.** The General Manager may sell water to water transporters who have first secured a permit for subsequent individual bulk sales in a specified transport vehicle. The General Manager shall charge the water transporter by truckload for the rated volume capacity of the transport vehicle based on the rate schedule. Each truckload will be charged a processing fee per load of water. Truckloads to be used inside the District boundaries will pay for the cost of water at current rates based on the capacity of the water transport vehicle. Truckloads to be used outside of District boundaries will pay for the cost of water at one and one-half (1.5) times the cost of water at current rates.

## **CHAPTER 12 - GENERAL PROVISIONS**

**SEC. 12.01. Pools and Tanks.** When an abnormally large quantity of water is desired for filling a swimming pool or for other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other Customers are not inconvenienced thereby.

**SEC. 12.02. Responsibility for Equipment.** The customer shall, at their own risk and expense, furnish, install and keep in good and safe condition all equipment that may be required for receiving, controlling, applying and utilizing water, and the District shall not be responsible for any loss or damage caused by the improper installation of such equipment, or the negligence or wrongful act of the customer or of any of their tenants, agents, employees, contractors, licensees, or permittees in installing, maintaining, operating or interfering with such equipment.

**SEC. 12.03. Service Outside District.** Where possible, potential customers outside the District shall annex before service is allowed if their property is contiguous to the District boundary or if the Board considers it to be in the best interest of the District. In addition to all other costs for providing service, the applicant shall be charged for the annexation proceedings. Where in the opinion of the Board, annexation is not feasible or desirable immediately upon application, the Board may elect to provide service outside of the District in accordance with state law. The terms and conditions of service shall be the same as in District except charges for water shall be 150% of the rates specified in this Ordinance. In addition, the applicant, their heirs or assigns must agree not to protest annexation if initiated at a later time.

**SEC. 12.04. Water Conservation.** Starting in Fiscal Year 2015-16 and in every year thereafter, the District shall conform with all local, state and federal requirements.

**Section 2: Severability.** If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the Chapter. The Board of Directors hereby declares that it would have passed this Chapter, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid under law.

**Section 3: California Environmental Quality Act (CEQA) Determination.** Under the Environmental Impact Report which was completed upon the formation of the Scotia Community Services District, a determination was made that the District would not result in a significant environmental impact. This ordinance is also exempt from the CEQA Guidelines pursuant to Section 15061(b)(3) of the CEQA Guidelines.

**Section 4: Limitation of Actions.** Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

**Section 5:** This ordinance will take effect thirty (30) days after the date of its adoption.

DATE: \_\_\_\_\_, 20\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_  
Clerk, Scotia Community Services District

\_\_\_\_\_  
President, Scotia Community Services District

Clerk's Certificate

I hereby certify that the foregoing is a true and correct copy of Ordinance No. \_\_\_\_\_, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Services District, Humboldt County, California on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Clerk, Scotia Community Services District

**Scotia Community Services District**  
**Staff Report**

Date: November 19, 2015

To: Scotia CSD Board of Directors

From: Stephen Davidson, PE  
Bayside Civil Consultants  
Contract District Engineer

Subject: SCSD Title III - Public Sewer, Ordinance 2015-03

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**RECOMMENDATION:**

The Administrative staff recommends the Board receive the attached staff report on the SCSD Title III – Wastewater Service (also known as the Wastewater Ordinance).

**ACTION:**

Adopt Title III - Wastewater Service, Ordinance 2015-03, by Resolution, by Title only, by roll call vote.

**DISCUSSION:**

As stated in the Ordinance: This Wastewater Discharge Ordinance sets uniform requirements for discharges into the wastewater collection and treatment system and enables the District to comply with the administrative provisions set by the California Regional Water Quality Control Board, North Coast Region and the applicable effluent limitations, national standards of performance, toxic and pre-treatment effluent standards, and any other discharge criteria which are required or authorized by State or Federal law, and to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into the District systems. This Ordinance provides a means of determining wastewater volumes, constituents and characteristics, the setting of charges and fees, and the issuance of permits to certain users. Revenues derived from the application of this Ordinance shall be used to defray the costs of operating and maintaining adequate wastewater collection and treatment systems and to provide sufficient funds for capital outlay, bond service costs, capital improvements, and depreciation.

Title III Wastewater Service provides and sets the District Rules and Regulations governing sewer service within the District. It also establishes how sewer service is provided the customer, general sewer use regulations, sewer construction, customer billing, customer sewer connection and discontinuance of service, public sewer laterals and private building sewers, and other sewer related use provisions.

The Wastewater Ordinance includes the rules and regulations for wastewater discharge to the Publically Owned Treatment Plant (POTW or WWTP) including discharge limitations, sewer



strength determinations, wastewater volume determination, pre-treatment requirements, enforcement, permitting and abatement.

As specified in the Ordinance, all rates, fees and penalties are not part of this document, but are referenced to a separate "Rate Schedule" to be developed and adopted by the Board at a future date, by separate Board Resolution. This will allow the Board to update any sewer rates or fees by separate resolution without having to affect changes to the Wastewater Ordinance itself.

**FISCAL IMPACT:**

None.

**ORDINANCE NO. 2015 - 3**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE  
SCOTIA COMMUNITY SERVICES DISTRICT  
ADOPTING TITLE III – WASTEWATER SERVICE**

The Board of Directors of the Scotia Community Services District does ordain as follows:

**Section 1:** Title III – Wastewater Service is hereby adopted as follows:

**TITLE III – WASTEWATER SERVICE**

**CHAPTER 13 – WASTEWATER**

**SEC. 13.01. Purpose and Policy.** This Wastewater Ordinance sets uniform requirements for discharges into the Wastewater collection and treatment system and enables the District to comply with the administrative provisions set by the California Regional Water Quality Control Board, North Coast Region and the applicable effluent limitations, national standards of performance, toxic and pre-treatment effluent standards, and any other discharge criteria which are required or authorized by State or Federal law, and to derive the maximum public benefit by regulating the quality and quantity of Wastewater discharged into the District systems. This Ordinance provides a means of determining Wastewater volumes, constituents and characteristics, the setting of charges and fees, and the issuance of permits to certain users. Revenues derived from the application of this Ordinance shall be used to defray the costs of operating and maintaining adequate Wastewater collection and treatment systems and to provide sufficient funds for capital outlay, bond service costs, capital improvements, and depreciation.

**SEC. 13.02. Violation Unlawful.** It shall be unlawful for any person whose building is required to be connected to a Wastewater under this ordinance to connect to, construct, install or provide, maintain and use any other means of sewage disposal from said building except by connection to a Wastewater in the manner as in this Ordinance provided.

**SEC. 13.03. Relief on Application.** When any person, by reason of special circumstances, is of the opinion that any provision of this ordinance is unjust or inequitable as applied to their premises, they may make written application to the Board of Directors, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to their premises.

If the application is approved, the Board may, by resolution, suspend or modify the provision complained of, as applied to such premises, to be effective as of the date of the application and continuing during the period of the special circumstances.

**SEC. 13.04. Relief on Own Motion.** The Board may, on its own motion, find that by reason of special circumstances any provision of this regulation and ordinance should be suspended or modified as applied to a particular premise, and may, by resolution, order such suspension or modification for such premises during the period of such special circumstance, or any part thereof.

**SEC. 13.05. District Inspector.** The General Manager may personally perform or employ a qualified person or persons to perform the duties of inspecting the installation, connection, maintenance and use of all infrastructure and collection facilities in the District, to be known as the District Inspector.

**SEC. 13.06. Wastewater Permits and Fees.** No Wastewater, side Wastewater, building Wastewater or other sewerage facility shall be installed, altered or repaired within the District until a permit for the work has been obtained and all fees paid in accordance with the requirements of this ordinance, and any other ordinance adopted by the Board of Directors.

## **CHAPTER 14 – USE OF WASTEWATERS REQUIRED**

**SEC. 14.01. Treatment of Wastewaters Required.** It shall be unlawful to discharge to any stream or watercourse any domestic or industrial Wastewater or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this ordinance.

**SEC. 14.02. Unlawful Disposal.** Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, seepage pit or other facility intended or used for the disposal of Wastewater.

**SEC. 14.03. Wastewater Required.** The applicant of any proposed building to be situated within the District and abutting on any street in which there is now located or may be in the future be located a Wastewater of the District, is hereby required to connect, at their expense, said building, directly with the proper Wastewater in accordance with the provisions of this ordinance provided that said Wastewater is within three hundred (300) feet of the nearest point of the property line and the building is within one thousand (1,000) feet of the Wastewater.

The applicant of any existing building, provided with a lateral connection shall connect to the Wastewater within ninety (90) days after the date of official notice to do so.

**SEC. 14.04. Occupancy Prohibited.** No building, industrial facility or other structure shall be occupied until the applicant of the premises has complied with all rules and regulations of the District.

## **CHAPTER 15 – PERMITS AND FEES**

**SEC. 15.01. Permit Required.** No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any community Wastewater or appurtenances or perform any work on any lateral or building Wastewater without first obtaining a written permit from the

District and paying to the District the applicable permit fee. Other non-district permits may be required.

**SEC. 15.02. Application for Permit.** Any person legally entitled to apply for and receive a permit shall make such application on forms provided by the District for that purpose. They shall give a description of the character of the work proposed to be done and the location, occupancy and use of the premises. The General Manager may require plans, specifications or drawings and such other information as may be needed necessary.

