



Ordinance 41-10

**Maintenance and Operation
of
Recycled Water Facilities**

Adopted:

April 7, 2010

ORDINANCE 41-10

An Ordinance of the Camrosa Water District

**Maintenance and Operation
of
Water and Sanitary Services**

The Board of Directors of the Camrosa Water District do ordain as follows on pages 1 through 15, attached:

By Motion of Director _____, Second by Director _____, this ordinance is

ADOPTED, SIGNED, AND APPROVED this April 7, 2010

Al E. Fox, President
Board of Directors
CAMROSA WATER DISTRICT

ATTEST:

Frank E. Royer, Secretary
Board of Directors
CAMROSA WATER DISTRICT

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ARTICLE 1

GENERAL PROVISIONS

1.1.0 INTRODUCTION

The Camrosa Water District (hereby referred to as the District) owns and operates a recycled water distribution system providing tertiary treated recycled water for approved purposes to customers within its service area. Uses of recycled water may include, but are not limited to, greenbelt irrigation, agricultural irrigation, industrial processes and commercial uses, landscape or Recreational Impoundment purposes and wildlife habitat.

1.2.0 PURPOSE

The purpose of this Ordinance is to promote the conservation and reuse of water resources and to ensure maximum public benefit from the use of District's recycled water supply by regulating its use in accordance with applicable federal, state and local regulations.

1.3.0 POLICY

Recycled water supplies shall be used to the maximum extent possible for any approved use. This shall be accomplished through the collection and treatment of wastewater and the beneficial reuse of the resultant recycled water in compliance with applicable federal, state and local regulations.

1.4.0 INTENT

The District shall provide recycled water wherever its use is economically and technically feasible and consistent with the District's Master Plan developed to meet the projected economic, regulatory, and facility needs of the District's recycled water program.

1.5.0 SCOPE

This Ordinance establishes the requirements for operation and maintenance of recycled water facilities and the provision of recycled water service by the District to its customers. If there is any conflict between the provisions of this Ordinance and the provisions of any of the documents incorporated by reference, the most stringent requirement will govern.

The following documents, as amended, are incorporated herein and by this reference made a part hereof as though fully set forth:

- A. Ordinance 40-10 - Rules and Regulations Governing the Provision of Water and Sanitary Services as it may be amended from time to time.
- B. Camrosa's Backflow and Cross-Connection Prevention Program
- C. California Administrative Code (California Department of Public Health) (Title 22, Division 4)
- D. Camrosa's "Schedule of Rates, Fees and Charges for Water and Sanitary Services"

- E. Camrosa's Recycled Water User Manual
- F. Department of Public Health "Guidelines for Use of Reclaimed Water for Construction Purposes"
- G. Camrosa's Non-Potable Water Specifications

ARTICLE 2

DEFINITIONS

2.1.0 APPLICANT

Party requesting a Recycled Water Service Connection and/or recycled water service from District.

2.2.0 AS-BUILT DRAWINGS

Engineered drawings that depict the completed facilities as constructed or modified.

2.3.0 BACKFLOW

A condition which results in the flow of water into District pipelines from a source other than an approved water supply.

2.4.0 BOARD

The Board of Directors of Camrosa Water District.

2.5.0 COMMERCIAL USE

Any building for office or commercial uses with water requirements which include, but are not limited to, landscape irrigation, toilets, urinals and decorative fountains.

2.6.0 CROSS-CONNECTION

Any unprotected connection between any part of a water system used or intended to supply water for drinking purposes and any source or system containing water or substance that is not or cannot be approved as safe, wholesome, and potable for human consumption.

2.7.0 CUSTOMER or USER

Recipient of recycled water service from the District.

2.8.0 DISTRICT

The Camrosa Water District and/or the Staff thereof.

2.9.0 INTERIM SERVICE/FACILITIES

Alternate service and facilities until such time as recycled water becomes available to the project site for use.

2.10.0 LANDSCAPE IMPOUNDMENT

A body of water used for aesthetic or irrigation purposes and not intended for public contact or ingestion, which may contain recycled water.

2.11.0 NON-POTABLE WATER

Groundwater or surface water which is intended for use as irrigation water and other accepted uses for which “Potable Water” is not required.

2.12.0 DISTRICT’S RECYCLED WATER FACILITIES

Facilities under the control of the District from the source of supply to the point of connection to the Customer’s on-site facilities, normally up to and including District’s Recycled Water Service Connection.

