

5. The procedure by which the customer may request amortization of the unpaid charges.
6. The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state or federal sources, if applicable.
7. The telephone number and name of a representative of the District who can provide additional information or institute arrangements for payment.

Section 11.06 Notice and Hearing Prior to a Discontinuance Other than a Discontinuance of Residential Service for Non-payment

At least ten (10) days before discontinuing service, other than the discontinuance of residential service for nonpayment of a delinquent account, which is provided in Section 11.05, the District shall provide for in a 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 his or her designee, shall be included in any such notice of proposed discontinuance given to a customer.

Section 11.07 Discontinuance of Service on Weekends, Holidays or After Hours

No water service shall be discontinued to any customer or user because of any delinquency in payment on any Saturday, Sunday, legal holiday, or at any time during which the business offices of the District are not open to the public.

Section 11.08 Amortization of Delinquent Bill for Residential Service

Every complaint or request for investigation by a residential customer that is made within five (5) days of receiving the disputed bill, and every request by a residential customer that is made within thirteen (13) days of the mailing of the notice required by Section 11.05 for an extension of the payment period of ill 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 his or her 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 twelve (12) months. Any customer whose complaint or request for an investigation has resulted in an adverse determination by the General Manager, or his or her designee, may appeal the determination to the Board of Directors.

Section 11.09 Authority to Settle Controversies Relating to Discontinuance and to Permit Amortization of Delinquent Bills

The General Manager, or his or her designee, is hereby authorized to investigate complaints and review disputes pertaining to any matters for which service may be discontinued and to rectify errors and settle controversies pertaining to such matters. The General Manager, or his or her designee, is also authorized upon a proper showing by a residential customer of the customer's inability to pay a delinquent bill during the normal period, to grant permission to amortize the unpaid balance over a reasonable period of time, not to exceed twelve (12) months. At his or her discretion, the General Manager may bring such controversies to the Board for settlement by the Board prior to the discontinuance of any such service.

Section 11.10 Notice Required Prior to Discontinuance of Service for Failure to Comply with Amortization Agreement

If an amortization agreement is authorized, no discontinuance of service shall be affected for any residential customer complying with such agreement, if the customer also keeps the account current as charges accrue in each subsequent billing period. If a residential customer fails to comply with an amortization agreement the District shall not discontinue 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, but the notice does not entitle the customer to further investigation by the District.

Section 11.11 Notice of Discontinuance of Residential Service to Customers on Master Meters

Whenever the District furnishes residential service to a master meter or furnishes individually metered service to a multi-unit residential structure, mobile home park, or farm labor camp where the owner, manager, or farm labor employers listed by the District as the customer of record, the District shall make every good faith effort to inform the actual users of the service, by means of a notice, when the account is in arrears, that service will be discontinued within ten (10) days. Such notice shall also inform the actual users that they have the right to become District customers without being required to pay the amount due under the delinquent account. Nothing in this section shall require the District to make service available to actual users unless each actual user agrees to the District's terms and conditions of service and meets the requirements for the District's rules and regulations. If one or more actual users are willing and able to assume responsibility for the entire account to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those actual users who have not met the requirement of the District's rules and regulation, the District shall make service available to the actual users who have met those requirements.

Section 11.12 Reconnection

When service has been disconnected as provided in this chapter, the customer shall pay the unpaid account balance in full plus a reconnection charge as stated in the Master Fee Schedule before any disconnected service will be reconnected.

Section 11.13 Means of Enforcement Only

The District hereby declares that the foregoing procedures are established as a means of enforcement of the terms and conditions of its ordinances, rules and regulations, and not as a penalty.

Section 11.14 Lien

Each rate, charge penalty, or rental levied by or pursuant to this chapter on property is hereby made a lien upon said property as hereinabove provided.

Section 11.15 Cumulative Remedies

All remedies set forth herein for the collection and enforcement of charges, rates and penalties are cumulative and may be pursued alternatively or consecutively.

DIVISION XII OUT OF DISTRICT SEWER SERVICE

Section 12.01 Application of Division

To the extent the terms, provisions, and section of this Division on service outside of the District's boundaries and on contracts for such service, may be inconsistent or in conflict with the terms, provisions, and sections of any other division or part of this chapter, the terms, provisions and sections of this Division on sewer service outside of the District's boundaries shall prevail solely with respect to service outside the District's boundaries and contracts for such service. All other terms, provisions, and sections of any other division, unless expressly otherwise provided.

Section 12.02 Scope

The provisions of this division shall apply (a) to the discharge or disposal of all wastes including any material which may cause pollution of underground or surface waters from sources outside the Mammoth Community Water District in, upon, or affecting the territory of the District; (b) to the design, construction, alteration, use, and maintenance of public sewers, house laterals, industrial connections, liquid waste pretreatment plants, sewage pumping plants, sand and grease interceptors; (c) to the collection of fees for District services relating to clause (a) or (b) above; and (d) to provide penalties for violation of any of the provisions hereof.

Section 12.03 Definitions

When used in this division, the following additional terms, words and phrases shall have the following definitions.

- A. "Applicant" means a person who has applied for a contract for outside District sewer service pursuant to the provisions of this division.
- B. "Out of District Sewer Service" means the provision of District sewer service to, or the receipt into the District collection system of sewage, effluent or industrial waste, from any premises located outside of the geographical boundaries of the District.
- C. "Outside Customer" means any person who receives outside District sewer service pursuant to contract.
- D. "Appropriate Public Agency" means the appropriate public agency as defined by California Water Code Section 31100.
- E. "Outside Sewage Facilities" shall mean all those devices, which the District determines, must be installed to District standards and maintained by outside customers for collection, deposit, and transmission of sewage or effluent to the District sewer system.

Section 12.04 Contracts

- A. Division V of this chapter shall not apply to this Division XII.
- B. Contracts Required – No Out of District sewer service shall be provided in the absence of an effective contract between the District and the outside customer. No person shall commence, do or cause to be done, construct or cause to be altered, or connect to any public sewer, force main, house lateral, sewage pumping plant, or other similar appurtenance of or in the Mammoth Community Water District boundaries without first applying for and obtaining a contract from the District for Out of District Sewer Service.
- C. Application For Contract – Any person desiring Out of District sewer service shall make written application to the District Manager for a contract for such service. The applicant shall be the owner, or the United States Forest Service permittee for, the lot or premises for which the sewer service is requested, or the agent of the owner of USFS permittee authorized in writing to make the application on behalf of the owner or USFS permittee.

The District Manager shall provide printed application forms for the contracts provided for by this Division, indicating thereon the information to be furnished by the applicants. The District Manager may require, in addition to the information furnished on the printed form, any other information from the applicant, which will enable the District Manager to determine that the proposed contract, complies with the provisions of this Code.

- D. Contract Required for Continued Service – All persons who have received Out of District Sewer Service prior to the adoption of this Division shall be provided such service only upon the execution of an effective contract with the District.
- E. Board Approvals – A contract for Out of District Sewer Service shall be effective only when approved by (1) the District Board or its authorized representative, (2) the appropriate public agency, and (3) the U.S. Forest Service, if U.S. Forest Service sewer lines or facilities are to be used to provide sewer service to the outside customer. If the appropriate public agency or the U.S. Forest Service withdraws its approval, the contract shall be voided.
- F. Charges – All contracts to provide Out of District Sewer Service shall include charges for the provision of services in conformity with the rates and charges required to be collected under Section 12.05 of this division and as stated in the Master Fee Schedule.
- G. Fees and Deposit Payment Required – Out of District Sewer Service shall not become effective until the outside customer pays all fees and charges, and a deposit required to be collected under Section 12.05 of this division and as stated in the Master Fee Schedule.
- H. Contracts Conditional Upon Service to District Customers – All contracts for Out of District Sewer Service shall specify the period of time for which the outside customer is entitled to receive

District sewer service. Installation, construction, and maintenance of sewage facilities by an outside customer shall not create a vested right to continuing service.

- I. Non-Assignment – Out of District Sewer Service contracts shall provide that they may not be assigned by the outside customer without the express prior written consent of the District, and that no other lot or premises shall be connected to the outside sewage facilities for the premises covered by the contract.
- J. No Obligation to Provide Water – The District’s provision of Out of District Sewer Service shall in no way obligate, bind, or otherwise commit the District to provide water service of any nature to an outside customer.
- K. Sewage Facilities and Transmission Lines – Outside sewage facilities shall be installed and constructed pursuant to District design standards and procedures including, but not limited to, those standards and procedures set forth in Section 3.05, Division VII (Sections 7.01 through 7.29), and Section 8.05 of this chapter. As required therein, no installation or construction shall be undertaken until plans have been submitted to and approved by the District.
- L. Inspection Required – No contract for Out of District Sewer Service shall become effective until the District General Manager or his or her designated representative has inspected the outside customer’s sewage facilities and the District issues a certificate of final inspection as provided for in this Chapter.
- M. Tapping of District System – Tapping the District’s sewer collection system for the purpose of connecting the outside customer’s sewage facilities to the District’s system shall be done only by the District or under the District’s supervision.
- N. Liability – The District and its officers, agents and employees shall not be answerable for any liability for injury or death to any person or damage to any property arising during or stemming out of the performance of any work by such applicant. The applicant shall be answerable for, and shall save the District and its officers, agents and employees harmless from any liability imposed by law upon the District and its officers, agents and employees, including all costs, expenses, fees and interest incurred on defendant same or in seeking to enforce its provisions. The applicant shall be solely liable for any defects in the performance of applicant’s work or any failure, which may develop therein.
- O. Industrial Waste – No industrial waste may be discharged into the outside sewer facilities or the District collection system in the absence of an express contract provision allowing such discharge.

Section 12.05 Fees and Charges

- A. Application Fees - Any person who applies for new Out of District Sewer Service shall pay a non-refundable application fee as stated in the Master Fee Schedule.
- B. Plan Checking Fees – Any person required by this division to have plans for proposed outside sewage facilities checked and approved shall pay to the District a fee or fees in the amounts stated in the Master Fee Schedule.
- C. Inspection Fees – Any person whose outside sewage facilities are inspected by the District or the District’s representative prior to commencement of use or after any modification shall pay a fee for District inspection of these outside sewage facilities as stated in the Master Fee Schedule.
- D. Tapping Fees – An outside customer shall be billed for the costs of any work performed by the District for the purpose of tapping into a District sewer main.
- E. Outside District Sewer Services Rates and Charges – Each outside customer receiving Out of District Sewer Service shall pay a monthly sewer service charge for the use of the collection system and sewage treatment facilities of the District, plus an operation and maintenance charge for the use of the collection system and facilities located outside the District boundaries but connected thereto.

For the purposes of the rates and charges to be collected under this Section 12.05.E and for determining the applicable charges stated in the Master Fee Schedule, the following terms shall have the following definitions:

- 1. “Cabin Unit” shall mean a cabin or similar structure, which is occupied primarily on a residential basis and is similar in use to a single-family residence, condominium unit, mobile home, or individual cabin unit of a lodge.
- 2. “Motel Unit” shall mean a business with multiple rooms rented individually for short-term stays.
- 3. “Commercial Unit” shall mean each store or separately owned or operated recreational commercial space or structure, including a pack station, or any other commercial user, which is not specifically identified herein.
- 4. “Campground Unit” shall mean a property with individual campsites rented for overnight recreational use.

F. Deposit Required

1. Any person who receives Out of District Sewer Service shall deposit a sum equal to the rate for three months sewer service as stated in the Master Fee Schedule prior to being provided Out of District Sewer Service.
2. Notwithstanding Section 12.05.F1, the General Manager is hereby authorized to increase or decrease the amount of deposit required of any outside customer as the General Manager so determines in the Manager's sole discretion.

G. Base Charges – Each outside customer shall pay a monthly base charge as stated in the Master Fee Schedule and as billed by the District.

H. Operation and Maintenance Charges

The operation and maintenance charge for use of the collection system and other sanitary sewer facilities located outside of the District boundaries but connected thereto shall be as stated in the Master Fee Schedule and as billed to each outside customer by the District.