If the General Manager determines that the plans, specifications, drawings, descriptions or information furnished by the applicant is in compliance with the ordinances, rules and regulations of the District, a permit shall be issued upon payment of the required fees. The schedule of fees shall be set by resolution of the Board. The schedule shall be available at the District office upon request. The issuance of Wastewater discharge permits to establishments producing industrial wastes shall be governed by the provisions of this ordinance.

**SEC. 15.03. Plan Check Fees.** A plan check fee in the amount of 2% of the estimated construction cost for main extensions and engineering review of subdivisions will be charged when an application for service is filed with the District. Actual Cost will be charged when the application is approved by the Board of Directors.

**SEC. 15.04. Compliance with Permit.** After approval of the application, evidenced by the issuance of a permit, no change shall be made in the location of the Wastewater, the grade, materials, or other details from those described in the permit or as shown on the plans and specifications for which the permit was issued except with written permission from the District, the General Manager or other authorized representatives.

**SEC. 15.05. Agreement.** The applicant's signature on an application for any permit shall constitute an agreement to comply with all of the provisions, terms and requirements of this and other ordinances, rules and regulations of the District, and with the plans and specifications filed with their application, of any, together with such corrections or modifications as may be made or permitted by the District, if any. Such agreement shall be binding upon the applicant and may be altered only by the District upon the written request for the alternation from the applicant.

**SEC. 15.06. All Work to Be Inspected.** All Wastewater construction work shall be inspected by an inspector acting for the District to insure compliance with all requirements of the District. No Wastewater infrastructure shall be covered at any point until it has been inspected and passed for acceptance. No Wastewater infrastructure shall be connected to the District's community Wastewater until the work covered by the permit has been completed, inspected, and approved by the Inspector. If the test proves satisfactory, the Inspector shall issue a certificate of satisfactory completion.

**SEC. 15.07. Notification.** It shall be the duty of the person doing the work authorized by permit to notify the General Manager of the District in writing that said work is ready for inspection. Such notification shall be given not less than twenty-four (24) hours before the work is to be inspected.

It shall be the duty of the person doing the work to make sure that the work will stand the tests required by the District before giving the above notification.

**SEC. 15.08. Condemned Work.** When any work has been inspected and the work condemned and no certification of satisfactory completion given, the applicant of the premises, or the agent of such applicant, shall repair the Wastewater infrastructure or other work authorized by the permit in accordance with the ordinances, rules and regulations of the District.

**SEC. 15.09. All Costs Paid By Applicant.** All costs and expenses specific to the installation and connection of any Wastewater infrastructure or other work for which a permit has been issued shall be paid by the applicant. Such costs shall include the costs expended by the District for the installation of lateral infrastructure. These costs are in addition to any other connection permit fee required by this or any other ordinance of the District that provides for connection fees, rates and charges. The applicant shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the work.

**SEC. 15.10. Street Excavation Permit.** A separate permit must be secured from the State, County or any other party having jurisdiction thereover by applicants or contractor intending to excavate a public street for the purpose of installing Wastewaters or making Wastewater connections.

**SEC. 15.11. Liability.** The District and its officers, agents and employees shall not be liable for any injury or death to any person or damage to any property arising during or growing out of the performance of any work by the applicant. The applicant shall be responsible for, and shall hold the District and its officers, agents, and employees harmless from, any liability imposed by law upon the District or its officers, agents, or employees, including all defense or enforcement costs, expenses, fees and interest incurred. Applicant shall be responsible for any defects in the performance of their work or any failure which may develop therein.

**SEC. 15.12. Time Limit in Permits.** If work under a permit is not commenced within six (6) months from the date of issuance or if after partial completion, the work is discontinued for a period of one year, the permit shall thereupon become void and no further work shall be done until a new permit shall have been secured. A new fee shall be paid upon the issuance of said new permit.

## **CHAPTER 16 – CONNECTION CHARGES**

**SEC. 16.01. General.** It is hereby found and determined that it is necessary to reimburse the District for money advanced and to establish conditions of equality as to properties, either not assessed or by later occurring facts, deemed to have been under-assessed, during special assessment proceedings conducted by the District for the purpose of constructing Wastewater mains and facilities to serve properties within the assessment district created therefore when such non-assessed properties are permitted to connect to such Wastewater mains and facilities.

## **CHAPTER 17 – BUILDING WASTEWATERS, LATERAL WASTEWATERS AND CONNECTIONS**

**SEC. 17.01. Permit Required.** In accordance with this Ordinance, no person shall construct, lateral Wastewater infrastructure without first obtaining a written permit from the District and paying all fees and connection charges.

**SEC. 17.02. Design and Construction Requirements.** Design and construction of lateral Wastewater infrastructure shall be in accordance with the rules, regulations and ordinances of the District.

**SEC. 17.03. Minimum Size and Slope.** The size and slope of the lateral infrastructure shall be subject to the approval of the General Manager, but in no event shall the diameter be less than four (4) inches. The slope of such 4-inch pipe shall not be less than one-fourth (1/4) inch per foot.

**SEC. 17.04. Lateral Infrastructure.** No building Wastewater infrastructure shall be laid parallel to or within three (3) feet of any bearing wall which might thereby be weakened. The building Wastewater shall be laid at uniform grade and in straight alignment. Changes in direction shall be made only in conformance with the Uniform Plumbing Code (“UPC”).

**SEC. 17.05. Separate Lateral Infrastructure.** Every building or industrial facility must be separately connected to a community Wastewater infrastructure. Any exceptions may be reviewed by the District. .

**SEC. 17.06. Existing Lateral Infrastructure.** Existing lateral infrastructure may be used in connection with new buildings upon review and testing by the District Inspector, to meet all requirements of the District.

**SEC. 17.07. Cleanouts.** Cleanouts in building laterals shall be provided in accordance with all applicable rules, regulations and ordinances. All cleanouts shall be watertight and shall comply with the UPC.

**SEC. 17.08. Lateral Too Low.** In all buildings in which any building lateral is too low to permit gravity flow to the community Wastewater, sanitary Wastewater carried by such building shall be lifted by artificial means, approved by the General Manager, and discharged to the community Wastewater at the expense of the applicant. In all buildings in which the floor level is below the elevation of the nearest manhole located upstream from the point at which the lateral Wastewater intersects the main, a backflow prevention device, to be owned and maintained by lot owner, shall be installed in the building Wastewater at the expense of the applicant. Sewage lift stations shall be constructed outside the building.

**SEC. 17.09. Joints and Connections.** All excavations required for the installation of a side lateral infrastructure shall be open trench work unless otherwise approved by the General Manager. Pipe laying and backfill shall be performed in accordance with the rules, regulations and ordinances of the District, except that no backfill shall be placed until the work has been inspected.

**SEC. 17.10. Connection to Wastewater.** The connection of the building Wastewater into the community Wastewater shall be made in strict accordance with the standard District specifications and at the applicant's expense. The invert of the building Wastewater at the point of connection shall be at a higher elevation than the invert of the community Wastewater. A smooth neat joint shall be made and the connection made secure and watertight. The connection to the community Wastewater shall be made in accordance with the rules, regulations and ordinances of the District. Any work on community Wastewaters and any work on lateral Wastewaters done within a public right of way shall be performed by a duly licensed plumber or contractor under the inspection of the District. Any damage to the Wastewater shall be repaired at the cost of the applicant to the satisfaction of the District

**SEC. 17.11. Protection of Excavation.** All excavations for side Wastewater installation shall be adequately guarded by the applicant with barricades or 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 District or any other person having jurisdiction.

**SEC. 17.12. Maintenance of Lateral Infrastructure.** Lateral infrastructure shall be maintained by the applicant of the property served thereby. The owner shall be responsible for clearing the entire lateral infrastructure. The District will perform all other lateral maintenance within the public right of way.

**SEC. 17.13. Testing.** All building lateral infrastructure shall be tested in strict accordance with rules, regulations and ordinances of the District.

## **CHAPTER 18 – SUBDIVISION WASTEWATER INFRASTRUCTURE CONSTRUCTION**

[Chapter Content to be Determined When Needed]

## **CHAPTER 19 – USE OF WASTEWATER INFRASTRUCTURE**

**SEC. 19.01. Prohibitions on Discharges.** No user shall introduce or cause to be introduced into the Publicly Owned Treatment Works (POTW) any pollutant or Wastewater which causes pass through or interference. This general prohibition applies to all users of the POTW whether or not they are subject to Categorical Pretreatment Standards or any other National, State, or local Pretreatment Standards or Requirements. No user shall introduce any pollutant or wastewater which would violate the District's State or Federal Wastewater National Pollutant Discharge Elimination System (NPDES) Discharge Permit.

No person shall introduce or cause to be introduced into the POTW the following pollutants, substances, or Wastewater containing:

- A. Pollutants which cause a fire or explosion hazard in the POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C).