2.13.0 CUSTOMER’S RECYCLED WATER FACILITY

The Customer operated portion of the recycled water system facilities extending from a District Recycled Water Service Connection to the parcel provided with recycled water service.

2.14.0 POTABLE WATER

Water, which is intended for all general uses including human consumption, and therefore, water that meets all primary drinking water standards set forth by the California Department of Public Health.

2.15.0 RECREATIONAL IMPOUNDMENT

A body of water used for recreational activities including, but not limited to, fishing, boating, and/or swimming.

2.16.0 RECYCLED WATER

Water that is a direct product of a wastewater treatment plant and, therefore, water which is regulated by the State of California as recycled water.

2.17.0 RECYCLED WATER USE AGREEMENT

An executed contract between the District and the Customer, as a condition for obtaining or continuing recycled water service.

2.18.0 REGULATORY AGENCY

Individually, or in concert, the U.S. Environmental Protection Agency, U.S. Army Corps of Engineers; the State Water Resources Control Board, State Department of Public Health, California Regional Water Quality Control Boards, California Department of Fish and Game; the Ventura County Department of Environmental Health Services, Ventura County Flood Control and Water Conservation District; and the Camrosa Water District.

2.19.0 RECYCLED WATER SERVICE CONNECTION

All piping and appurtenances required to extend recycled water service from the District recycled water distribution pipeline to the outlet side of the meter assembly.

2.20.0 TEMPORARY RECYCLED WATER SERVICE

Recycled water service for construction and/or other temporary purposes, as determined by the District.

2.21.0 UNAUTHORIZED DISCHARGE

Any release of recycled water that violates the provisions of this Ordinance or any applicable federal, state, District, or local statutes, regulations, ordinances, contracts or other requirements.

2.22.0 USE AREA

The specific area designated to be served recycled water through Customer's recycled water facilities.

ARTICLE 3

FACILITY REQUIREMENTS

3.1.0 DISTRICT'S RECYCLED WATER FACILITIES AND SERVICE CONNECTIONS

- 3.1.1** District's Recycled Water Facilities and Service Connections shall be planned, furnished and installed in accordance with the District's standard plans and specifications and applicable federal, state and local statutes, ordinances and regulations.
- 3.1.2** District has the right to determine the location, size and capacity of the Service Connection.
- 3.1.3** Requests for modification or relocation of an existing Service Connection shall be made to District in writing and paid for in advance before the District will begin the involved work.
- 3.1.4** The District reserves the right (as referenced in "Exporting Water" section of District's Rules and Regulations ordinance) to limit the Use Area to be supplied by one Service Connection to one Customer. A Service Connection shall not be used to supply adjoining property of a different Customer unless approved by the District.
- 3.1.5** Every off-site Service Connection shall be equipped with a valve on the outlet side of the meter to control the water supply through the meter assembly.
- 3.1.6** District ownership and maintenance responsibilities terminate at the downstream side of the meter on the Customer's side of the meter assembly.

3.2.0 CUSTOMER'S RECYCLED WATER FACILITIES

- 3.2.1** Each Customer shall be responsible for furnishing, installing, operating and maintaining all facilities necessary to convey water from the meter assembly to the Use Area.
- 3.2.2** Customer's Recycled Water Facilities shall be constructed in accordance with the District's standard plans and specifications and applicable federal, state and local statutes, ordinances and regulations.
- 3.2.3** Plans, specifications and drawings of facilities may be required for permitting or regulatory purposes and shall be made available to the Ventura County Department of Public Health, and the State Department of Public Health if requested for permitting purposes.
- 3.2.4** The District may inspect the construction of all recycled water facilities to ensure compliance with applicable regulations and conformance may be required to approve plans.
- 3.2.5** Specific irrigation schedules for landscape irrigation systems may be required by the District.

3.3.0 POTABLE INTERIM SERVICE FACILITIES

3.3.1 An approved backflow assembly is required on the interim service while the Customer's facilities are using an alternate source of water. If and when recycled water becomes available, the interim connection and backflow assembly will be removed and connection made to the Customer's facilities, at the Customer's expense.

3.3.2 When recycled water becomes available, an inspection of the Customer's facilities will be conducted by the District, at the Customer's expense, to verify that the facilities have been maintained and are still in compliance with the Recycled Water Use Permit. Upon verification of compliance, recycled water shall be supplied to the site.