DIVISION XIII CONSTRUCTION OF SEWER LINES

Section 13.01 Definitions

For the purposes of this Division, the specified terms are defined as follows:

- a) “Developer” means any person, excluding those persons specified in Section 5.02, who installs or causes to be installed one or more structures which will be connected to the District collection system.
- b) “Force main extension” is any extension of the force main between the existing District force main and the lots which are being improved or which are owned by the developer. A force main extension does not include a force main constructed within the tract of land which is being improved of which is owned by the developer.

Section 13.02 Financial Responsibility for Construction of Sewer Line

A developer who installs, and/or causes to be installed any part of the District collection system is financially responsible for the installation, and all incidents thereof, of that portion of the sewer collection system.

Section 13.03 Construction of Collection System

- a) When a developer proposed to construct a force main and/or one or more house laterals, the developer may perform such construction, subject to the requirements of the District.
- b) When the developer performs the tap between the house lateral constructed by the developer and a force main constructed by the developer, no tapping fee shall be charged. Other connection related fees will be charged as stated in the Master Fee Schedule.
- c) Except as specified in Section 13.03 (a), construction of house laterals, taps, main lines, and all other parts of the District’s collection system (excluding private sewer lines and meters, as set forth in Section 3.31) shall be performed solely by District personnel or by independent contractors hired by the District. The time at which the District shall perform such construction shall be scheduled with the District at the time the permit is issued. Time and material costs not covered by the applicable fees and charges imposed under Sections 6.03 and 6.16 and as stated in the Master Fee Schedule shall be charged to the developer in addition to any other fees required by this chapter.

Section 13.04 Performance Guarantee

A developer shall post a surety bond, cash, or other security satisfactory to the District to guarantee the faithful performance of any agreement entered into with the District for the extension of the mainline

or for construction of the collection system. The surety bond, cash, or security shall be in the sum of 100 percent (100%) of the estimated cost of the work, or in such other sum as may be fixed by the District. The surety bond, cash, or security shall, in addition to guaranteeing the faithful performance of the work, guarantee the maintenance of the collection system for a period of one year following the completion and acceptance of the work by the District.

Section 13.05 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 from the performance of any work by a developer. The developer shall be answerable for, and shall hold harmless the District and its officers, agents and employees from any liability imposed by law upon the District or its officers, agents or employees, including all cost, expenses, attorney fees, and other fees, and interest incurred in defending the same or in seeking to enforce this provision. The developer shall be solely liable for any defects in the performance of the developer's work or any failure, which may arise there-from.

Section 13.06 Formation of Improvement District

- a) When a developer installs or causes to be installed any part of the District collection system, the developer may request in writing that the District form an improvement district, pursuant to the California County Water District Law, to include that real property which is served and benefited (or to be served and benefited) by the collection system installed or caused to be installed, by the developer.
- b) The District may agree to form an improvement district only after receiving the developer's written request for formation thereof and the developer's written agreement to pay all sums reasonably incurred by the District in the formation and operation of the improvement district.
- c) If the District agrees to form an improvement district, the developer shall pay the District an initial fee, to be determined by the District, towards the District's cost of forming the improvement district. The District shall not take any steps toward the formation of the improvement district until it receives this initial fee.
- d) The developer may withdraw the request for the formation of an improvement District if no prejudice will result there-from to the District or its customers.
- e) The developer shall be liable for all costs reasonably incurred by the District in the formation and operation of the improvement district whether or not the improvement district is formed.

Section 13.07 Size of New Force Main

The District may require the developer to install a force main larger than that necessary to adequately service the developer's proposed construction. When the District requires the installation of larger force

main, the District shall either (a) pay the difference in cost, as determined by the District, between the size necessary to serve the developer's construction and the larger force main of (b) perform the installation itself subsequent to the receipt from the developer of a sum sufficient to cover the cost of installation, and other necessary expenses, of the mainline required by the developer.

Section 13.08 District's Option to Construct Facilities

Whenever a developer applies for an assurance of sewer service or a sewer permit which involves the extension of the District's force main, the District, at its sole option may install such facilities subsequent to the developer's advancement to the District of funds sufficient to cover the costs of construction and other necessary expenses.

Upon completion of construction, the District shall refund any funds advanced in excess of the actual cost to be borne by the developer.

Section 13.09 Application for Force Main Extension Agreement

Whenever a developer applies for a sewer permit or an assurance of sewer service, which involves a force main extension, the developer may also apply to the District for a main line extension agreement, which provides for partial reimbursement to the developer of the developer's costs of constructing the main line extension. The District may accept the application and approve a force main extension agreement.

Section 13.10 Force Main Extension Agreement

Whenever a developer enters into a force main extension agreement with the District, the agreement may provide for a refund to the developer as follows:

- a) Within the limits specified herein, when the force main extension has been installed at the developer's sole expense, the developer shall be entitled to 25% of the hook-up fees received by the District for hook-ups into the force main extension paid for by the developer
- b) Any amount collected by the District for hook-up fees, subject to section 13.10 (a), shall be refunded to the developer within ninety days following the date of collection; provided that no refund shall be made for collections made after five (5) years from the date of completion of the extension.
- c) The total amount to be refunded to the developer shall not exceed 90% of the net amount paid by the developer to the District for the extension, if installed by the District, or 90% of the estimated cost, as determined by the District, for such extension if installed by the developer.

Section 13.11 Dedication Requirements

An offer of dedication of that portion of the collection system to be constructed, excluding private sewer lines, shall be included in any application concerning construction of the collection system.

No portion of the collection system shall be accepted by the District for dedication unless that portion to be accepted has been constructed in conformity with the requirements of the District. When the construction of the collection system has been completed and accepted by the Board, it shall become the property of the District.

DIVISION XIV SEWER IMPROVEMENT DISTRICT NO.1 OF THE MAMMOTH COMMUNITY WATER DISTRICT

Section 14.01 Application

The provisions of this Division shall apply to only Sewer Improvement District No. 1 of the Mammoth Community Water District.

Section 14.02 Supplemental Sewer Service Charge

In addition to the sewer service charges set forth in Section 6.11 of Chapter 11 of the District Code, each lot or premises which is connected to, and each owner or customer receiving sewer service from, the District's collection system within Sewer Improvement District No. 1 of the Mammoth Community Water District may be charged a supplemental monthly sewer service charge of \$12.37 for each single-family residence. Any supplemental sewer service charge imposed by the District shall be collected at the same time, and in the same manner, as are the District's sewer service charges set forth in Section 6.11 of Chapter 11 of the District Code. Such supplemental sewer service charges shall also be subject to the same penalties and interest, and procedures for collection as are delinquent sewer service charges.

Section 14.03 Sewer Standby Charge

Each lot or premises within Sewer Improvement District No. 1 of the Mammoth Community Water District, which is not connected to, or receiving sewer service from the District's sewer collection system may be charged a monthly sewer standby charge of \$12.37. If imposed, such sewer standby charges shall be collected in the same manner as are the District's sewer service charges set forth in Section 6.11 of Chapter 11 of the District Code. Delinquent sewer standby charges shall be subject to the same penalties and interest, and collection procedures as are delinquent sewer service charges. Standby charges that have become delinquent, together with interest and penalties thereon, shall be a lien on the affected premises or lot when a certificate is filed in the office of the Mono County Recorder specifying (a) the amount of the delinquent charges together with interest and penalties thereon, (b) the name of the owner of record of the premises or parcel which is subject to the charge, and (c) the Assessor's Parcel Number and legal description of the premises or lot. Such lien shall have the same force, effect, and priority as a judgment lien. Within 30 days of receipt of payment of all amounts due, including recordation fees paid by the District, the District Secretary is hereby authorized and directed to file for recordation a release of the lien.

DIVISION XV RECYCLED WATER PROGRAM

Section 15.01 Recycled Water Program Policy

It is the policy of the District that recycled water determined to be available pursuant to Water Code Section 13550 shall be used for non-potable uses within the District's designated service area when its use is economically justified; its use is financially and technically feasible; and its use is consistent with legal requirements, preserves the public health, safety and welfare, and protects the environment (Policy).

Production, distribution and use of recycled water in the District designated service area are regulated by the Master Permit, provisions in Title 22 of the California Code of Regulations and the Water Code regarding recycled water, and this Ordinance, including all attachments and appendices made a part hereof.

Section 15.02 Designated Recycled Water Service Area

The District recycled water service area is identified in Attachment A, "Permit Area Map" (District Designated Service Area), and is hereby adopted.

Section 15.03 Recycled Water Use Rules and Regulations

Procedures, restrictions and other requirements for recycled water use, including the process for a user to obtain recycled water service, and controls to protect public health are set forth in Attachment B, "Requirements for Recycled Water Users" (Requirements), and are hereby adopted. The Requirements identify rules governing the design, construction, operation and maintenance of reclaimed water use facilities, construction specifications, inspections and monitoring of reclaimed water user facilities and sites, and compliance with the Requirements in the use of reclaimed water.

The Requirements' enforcement procedures and penalties for violations of the Requirements, as such may be amended from time to time, are hereby adopted.

Section 15.04 Operations and Maintenance Plan

The "Operations and Maintenance Plan for Recycled Water Users," attached as Attachment C, establishes the standard procedures, specifications, and limitations for the safe and orderly development and operation of off-site and on-site recycled water facilities and systems in the District's Designated Service Area, and is hereby adopted.

The Operation and Maintenance Plan's enforcement procedures and penalties for violations, as such may be amended from time to time, are hereby adopted.

Section 15.05 Monitoring and Reporting/ Compliance and Inspection Program

The Monitoring and Reporting / Compliance and Inspection Program identifies the District's plan for conducting routine compliance inspections and the process for responding to violations. The Monitoring and Reporting / Compliance and Inspection Program is attached as Attachment D, and is hereby adopted.

The Monitoring and Reporting / Compliance and Inspection Program's enforcement procedures and penalties for violations, as such may be amended from time to time, are hereby adopted.

Section 15.06 General Enforcement and Sanctions

A. General

The District reserves the right to take any action necessary with respect to the operation of a user's recycled water system to safeguard the public's health. If existing or potential hazards are evidenced at any time during construction or operation of the recycled water system, the District may terminate recycled water service immediately, without notice. These hazards include but are not limited to cross-connections with the potable system, improper tagging, signing or marking, or unapproved/prohibited uses.

B. Public Nuisance

Discharge of wastes or the use of recycled water in any manner in violation of this Division XV or of any agreement issued hereunder is hereby declared a public nuisance and shall be corrected or abated as directed by the District. Any person creating such a public nuisance is guilty of a misdemeanor.

C. Injunction

Whenever a discharge of wastes or use of recycled water is in violation of this Division XV or otherwise causes or threatens to cause a condition of nuisance, the District may seek injunctive relief as may be appropriate to enjoin such discharge or use.