- B. Solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW resulting in Interference or injury to the treatment works;
- C. Pollutants which cause a danger to life or safety of personnel;
- D. Pollutants which cause a strong offensive odor or prevention of the effective maintenance or operation of the treatment works;
- E. Pollutants which cause air pollution by the release of toxic or malodorous gases or malodorous gas-producing substances;
- F. Pollutants, including oxygen-demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause Interference with the POTW;
- G. Pollutants which cause the District's effluent or any other product of the treatment process, residues, sludge, or scums, to be unsuitable for reclamation, disposal, reuse or treatment process;
- H. Pollutants which cause a detrimental environmental impact or a nuisance in the Waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over the District;
- I. Any Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, wood waste, dye wastes, and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent thereby violating the SCSD's NPDES permit;
- J. Pollutants which cause conditions at or near the District's POTW which violate any statute or any rule, regulation, or ordinance of any public agency or State or Federal regulatory body;
- K. Pollutants which cause the District's POTW to be overloaded or cause excessive collection or treatment costs, or may use a disproportionate share of the facilities;
- L. Pollutants which cause a pass through of any pollutant;
- M. Wastewater having a pH less than 6.5 or more than 8.5, or otherwise causing corrosive structural damage to the POTW or equipment;
- N. Wastewater having a temperature greater than 140 degrees F (65 degrees C), or which will inhibit biological activity in the treatment plant resulting in Interference, but in no case Wastewater which causes the temperature at the introduction into the treatment plant to exceed 104 degrees F (40 degrees C);



- O. More than 50 mg/l of oil or grease of animal or vegetable origin;
- P. More than 25 mg/l total Petroleum Hydrocarbons (TPH) as diesel, motor oil, hydraulic oil or gasoline;
- Q. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through;
- R. Identifiable chlorinated hydrocarbons;
- S. Trucked or hauled pollutants;
- T. Substances which, if otherwise disposed of would be a hazardous waste under state or federal law;
- U. Medical Wastes,;
- V. Any detectable concentration of DDT, or other prohibited pesticides or herbicides.

**SEC. 19.02 Prohibitions on Storm Drainage and Ground Water.** Storm water, ground water, rain water, street drainage, subsurface drainage or yard drainage shall not be discharged through direct or indirect connections to a community Wastewater.

**SEC. 19.03 Prohibitions on Unpolluted Water.** Unpolluted water, including, but not limited to cooling water, process water or blown-down from cooling towers or evaporative coolers shall not be discharged through direct or indirect connection to a community Wastewater.

**SEC. 19.04. Limitations on Radioactive Wastes.** No person shall discharge or cause to be discharged any radioactive waste into a community Wastewater except;

- A. When the person is authorized to use radioactive materials by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials, and
- B. When the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Nuclear Regulatory Commission regulations, and recommendations for safe disposal, and
- C. When the person is in compliance with all rules and regulations of all other applicable regulatory agencies.

**SEC. 19.05. Limitations on the Use of Garbage Grinders.** Waste from garbage grinders shall not be discharged by any nonresidential users into the community Wastewater.

**SEC. 19.06. Limitations on Point of Discharge.** No person shall discharge any substances directly into a manhole or other opening in a community Wastewater other than through an approved building sewer.

**SEC. 19.07. Holding Tank Waste.** No person shall discharge any holding tank waste into a community sewer.

**SEC. 19.08. National Categorical Pretreatment Standards.** Users must comply with all National Categorical Pretreatment Standards.

**SEC. 19.09. Limitations on Wastewater Strength (Local Limits)**

**SEC. 19.09.01.** The General Manager is authorized to establish Local Limits pursuant to state and federal regulations. No person shall discharge Wastewater containing in excess of the following concentrations:

<b>POLLUTANT</b>	<b>PROPOSED DAILY MAXIMUM LIMIT (mg/L)</b>
Copper	0.1300
Lead	0.0055
Molybdenum	0.0047
Nickel	0.0052
Zinc	0.135
bis(2-ethylhexyl) Phthalate	0.0235
Oil and Grease (petroleum and vegetable)	50
BOD	250

- A. The above limits apply at the point where the Wastewater is discharged to the POTW and apply to instantaneous maximum concentrations. All concentrations for metallic substances are for total metal unless indicated otherwise. The General Manager may impose mass limitations in addition to the concentration-based limitations above.
- B. **Analytical Requirements.** All pollutant analyses, including sampling techniques, to be submitted as part of a Wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable categorical Pretreatment Standard.
- C. **BMPs.** The General Manager may develop Best Management practices (BMPs), by ordinance or in individual Wastewater discharge permits, or general permits, to implement the requirements of this ordinance.
- D. **Right of Revision.** The SCSD reserves the right to establish, by ordinance or in individual Wastewater discharge permits or in general permits, more stringent Standards or Requirements on discharges to the POTW consistent with the purpose of this ordinance.

- E. **Dilution.** No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Requirement. The General Manager may impose mass limitations on users who are using dilution to meet applicable Pretreatment Standards or Requirements, or in other cases when the imposition of mass limitations is appropriate.

**SEC. 19.09.02.** The General Manager shall cause to be prepared from time to time a list of the maximum permissible quantities or concentrations of certain constituents in industrial or Wastewater flows and otherwise issue detailed directions for meeting the requirements of this section.

Limitations on Wastewater strength in this ordinance may be supplemented with more stringent limitations provided:

- A. If the District determines that the limitations in this ordinance may not be sufficient to protect the operation of the District's POTW, or
- B. If any regulatory agency determines that the limitations in this ordinance may not be sufficient to enable the District's POTW to comply with water quality standards or effluent limitations specified in the District's National Pollutant Discharge Elimination System (NPDES) permit.

**SEC. 19.10. Disposal of Unacceptable Waste.** Waste not permitted to be discharged into the community Wastewater must be transported to a State or Local approved disposal site. The required "Waste Haulers Report" must be completed and a copy furnished within thirty (30) days to the District by the discharger.

**SEC. 19.11. Interceptors Required.** Grease, oil and sand interceptors shall be provided when, in the opinion of the General Manager, they are necessary for the proper handling of liquid wastes, containing grease 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 General Manager and shall be so located as to be readily and easily accessible for cleaning and inspection. All such grease, oil and sand interceptors shall be maintained by the Applicant, at their expense, in continuous efficient operation at all times.

**SEC. 19.11.01. Grease Interceptors/Traps.** Establishments including but not limited to serving food, manufacturing food products, Slaughter Houses, Packing Establishments, Car Washes, and Auto Wash Racks etc. are grouped into the following major categories:

**INDUSTRIAL:** commercial facilities as defined in the UPC, and those facilities designated by the General Manager.

**HIGH VOLUME:** full menu establishments operating over sixteen (16) hours per day and/or serving 500 or more meals per day.

**MEDIUM VOLUME:** full menu or specialty menu establishments service full meals eight (8) to sixteen (16) hours per day, and/or 100 to 400 meals per day.

**SMALL VOLUME:** fast foot, take out or specialty food establishments with limited menus, a minimum of dish washing, and/or minimal seating capacity.

**SEC. 19.11.02. Grease Interceptors.** Industrial facilities, High Volume and Medium Volume food establishments as defined in the UPC, or as determined by the District, are required to install a grease interceptor. The size, type and location of each grease interceptor shall be approved by the District. Waste in excess of 140° F (60° C) shall not be discharged into a grease interceptor. Grease interceptors shall have a minimum 750-gallon capacity.

Any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take-out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotels, markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system shall have a grease interceptor.

Interceptors shall be constructed and installed at the expense of the applicant, in accordance with the design approved by the General Manager.

Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning, and removal of the intercepted grease. A grease interceptor may not be installed in any part of a building where food is handled. Proper location of the grease interceptor shall meet the UPC Requirements and the approval of the General Manager.

Each commercial facility or business establishment for which a grease interceptor is required shall have an interceptor which shall serve only that business establishment.

Buildings remodeled for use requiring interceptors shall be subject to these regulations.

For the purpose of this section the term ‘fixture’ shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease interceptor by any provision of this section.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the interceptor when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material shall not flow through the interceptor.

The interceptors shall be maintained in efficient operating condition by periodic removal and proper disposal of the accumulated grease. No such collected grease shall be introduced into any drainage piping or public or private Wastewater.

Abandoned grease interceptors shall be emptied and filled in the same manner as required for abandoned septic tanks in conformance with state and local requirements.

The cover for grease interceptors shall be reinforced as required depending on the load to be imposed upon the plate.

Interceptors shall be installed in such a manner that drainage from areas outside the area intended to be served may not enter. Interceptors shall be tested in a manner approved by the District and shall be witnessed by a District Inspector.

**SEC. 19.11.03. Grease Traps.** Any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotel markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system which is deemed by the General Manager or his designated representative to be a Small Volume food establishment may choose to install a grease trap in place of a grease interceptor.

The size, type and location of each grease trap shall be approved by the General Manager or designated representative. Wastes in excess of 140° F (60° C) shall not be discharged into a grease trap.

For the purpose of this section, the term “fixture” shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease trap by any provision of this section.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the grease trap when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material shall not flow through the grease trap.

No grease trap shall be installed which has an approval rate of flow of more than fifty-five (55) gallons per minute, nor less than twenty (20) gallons per minute except with prior written approval of the General Manager.

Each plumbing fixture or piece of equipment connected to a grease trap shall be provided with an approved type flow control or restricting device installed in a readily accessible and visible location in the tailpiece or drain outlet of each such fixture. Flow control devices shall be so designed that the flow through such device or devices shall at no time be greater than the rated

capacity of the grease trap. No flow control device having adjustable or removable parts shall be approved.