3.4.0 CONVERSION OF FACILITIES

3.4.1 Conversion from Potable to Recycled Water Use Prior to the conversion of existing Potable Water system to recycled water use, the District shall, at a minimum, review the record drawings, prepare required reports, and determine the measures necessary to bring the system into full compliance. No existing Potable Water facilities shall be converted to, or incorporated into, the recycled water system without proper testing and approval by District and/or other regulatory agencies.

3.5.0 MARKING WATER FACILITIES

3.5.1 The exposed portions of the Customer's recycled water facilities shall be clearly identified in accordance with Camrosa's Recycled Water User Manual.

3.6.0 CROSS-CONNECTION PREVENTION

3.6.1 Backflow Prevention Assembly Wherever backflow protection is found to be necessary, the customer, at their expense, shall install, test, and maintain an approved backflow prevention assembly in accord with the Non-Potable Water Specifications, as a prerequisite to receiving recycled water service.

3.6.2 Water Pressure As a further safety measure, the District shall, whenever possible, operate the recycled water system at a lower pressure than the District potable water systems, to prevent contamination of the potable system in the event of a cross-connection.

3.6.3 System Testing At sites having Potable Water service and recycled water service, the District shall periodically test the integrity of the Customer's systems by: 1) isolating each system in turn and recording the internal pressure of the isolated system in accordance with Regulatory Agency approved shutdown test procedure; or 2) introducing tracer dyes into the system to determine existence of backflow into the Potable Water system.

3.6.4 Cross-Connection Control The “Customer” shall be responsible for the prevention of cross-connections of the “Customer’s” system with sources of potential contamination. Any “Customer” that has an alternate source of water to the “Property” served by Camrosa regardless of classification shall maintain the water systems separately and shall maintain a certified backflow prevention device at the “Property’s” Potable Water service meter. At the discretion of the District, Camrosa may require the installation of a backflow device on any service provided by the District. The “Customer” is required to maintain backflow prevention equipment and shall certify the equipment annually except in those instances where the backflow prevention devices are maintained by Camrosa as part of the monthly service fee. In those instances, Camrosa shall test and certify the equipment annually.

ARTICLE 4

RECYCLED WATER SERVICE

4.1.0 GENERAL STATEMENT

Where water is used for irrigation, commercial uses, industrial process purposes, landscape impoundment, wildlife habitat, or Recreational Impoundment, the District may provide recycled water where technically and economically feasible. However, each use must be approved on a case by case basis. Determination of the specific uses shall be in accordance with the treatment standards and water quality requirements set forth in Title 22, Division 4, Chapter 3 of the California Administrative Code and with the intent of this Ordinance to preserve the public health. Each use shall, in addition, be subject to the availability of distribution facilities or the technical and economic feasibility of making such facilities available, as determined by the District.

4.2.0 DISTRICT'S LIABILITY

The District is not responsible for any condition of the recycled water itself, or any substance that may be mixed with or be in recycled water as delivered to any Customer, except as required by Title 22 and applicable regulations. The District shall not be liable for any damage from recycled water, including that resulting from inadequate capacity, defective plumbing, broken or faulty services, or recycled water mains; or any conditions beyond the control of the District. All Customers shall accept such conditions of pressure, as provided by the distribution system at the location of the Service Connection and hold the District harmless from all damage arising from low pressure or high pressure conditions, or from interruptions of service.

4.3.0 CONDITIONS OF SERVICE

Recycled water service will be made available to the Customer in accordance with this Ordinance under the following terms and conditions:

4.3.1 Compliance with Regulations The District's recycled water shall be used in a manner that complies with all applicable federal, state, and local statutes, ordinances, regulations and other applicable requirements for the treatment level supplied, as determined by District.

4.3.2 Studies and Reports The cost and preparation of any study or report necessary to comply with California Environmental Quality Act (CEQA), California Department of Public Health, or other regulatory requirements shall be the responsibility of the Applicant.

4.3.3 Service Constraints All service is contingent on the quantity and quality of recycled water available from District's facilities and shall be provided in accordance with this Ordinance and the terms of the Agreement between the District and the Customer.

4.3.4 Distribution The District reserves the right to control and schedule distribution as necessary to: 1) maintain an acceptable working pressure; 2) safeguard the public health; 3) manage the availability of the recycled water supply; and 4) construct, maintain, and operate facilities.