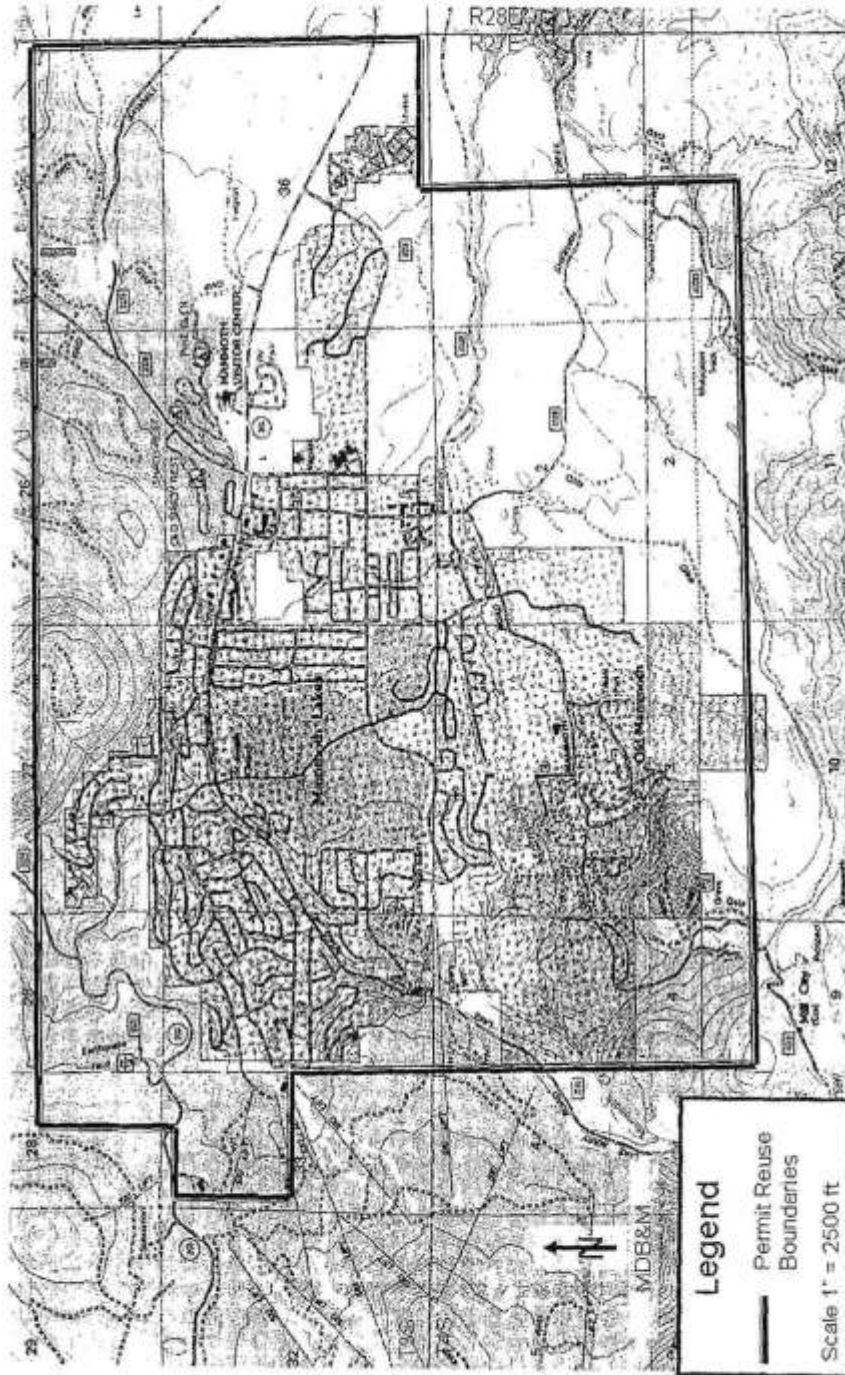
D. Agreement Revocation

In addition to any other statute or rule authorizing termination of recycled water service, the District may revoke an agreement issued hereunder if a violation of any provision of this Division XV is found to exist or if a discharge of wastes or use of recycled water causes or threatens to cause a nuisance.

E. Penalty

Any owner and/or operator who violates this Division XV shall, for each day of violation, or portion thereof, be subject to a fine not exceeding \$1,000. In addition, recycled water service to the property may be discontinued.

MCWD Recycled Water Service Area / Permit Area Map



RULES AND REGULATIONS FOR RECYCLED WATER USERS

I. Introduction

On June 10, 2009, the California Regional Water Quality Control Board, Lahontan Region, adopted Board Order No. R6V-2009-0035, “Master Water Recycling Requirements and Waste Discharge Requirements Mammoth Community Water District Disinfected Tertiary Recycled Water” (Master Permit).

California Water Code section 13523.1(b) sets forth the requirements for master permits issued by the Lahontan Regional Water Quality Control Board (LRWQCB), including a condition that permittees establish and enforce rules or regulations for recycled **water** users governing the design and construction of recycled water use facilities and the use of recycled water, in accordance with the uniform statewide reclamation criteria established pursuant to Water Code section 13521.

A. Document Scope and Applicability

This document contains the Mammoth Community Water District Recycling Program Rules and Regulations (Rules and Regulations) governing the design, construction, operation, maintenance and monitoring of recycled water use facilities and the use of recycled water in the Mammoth Community Water District recycled water service area.

The document covers requirements for existing sites and new developments and provides the recycled water user information necessary to meet all applicable regulations.

Unless otherwise stated, these Rules and Regulations shall apply to any and all users to whom the Mammoth Community Water District (District) distributes tertiary recycled water pursuant to the Master Permit.

B. Definitions that Apply to these Rules and Regulations

Authorized Recycled Water Use Site (Site) is a site authorized for use of recycled water; the uses of recycled water and the site location must comply with the Master Permit.

Incidental Runoff is any small amount of recycled water that leaves the Site as a result of over-spray or leakage from sprinklers, over watering, breaks in lines, or overflow of impoundments that contain recycled water during storms.

Master Permit means LRWQCB Order No. R6V-2009-0035 and contains requirements established by the LRWQCB for the District pursuant to Water Code section 13523.1.

Permit means any LRWQCB issued waste discharge requirements (WDRs), water recycling requirements (WRRs), or master permit.

Person is any individual, partnership, corporation, governmental subdivision or unit of a governmental subdivision, or public or private organization or entity of any character.

Recycled water is water produced by the District that is suitable for a beneficial use.

User is any person to whom the District distributes recycled water under the Master Permit. User does not include persons who have been independently issued Permits by the LRWQCB.

User Agreement is a contractual agreement between the User and the District that establishes the conditions for recycled water service and use. (Note: “User Agreement” is the term used to describe any

agreement, contract, permit, ordinance, memorandum of understanding or other such document used by the District to set the terms and conditions for the use of recycled water by a User.) The District reserves the right to alter, on a case-by-case basis, the User Agreement.

Waste Discharge Requirements (WDRs) are requirements established for the District by the LRWQCB pursuant to Water Code section 13263.

Water Recycling Criteria are the criteria established by the California Department of Public Health (CDPH) generally dealing with the levels of constituents in recycled water and the means to protect the public health. The criteria are established pursuant to Water Code Section 13521, and are contained in the CCR, Title 22, Division 4, Chapter 3; also referred to as the "Uniform Statewide Reclamation Criteria."

Water Recycling Requirements (WRRs) are requirements established for the District by the LRWQCB pursuant to Water Code section 13523.

II. Requirements for Recycled Water Users

A. User Responsibility

The User is responsible for the operation and maintenance of the recycled water system downstream of the District's point of connection with the User, unless such responsibility is otherwise clearly outlined in the User Agreement.

The District shall not be liable for any water damage or other damage caused by the User due to defective or broken plumbing or faulty service, nor shall the District be liable for damage caused by the User's facilities. This includes changes in the recycled water quality that may occur from sitting in ornamental lakes, storage tanks, pipelines, etc.

B. Water Supply Contingency

If, at any time during construction or operation of the recycled water system, existing or potential hazards are found, the District has the right and the responsibility to immediately suspend, with or without notice, recycled water service in the interest of protecting the public health.

The District may supply water to the affected area either temporarily or permanently from the potable water system with appropriate backflow protection.

C. Procedures to Obtain Permission to Use Recycled Water

The procedures are slightly different depending on whether the service is for a new facility or for an existing facility.

Every Site must obtain a User Agreement from the District prior to receiving recycled water. User Agreements will be issued only after the Site has met all of the applicable Rules and Regulations. Typically, these requirements concern construction, inspection, cross-connection certification, Site-supervisor training, a schedule of the hours that recycled water will be utilized, and required irrigation management documentation. Following issuance of the User Agreement, a Site may receive recycled water in accordance with the requirements of the User Agreement, the Rules and Regulations, and the Master Permit.

Table 1. Process to Obtain Recycled Water for Direct Users

Process	Applicable Documents or Actions Required	Responsible Entity
<i>Step 1</i> – Consult with District to determine recycled water availability and project feasibility; Review Rules and Regulations	Discussion with District General Manager and District Engineer; District’s Rules and Regulations	User
<i>Step 2</i> - Prepare draft plans and specifications	California Department of Public Health (CDPH) requirements in California Code of Regulations (CCR) Titles 17 and 22 ¹ , District Rules and Regulations	User
<i>Step 3</i> - Submit Application for recycled water use	District’s User Application Form	User
<i>Step 4</i> - Identify distribution issues, verify allowed uses, estimate quantity of water and delivery schedule	Verification of information provided in the Application Form. Send conditional approval in writing with caveat that project commencement is contingent upon User receiving all regulatory approvals.	District
<i>Step 5</i> – Complete California Environmental Quality Act (CEQA) Process	Make sure there is proper CEQA documentation for the Site	User
<i>Step 6</i> – Consult with health agencies (<i>recommended</i>)	Describe project and show draft plans to CDPH and LCRWQCB	District / User
<i>Step 7</i> – Finalize and submit plans and specifications	Plans and specifications submitted to DPH; DPH Cross-Connection Plan Approval Application and fee.	User
<i>Step 8</i> - Provide materials and/or training to User on proper operation of a recycled water system	District’s Recycled Water Users Rules and Regulations to be provided by District; Site Supervisor training to be provided by District (or another equivalent program can be substituted)	District / User
<i>Step 9</i> – Consult with LRWQCB (<i>recommended</i>)	Describe project and discuss Engineering Report needs	User / District
<i>Step 10</i> – Final plans and specifications	Obtain approval of final plans and specifications from District	User
<i>Step 11</i> – Prepare / amend Engineering Report	CDPH <i>Guidelines for Preparation of an Engineering Report for the Production, Distribution and Use of Recycled Water</i> ² ; District’s information on water reclamation plants; User completes the Engineering	District /User

	Report; the District provides information related to treatment facilities; the report must be prepared and stamped by a professional engineer registered in California.	
<i>Step 12</i> – Submit Engineering Report to District, CDPH and LRWQCB	Completed Engineering Report	User
<i>Step 13</i> – If applicable, submit revised Engineering Report to agencies	Revisions/additional information may be requested by District, CDPH and/or the LRWQCB	User
<i>Step 14</i> – Authorization of project under existing or new LRWQCB permit	Letter or permit	District, LRWQCB; possibly CDPH
<i>Step 15</i> – Notification of Final Regulatory Approvals	District sends copy of CDPH or LRWQCB letter or permit to User	District
<i>Step 16</i> - Draft User Agreement or amendment (if Site is not covered under existing Agreement)	District’s User Agreement	District / Direct User
<i>Step 17</i> – Approve User Agreement or Amendment	Present User Agreement or amendment to District Board and User for approval	District / Direct User
<i>Step 18</i> – Pre- and post-construction inspections	Contact District prior to construction to arrange for site inspections, initial cross-connection and backflow prevention device testing; District Rules and Regulations	User or Purveyor
<i>Step 19</i> – Approval of final construction	By District	User or Purveyor
<i>Step 20</i> – Begin project implementation		User
<i>Step 21</i> – Submit revised as-built drawings of recycled water distribution system if necessary	Must be provided to District if any modifications have been made to original drawings	User

D. General Requirements

Use of recycled water must comply with all applicable state laws, regulations, the Master Permit, and any amendments thereto, District Ordinances, and these Rules and Regulations.

If the on-site recycled water system is found to be in violation of the Rules and Regulations, the District will direct the User to mitigate for these violations. A site inspection will be scheduled after a reasonable period to ensure compliance. Failure to comply may result in termination of recycled water service.

E. General Prohibitions

Use of recycled water for any purposes other than those explicitly approved in the User Agreement is strictly prohibited.

The User shall insure that the storage, distribution or use of recycled water shall not create a nuisance as defined in Water Code section 13050(m).

The User shall not discharge recycled water from treatment facilities, irrigation holding tanks, storage ponds, or other containment, other than for permitted reuse, except in accordance with the Master Permit, contingency plans authorized by the LRWQCB or for an approved discharge to a municipal sewage treatment system.

F. Process to Obtain Permission to Use Recycled Water

Except as provided by District Ordinances, any User who wishes to receive recycled water produced by the Districts must enter into a User Agreement with the District. The User Agreement shall include the District's terms and conditions for the use of recycled water.