Each grease trap required by this section shall have an approved rate of flow, expressed in gallons per minutes, which is not less than forty (40) percent of the total capacity in gallons of fixtures discharging into said trap. The grease retention capacity of the trap, expressed in pounds of grease, shall not be less than two times the approved rate of flow in gallons per minute.

Any grease trap installed with the inlet more than four (4) feet lower in elevation than the outlet of any fixture discharging into such grease trap shall have an approved rate of flow which is not less than fifty (50%) percent greater than given in the preceding paragraph. Not more than four (4) separate fixtures shall be connected to or discharged into any one (1) grease trap.

Each fixture discharging into grease trap shall be individually trapped and vented in an approved manner. An approved type grease trap may be used as a fixture trap for a single fixture when the horizontal distance between the fixture outlet and the grease trap does not exceed four (4) feet and the vertical tailpipe or drain does not exceed two and one-half (2 ½) feet.

No water-jacketed grease trap or grease interceptor shall be approved or installed. No mechanical grease trap shall be allowed.

Each grease trap shall have an approved water seal of not less than two (2) inches in depth or the diameter of its outlet, whichever is greater.

**SEC. 19.11.04 Time of Compliance.** All commercial facilities and food establishments shall be required to install a sand and/or grease interceptor or grease trap within the sixty (60) day period after the first occurrence of any of the following events:

- A. Transfer of any applicants or interest in the commercial facility;
- B. The issuance by the County of any building permit for the construction, reconstruction or related work to be performed on the premises;
- C. The backup or discharge of raw sewage on or from the premises due to grease build up in their service lateral;
- D. Or ninety (90) days after receiving written notice from the General Manager of the necessity for installation of such facilities.

**SEC. 19.11.05 Monitoring and Reporting.** All establishments having a grease trap or interceptor shall maintain and clean this unit as recommended by the manufacturer. Each grease trap or interceptor shall be regularly maintained by the proprietor or property applicant and records kept at the site for inspection by the District. Maintenance will vary depending upon the size of the unit and grease loading. The property applicant or proprietor shall send a

copy of the maintenance records to the District annually from the time of installation or some other agreed upon date by the District. At no time shall the unit be allowed to become clogged with grease so as to create damage to the District collection or treatment facilities. The Proprietor must develop a cleaning schedule sufficient to keep the unit functioning properly. Records of grease disposal to a collection agent must be made available to District personnel upon request.

**SEC. 19.12. Preliminary Treatment of Wastes and Maintenance of Pretreatment Facilities.**

Users shall provide Wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all Categorical Pretreatment Standards, Local Limits, and the prohibitions set out in this ordinance within the time limitations specified by EPA, the State, or the General Manager, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the General Manager for review, and shall be acceptable to the General Manager before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to District under the provisions of this ordinance.

**SEC. 19.13. Availability of District Facilities.** If capacity is not available, the District may require the discharger to restrict their discharge until sufficient capacity can be made available. When requested, the District will advise persons desiring to locate new facilities as to the areas where Wastewater of their proposed quantity and quality can be received by available Wastewater facilities. The District may refuse service to persons locating facilities in areas where their proposed quantity or quality of Wastewater is unacceptable in the available collection facility.

**SEC. 19.14. Hauled Wastewater.** Septic tank waste and/or hauled Wastewater is prohibited from being introduced into the POTW.

**SEC. 19.15. Additional Pretreatment Measures.** Grease, oil, and sand interceptors shall be provided when, in the opinion of the General Manager, they are necessary for the proper handling of Wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the General Manager, shall comply with the SCSD's Oil and Grease Management in this ordinance and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired in accordance with this ordinance by the user at their expense.

**SEC. 19.16. Accidental Discharge Control Plans.** The General Manager may require any industrial user to develop and implement an accidental discharge control plan. At least once every two (2) years the General Manager shall evaluate whether each significant industrial user needs such a plan. Any industrial user required to develop and implement an accidental discharge control plan shall submit a plan which provides, at a minimum, the following:

- A. Description of discharge practices, including non-routine batch discharges;

- B. Description of stored chemicals;
- C. Procedures for immediately notifying the General Manager of any accidental discharge, as required by this ordinance; and
- D. Procedures to prevent adverse impact from any accidental or discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

## **CHAPTER 20 – WASTEWATER VOLUME DETERMINATION**

**SEC. 20.01. Metered Water Supply.** When charges and fees are based upon water usage, such charges and fees shall be applied against the total amount of water used from all sources unless, in the opinion of the District, significant portions of water received are not discharged into a community Wastewater. The total amount of water used from public and private sources may be determined by means of public meters or private meters, installed and maintained at the expense of the user and approved by the District.

**SEC. 20.02. Metered Wastewater Volume and Metered Diversions.** When charges and fees are based upon water usage and where, in the opinion of the District, a significant portion of the water received from any metered source does not flow into the community Wastewater because of the principal activity of the user or removal by other means, the charges and fees will be applied against the volume of water discharged from such premises into the community Wastewater. Written notification and proof of the diversion of water must be provided by the user, and approved by the District, if the user is to avoid the application of the charges and fees against the total amount of water used from all sources. The user may install a meter of a type and at a location approved by the District and at the user's expense. Such meters shall measure either the amount of Wastewater discharged or the amount of water diverted. Such meters shall be maintained at the expense of the user and be tested for accuracy at the expense of the user when deemed necessary by the General Manager.

Wastewater meters and vaults shall be approved by the District. They must be accurate, trouble free and allow easy access at any time, by District personnel for inspection, measurement or waste character and strength.

### **SEC. 20.03. Estimated Wastewater Volume.**

**SEC. 20.03.1.** For users where, in the opinion of the District, it is unnecessary or impractical to install meters, the charges and fees may be based upon an estimate of the volume to be discharged, prepared by the District. A rational method will be used to estimate the quantity of Wastewater discharged and may consider such factors as the number of fixtures, seating



capacity, population equivalent, annual production of goods and services or such determinations of water use necessary to estimate the Wastewater volume discharged.

**SEC. 20.03.2.** For users who, in the opinion of the District, divert a significant portion of their flow from a community Wastewater, the charges and fees may be based upon an estimate of the flow and volume to be discharged, prepared by the user and approved by the District provided the user obtains a Wastewater Discharge Permit and pays the applicable charges and fees. The estimate must include the method and calculations used to determine the Wastewater volume and may consider such factors as the number of fixtures, seating capacity, population equivalents, annual production of goods and services, or such other determinations of water use necessary to estimate the Wastewater volume discharged.

## **CHAPTER 21 – REPORT, WASTEWATER DISCHARGE PERMITS AND ADMINISTRATION**

**SEC. 21.01. Discharge Reports.** The District may require that any person discharging or proposing to discharge Wastewater into a community Wastewater file a periodic Discharge Report. The Discharge Report may include, but not be limited to, nature of process, volume, rates of flow, mass emission rates, production quantities, hours of operation, number and classification of employees, or other information which relates to the generation of waste including Wastewater discharge. Such reports may also include the chemical constituents and quality of liquid or gaseous materials stored on site even though they are not normally discharged. In addition to Discharge Reports, the District may require information in the form of Wastewater Discharge Permit applications and self-monitoring reports and other reports contained in this ordinance.

**SEC. 21.02. Baseline Monitoring Reports.**

- A. Within either one hundred eighty (180) days after the effective date of a Categorical Pretreatment Standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, Categorical Industrial Users currently discharging to or scheduled to discharge to the POTW shall submit to the General Manager a report which contains the information listed in paragraph (b) below. At least ninety (90) days prior to commencement of their discharge, new sources, and sources that become Categorical Industrial Users subsequent to the promulgation of an applicable categorical Standard, shall submit to the General Manager a report which contains the information listed in paragraph (b) below. A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.
- B. Users described above shall submit the information set forth below.
  1. Measurement of pollutants.
    - a. The user shall provide the information required in this Ordinance.

- b. The user shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this paragraph.
  - c. Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other Wastewaters are mixed with the regulated Wastewater prior to pretreatment the user should measure the flows and concentrations necessary to allow use of the combined waste stream formula to evaluate compliance with the Pretreatment Standards. Where an alternate concentration or mass limit has been calculated, the adjusted limit along with supporting data shall be submitted to the District.
  - d. Sampling and analysis shall be performed in accordance with this Ordinance, as well as State and Federal guidelines.
  - e. The General Manager may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measure.
  - f. The baseline report shall indicate the time, method, date and place of sampling and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.
- C. **Compliance Certification.** A statement, reviewed by the user's Authorized Representative and certified by a qualified professional, indicating whether Pretreatment Standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the Pretreatment Standards and Requirements.
- D. **Compliance Schedule.** If additional pretreatment and/or O&M will be required to meet with Pretreatment Standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard. A compliance schedule pursuant to this Section must meet the requirements set out in this ordinance.
- E. **Signature and Report Certification.** All baseline monitoring reports must be certified in accordance with this ordinance and signed by an Authorized Representative.

**SEC. 21.03. Compliance Schedule Progress Reports.** The following conditions shall apply to the compliance schedule required by this ordinance:

- A. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable Pretreatment Standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routing operation.);
- B. No increment referred to above shall exceed nine (9) months; and
- C. The user shall submit a progress report to the General Manager no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
- D. In no event shall more than nine (9) months elapse between such progress reports to the General Manager.