- 4.3.5 Metering** All use shall be metered, and all recycled water used on any premises where a meter is installed must pass through said meter. Customers shall be held responsible and charged for all recycled water passing through the meter(s).
- 4.3.6 Interim Service** Interim service may be made available, as determined by the District, if recycled water is anticipated to be available to the site within a reasonable time. The Customer, at the Customer's expense, must perform all work necessary to make connections to the permanent recycled water system when installed.
- 4.3.7 Temporary Connections** If recycled water has been utilized but is not currently available, the District may approve a temporary connection to another water source. Before such temporary connection is made, disconnection from the recycled water system shall be inspected and approved by the District and an approved backflow assembly shall be installed on the alternate water source. Temporary connections to the alternate source shall be removed before connection is re-established to the recycled water system. Re-establishment of service must be inspected and approved by the District prior to resuming delivery. Supplemental temporary supplies will be delivered and charged as per the District's current fees and rates schedule at the rate then in effect for the type of water supplied.
- 4.3.8 Recycled Water for Construction Use** When available, recycled water shall be used by contractors for dust control, soil compaction during grading operations, and compaction of backfill in pipeline (except Potable Water pipeline) trenches. Special rates, hookup charges, and conditions apply to recycled water used for construction purposes as set forth in the District's Rules and Regulations.

4.4.0 REQUEST FOR SERVICE

- 4.4.1 Application** All requests for recycled water service must be made by the Applicant completing and signing the appropriate District application form. Upon receipt of an application, the District shall review the application and may prescribe requirements in writing to the Applicant as to the District's and Customer's facilities necessary to be constructed, the manner of connection, the financial responsibility, and the use of the recycled water. The District will inspect the Customer's recycled water facilities to assure initial and future continued compliance with the District's regulations and other applicable requirements.
- 4.4.2 Recycled Water Use Agreement** Upon approval of the application and issuance of all required Regulatory Agency permits, a non-transferable Recycled Water Use Agreement shall be executed between District and customer authorizing the Applicant to receive recycled water service subject to the terms and conditions of this Ordinance and federal, state, and local regulatory agencies rules and regulations. The Agreement shall include, but not be limited to, the property location, quantity of recycled water to be used, permitted uses, and rate to be charged for the recycled water.

4.5.0 CHARGES FOR SERVICE

Recycled water rates, fees and charges are set forth in the Camrosa Water District Schedule of Rates, Fees and Charges for Water and Sanitary Services contained in Camrosa Ordinance 40-09. The Board reserves the right to change the schedule of recycled water rates, service charges and other charges from time to time.

4.6.0 DISCONTINUANCE OF SERVICE

4.6.1 Turn-off At Customer's Request A customer may request that service be discontinued, either temporarily or permanently, by giving a least 1 business day's notice to the District. Customer assumes total responsibility for all charges incurred from the effective date of service until the turn off date.

4.6.2 Turn-off by the District The District may discontinue a customer's service for the following reasons:

- A. Non-Payment of Bills A service may be discontinued for nonpayment of any water charges, as specified in Camrosa's Ordinance 40-10 - Rules and Regulations Governing the Provision of Water and Sanitary Services, from a Customer whether or not the payment delinquency is associated with recycled water service at the Service Connection or at any other District recycled or domestic water Service Connection of the same Customer.
- B. Water Quality Service may be discontinued if, at any point in the District's distribution system, the recycled water does not meet the requirements of regulatory agencies. Service would, in such case, be restored at such time as recycled water again meets the requirements of regulatory agencies, or at such time as the District supplements the recycled water system with water from other sources.
- C. For Non-Compliance With Terms & Conditions Contained in District's Recycled Water Use Agreement Customer's failure to comply with any of the terms and conditions contained in the District's standard Recycled Water Use Agreement shall result in enforcement action.
- D. For Non-Compliance With Regulations Service may be suspended or terminated in the manner provided herein at any time the customer's operations do not conform to this Ordinance. Where safety of water supply or public health is endangered, or regulations have been violated, service may be suspended immediately without notice.
- E. For Waste of Water In order to protect against serious and negligent waste or misuse of recycled water, the District may suspend service if such wasteful practices are not remedied after notice to such effect has been given to the customer.