Any User who intends to utilize recycled water produced by the District for an authorized use at a Site must file a User Application Form (Application) with the District and receive approval in writing from the District before the use of recycled water can begin for that use and Site.

The Application filed by the User shall include:

1. A detailed description of the proposed Site with:
 - (a) A map showing the specific boundaries of the proposed Site;
 - (b) The person or persons responsible for operation and maintenance of the Site (O&M Staff), including the person designated as the Site Supervisor and contact information;
 - (c) Evidence that the O&M Staff and Site Supervisor have received appropriate training from the District or an equivalent training program or the date by which training will occur prior to delivery of recycled water such that the Site is operated and maintained in compliance with applicable laws and regulations, the District's Master Permit, and these Rules and Regulations; and
 - (d) The specific use to be made of the recycled water at each Site.

Design plans and a description of best management practices that show that the quality of waters of the State will be protected.

2. Plans and specifications describing:
 - (a) Proposed piping systems to be used;
 - (b) Pipe locations for both recycled and potable systems;

- (c) Type and location of the outlets and plumbing fixtures that will be accessible to the public;
and
 - (d) The methods and devices to be used to prevent backflow of recycled water into the potable water system.
3. A recycled water system operations manual or the date by which a recycled water system operations manual will be submitted prior to the delivery of recycled water.
4. Emergency cross-connection response plan in accordance with the District's Operation and Maintenance Manual or the date by which the emergency cross-connection response plan will be submitted prior to delivery of recycled water.

Any User who wishes to receive recycled water produced by the District must follow the process presented in Table 1 that shows the various agencies involved in the process, documents that must be completed, how documents are routed, etc.

III. DESIGN, INSTALLATION, AND INSPECTION

A. Purpose

The purpose of this section is to provide designers of on-site irrigation systems with rules and guidelines for the design, installation and inspection of recycled water irrigation systems.

B. What you can expect to find in this section

- Requirements for design, installation and inspection of new recycled water irrigation systems.
- Requirements for design, installation and inspection of existing irrigation systems that are converting from a potable to a recycled water supply

C. DESIGN REQUIREMENTS AT THE SERVICE CONNECTION

1. Exceptions for Existing Irrigation Systems

With the exception of pipe identification and pipe separation, facilities where the existing buried piping system is converted from potable to recycled water must meet the same requirements as new facilities. However, any new buried piping added to existing piping at a retrofitted site must meet the identification and separation requirements for new systems. In addition, any existing piping uncovered for any reason during construction must be marked according to pipe identification requirements to the extent feasible.

2. Required wye strainer and pressure regulator

Unless otherwise directed by these Rules and Regulations, all recycled water services must be equipped with a wye-strainer (20-mesh or finer screen) installed as close as practicable to the meter box, and a pressure regulating valve installed immediately downstream of the strainer. Both of these devices must be installed in an underground box or boxes. Prior to determining available pressure, designers should take into account the pressure losses incurred by these facilities.

3. Point of Connection Location

Designers must contact the District to verify the water meter location, the size of the lateral, and meter available to serve their facility.

4. Separation Requirements

All recycled water service laterals and meters must be at least ten feet (horizontal separation) from the nearest potable water facility, including pipelines, meters and hydrants.

Designers should check to see that laterals and meters that serve their Site meet these requirements. In the event that a horizontal separation less than ten feet has been provided, designers should bring this to the attention of the District before proceeding with on-site system design.

5. Backflow Prevention: Protection of the Public Recycled System

Since recycled water is not used for drinking purposes, *backflow protection is not normally necessary on recycled water irrigation systems*. However, a backflow protection on the User's recycled water system will be required if it is determined that there is a backflow hazard on-site which threatens the integrity of the distribution system. Examples of Sites that may be required to install backflow protection devices are:

- irrigation Sites where direct chemical fertilizer injections systems are installed on the irrigation system,
- irrigation Sites where recycled water impoundment may cause a backflow hazard

In such cases, backflow prevention devices might be required at the recycled water service connection or at specific, on-site locations as appropriate to the situation. Backflow prevention assemblies must be shown on plans and a type approved by CDPH. It will be the responsibility of the User to provide test reports for on-site backflow prevention devices, whereas backflow devices at the service connection fall under the District test program.

Devices must be properly maintained, inspected quarterly and tested at least annually. Backflow prevention devices, when required on recycled water systems, must be conspicuously labeled. Test equipment must be dedicated for use with recycled water. Backflow testing equipment used for recycled water must not be reused on potable water systems.

D. DESIGN REQUIREMENTS FOR ON-SITE FACILITIES

1. No Cross-Connections

No cross-connections are allowed between the recycled water system and any other water system.

2. Pipe Separation

a. Horizontal separation

A minimum horizontal separation of ten feet between parallel, buried recycled and potable water pipelines should be maintained. If a ten-foot horizontal separation is not practical, a separation of at least four feet may be allowed subject to special construction conditions. Designers should consult with the District for specific design requirements. In no case is horizontal separation of less than four feet or construction in the same trench as potable facilities allowed.

<i>Horizontal Separation</i>	
Pipe Separation	Construction Requirements
Less than 4'	Not allowed
4' - 10'	Must meet one of these requirements: <ul style="list-style-type: none"> • Solvent welded PVC pipe on recycled water system • Restrained PVC pipe for recycled or potable • Restrained joint ductile iron pipe on recycled water system • Soldered copper pipe on recycled water system • Sleeve potable pipe • Sleeve recycled pipe
10' or Greater	No special construction requirement

b. Vertical Separation at Crossings

Where a buried constant pressure recycled water pipeline crosses a buried potable water pipeline, it must be located a minimum of 12 inches below the potable water pipeline. Constant pressure recycled water pipelines are allowed over potable water pipelines with a minimum of 12 inches vertical separation if a full standard pipe length is centered over the crossing, or the recycled water pipeline is installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping. NOTE: Intermittently pressurized irrigation laterals may be located a minimum of 12 inches above potable water pipelines without sleeving.

<i>Vertical Separation</i>	
Pipe Separation	Construction Requirements
Less than 1' below potable	Not allowed
1' or greater below potable	No special construction required
Less than 1' above potable	Not allowed
1' or greater above potable	Depth of cover requirement has to be satisfied. A full standard pipe length must be centered over the crossing, or the recycled pipeline must be installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping.

3. Pipe Class

Type of Recycled Water Piping	Size	Class
Constant pressure PVC	1.5" diameter and smaller 2.0" diameter and larger	Schedule 40 or greater Class 315 or greater
Intermittent pressure PVC lateral piping		Class 200 or greater
Copper piping		Type "K" or greater

4. Depth of cover and thrust blocking

All on-site recycled water piping must be buried to a minimum depth from finished grade to top of pipe (minimum cover) according to the following schedule:

Type of Recycled Water Piping	Minimum Cover
Intermittent Pressure (all sizes)	12 inches
Constant Pressure, 2.5 inch diameter and smaller	18 inches
Constant Pressure, 3-inch diameter and larger	24 inches

All recycled water piping other than PVC piping with solvent welded joints must be protected against movement with thrust blocks or restrained joints or other approved methods conforming to the UPC Section 609.1.4.

5. Prevent Overspray, Runoff and Ponding

Irrigation systems must be designed and operated to minimize overspray, runoff and ponding. Designers must specify appropriate irrigation devices to prevent overspray in narrow areas. In the event that, during the coverage test, noticeable overspray, runoff and/or ponding is observed, facilities will be adjusted or removed and relocated as needed. This requirement does not apply to landscape impoundments such as fountains, ponds or lakes.

6. Protection of Drinking Fountains and Outdoor Eating Areas

Drinking fountains, outdoor eating areas and other similar facilities (e.g. snack bars) located within the approved use area must be protected from overspray or contact with recycled water. Protection may be accomplished by relocating the irrigation system or relocating or modifying the protected facilities.

7. Protection of Aquifers

Irrigation systems must be designed to prevent irrigation of recycled water within 50 feet of any domestic water supply well. In addition, recycled water impoundments must be located at least 100 feet (horizontal separation) from any domestic water supply well.

8. Protection of Public Potable Water Systems – Backflow Prevention

Although not normally a part of on-site recycled water irrigation systems, it must be noted that backflow prevention devices are a required and important part of potable water service connections to sites where recycled water is used. At premises where both recycled water and potable water are present in separate piping systems with no interconnection, a reduced pressure (RP) principal backflow prevention device must be located as close as practical to the downstream side of every potable water meter.

All RP devices must be inspected quarterly and tested at least annually. The User is responsible for the coordinating the testing. An AWWA-certified backflow prevention device tester must do the device testing. Test reports must be provided to the District. The User and District must maintain records for a minimum of three (3) years.

9. Hose Bibs

Hose bibs are not allowed on recycled water systems.

E. DESIGN APPROVAL

Before any new recycled water system is constructed or any existing recycled water system is modified, on-site recycled water system plans prepared by the User must be approved by the District. Approval will be contingent upon evidence that all applicable design requirements for a recycled water system are satisfied and that the system as designed can be operated in accordance with the Rules and Regulations. While the District reviews plans, the User is responsible for meeting all applicable requirements.

F. INFORMATION REQUIRED ON PLANS

The following is a brief list of the information required on the plans for every on-site recycled water system. Note that compliance with every item on this list does not guarantee that the plans will be approved since regulations and policies may change and some Sites may require additional provisions.

- Indicate all **sources of water** on the plans.
- Show the location and size of all **water meters** on the piping plans.
- Show location and type of all **backflow prevention devices** for potable water systems (generally, backflow prevention devices are not used on recycled water systems).
- Show location and type of all **strainers, pressure regulating valves, and master valves**.
- Show location of all **water pipelines** (including potable and well lines) crossing the Site. If space does not permit this information to be placed on the irrigation plans, then a separate site or utility plan can be used to show this information. Exception for an existing irrigation system converting to recycled water: Although it may not be possible to show the location of all water pipelines at this Site, all locations where future recycled water piping must be separated from the potable water piping must be clearly indicated on the plans.
- Supply the following **information box** for each recycled water system with its own meter; place this information on the same sheet as the meter/point of connection it pertains to. Fill out the ten items as applicable, but do not delete any of them.

GENERAL SITE INFORMATION for RECYCLED WATER USE

1. LANDSCAPED RECYCLED WATER IRRIGATION USE AREA: *(square footage)*.
2. PUBLIC ACCESS TO SITE GROUNDS IS *(indicate: UNRESTRICTED or RESTRICTED)*.
3. OWNER: *(legal property owner's name)*.
4. PROPERTY MANAGER CONTACT: *(name, title, and telephone number)*.
5. TENANT (S): *[name(s) & phone number(s); if not applicable, state NOT APPLICABLE]*.

6. ON-SITE WELL LOCATIONS: *(for example, ONE; if none, state NONE)*.
7. WELLS ON ADJACENT SITES LOCATED WITHIN 50 FT. OF RECYCLED WATER APPROVED USE AREA OR WITHIN 100 FT. OF ANY RECYCLED WATER IMPOUNDMENT: *(for example, ONE; if none, state NONE)*.
8. OUTDOOR DRINKING FOUNTAINS IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE)*.
9. OUTDOOR EATING AREA(S) IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE)*.
10. WATER FEATURES ON SITE: *(examples below; if none, state NONE)*.