**SEC. 21.04. Reports on Compliance with Categorical Pretreatment Standard Deadline.**

Within ninety (90) days following the date for final compliance with applicable Categorical Pretreatment Standards, or in the case of a New Source following commencement of the introduction of Wastewater into the POTW, any user subject to such Pretreatment Standards and Requirements shall submit to the General Manager a report containing the information described in this ordinance. All compliance reports must be signed and certified. All sampling will be done in conformance with this ordinance.

**SEC. 21.05. Periodic Compliance Reports.**

- A. Any significant Industrial User subject to a pretreatment standard must, at a frequency determined by the General Manager, submit no less than twice per year (June and December) reports indicating the nature, concentration of pollutants in the discharge which are limited by Pretreatment Standards and the measured or estimated average and maximum daily flows for the reporting period. In cases where the Pretreatment Standard requires compliance with Best Management Practices (BMP) or pollution prevention alternative, the user must submit documentation required by the General Manager or the Pretreatment Standard necessary to determine the compliance status of the user. All periodic compliance reports must be signed and certified in accordance this ordinance.
- B. All Wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.

**SEC. 21.06. Reports of Changed Conditions.** Each user must notify the General Manager of any significant changes to the user's operations or system which might alter the nature, quality, or volume of its Wastewater at least forty-five (45) days before the change.

- A. The General Manager may require the user to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a Wastewater discharge permit application under this ordinance.
- B. The General Manager may issue an individual Wastewater discharge permit or a general permit under this ordinance in response to changed conditions or anticipated changed conditions.

**SEC. 21.07. Reports of Potential Problems.**

- A. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge that might cause potential problems for the POTW, the user shall immediately telephone and notify the General Manager of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, any corrective measures taken by the user.
- B. Within five (5) days following such discharge, the user shall, unless waived by the General Manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which might be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this ordinance.
- C. A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph (a), above. Employers shall ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.
- D. Significant Industrial Users are required to notify the General Manager immediately of any changes at its facility affecting the potential for a non-approved discharge. Failure to report may result in fines, penalties, or liability, pursuant to this Ordinance.

**SEC. 21.08. Notice of Violation/Repeat Sampling and Reporting.** If sampling performed by a user indicates a violation, the user must notify the General Manager within twenty-four (24) hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the General Manager within thirty (30) days after becoming aware of the violation. Resampling by the Industrial User is not required if the SCSD performs sampling at the user between the time when the initial sampling was conducted and the time when

the user or the SCSD receives the results of this sampling, or if the SCSD has performed the sampling and analysis in lieu of the Industrial User. Lab test results may take weeks.

**SEC. 21.09. Notification of the Discharge of Hazardous Waste.** Any user who accidentally discharges hazardous waste shall notify the General Manager, the EPA Regional Waste Management Division Director, and State hazardous waste authorities, in writing, of any discharge of a substance which, if otherwise disposed of, would be a hazardous waste. Discharge of hazardous waste is prohibited under this ordinance.

**SEC. 21.10. Other Reporting Requirements.**

- A. All periodic compliance reports must be signed and certified in accordance with this ordinance.
- B. If a user subject to the reporting requirement in this section monitors any regulated pollutant at the appropriate sampling location more frequently than required by the General Manager, using the procedures prescribed in this ordinance, the results of this monitoring shall be included in the report.

**SEC. 21.10.01. Recordkeeping.** Users subject to the reporting requirements of this ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this ordinance, any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements, and documentation associated with Best Management Practices.

**SEC. 21.10.02. Certification Statements.**

- A. **Certification of Permit Applications, User Reports.** A Certification statement is required to be signed and submitted by users submitting permit applications in accordance with this ordinance; users submitting baseline monitoring reports under this ordinance; users submitting reports on compliance with the categorical Pretreatment Standard deadlines under this ordinance; and users submitting periodic compliance reports required by this ordinance.
- B. **Annual Certification for Non-significant Categorical Industrial Users.** A facility determined to be a Non-significant Categorical Industrial User by the General Manager, must annually submit certification statement signed in accordance with the signatory requirements of authorized or duly authorized representative.

**SEC. 21.10.03. Sample Collection.** Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

- A. Except as indicated in Section (B) and (C) below, the user must collect Wastewater samples using 24-hour flow-proportional composite sampling or grab sampling as

authorized by the General Manager. Where time-proportional composite sampling or grab sampling is authorized by the SCSD, the samples must be representative of the discharge.

- B. Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.
- C. For sampling required in support of baseline monitoring and 90-day compliance reports, a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the General Manager may authorize a lower minimum.

**SEC. 21.11. Individual Wastewater Discharge Permit and General Permit Requirement.** No Significant Industrial User shall discharge Wastewater into the POTW without first obtaining an individual Wastewater discharge permit or a general permit from the General Manager.

The General Manager may require other users to obtain individual Wastewater discharge permits or general permits as necessary to carry out the purposes of this ordinance.

Any violation of the terms and conditions of an individual Wastewater discharge permit or a general permit shall be deemed a violation of this ordinance and subjects the Wastewater discharge permittee to the sanctions set out in this ordinance. Obtaining an individual Wastewater discharge permit or a general permit does not relieve a permittee of its obligation to comply with all federal and state Pretreatment Standards or Requirements or with any other requirements of federal, state, and local law.

- A. **Individual Wastewater Discharge and General Permitting: Existing Connections.** Any user required to obtain an individual Wastewater discharge permit or a general permit who was discharging Wastewater into the POTW prior to the effective date of this ordinance and who wishes to continue such discharges in the future, shall, within forty-five (45) days after said date, apply to the General Manager for an individual Wastewater discharge permit or a general permit in accordance with this ordinance, and shall not cause or allow discharges to the POTW to continue after ninety(90) days of the effective date of this ordinance except in accordance with an individual Wastewater discharge permit or a general permit issued by the General Manager.
- B. **Individual Wastewater Discharge and General Permitting: New Connections:** Any user required to obtain an individual Wastewater discharge permit or a general permit, who proposes to begin or recommence discharging into the POTW, must obtain such permit prior to the beginning or recommencing of such discharge. An application for this individual Wastewater discharge permit or general permit must be filed at least forty-five (45) days prior to the date upon which any discharge will begin or recommence.

**SEC. 21.11.01 Permit Application Contents.** Applicants for an individual or general Wastewater Discharge Permit shall complete an application, in the form prescribed by the District. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information:

- A. The name and address of the facility, including the name of the operator and applicant, and the Standard Industrial Classification (“SIC”) code;
- B. Volume of Wastewater to be discharged;
- C. Wastewater constituents and characteristics including but not limited to those included in this ordinance;
- D. Time and duration of discharge;
- E. Average and daily peak Wastewater flow rates, including daily, monthly and seasonal variations, if any;
- F. Site plans, floor plans, mechanical and plumbing plans and details to show all Wastewaters and appurtenances by size, location and elevation;
- G. A brief description of the nature, average rate of production (including each product produced by type, amount, processes, and rate of production), and standard industrial classifications of the operation(s), carried out by such user. This description should include a schematic process diagram, which indicates points of discharge to the POTW from the regulated processes and types of materials which are or could be discharged;
- H. Each product produced by type, amount, and rate of production;
- I. Number and type of employees, and hours of work;
- J. Any other information as may be deemed by the District to be necessary to evaluate the permit application;
- K. Environmental Permits. A list of any environmental control permits held by or for the facility;
- L. Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in this ordinance.
- M. Measurement of Pollutants.
  - 1. The Categorical Pretreatment Standards applicable to each regulated process and any new categorically regulated processes for Existing Sources.

2. The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Categorical Standard or by the General Manager, of regulated pollutants in the discharge from each regulated process.
3. Instantaneous, Daily Maximum, and long-term average concentrations, or mass, where required, shall be reported.
4. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in this ordinance. Where the Categorical Standard requires compliance with a BMP or pollution prevention alternative, the user shall submit documentation as required by the General Manager or the applicable Categorical Standard(s) to determine compliance.
5. Sampling must be performed in accordance with procedures set out in this ordinance.

**SEC. 21.11.02. Application Signatories and Certifications.**

- A. All Wastewater discharge permit applications, user reports and certification statements must be signed by an Authorized Representative of the user and contain a certification statement.
- B. If the designation of an Authorized Representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new written authorization satisfying the requirements must be submitted to the General Manager prior to or together with any reports to be signed by an Authorized Representative.
- C. A facility determined to be a Non-Significant Categorical Industrial User by the General Manager must annually submit a signed certification statement.

**SEC. 21.11.03. Permit Issuance Process.** The General Manager will evaluate the data furnished by the user and may require additional information. Within forty five (45) days of receipt of a complete permit application, including additional information requested, the General Manager will determine whether or not to issue an individual Wastewater discharge permit or a general permit. The General Manager may deny any application for an individual Wastewater discharge permit or a general permit.

**SEC. 21.11.04. Wastewater Discharge Permitting: General Permit.**

- A. At the discretion of the General Manager, the General Manager may use general permits to control Significant Industrial User (“SIU”) discharges to the POTW if the following conditions are met. All facilities to be covered by a general permit must:
  1. Involve the same or substantially similar types of operations;



2. Discharge the same types of wastes;
  3. Require the same effluent limitations;
  4. Require the same or similar monitoring; and
  5. In the opinion of the General Manager, are more appropriately controlled under a general permit than under individual Wastewater discharge permits.
- B. To be covered by the general permit, the SIU must file a written request for coverage that identifies its contact information, production processes, the types of wastes generated, the location for monitoring all wastes covered by the general permit;
- C. The General Manager will retain a copy of the general permit, documentation to support the POTW's determination that a specific SIU meets the criteria in this ordinance and applicable State regulations, and a copy of the user's written request for coverage for three (3) years after the expiration of the general permit.