- F. For Unauthorized Use of Recycled Water When the District has discovered an unauthorized use, the service may be suspended without notice. The District shall, as appropriate, notify the California Department of Public Health of such unauthorized use. Repeated unauthorized usage shall be considered as tampering with District property and may result in the offender being charged and prosecuted.

4.7.0 RE-ESTABLISHMENT OF SERVICE

The District shall have the right to refuse to re-establish service following termination of service for violation of these provisions. Any request to re-establish service subsequent to the termination of recycled water service shall be in the manner prescribed for initially obtaining recycled water service from the District including any and all re-connection charges and fees.

ARTICLE 5

OPERATIONAL REQUIREMENTS

5.1.0 CUSTOMER'S FACILITIES:

The Customer shall operate, maintain and control all Customer's recycled water facilities in accordance with the requirements established by the District, federal, state, and local regulatory agencies. It shall be the responsibility of customer to:

- A. Enter into a Recycled Water Use Agreement with Camrosa Water District.
- B. Designate a District certified, Recycled Water Supervisor, trained in the use of recycled water to manage the operations of customer's recycled water facilities.
- C. Ensure that all Customer's operations personnel are trained and familiarized with the use of recycled water.
- D. Furnish its operations personnel with maintenance instructions, irrigation schedules, controller charts, and record drawings to ensure proper operation in accordance with the on-site facilities design, the Recycled Water Use Agreement, and this Ordinance.
- E. It may be required to prepare and submit to the District one reproducible set of District approved As-built drawings of all facilities.
- F. Notify the District of any proposed facility modifications and/or proposed recycled water use changes for District's review and approval. All facility modifications must be inspected by the District upon completion of construction and customer shall submit revised As-built drawings to the District.
- G. Ensure that the design and operation of Customer's recycled water facilities remain in compliance with the Agreement and this Ordinance.
- H. Implement customer Best Management Practices (BMP's) which meet the requirements established by District, federal, state, and local regulatory agencies to protect the health of customer's employees and the public. The minimum necessary customer BMP's are described in Camrosa's Recycled Water User's Manual.
- I. Notify the District immediately of any and all failures in the system that result in an Unauthorized Discharge or contamination of a Potable Water system due to a cross-connection on the premises.

5.2.0 DISTRICT RECYCLED WATER SYSTEM FACILITIES:

Ownership, operation and maintenance of all recycled water system facilities up to, and including, the District's meter assembly, shall be the responsibility of District.

5.2.1 Tampering with District Property Tampering with any Camrosa facility, which results in damages to the facilities or the loss of water by leakage or meter malfunction, may result in immediate termination of service and both civil and criminal prosecution.

5.2.2 Property Damage Any repair costs incurred by the District as a result of damage inflicted by the customer or others will be billed to the responsible party. Failure by the responsible party to pay for such costs shall constitute grounds for discontinuance of water service and/or legal action by the District.

5.3.0 ACCESS TO CUSTOMER'S PREMISES

District or other authorized regulatory personnel showing proper evidence of identification, shall have the right to enter upon Customer's premises for the purpose of:

- A. Monitoring and inspecting all recycled water systems to ascertain compliance with this Ordinance and other regulatory requirements; and
- B. Installing, maintaining, repairing and reading District owned facilities serving the customer's premises.
- C. Where necessary, keys and/or lock combinations shall be provided to the District for site access during normal business hours.

ARTICLE 6

ENFORCEMENT

6.1.0 INVESTIGATION AND INITIAL DETERMINATION

The District shall investigate all reports of non-compliance to any provision of this Ordinance and/or the Recycled Water Use Agreement to determine the seriousness of the violation based upon: 1) the magnitude and duration of the violation; 2) its effect on the operation of District's recycled water system; 3) its effect on District's compliance with Regulatory Agency rules and regulations; and 4) the history and good faith of the customer.

6.2.0 ENFORCEMENT PROCEDURES

6.2.1 Enforcement Procedures The Customer will be notified of the violation. A reasonable time limit for the satisfactory correction thereof will be agreed to, along with a date for a follow-up inspection to verify the violation has been mitigated. In the event the Customer does not take appropriate corrective action within the agreed to time limit, the District will discontinue recycled water service.

6.2.2 Appeals to Enforcement Actions The Customer has the right to appeal any and all enforcement actions to the District's General Manager. In the event that the Customer feels that the General Manager's decision is unsatisfactory, an appeal may be made to Camrosa's Board of Directors during their regularly scheduled meetings.