<u>Number:</u>	<u>Type:</u>	<u>Water Source:</u>
<i>One</i>	<i>fountain</i>	<i>recycled</i>
<i>One</i>	<i>pond</i>	<i>potable</i>

- Clearly identify all adjacent **streets**, and locations of all major improvements on the Site.
- Show the location of all drinking fountains, outdoor eating areas, and **other public facilities supplied with recycled or potable water** service. Public facilities include, but are not limited to, restrooms, snack bars, swimming pools, wading pools, decorative fountains and showers. Show the pipelines feeding all of these facilities.
- Show the location of any wells, lakes, ponds, reservoirs, or other **water impoundments** located on the Site or within 100 feet of the site, and indicate the type of water source.
- Indicate that the **separation between potable and recycled water lines** meets minimum requirements. *(See Design Requirements in Section III.C.)* Show sleeving where recycled water pipelines cross over potable water pipelines.
- When **potable water piping is not present** on the Site, state in a note that the cross-connection test required by the Rules and Regulations is waived for Sites where potable water piping is not present.
- **Show all details necessary** to properly construct the system, including the details conforming to the requirements of the District. The purpose of the details is to show the materials and methods necessary to clearly identify all water systems on the Site.
- Include an **irrigation equipment legend** specifying all materials of construction for the system, including:
 - A pipe schedule listing pipe sizes, materials of construction, and type of water conveyed by the piping.
 - A listing of valve types, including quick coupling valves.
 - All pertinent information for each type of sprinkler head and/or emitter.
 - Indication of purple-colored pipe with recycled water stenciling and quick coupling valves with purple covers where recycled water is used.
- All Sites using recycled water must post **clearly visible signs** conforming to the Master Permit. Show proposed sign locations on irrigation plans.
 - For many Sites, typical locations for signs are at the property line near crosswalks, at driveway entrances, and at outdoor eating areas.

- For streetscapes (parkways, frontage or backup landscaping), place signs at street corners and entranceways as appropriate to notify passersby. In any case, signs must be placed no further than 1,000 feet apart.
- For medians, a sign should be placed at the beginning and end of every median, and another approximately equidistant from the ends of the median for longer median areas.
- For decorative fountains, ponds, and other water features, a sign should be placed at the feature.
- Add a **signature line** for the District to all irrigation plan sheets, detail sheets, and specification sheets that pertain to the recycled water irrigation system.

G. INSTALLATION AND CONSTRUCTION INSPECTION

1. Pipe Identification

a. Installation criteria

All new piping, whether for a new or retrofitted system, must be installed according to the approved plans and marked per these Rules and Regulations to clearly distinguish between recycled water and potable water systems.

b. Identification of Buried Recycled Water Lines

The use of purple colored pipe with continuous wording "RECYCLED WATER – DO NOT DRINK" printed on opposite sides of the pipe is the preferred method for identification of new buried recycled water piping (constant-pressure mainlines/intermittent-pressure laterals). Pipe must be laid with wording facing upwards.

An acceptable alternative: all new buried recycled water lines (constant-pressure mainlines/intermittent-pressure laterals) must be identified by continuous lettering on three inch (3") minimum width, purple marking tape with one inch black or white contrasting lettering bearing the continuous wording "RECYCLED WATER – DO NOT DRINK." This tape must run continuously on top of all piping (mainlines and laterals) and must be attached to piping with plastic tape banded around the marking tape and the pipe every five feet on center. Marking tape must extend to all valve boxes and/or vaults and exposed piping.

c. Identification of Existing Buried Recycled Water Lines

Existing buried piping which will be converted to recycled water use need not be marked unless the piping becomes exposed, such as during installation of new pipeline or maintenance of existing pipe. The exposed section must be marked as indicated above for new piping.

d. Identification of Above Grade Recycled Water Lines

All above grade recycled water pipelines, whether new or existing, must be labeled with the words "RECYCLED WATER - DO NOT DRINK" and color coded purple to differentiate recycled water pipelines from potable water pipelines. If purple identification tape is used to label the pipe and/or color code the pipe, the tape must be adhesive, permanent, and resistant to environmental conditions. Purple bands may also be painted around the circumference of the pipe at ten-foot intervals for color-coding. Purple PVC pipe is not an acceptable alternative for color-coding because the purple color will fade when exposed to sunlight.

e. Identification of Recycled Water Lines inside Structures

Exposed (not buried) constant pressure recycled water irrigation pipelines, such as copper or galvanized pipelines, that might be used in a structure such as a parking garage to route recycled water, must be identified per UPC Appendix J, with the exception that the labeling on the piping must read "CAUTION: RECYCLED WATER – DO NOT DRINK." Intermittent-pressure lines inside a structure must be identified by affixing decals to this piping at ten-foot intervals and wherever the piping changes directions. These decals must be purple in color and must be imprinted in nominal one-inch-high, black, uppercase letters, with the words "RECYCLED WATER – DO NOT DRINK," and must be adhesive, permanent, and resistant to environmental conditions.

2. Valve Boxes

All remote control valves, isolation valves, pressure reducing valves, and strainers for on-site recycled water systems must be installed below grade in a valve box. Green, black, or purple valve boxes and lids are acceptable.

Valve boxes must have an advisory label or "nameplate" permanently molded into or affixed onto the lid with rivets, bolts, etc. Labels must be constructed of a purple weatherproof material with the wording "RECYCLED WATER - DO NOT DRINK - NO TOMAR" permanently stamped or molded into the label.

3. Quick Coupling Valves

New quick coupling valves must be made specifically for recycled water use. New quick coupling valves must be 3/4-inch or one-inch nominal size and of brass construction with a maximum working pressure of 150 psi. The covers on all new quick coupling valves must be permanently attached and made of purple rubber or vinyl with the words "RECYCLED WATER" imprinted on the locking cover. To prevent unauthorized use, the valve must only be operated by a special coupler key for opening and closing the valve. New quick coupling valves must be installed approximately 12 inches from walks, curbs, header boards or paved areas. Quick coupling valves used in the recycled water system must be installed in a valve box, where applicable, and a recycled water identification tag must be permanently attached to the quick coupling valve or the inside of the box so that it is clearly visible when the box lid is removed.

Any wands, sprinkler heads, fittings, or other attachments used in conjunction with the quick coupling valves must be labeled with the words, "RECYCLED WATER - DO NOT DRINK." Attachments used in a recycled water system must not be used in a potable water system.

The installation of quick coupling valves on a potable water system in the vicinity of a recycled water irrigation system must be of a different type to prevent accidental cross-connection or contamination by accidentally interconnecting or interchanging attachments. Keys and attachments must not be interchangeable. Retrofitted potable water system quick coupling valves must be modified to meet standards for new recycled water quick coupling valves.

4. Other Valves and Devices

a. Isolation Valves

New and existing isolation valves must be installed in a marked valve box with a recycled water identification tag on the valve operator or, if the valve operator is too deep to reach, at the top of the valve box extension.

b. Remote Control Valves

New and existing remote control valves must be installed in a marked valve box with a recycled water identification tag on the valve.

c. Pressure Regulating Valves and Strainers

New and existing pressure regulating valves and strainers must be installed in a marked valve box with a recycled water identification tag on the valve/strainer.

d. Water Meters, Pumps, Pump Control Valves, Air/Vacuum Relief Valves

All of these recycled water devices must be tagged with a recycled water identification tag.

e. Recycled Water Backflow Prevention Devices

If applicable, these devices must be tagged with a recycled water identification tag.

f. Potable Water System Devices

At recycled water use sites where potable water is used, all potable water meters and above grade water devices, such as backflow prevention devices and hose bibs, must be tagged or labeled with potable water identification tags, or labels.

5. Identification Tags and Stickers

Identification tags and stickers must be weatherproof and durable, such as plastic or plastic coated. Recycled water identification tags and stickers must have a purple background with permanent black lettering stating "RECYCLED WATER - DO NOT DRINK" and "AVISO, AGUA IMPURA - NO TOMAR". Potable water identification tags and labels must have a blue background with "POTABLE WATER" and "AGUA PARA TOMAR" in permanent black lettering.

6. Irrigation Controllers

New recycled water system controllers must be automatic with multiple start/stop times for any 24 hour period and installed according to the approved plans and local codes. All recycled water system controllers must be identified by affixing a sticker or "nameplate" to the outside of the controller cabinet, the inside of the controller cabinet, or the outside or inside of the controller cabinet enclosure. Stickers or nameplates must be weatherproof, and must contain wording in English and Spanish indicating that the controller is for a recycled water system.

7. Irrigation and Water Feature Advisory Signs

All Sites using recycled water must post clearly visible signs conforming to the Rules and Regulations and installed per the locations indicated on the approved plans.

a. Irrigation Systems at Fenced Facilities

Advisory signs indicating the use of recycled water must be installed at all entrances to the User's facility. The District may require additional signing on a case-by-case basis.

b. Irrigation Systems at Facilities Not Surrounded by Fences

Advisory signs must be placed where they can be easily seen. To the extent necessary to advise passersby, signs must be posted at the property line near crosswalks, at driveway entrances, at outdoor eating areas,

or as otherwise determined by the District. For streetscapes (parkways, frontage or backup landscaping), place signs at street corners as appropriate to notify passerby. Signs must be placed no further than 1,000 feet apart. For medians, a sign is usually placed at the beginning and end of every median, and another approximately equidistant from the ends of the median for longer median areas.

The signs must include the words "IRRIGATED WITH RECYCLED WATER - DO NOT DRINK – NO BEBER." The lettering on the signs must be a minimum of 1/2-inch in height and must be black or white on a purple colored background and include the District logo. Where required for aesthetic or corporate identity purposes, alternate color-coding schemes may be adopted subject to the approval of the District. Consult the District for final approval of signs using alternate color-coding.

c. Decorative Fountains, Ponds, and Other Water Features

Minimum requirements for water feature signs:

- Minimum wording: "This ____ [*insert type of water feature here, such as Fountain, Pond, etc.*] Uses Recycled Water – Do Not Drink – No Beber."
- **Minimum size: no less than 4 inches high by 8 inches wide.**
- **Must be permanently, legibly printed and posted in conspicuous places.**
- Colors for lettering and background follow the same guidelines as for irrigation signs.

The District must be consulted for final approval of all signs, as well as the number of signs required per water feature and the placement of those signs.

H. Vehicle Requirements

Vehicles used for distributing recycled water for soil compaction and dust control or other uses shall have an adequate tank and plumbing systems to ensure that leaks and ruptures will not occur in the course of normal use.

Control valves shall be provided and configured such that recycled water can be applied in a controlled fashion on the Site and completely retained during transit.

Spray heads or nozzles shall be provided and configured such that recycled water is applied to prevent runoff, ponding, or windblown spray conditions.

Each tank shall be equipped with an approved air-gap separation between the filler tube and the tank to prevent back-siphonage.

Each tank used to store and/or transport recycled water must be flushed and disinfected prior to storage and/or transport of potable water or recycled water of better quality.

The vehicles shall be clearly labeled to indicate that recycled water is contained in the vehicle.

I. Required Temporary Connection to Potable Water Service

In order to prevent cross-connections, an irrigation system is usually not allowed to receive recycled water until its Site has passed a required cross-connection test. This means that this irrigation system must be supplied with water from a jumper (temporary connection) to an on-site potable water system up to and during the cross-connection test. After passing this test, the jumper must be removed and the system

connected to the recycled water meter. Jumpers, providing water from the public recycled water system into the on-site recycled water system, are prohibited at all times. Irrigation systems not needing a temporary potable water source are usually systems where there is no potable water at the site, such as some streetscapes and medians.

J. Inspection

1. Construction Inspection

The LRWQCB requires that the District conduct on-site inspections during the construction phase to ensure that materials, installation and procedures are in accordance with the approved plans, specifications, and all applicable regulations. Accordingly, the User must notify the District of the schedule for all phases of planning, construction and start up so that inspections can be scheduled. The constant-pressure mainline piping portion of all systems must conform to the requirements of the UPC Sections 103.5.1 through 103.5.4.2.

2. Cross-Connection Test

The User must conduct a cross-connection test (and the User's Site must pass this test) before connecting the User's recycled water irrigation system to the District's recycled water system at any Site where both recycled and potable water are present in separate piping systems. This test is to ensure the absolute separation of the recycled and potable water systems. The User must notify the District at least 48 hours prior to the test so that members of the District may be present. The cross-connection test must be done under the supervision of the District's representatives and performed by an AWWA-certified cross-connection control specialist hired by the User. The Site Supervisor must be present at the test. The test must be done with potable water charging the irrigation system (*see Required Temporary Connection to Potable Water Service in Section III.I.*) A written report documenting the test results must be submitted by the certified cross-connection control specialist to the Site Supervisor and the District following test completion. *Cross-connection test procedures are contained in Appendix E.*

3. Final Inspection and Approval to Receive Recycled Water

Before the recycled water irrigation system is connected to recycled water, the District (or its designated representatives) will perform a final inspection to ensure all requirements have been met. This inspection may be coordinated with the cross-connection test. The District's inspector will check to see that the proper equipment was used and that all required tags, labels, and signs are in place.