**SEC. 21.11.05. Individual Wastewater Discharge Permit and General Permit Contents.**

An individual Wastewater discharge permit or general permit shall include such conditions as are deemed reasonably necessary by the General Manager to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

- A. Individual Wastewater discharge permits and general permits **shall** contain:
1. A statement that indicates the Wastewater discharge permit issuance date, expiration date and effective date;
  2. A statement that the Wastewater discharge permit is nontransferable;
  3. Effluent limits, including Best Management Practices, based on applicable Pretreatment Standards;
  4. Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants (or BMP) to be monitored, sampling location, sampling frequency, an sample type based on Federal, State and local law;
  5. Requirements to control accidental discharge, if determined by the General Manager to be necessary.
- B. Individual Wastewater discharge permits and general permits **shall** contain:

1. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
2. Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment device, designed to reduce, eliminate or prevent the introduction of pollutants into the treatment works;
3. Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or non-routine discharges;
4. Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;
5. The unit charge or schedule of user charges and fees for the management of the Wastewater discharged to the POTW;
6. Requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices;
7. A statement that compliance with the individual Wastewater discharge permit or the general permit does not relieve the permittee of responsibility for compliance with all applicable Federal and State Pretreatment Standards, including those which become effective during the term of the individual Wastewater discharge permit or the general permit; and
8. Other conditions as deemed appropriate by the General Manager to ensure compliance with this ordinance, and State and Federal laws, rules, and regulations.

**SEC. 21.11.06. Permit Modification.**

- A. The General Manager may modify an individual Wastewater discharge permit for good cause, including but not limited to, the following reasons:
  1. To incorporate any new or revised Federal, State, or local Pretreatment Standards or Requirements;
  2. To address significant alternations or additions to the user's operation, processes, or Wastewater volume or character since the time of the individual Wastewater discharge permit issuance;
  3. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;

4. Information indicating that the permitted discharge poses a threat to the SCSD's POTW, SCSD personnel, or the receiving waters;
5. Violation of any terms and/or conditions of the individual Wastewater discharge permit;
6. Misrepresentations or failure to fully disclose all relevant facts in the Wastewater discharge permit application or in an required reporting;
7. Revision of or a grant of variance from Categorical Pretreatment Standards.

**SEC. 21.11.07. Individual Wastewater Discharge Permit and General Permit Revocation.**

The General Manager may revoke an individual Wastewater discharge permit or coverage under a general permit for good cause, including, but not limited to, the following reasons:

- A. Failure to notify the General Manager of significant changes to the Wastewater prior to the changed discharge;
- B. Misrepresentation or failure to fully disclose all relevant facts in the Wastewater discharge permit application;
- C. Falsifying self-monitoring reports and certification statements;
- D. Tampering with monitoring equipment;
- E. Refusing to allow the General Manager, or designee, timely access to the facility premises and records;
- F. Failure to meet discharge limitations;
- G. Failure to pay Wastewater charges;
- H. Failure to meet compliance schedules;
- I. Failure to complete a Wastewater survey or the Wastewater discharge permit application;
- J. Violation of any Pretreatment Standard or Requirement, or any terms of the Wastewater discharge permit or the general permit or this ordinance.

Individual Wastewater discharge permits or coverage under general permits shall be voidable upon cessation of operations or transfer of business ownership. All individual Wastewater discharge permits or general permits issued to a user are void upon the issuance of a new individual Wastewater discharge permit or general permit to that user.

**SEC. 21.11.08. Individual Wastewater Discharge Permit and General Permit Reissuance.**

A user with an expiring individual Wastewater discharge permit or general permit shall apply for individual Wastewater discharge permit or general permit reissuance by submitting a complete permit application, in accordance with this ordinance, a minimum of forty five (45) days prior to the expiration of the user's existing individual Wastewater discharge permit or general permit.

**SEC. 21.11.9. Individual Wastewater Discharge Permit and General Permit Duration.**

Wastewater Discharge Permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. Each individual Wastewater discharge permit or a general permit will indicate a specific date upon which it will expire. The terms and conditions of the Permit may be subject to modification and change by the District during the life of the Permit as limitations or requirements are modified and changed. The user shall be informed of any proposed changes in User's Permit at least thirty (30) days prior to the effective date of change. Any changes or new conditions in the Permit shall include a reasonable time schedule for compliance. Any user proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the District at least forty five (45) days prior to the proposed change or connection.

**SEC. 21.11.10.** Wastewater Discharge Permits are issued to a specific user for a specific operation. Wastewater Discharge Permits shall not be reassigned or transferred or sold to a new applicant, new user, different premises, or a new or changed operation.

**SEC. 21.12. Inspection and Sampling.** The District may inspect the facilities of any user to ascertain whether the purpose of this ordinance is being met and all requirements are being complied with. Persons or occupants of premises where Wastewater is created or discharged shall allow the District or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in the performance of any of their duties. The District shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operation. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the District will be permitted to enter without delay for the purposes of performing their specific responsibilities.

**SEC. 21.13. Pretreatment.** Users shall make Wastewater acceptable under the limitations established herein before discharging into any community Wastewater. Any facilities required to pretreat Wastewater to a level acceptable to the District shall be provided and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the District for review, and shall be approved by the District before construction of the facility.

**SEC. 21.14. Protection from Accidental Discharge.** Each user shall provide protection from accidental discharge of prohibited materials or other wastes regulated by this ordinance. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the

user's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the District for review, and shall be approved by the District before construction of the facility.

**SEC. 21.15. Confidential Information.** All information and data regarding a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or any other governmental agency without restrictions 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 which are proprietary.

When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available to governmental agencies for use in making studies; and 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. Information accepted by the District as confidential shall not be transmitted to any governmental agency or to the general public by the District until and unless prior and adequate notification is given to the user.

**SEC 21.16. Publication of Industrial Users in Significant Noncompliance.** The General Manager shall publish annually, in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the SCSD, a list of the Significant Industrial Users which, at any time during the previous twelve (12) months, were in Significant Noncompliance with applicable Pretreatment Standards and Requirements. The term Significant Noncompliance shall be applicable to all Significant Industrial Users:

- A. Chronic violations of Wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of all the measurements taken for the same pollutant parameter taken during a six (6) month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement;
- B. Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of Wastewater measurements taken for each pollutant parameter during a six (6) month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement;
- C. Any other violation of a Categorical Pretreatment Standard that the General Manager determines has caused, along or in combination with other discharges, Interference or Pass Through, including endangering the health of POTW personnel or the general public;
- D. Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in an individual Wastewater discharge permit or a general permit or enforcement order for starting construction, completing construction, or attaining final compliance;

- E. Failure to provide within forty-five (45) days, any required reports, including baseline monitoring reports, reports on compliance with categorical Pretreatment Standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;
- F. Failure to accurately report noncompliance; or
- G. Any other violation(s), which may include a violation of Best Management Practices, which the General Manager determines will adversely affect the operation or implementation of the local pretreatment program.

## **CHAPTER 22 – WASTEWATER CHARGES AND FEES**

**SEC. 22.01. Classification of Users.** All users are to be classified either by assigning each one to a “user classification” category according to the principal activity conducted on the user’s premises, by individual user analysis, or by a combination thereof. The purpose of such collective and/or individual classification is to facilitate the regulation of Wastewater discharges based on Wastewater constituents and characteristics to provide an effective means of source control, and to establish a system of charges and fees which will ensure an equitable recovery of the District’s cost.

**SEC. 22.02. Types of Charges and Fees.** The charges and fees established in the District’s schedules of charges and fees, may include, but not be limited to:

- A. User classification charges;
- B. Fees for monitoring;
- C. Fees for permit applications;
- D. Appeal fees;
- E. Connection fees or assessments;
- F. Service charges;
- G. Penalties or special cost recovery charges;
- H. Charges and fees based on Wastewater constituent flows and characteristics to include industrial cost recovery provisions of the Clean Water Act.

**SEC. 22.03. Basis for Determination of Charges.** Charges and fees established for each user or user classification, including permit users, shall be based on measured or estimated constituents and characteristics of the Wastewater discharge of each user or user classification, which may

include, but not be limited to, BOD, TSS, oil and grease, chlorine demand, volume, and rate of flow.

Unless otherwise specified, the charges and fees for each user or user classification shall be computed on the basis of characteristics of Wastewater from a domestic dwelling and relative difficulty to transport and treat.

**SEC. 22.04. Wastewater Charges.** The monthly charge for Wastewater service shall be calculated by adding a fixed charge per bill (or per dwelling unit for residential customers) to a variable charge per hundred (100) cubic feet (“HCF”) of water consumed. No residential customer shall be charged for in excess of 12 HCF of water consumption in a month, regardless of the actual amount of water consumed. The rates shall be as in the rate schedule.

**SEC. 22.05. Extraordinary Charges.** The Board of Directors reserves the right to set special Wastewater service charges where, in the opinion of the General Manager, a waste discharge strength and loading does not fit into existing rate schedules.