The District must grant final approval before recycled water can be supplied to the Site. Final approval will be granted when construction has been completed in accordance with approved plans and specifications, all cross-connection tests have been performed, a final on-site inspection has been conducted, and all requirements have been met satisfactorily. After the User Agreement is approved by the District, and all applicable fees have been paid, the District will authorize the installation of the recycled water meter. The CDPH will be forwarded a copy of all test and inspection reports as well as notification that recycled water service has started. During the lifetime of the recycled water system, the District will periodically inspect the recycled water system to ensure compliance with all applicable rules and regulations.

4. Coverage Test

The User is responsible for minimizing overspray, runoff, and ponding from their recycled water irrigation systems – new or converted to recycled water. To ensure that any overspray, runoff, or ponding is in accordance with the Rules and Regulations, the District will conduct an inspection of the on-site system. After the on-site system begins receiving recycled water, the User or User’s representative must contact the District to schedule a coverage test walk through of the system. The User or User’s representative must be in attendance and have persons in attendance capable of making system adjustments. If modifications to the system (other than minor adjustments) are required, the User will be notified in writing of the changes required. Any required modifications to the system must be made in a timely manner. All modifications to the system are the responsibility of the User, and the User must pay all costs associated with such modifications.

5. Record Drawings

The User – or User’s contractor – must prepare record drawings to show the recycled water irrigation system as constructed. These drawings must include all changes in the work constituting departures from the original contract drawings including those involving both constant-pressure and intermittent-pressure lines and appurtenances. All conceptual or major design changes must be approved by the District before implementing the changes in the construction contract. The recycled water irrigation system record drawings must be submitted to the District within ninety (90) days of the Site receiving recycled water.

Operation and Maintenance Plan for Recycled Water Users

This Operations and Maintenance Plan for Recycled Water Users (Manual) identifies general requirements for the operation and maintenance of a recycled water system within the Mammoth Community Water District Recycled Water Service Area. The words capitalized herein shall have the same meaning as in the Rules and Regulations for Recycled Water Users.

I. User General Responsibilities

By accepting recycled water service, the User agrees to comply with the Rules and Regulations for recycled water use. It is the User’s responsibility to provide surveillance and supervision of its on-site recycled water system in a way that assures compliance at all times with the Rules and Regulations and the Master Permit.

II. Recycled Water Use Area Site Supervisor

A. Site Supervisor Designation

The User must designate a representative to be the Site Supervisor of the Site. The Site Supervisor represents the owner, tenant, or property manager as a liaison to the District. The Site Supervisor must have the authority to carry out any requirements of the Rules and Regulations and/or the District. It is recommended that the Site Supervisor be an employee who is permanently stationed at the Site. At a minimum, the Site Supervisor must make frequent visits to the Site.

B. Site Supervisor Training

The designated Site Supervisor must attend a Site Supervisor Certification Workshop, or District approved equivalent, no later than 15 days prior to receiving recycled water service. Failure to attend the Site Supervisor Certification Workshop may result in the termination of recycled water service.

C. Changing the Site Supervisor

The User must notify the District immediately of any change in personnel for the Site Supervisor position. Upon a change in personnel, the new Site Supervisor must attend a Site Supervisor Certification Workshop, or District approved equivalent, no later than 15 days prior to the position change. Failure to attend the Site Supervisor Certification Workshop may result in the termination of recycled water service.

D. Requirements of Site Supervisor Position

- Received training and be able to demonstrate knowledge of the application and maintenance of a recycled water system.
- Be available to the District at all times and have the authority to carry out any requirements of the District.
- Be responsible for the installation, operation and maintenance of the recycled and potable water systems, and for the prevention of potential hazards or potential violations regarding recycled water use.
- Ensure that notification signs at the Site are properly installed and maintained, and that all recycled and potable water facilities are properly labeled, tagged or otherwise identified.
- Be knowledgeable of the provisions contained in Titles 17 and 22 of the California Code of Regulations relating to the safe use of recycled water and maintain accurate records.
- Be aware of, and familiar with, this Manual.
- Ensure that all employees of the Site involved with the use of recycled water are instructed in the safe and responsible use and handling of the recycled water.
- Immediately inform the District of any failures, violations and emergencies that occur involving the recycled or potable water systems.
- Ensure that there are no cross-connections made between the potable and recycled water systems. Be familiar with the basic concepts of backflow and cross-connection prevention, system testing, and related emergency procedures, and participate in all cross-connection tests.
- Conduct an annual self-inspection of the Site and provide a written report to the District.

III. Personnel Training

It is the responsibility of the User to train all operations personnel so they are familiar with the use of recycled water. Supervisory personnel and the Site Supervisor shall ensure that employees are not using recycled water carelessly or improperly. Any training program should include, but not be limited to, the following:

- Operations personnel must be aware that recycled water, although highly treated, is non-potable. Recycled water may never be used for human consumption.
- Operations personnel must understand that working with recycled water is safe if common sense is used and appropriate regulations are followed.
- Operations personnel must understand that conditions such as ponding, runoff and windblown spray into unapproved areas are not allowed.
- Operations personnel must understand that there is never to be a direct connection between the recycled water system and the potable water system.
- Operations personnel must become familiar with the Rules and Regulations.
- Good personal hygiene must be followed (for example, washing hands after working with recycled water).

Training programs should also instruct personnel in proper procedures for reporting unauthorized discharges, identifying and correcting cross connections, and modifying the system in the event of an earthquake or other disaster.

I. General System Operations

A. System Responsibilities

The District is responsible for the operation and maintenance of the recycled water system upstream of and including the recycled water meter.

The User is responsible for maintaining and operating the on-site recycled water system downstream of the recycled water meter. This includes the following:

- Obtain all permits required for the operation and maintenance of the on-site recycled water system.
- Apply recycled water in accordance with the Rules and Regulations.
- Maintain the on-site recycled water system, including signs, markings, and tags in accordance with the Rules and Regulations.
- Ensure all materials used during the repair and maintenance of the system are approved or recommended for recycled water use.
- Obtain prior authorization from the District before making any modifications to the approved recycled water system.
- Report all violations and emergencies to the appropriate local authority.
- Submit annual self-inspection report to the District.

B. Site Operating Conditions

The User must comply with the following conditions.

1. Runoff Conditions

The irrigation systems must be designed, constructed and operated to minimize to the fullest extent practical runoff outside the approved use area.

2. Ponding Conditions

The irrigation systems must be designed, constructed and operated to minimize to the fullest extent practical ponding within or outside of the approved use area. This does not apply to approved recycled water impoundments.

3. Windblown Spray Conditions

The irrigation systems must be designed, constructed and operated to minimize to the fullest extent practical windblown spray from leaving the approved use area. The recycled water system must be operated to prevent overspray or windblown spray into unapproved areas.

4. Unapproved Uses

Use of recycled water for any purposes other than those explicitly described in the Master Permit is strictly prohibited.

5. Use in Unapproved Areas

The delivery and use of recycled water for any reason, including approved uses, in areas other than those explicitly approved in the User Agreement and without the prior approval of the District, is strictly prohibited.

6. Cross-Connections

Cross-connections, as defined by the California Code of Regulations, resulting from the use of recycled water or from the physical presence of a recycled water service, whether by design, construction practice, or system operation, are strictly prohibited.

If any cross-connection is discovered, the User shall immediately turn off the system, notify the District and implement an emergency cross-connection response plan.

7. Hose Bibbs

Hose bibbs or other appurtenances that might allow public access to the recycled water system for unapproved use or for cross-connection to the potable water system are strictly prohibited in all areas accessible to the general public. In these areas, only quick-couplers are allowed and must be of a different type than those that may be used on the Site's potable water system. Hose bibbs may be used on the recycled water system in areas that do not allow any public access but must be conspicuously labeled "RECYCLED WATER -- DO NOT DRINK" in both English and Spanish (or

any other language determined by the District to be in common use in the area), along with a "Do Not Drink" symbol . Workers in these areas must be instructed not to drink from these hose bibbs.

8. Drinking Fountains and Eating Areas

Drinking fountains located within the approved use area must be protected from contact with recycled water by direct application through irrigation or other approved use. Lack of protection, whether by design, construction practice or system operation, is strictly prohibited.

9. Periods of Operation

Operation of the User's on-site recycled water system must adhere to the following requirements.

- Irrigation may only occur during periods of least use of the approved area by the general public. This is usually between the hours of 10 p.m. and 6 a.m.; however, areas where public access is generally prohibited or minimized, such as construction dust control, commercial nurseries and freeway landscaping, may be irrigated at such times specifically approved by the District.
- Consideration should be given to allow a reasonable dry-out time before the area is to be used by the public.
- Automatic control systems are to be used and programmed to prevent ponding and runoff of recycled water.
- The recycled water system must not be allowed to operate for periods longer than needed to satisfy the landscape water requirements. Recycled water must never be applied at a rate that is greater than the infiltration rate of the soil. Exceptions to this requirement for purposes such as leaching of soil must be specified in the User Agreement.
- Even though tertiary-treated recycled water is approved for full-body contact by the State Department of Public Health, irrigation of public areas during other times may be performed if the irrigation system is operated manually and is supervised to avoid inadvertently exposing any members of the general public. This provision must be strictly followed.
- Inadvertent public contact with recycled water irrigation spray must always be avoided.

V. General System Maintenance

A. Preventive Maintenance

The User must implement a preventive maintenance program that will ensure that the recycled water system always remains in compliance. A preventive maintenance program should include but not be limited to the following:

A maintenance program for backflow prevention assemblies that includes at least annual testing by a tester certified by the American Backflow Prevention Association (ABPA) or AWWA must be carried out. Records of annual tests, repairs and overhauls must be kept by the User with copies forwarded to the District and others as required by law.

The Site Supervisor is required to perform preventive maintenance to ensure that the recycled water system always remains in compliance with the Rules and Regulations. As part of a preventive maintenance program, the Site Supervisor should:

- Perform regular inspections of the entire recycled water system including sprinkler heads, drip irrigation system emitters, spray patterns, piping and valves, pumps, storage facilities, lakes, controllers etc. Immediately repair all broken sprinkler heads, faulty spray patterns, leaking pipes or valves, or any other noted condition that violates the recycled water use requirements.
- Check all recycled water identification signs, tags, stickers, and above grade pipe markings for their proper placement and legibility. Replace damaged, unreadable, or missing signs, tags, stickers, and pipe markings.

- Check spray patterns to eliminate ponding, runoff and wind-blown spray conditions. If evidence of ponding or runoff is noted, affected areas should be indicated on a sketch and sprinkler heads should be adjusted to prevent further ponding or runoff. Evidence of mosquitoes breeding within ponding should be noted and immediately eliminated.
- Establish and maintain an accurate record keeping system of all inspections, modifications and repair work.

B. Equipment Cleaning

Any device, hose, pipe, meter, valve, tank, pump, truck, etc. which has been used with recycled water may not be used to convey potable water nor attached to the potable water system unless it is cleaned, disinfected and approved by the District per District requirements.

C. Irrigation System Modifications

The User must not make any modifications to its on-site recycled water system (or potable system, if it is in close proximity to the recycled system) without the prior approval of the District.

This includes modifications to the approved plans or to an operational system. Detailed plans of any modifications should be submitted to the District and the modifications inspected and approved by the District before their being placed in operation.

However, routine maintenance of the irrigation system, such as pipeline repairs, sprinkler replacement and other similar activities that don't result in a substantial change in either the recycled or potable water systems, or any agreed to operating plans, do not need prior approval by the District.

Emergency modifications or repairs that must be made by the User to its system in order to prevent contamination, damage or a public health hazard shall be covered under emergency procedures.

Additionally, converting any piping used for recycled water back to potable water, such as switching from a recycled water system to a backup potable water system, requires prior approval of the District.

VI. Emergency Procedures

A. Emergency

In case of earthquake, flood, fire, major freeze, nearby construction, or other incident, which could cause damage to the recycled or potable water systems, the Site Supervisor must inspect the domestic and recycled water systems for damage as soon as it is safe to do so. If either system appears damaged, both the domestic and recycled water systems should be shut off at their points of connection. The Site Supervisor must immediately contact the District for further instruction.

B. Contamination of Potable Water

If contamination of the potable water system is suspected or known, due to a cross-connection on the User's premises, the User must immediately notify the District. The User shall invoke immediately the ***Emergency Cross-Connection Response Plan*** described below. In case of contamination of the potable water system due to a cross-connection on the User's premises, the District and the County Health Department must be immediately notified by the User. The User shall immediately invoke the Emergency Cross-Connection Response Plan.

C. Emergency Modifications

Emergency modifications or repairs can be made by the User to the recycled water system without the prior approval of the District to prevent contamination, damage or a public health hazard. As soon as possible after the modification (but within three days), the User must notify the District of the emergency modifications and file a written report.

D. Emergency Cross Connection Procedures

In the event that a cross-connection is suspected or occurs, the following emergency cross connection response plan must be implemented immediately:

1. The User must notify the District by telephone immediately. This notification must be followed by a written notice within 24 hours that includes an explanation of the nature of the cross-connection, date and time discovered, and the contact information of the person reporting the cross-connection.
2. The District will notify the Mono County Public Health - Environmental Health Division and State Department of Public Health (DPH) of the reported cross connection.
3. The User must immediately shut down the recycled water supply to the facility.
4. The User must keep the potable system pressurized and post "Do Not Drink" signs at all potable water fixtures and outlets.
5. The User must provide bottled water for employees until the potable water system is deemed safe to drink.
6. The User must follow the procedures outlined by the State DPH and the District.

After final approval has been obtained from the State DPH, the District will bring the recycled water system back into service and inform the User to remove the "Do Not Drink" signs from all potable water fixtures and outlets.

VII. Irrigation Management Plan

The User shall prepare and submit to the District an Irrigation Management Plan which shall include measures to ensure the use of recycled water occurs at an agronomic rate while employing practices to ensure irrigation efficiency necessary to minimize application of salinity constituents (by mass) to Recycled Use Ares. The Irrigation Management Plan shall be for each Site served and shall account for the following:

- i. Soil Characteristics;
- ii. Recycled water characteristics (nutrients, including nitrogen and phosphorous content, specific ion toxicity, including chloride, boron, sodium, bicarbonate; and other parameter);
- iii. Requirements of the plant species being irrigated (e.g., seasonal demand, climate, nutrient requirements);
- iv. Climatic conditions; (e.g., precipitation, evapotranspiration rate, wind);
- v. Other supplemental nutrient additions (e.g., chemical fertilizers) used in the operation of the Use Area; and,
- vi. Management of impoundments used to store or collect recycled water.

Evaporation / Transpiration

The Irrigation Management Plan also shall include sub-irrigation management plans that insure the use of recycled water occurs at an agronomic rate while employing practices to ensure irrigation efficiency necessary to minimize application of salinity constituents (by mass).

VIII. Site inspections

A. Periodic Site Inspections

Periodic site inspections by the District of the User's recycled water irrigation system are mandated in Water Code Section 13523.1(b)(5). Such inspections include, at a minimum, the visual inspection of all back-flow prevention devices, pump rooms, exposed piping, valves, pressure reducing stations, points of connection, sprinklers, controllers, lakes, storage facilities, signs, labeling, tags, etc. The Site Supervisor's maintenance records also will be inspected.

The District will conduct periodic inspections of the User's system and report all violations to the appropriate regulatory agency according to applicable procedures established by law.

The District reserves the right to make unannounced inspections of the Site's facilities, although at reasonable times.

Upon completion of the inspection, a Site inspection report form shall be signed and dated by both the Site Supervisor and the District. The original form should be kept by the District entity with copies going to the Site Supervisor and any required regulatory agency.

Should a cross-connection be discovered during the inspection, the Emergency Cross-Connection Response Plan shall be immediately implemented by the Site Supervisor.

B. Annual Self Inspection Report

The User shall conduct an inspection at least once per year while the recycled water system is in use. The results of this inspection must be documented and submitted in a written report. The District will mail the report form to the Site Supervisor once a year. The Site Supervisor must submit the results of the observations, along with a description of any corrective actions taken. Upon completion, the Site Supervisor must keep a copy of the report for the User's records and must return the original. The questions on the annual inspection report are as follows:

1. Is there evidence of recycled water runoff from the Site? Show affected area on a sketch and estimate volume.
2. Is there an odor of wastewater origin at the irrigation Site? If yes, indicate apparent source, characterization, direction of travel, and any public use areas or off-site facilities affected by the odors.
3. Is there evidence of recycled water ponding, and/or evidence of mosquitoes breeding within the irrigation area due to ponded water?
4. Are warning signs, tags, stickers, and above ground pipe markings properly posted to inform the public that irrigation water is recycled water, which is not suitable for drinking?
5. Is there evidence of leaks or breaks in the irrigation system piping, or tubing?
6. Is there evidence of broken or otherwise faulty drip irrigation system emitters or spray irrigation sprinklers?

7. Has your designated Site Supervisor changed in the past year?
8. What corrective actions are being taken to correct any problems noted above?

IX. Unauthorized Discharge

An unauthorized discharge is any amount of recycled water that leaves the Site. The Site Supervisor must report to the District any unauthorized discharge of recycled water, at which time the District will specify if a written report is required. In the event of an unauthorized discharge, the Site Supervisor should make every effort to contain the recycled water and prevent it from entering the storm drain. Contact the District for further directions and disposal instructions.

It is the responsibility of the User to report to the District all system failures that result in an unauthorized discharge of more than 50,000 gallons of tertiary treated recycled water. An immediate oral report followed by a written report is required.

X. Operating Problems

A. Notification

In the event of a break in the system, low pressure, low flow or poor water quality, the User should notify the District.

It is the responsibility of the Site Supervisor to immediately notify the District of any failure or cross-connection in his/her recycled or potable water system, whether or not he/she believes a violation has occurred. It also is the responsibility of the Site Supervisor to immediately notify the District of any violation he/she believes might imminently occur because of any action the User's personnel might take during the operation of the recycled or potable water systems.

If there are any doubts whether a violation has occurred, it is the responsibility of the Site Supervisor to report each occurrence to the District so a decision can be made. It is then the District's responsibility to notify the LRWQCB and local governing agencies of any violations.

B. Violations

Violations of the User Agreement and Rules and Regulations may include but not be limited to non-compliance with any of the following prohibitions: runoff conditions, ponding conditions, windblown spray conditions, leaks or spills resulting from broken or damaged pipelines or appurtenances, unapproved uses, disposal in unapproved areas, cross-connections, unprotected drinking fountains and unauthorized or prohibited use of hose bibbs, whether willful or by accident. Any willful or accidental act of noncompliance with any existing federal, state or local ordinance, code, law or statute regulating the use of recycled water constitutes a violation.

C. Corrective Action

If the District's investigation reveals that a violation has occurred on the Site, the District must immediately notify the User of the violation and what corrective actions must be taken. It is the responsibility of the User to immediately initiate corrective action to eliminate the violation. If the District believes the violation constitutes a hazard to the public health, the District must immediately stop recycled water service to the User. It will be at the discretion of the District to decide if a violation has been adequately corrected. The District may impose a startup fee upon resumption of service to a User whose service has been terminated, depending on the provisions of the User Agreement.

D. Causes for Termination of Service

The District reserves the right to revoke a User's Agreement if any or all of the service conditions are not satisfied at all times. Service to a User may be terminated any time if:

- The District's distribution system is not capable of supplying recycled water.
- The quality of the recycled water does not comply with the requirements of the Master Permit or the LRWQCB.
- The User's operation does not conform to all applicable regulations, permit requirements and/or the terms of the User's agreement.
- There is nonpayment of service fees and charges by the User.

Monitoring and Reporting/Compliance and Inspection Program

This Monitoring and Reporting/Compliance and Inspection Program (Program) is prepared to satisfy the requirements of the Master Permit. The capitalized terms herein shall have the same meaning as set forth in the Rules and Regulations for Recycled Water Users.

I. MONITORING

A. Flow Monitoring

The District shall record the total volume, in million gallons, and the average flow rate, in million gallons per day (mgd), of recycled water provided by the District to each User. This information must be recorded and reported for each calendar month.

B. Agronomic Application Rate Monitoring for Fertilizers and Recycled Water

1. For each calendar month, the District shall record and provide a tabular comparison of the:
 - a. volume of water required for plant growth in each irrigated area;
 - b. volume of recycled water (and supplemental water) applied to each irrigated area; and
 - c. number of acres for each irrigated area.
2. For each calendar month, the District shall record, and provide a tabular comparison of, the:
 - a. amount of nitrogen (N) needed for plant growth in each landscape and agricultural area;
 - b. total amount of N applied to each area, including the amount of N in the recycled water and the amount of N in any fertilizer applied; and
 - c. number of acres for each area.

C. Recycled Water Quality Monitoring

Samples of the recycled water following tertiary treatment and leaving the District Wastewater Treatment Plant for reuse by Users must be collected and analyzed to determine the magnitude of the following parameters:

Parameter	Units	Type	Minimum Frequency		
Turbidity ¹	NTU	Recorder	Continuous		
Total chlorine residual	mg/L	Recorder	Continuous		
Modal contact time ²	minutes	Calculated	Daily		
CT value ³	mq-minutes/L	Calculated	Daily		
Total Coliform	MPN/100mL	Grab	Daily		
Kieldhahl Nitrogen	mq/L	Composite	Weekly		
Ammonia Nitrogen	mq/L	Composite	Weekly		
Nitrate Nitrogen	mq/L	Composite	Weekly		
Total Dissolved Solids	mg/L	Composite	Monthly		
Sulfate	mq/L	Composite	Monthly		
Chloride	mg/L	Composite	Monthly		
Total Trihalomethane	u/L	Grab	Quarterly		
n-nitrosodimethylamine	u/L	Grab	Quarterly		
Priority Pollutants, excluding asbestos (Appendix A to 40CFR part 423)	as specified	Grab	Semi Annually		

¹For each 24-hour period, record and report the following: average turbidity, amount of time (minutes) the turbidity exceeded five (5) NTUs (if any), and the maximum turbidity.

²The modal contact time at the highest and lowest flows must be recorded and reported for each 24-hour period where there is production of disinfected tertiary recycled water. The "modal contact time" is the amount of time elapsed between the time that a tracer, such as salt or dye, is injected into the influent at the entrance to a chamber and the time that the highest concentration of the tracer is observed in the effluent from the chamber. For the purpose of this determination, modal contact time shall be derived from a predetermined plot correlating modal contact times to varying flow conditions. (CCR, title 22, sec 60301.600)

³the lowest CT value must be calculated for each 24-hour period. $CT \text{ (mg-minutes per liter)} = \text{chlorine residual (mg/L)} \times \text{modal contact time (minutes)}$. To calculate the lowest value, first record the following data for the 24-hour period:

- a. Modal contact time under highest flow and corresponding total chlorine residual at that time.
- b. Lowest total chlorine residual and corresponding modal contact time.
- c. Highest total chlorine residual and corresponding modal contact time.
- d. Modal contact time under lowest flow and corresponding total chlorine residual at that time. Next, calculate CT values for each of the four conditions, above. The lowest of the four calculated CT values is the lowest CT for the period.

D. Drinking Water Supply Monitoring

For each semi-annual period (January -June; July -December), a report must be submitted to the LRWQCB providing the results of California Department of Public Health-specified drinking water supply monitoring for municipal supply wells located within a half-mile of any authorized recycled water use site having received recycled water within the previous six months. Groundwater elevations at the time of sampling must also be provided for each well. The reports must be included with the quarterly monitoring reports providing results from the second and fourth quarterly monitoring periods, as specified by Requirement No. II.B of this Monitoring and Reporting Program.