**SEC. 22.06. Pretreatment Charges and Fees.** The District may adopt reasonable charges and fees for reimbursement of costs of setting up and operating the District’s pretreatment program. All fees will be based on:

- A. Fees for Wastewater discharge permit applications including the cost of processing such applications;
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing an industrial user’s discharge, and reviewing monitoring reports submitted by the users;
- C. Fees for reviewing and responding to accidental discharge procedures and construction;
- D. Fees for filing appeals;
- E. Other fees as the District may deem necessary to carry out the requirements contained in this section.

## **CHAPTER 23 – BILLING AND COLLECTING**

**SEC. 23.01. Billing.** The regular billing period will be each calendar month.

**SEC. 23.02. Opening and Closing Bills.** Opening and closing bills for less than the normal billing period shall be prorated on a daily water used basis.

**SEC. 23.03. Billing Time.** Bills for Wastewater service shall be rendered at the beginning of each billing period and are payable upon presentation, except as otherwise provided.

**SEC. 23.04. Collection by Interagency Intercept Program.** As an alternate to any of the other procedures herein provided, the District may collect unpaid user fees and charges through the State of California Interagency Intercept Program. Upon submitting an unpaid charge to the State, SCSD will also notify the customer at the last known customer address. Customers may appeal said submittal by filing an appeal with the District.

**SEC. 23.05 Collection by Suit.** As an alternative to any of the other procedures herein provided, the District may collect unpaid charges by suit, in which event it shall also have judgment for the cost of suit and reasonable attorney's fees.

**SEC. 23.06. Other Utility Charges.** The District will provide for the collection of its Wastewater service charges with the rates for the services of the water system or other utility service furnished. The Wastewater service charges shall be itemized, billed upon the same bill, and collected as one item, together with and not separately from such utility service charge.

**SEC. 23.07. Discontinuing Service.** If all or any part of the bill on which any Wastewater service charge is collected is not paid, the District may discontinue its water or utility service until such bill is paid.

**SEC. 23.08. Billing and Collecting Delinquencies on Tax Roll.** The District may provide for the collection of all such delinquent charges that have not been paid and collected at the time of establishing its tax rate, upon the tax roll which District taxes are collected and in the same manner provided by law therefore.

**SEC. 23.09. Other Remedies.** The District may provide otherwise for the collection of such delinquent charges. All remedies herein provided for their enforcement and collection are cumulative and may be pursued alternately or collectively as the District determines.

**SEC. 23.10. Procedure.** When the District elects to use the tax roll on which general taxes are collected for the collection of current and delinquent Wastewater service charges, proceedings therefore shall be had as now or hereafter provided therefore in the Health and Safety Code.

**SEC. 23.11. Alternative.** The powers authorized by this Title shall be an alternative to all other powers of the District and an alternative to procedures adopted by the Board thereof for the collection of such charges.

**SEC. 23.12. Report.** A written report shall be prepared and filed with the clerk, which shall contain a legal description of each parcel of real property receiving such services and facilities and the amount of the charge for each parcel for the forthcoming fiscal year, computed in conformity with the charges prescribed by this ordinance.

**SEC. 23.13. Notice.** The Clerk shall cause notice of the filing of the report and of the time and place of hearing thereof to be published once a week for two (2) successive weeks prior to the date set for hearing, in a newspaper of general circulation, printed and published in the general area. Prior to such hearing for the first time, the Clerk shall mail a notice in writing of the filing of said first report proposing to have such changes for the forthcoming fiscal year collected on the tax roll



and of the time and place of the hearing thereon, to be mailed to each person to whom any part of parcel of real property described in the report is assessed in the last equalized assessment roll on which general taxes are collected, at the address shown on the tax roll or as known to the Clerk.

**SEC. 23.14. Hearing.** At the time of said hearing, the Board shall hear and consider all objections or protests, if any, to said report referred to in said notice and may continue the hearing from time to time.

**SEC. 23.15. Final Determination of Charges.** Upon the conclusion of the hearing on the report, the Board will adopt, revise, change, reduce or modify any charge or overrule any or all objections and shall make its determination upon each change as described in said report, which determination shall be final.

**SEC. 23.16. Filing of Report with County Auditor.** On or before the 10<sup>th</sup> day of August in each year following the final determination of the Board, the Clerk shall file with the Auditor a copy of said report with a statement endorsed thereon over the Clerk's signature that it has been finally adopted by the Board of the District, and the Auditor shall enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll.

**SEC. 23.17. Lien.** The amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of noon on the first Monday in March of each year. The tax collector shall include the amount of the charges on bills for taxes levied against the respective lots and parcels of land.

**SEC. 23.18. Tax Bill.** Thereafter, the amount of the charges shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the penalties for delinquency.

**SEC. 23.19. Collection.** All laws applicable to the levy, collection and enforcement of general taxes of the District, including but not limited to those pertaining to the matters of delinquency, correction, cancellation, refund and redemption, are applicable to such charges.

**SEC. 23.20. Use of Revenues.** Revenues derived under this ordinance shall be used only for the acquisition, construction, or reconstruction, maintenance and operation of Wastewater facilities of the District and to repay principal and interest on bonds issued for the construction or reconstruction of Wastewater facilities.

**SEC. 23.21. Disconnection.** As an alternative method of collecting such charges, the District may disconnect any premises from the water and Wastewater system if the user fails to pay the service charges for their premises after they have become delinquent. The person in charge of the Wastewater system shall estimate the cost of disconnection of such premises from the enterprise and the cost of reconnecting it thereto, and such user shall deposit the cost as estimated of disconnection and reconnection before such premises are reconnected to the Wastewater system.

**SEC. 23.22. Abatement.** During the period of non-connection or disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the Board shall cause proceedings to be brought for the abatement of the occupancy of said premises by the human beings. In such event, and as a condition of connection or reconnection, there shall be paid to the District reasonable attorneys' fees and costs of suit arising in said action.

## **CHAPTER 24 – ENFORCEMENT**

### **SEC. 24.01. Accidental Discharges.**

1. Users shall notify the District immediately upon accidentally discharging wastes in violation of this ordinance to enable countermeasures to be taken by the District to minimize damage to the POTW, treatment processes, the receiving water, and the public in general.

The notification shall be followed, within fifteen (15) business days of the date of occurrence, by a detailed, written statement from user describing the cause(s) of the accidental discharge and the measures being taken to prevent future occurrence. Such notification will not relieve users of liability for any expense, loss or damage to the Wastewater system, treatment plant, or treatment process, or for any fines imposed.

2. In order that employees of users are informed of District requirements, users shall make available to their employees copies of this ordinance together with such other Wastewater information and notices which may be furnished by the District from time to time directed toward more effective water pollution control. A notice shall be furnished and permanently posted on the user's bulletin board advising employees whom to call in case of an accidental discharge or spill in violation of this ordinance.

3. Any direct or indirect connection or entry point for persistent or deleterious wastes to the user's plumbing or drainage system would be eliminated. Where such action is impractical or unreasonable, the user shall appropriately label such entry points to warn against discharge of such wastes in violation of this ordinance.

**SEC. 24.02. Notice of Violation.** When the General Manager finds that a user has violated, or continues to violate, any provision of this ordinance, an individual Wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the General Manager may serve upon that user a written Notice of Violation (NOV) within five (5) business days of the receipt of such notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the user to the General Manager. Submission of such a plan in no way relieves the user of liability for any violations occurring before or after the receipt of the NOV. Nothing in this Section shall limit the authority of the General Manager to take any action, including emergency actions or any other enforcement action, without first issuing a NOV.

**SEC. 24.03. Consent Orders.** The General Manager may enter into any documents establishing an agreement with any user responsible for noncompliance. These documents shall include specific

action to be taken by the user to correct the noncompliance within a time period specified by the document. The documents shall have the same force and effect as the administrative orders issued pursuant to this ordinance and shall be judicially enforceable.

**SEC. 24.04. Compliance Orders.** When the General Manager finds that a user has violated, or continues to violate, any provision of this ordinance, an individual Wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the General Manager may issue an order to the user responsible for the discharge directing that the user come into compliance within a specified time. If the user does not come into compliance within the time provided, Wastewater service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the Wastewater. A compliance order may not extend the deadline for compliance established for a Pretreatment Standard or Requirement, nor does a compliance order relieve the user of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

**SEC. 24.05. Administrative Fines.**

- A. When the General Manager finds that a user has violated, or continues to violate, any provision of this ordinance, an individual Wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, General Manager may fine such user for each and every violation committed. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.
- B. Unpaid charges, fines, and penalties shall, after sixty (60) calendar days, be assessed an additional penalty of ten percent (10%) of the unpaid balance, and interest shall accrue thereafter at a rate of one half of one percent (0.5%) per month. A lien against the user's property shall be sought for unpaid charges, fines, and penalties as authorized by California Government Code section 61621.
- C. Users desiring to dispute such fines must file a written request for the General Manager to reconsider the fine along with full payment of the fine amount within thirty (30) days of being notified of the fine. Where a request has merit, the General Manager may convene a hearing on the matter. In the event the user's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the user. The General Manager may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.
- D. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user authorized under these regulations or by California law, including the damages sustained by the District as a result of any such violation(s).

**SEC. 24.06. Issuance of Cease and Desist Orders.** When the General Manager finds that a user has violated, or continues to violate, any provision of this ordinance, an individual Wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, or that the user's past violations are likely to recur, the General Manager may issue an order to the user directing it to cease and desist all such violations and directing the user to:

- A. Immediately comply with all requirements; and
- B. Take such appropriate remedial or preventative action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against or a prerequisite to taking other action against the user.

**SEC. 24.07. Emergency Suspensions.** The General Manager may immediately suspend a user's discharge, after informal notice to the user, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present, or cause an imminent or substantial endangerment to the public health or safety. The General Manager may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW.

Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a user's failure to immediately comply voluntarily with the suspension order, the General Manager may take such steps as deemed necessary, including immediate severance of the Wastewater connection, to prevent or minimize damage to the POTW, its receiving stream or endangerment to any individuals. The General Manager may allow the user to recommence its discharge when the user has demonstrated to the satisfaction of the General Manager that the period of endangerment has passed, unless the termination proceedings in this ordinance are initiated against the user.

Nothing in this Section shall be interpreted as requiring a hearing prior to any Emergency Suspension.

**SEC. 24.08. Termination of Discharge.** In addition to the provisions in this ordinance, any user who violates the following conditions is subject to discharge termination:

- A. Violation of individual Wastewater discharge permit or general permit conditions;
- B. Failure to accurately report the Wastewater constituents and characteristics of its discharge;
- C. Failure to report significant changes in operations or Wastewater volume, constituents, and characteristics prior to discharge;
- D. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; or

E. Violation of the Pretreatment Standards in this ordinance.

Such user will be notified of the proposed termination of its discharge. Exercise of this option by the General Manager shall not be a bar to, or a prerequisite for, taking any other action against the user.

**SEC. 24.09. Appeals.** Any user, permit applicant, or permit holder affected by any decision, action, or determination, including Cease and Desist Orders, made by the General Manager, interpreting or implementing the provisions of this ordinance or in any permit issued herein, may file with the General Manager, a written request for reconsideration within ten (10) days of such decision, action, or determination, setting forth in detail the facts supporting the user's request for reconsideration.

If the subsequent ruling made by the General Manager is unsatisfactory to the person requesting reconsideration, they may, within ten (10) days after notification of the District action, file a written appeal to the Board. The written appeal shall be heard by the Board within thirty (30) days from the date of filing. The District's Board shall make a final ruling on the appeal within fifteen (15) days of the closing of the meeting. The General Manager's decision, action, or determination shall remain in effect during such period of reconsideration.

**SEC. 24.10 Remedies Non-Exclusive.** The remedies provided for in this ordinance are not exclusive. The General Manager may take any, all or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with Districts enforcement response plan. However, the General Manager may take other action against any user when the circumstances warrant. Further, the General Manager is empowered to take more than one enforcement action against any noncompliant user.

**SEC. 24.11. Affirmative Defenses to Discharge Violations.**

**1. Process Failure.**

- A. A process failure is an unintentional and temporary noncompliance with Categorical Pretreatment Standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation;
- B. A process failure shall constitute an affirmative defense to an action brought for noncompliance with Categorical Pretreatment Standards if the requirements of paragraph (C), below, are met;
- C. A user who wishes to establish the affirmative defense of process failure shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:

1. A process failure occurred and the user can identify the cause(s) of the process failure;
2. The facility was at the time being operated in a prudent and workman-like manner and in compliance with applicable operation and maintenance procedures; and
3. The user has submitted the following information to the General Manager within twenty-four (24) hours of becoming aware of the process failure [if this information is provided orally, a written submission must be provided within five (5) days]:
  - i. A description of the indirect discharge and cause of noncompliance;
  - ii. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue;
  - iii. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance;
  - iv. In any enforcement proceeding, the user seeking to establish the occurrence of a process failure has the burden of proof;
  - v. Users shall have the opportunity for a judicial determination on any claim of process failure only in an enforcement action brought for noncompliance with Categorical Pretreatment Standards; and
  - vi. Users shall control production of all discharges to the extent necessary to maintain compliance with Categorical Pretreatment Standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

## **2. Bypass.**

A. For the purposes of this section:

1. Bypass means the intentional diversion of waste streams from any portion of a user's treatment facility;
2. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be

expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

- B. A user may allow any bypass to occur which does not cause Pretreatment Standards or Requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. Requirements may be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provision of paragraphs (C) and (D) of this Section.

C. **Bypass Notifications.**

1. A user shall submit prior notice to the General Manager, at least ten (10) days before the date of the bypass, if possible;
2. A user shall submit oral notice to the General Manager of an unanticipated bypass that exceeds applicable Pretreatment Standards within twenty-four (24) hours from the time it becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the user becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue and steps taken or planned to reduce, eliminate and prevent reoccurrence of the bypass.

D. **Unavoidable Bypass.**

1. Bypass is prohibited, and the General Manager may take an enforcement action against a user for a bypass, unless:
  - a. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
  - b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass, which occurred during normal periods of equipment downtime or for preventive maintenance; and
  - c. The user submitted notices as required under paragraph (C) of this section;
2. The General Manager may approve an anticipated bypass, after considering its adverse effects, if the General Manager determines that it will meet the three conditions listed in paragraph (D)(i) of this Section.

## CHAPTER 25 - ABATEMENT

**SEC. 25.01. Public Nuisance.** Discharges of Wastewater in any manner in violation of this ordinance or of any order issued by the General Manager is authorized by this ordinance, is hereby declared a public nuisance and shall be corrected or abated as directed by the General Manager. Any person creating a public nuisance shall be subject to provisions of District codes or ordinances, rules and/or regulations governing such nuisance.

**SEC. 25.02. Injunctive Relief.** When the General Manager finds that a user has violated, or continues to violate, any provision of this ordinance, an individual Wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the District may petition the Superior Court for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the individual Wastewater discharge permit, the general permit, order, or other requirement imposed by this ordinance on activities of the user. The District may also pursue any other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against the user authorized under these regulations or by California law.

**SEC. 25.03. Damage to Facilities.** When a discharge of wastes causes an obstruction, damage, or any other impairment to District facilities, the District may assess a charge against the user for the work required to clean or repair the facility and add such charge to the user's Wastewater service charge.

**SEC. 25.04. Correction of Violations; Collection of Costs; Injunction.** In order to enforce the provisions of this ordinance, the District may correct any violations hereof. The cost of such correction may be added to any Wastewater service charge payable by the person violating the ordinance or the applicant or tenant of the property upon which the violation occurred, and the District shall have such remedies for the collection of such costs as it has for the collection of Wastewater service charges under California law.

**SEC. 25.05. Civil Penalties.**

- A. A user who has violated, or continues to violate, any provision of this ordinance, an individual Wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement shall be liable to the SCSD for a maximum civil penalty of One Thousand Dollars (\$1,000), per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- B. The District may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the SCSD.



- C. In determining the amount of civil liability, the Court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the user's violation, corrective actions by the user, the compliance history of the user, and any other factor as justice requires;
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a user authorized under these regulations or by California law.

**SEC. 25.06. Criminal Prosecution.**

- A. A user who violates any provision of this ordinance, an individual Wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than One Thousand Dollars (\$1,000) per violation, per day, or imprisonment for not more than one (1) year, or both;
- B. A user who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and may be subject to a penalty of at least One Thousand Dollars (\$1,000) per violation, or be subject to imprisonment for not more than one (1) year, or both. This penalty shall be in addition to any other cause of action for personal injury or property damage available to the District under California law, and the District shall be entitled to recover damages in the amounts actually sustained;
- C. A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed or required to be maintained pursuant to this ordinance, individual Wastewater discharge permit, or general permit or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this ordinance shall, upon conviction, be punished by a fine of not more than One Thousand Dollars (\$1,000) per violation, per day, or imprisonment for not more than one (1) year, or both.

**CHAPTER 26 – WASTEWATER CAPITAL - RESERVE FUND**

**SEC. 26.01. Wastewater Capital Reserve Fund.** The District shall maintain a Wastewater Capital Reserve Fund (WCRF) dedicated solely to pay for future expansion, major repair and replacement of the treatment works at the SCSD Wastewater Treatment Facility.

**SEC. 26.02. Withdrawal of WCRF Monies.** The Board may use money from the WCRF to pay for the cost of planning, design and construction of capital improvements to the Wastewater treatment works.

**Section 2: Severability.** If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the Chapter. The SCSD Board hereby declares that it would have passed this Chapter, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid under law.

**Section 3: California Environmental Quality Act (CEQA) Determination.** Under the EIR which was completed upon the formation of the Scotia Community Service District, a determination was made that the District would not result in a significant environmental. This ordinance is also exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15061(b)(3) of the CEQA Guidelines.

**Section 4: Limitation of Actions.** Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

**Section 5:** This ordinance will take effect thirty (30) days after the date of its adoption.

DATE: \_\_\_\_\_, 20\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_  
Board Clerk, Scotia Community Services District

\_\_\_\_\_  
President, Scotia Community Services District

Clerk's Certificate

I hereby certify that the foregoing is a true and correct copy of Ordinance No. \_\_\_\_\_, passed and adopted at a regular meeting of the Board of Directors of the Scotia Community Services District, Humboldt County, California on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Clerk, Scotia Community Services District