E. Quarterly Recycled Water Use Monitoring

The District must record the following information each quarter (quarters defined in requirement No. 11.8, below) in accordance with Water Code section 13523.1 (b)(4):

1. The total number of Sites that received recycled water during the quarter.
2. A list of all recycled water use Sites. For each Site, the list must include:
 - a. Site name
 - b. Site location
 - c. Name of underlying hydrologic area
 - d. User name
 - e. Type of use
 - f. Site area (acres)
 - g. Date of District recycled water use approval
3. A map of suitable scale showing the boundary of the District's recycled water service area defined in Finding No. 9 of the Master Permit and showing the approved recycled water use Site locations.

F. Inspections and Enforcement Monitoring

1. The District must provide in its annual report (see Requirement No. II.C, below) an inspection schedule for all recycled water use facilities. The inspection schedule shall document the date of each facility's prior inspection and its respective compliance status. Any facility with a reported incidence of noncompliance in its most recent inspection report must be re-inspected no later than one year from its prior inspection. Any facility that was in compliance during its most recent inspection must be scheduled for a re-inspection no later than three years from its prior inspection.
2. The District must record and report on a quarterly basis all recycled water use Sites inspected pursuant to Requirement No. I.B.4 of the Master Permit during each respective quarter (See Requirement No. II.B., below). The list of Sites inspected must include the following information for each recycled water use Site:
 - a. Date of inspection, name of recycled water use Site, user name, and type of use.
 - b. A description of all noted violations (including compliance with Requirement Nos. I.C.1 through I.C.14 of the Master Permit.
 - c. The date compliance was achieved and the respective corrective action taken, if applicable.
 - d. A description of enforcement action taken (if any), including any schedule for achieving compliance.
 - e. Date of prior compliance inspection.
3. The District must inspect every month all signage that informs the public that recycled water is currently being used for irrigation purposes at each irrigation recycled water use facility. Maintenance of this signage is required. The results of this inspection must be reported by the District in its quarterly report (see Requirement No. II.B, below).
4. The District must inspect every month all Best Management Practices (BMPs) in place to prevent contamination of potable water supplies (including groundwater). The results of this inspection and measures taken to maintain and repair these BMPs must be reported by the District in its quarterly report (see Requirement No. II.B, below).
5. The District must inspect the recycled water distribution system annually for cross connections with the potable water supply.

6. The District must annually pressure test the recycled water distribution system for leaks or drops in pressure.

G. Operation and Maintenance Monitoring

The District must record and maintain records of all actions and analytical results necessary to demonstrate compliance with California Department of Public Health conditions identified in the Master Permit Requirement No. II.B., and to document any operational problems and maintenance activities with the recycled water treatment facilities, distribution system, and User Sites. The District must submit a brief summary of its findings to the LRWQCB with each quarterly monitoring report. This summary must discuss the elements listed below.

1. All modifications or additions to the recycled water treatment facilities, distribution systems, and User Sites.
2. Test results of all backflow prevention devices at each recycled water use Site.
3. The results of cross connection inspections at each authorized recycled water use Site.
4. Test results of the District's recycled water distribution system pressure testing.
5. Any non-routine maintenance conducted on the recycled water treatment facilities, distribution system, and user systems.
6. Any major problems occurring to the recycled water treatment facilities, distribution system, and User systems.
7. Calibration results of any recycled water flow measuring devices.

II. REPORTING

A. General Provisions

1. The District must comply with the "General Provisions for Monitoring and Reporting," dated September 1, 1994, which is attached to and made part of this Monitoring and Reporting Program (Attachment I).
2. Pursuant to General Provision No. 1d. of the General Provisions for Monitoring and Reporting, the District must submit to the LRWQCB by **September 8, 2009** a Sampling and Analysis Plan (SAP) for consideration of approval. The SAP must include a detailed description of procedures and techniques for:
 - a. Sample collection, including purging techniques, sampling equipment, and decontamination of sampling equipment;
 - b. Sample preservation and shipment;
 - c. Analytical procedures;
 - d. Chain of custody control; and
 - e. Quality assurance/quality control (QA/QC).

B. Quarterly Reports

Beginning on **September 1, 2009**, quarterly monitoring reports including the preceding information must be submitted to LRWQCB by the first day of the third month following each quarterly monitoring period. (Water Code, Section 13523.1, subd. (b)(4).)

Quarterly monitoring periods are defined as follows:

First Quarter January 1 -March 31
Second Quarter April 1 -June 30
Third Quarter July 1 -September 30
Fourth Quarter October 1 -December 31

C. Annual Report

Beginning on April 1, 2010 and continuing thereafter, the District must submit an annual report to the LRWQCB with the information listed:

1. Documentation of the District's compliance with the Master Permit, including progress made towards developing the salt/nutrient management plan that is required by the Master Permit, Requirement No. III.A;
2. The compliance record and the corrective actions taken or planned, which are necessary to bring the District into full compliance with the Master Permit; and
3. The District's time schedule for completing corrective actions needed to achieve compliance.

DIVISION XVI FOG CONTROL PROGRAM

Section 16.01 Purpose

The purpose of the District's fats, oils, and grease (FOG) Control Program is to prevent FOG from entering the District's sewer collection and treatment system through the establishment of regulations for the discharge of FOG and other insoluble waste from food service establishments (FSE). The purpose of this ordinance is to further implement procedures for recovering costs associated with FOG discharges and blockages, to establish administrative requirements for FSEs, and to establish enforcement procedures for these regulations.

Section 16.02 Definitions

For purposes of this chapter, the following definitions shall apply:

- a) **Fats, Oils and Grease (FOG)** shall mean and include any waste containing quantities or concentrations of dispersed biodegradable fats, oils, and greases.
- b) **Food Service Establishment (FSE)** shall mean any entity utilizing the District's sewer collection system for operation in a permanently constructed structure, maintained and used or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for consumption by the public or for sale to other entities, its members, or employees.
- c) **Food Grinder** or garbage grinder or garbage disposal shall mean any device installed in the plumbing or sanitary sewage system for the purpose of grinding food waste or food preparation byproducts for the purpose of disposing into the District sewer system.
- d) **FOG Discharge Permit** shall mean the permit issued by the District to a FSE for utilizing the District sewer system in compliance with the terms, conditions, and criteria of the FOG Control Program set forth in this division.
- e) **Grease Control Device (GCD)** shall mean any Grease Interceptor, Grease Trap, or other mechanism, device, or process, which is attached to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap or collect or treat FOG-laden wastewater prior to its discharge into the District sewer system. "Grease Control Device" also includes any other District approved method to reduce FOG. Grease Control Devices must be sized in accordance with the California Plumbing Code.
- f) **Grease Interceptor** shall mean a District approved multi-compartment device that is required to be located, as according to the California Plumbing Code, between a FSE and the connection to the District sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next. Grease Interceptors must be

cleaned, maintained and have the FOG and solids removed and disposed of in accordance with the terms and conditions of the District's FOG Discharge Permit. Grease Interceptor includes a Gravity Grease Interceptor.

- g) **Grease Trap** shall mean a District approved Grease Control Device that is used to serve individual fixtures. Grease Traps must automatically expel FOG from its interior into an adjacent collection container. The body must be constructed entirely of stainless steel, have a heating component to liquefy grease, include a flush valve and an integral flow control device on its inlet to prevent flow through the unit excess of the unit's flow rate. The Grease Control Device must be cleaned, maintained, and have the FOG and solids removed and disposed of in accordance with the owner's manual. A Grease Trap is also referred to as a Hydro-mechanical Grease Interceptor.
- h) **Property Owner** shall mean a person or entity owning property where a Grease Interceptor is present that is or has potential to serve more than a single FSE.
- i) **Remodeling** shall mean a physical change or operational change that increases the amount of FOG discharged to the District sewer system by the FSE in an amount that alone or collectively causes or creates a potential for blockages or sanitary sewer overflows (SSO) to occur.
- j) **Waste Hauler** shall mean any person or entity that collects the contents of a Grease Control Device for the purpose of transporting it to a recycling or disposal facility. A Waste Hauler may also provide Grease Control Device maintenance services.

Section 16.03 Prohibition

Every owner, tenant, entity, or person receiving sewer service from the District shall have a duty to not cause, permit or allow the accumulation of FOG in the District sewer system. Such persons and entities shall use industry and District approved methods to reduce FOG accumulation in the District sewer system.

Section 16.04 FOG Discharge Permit Requirement

1. FSE

No FSE shall discharge into the District's sewer system without obtaining a FOG Discharge Permit from the District. The FOG Discharge Permit is a legally-binding agreement issued to a FSE to utilize the District sewer system setting forth the terms, conditions, and criteria of the FOG Control Program. The FOG Discharge Permit is prepared and maintained by the District, and its provisions may be modified periodically as required to ensure each FSE's compliance with the terms and conditions of this chapter, as they may be amended from time to time. Failure to comply with the FOG Discharge Permit conditions will constitute a violation of this chapter. In addition to the FOG Discharge Permit, the District may also issue specific permit conditions to any FSE. In the event that the District issues specific permit conditions to a FSE, the basis for

those specific permit conditions shall be disclosed to the FSE in writing and appended to the FOG Discharge Permit. Failure to comply with the individual permit conditions will constitute a violation of this division.

2. Property Owners

Property owners of commercial properties or their designee(s) identified on the FOG Discharge Permit shall be responsible for the installation and maintenance of a Grease Interceptor serving multiple FSEs that are located on a single parcel. The owner of the parcel containing a common use Grease Interceptor shall submit an application for and be the Permittee under a FOG Discharge Permit.

3. FSE/Property Owners Notification Regarding Planned Changes

Any existing FSE or Property Owner which substantially changes its menu, operation, or remodels shall submit in writing a detailed description of the proposed changes. The applicability of an existing FOG Discharge Permit, waiver, stay or variance from the requirement to install, operate and maintain a Grease Control Device will be assessed by the District based on the information contained in the description and the Permit, waiver, stay or variance may be revoked and replaced or amended as the changed circumstances warrant.

4. Permit Application

a) Each existing FSE/Property Owner shall submit an FOG Discharge Permit Application to the District within forty-five (45) days following the effective date of this division.

b) All newly constructed FSEs and FSEs which change ownership, shall submit a FOG Discharge Permit Application at least sixty (60) days prior to startup. Any FSE which fails to submit the required FOG Discharge Permit application in a timely manner may be prohibited from discharging to the District sewer system.

5. Permit Renewal

Annually, each FOG Discharge Permittee shall renew its FOG Discharge Permit by the expiration date indicated on the Permit, unless the FSE has received a waiver from pretreatment requirements and the FSE has not made any changes to their operations which could increase grease production.

6. Reporting Requirements

Each FOG Discharge Permittee shall report to the District any spills of FOG and/or sewage and any unauthorized discharges into the District sewer system within the time period following the occurrence of the event as specified in and according to the requirements set forth in the FOG Discharge Permit.

7. Right to Enter and Inspect

The District shall have the right to enter and inspect each FSE premise or property owner's common use Grease Interceptor for announced or unannounced inspections. The District shall have access to all facilities and records necessary for determining compliance with this division.

An inspection may include a review of all logs and documentation of the FOG Control Program, inspection of all kitchen facilities, and inspection of any and all Grease Control Devices and appurtenant plumbing on the premises.

Section 16.05 Best Management Practices Required

All FSEs shall implement Best Management Practices (BMP) in their operations to minimize the discharge of FOG to the District sewer system. Detailed requirements for BMP shall be specified in the FOG Discharge Permit and any appended specific permit conditions. This may include kitchen practices and employee training that are essential to minimizing FOG discharge.

Section 16.06 Food Grinders

The use of a Food Grinder, which discharges food wastes from a FSE into the District sewer system, is prohibited.

Section 16.07 Pretreatment Requirement

1. Pretreatment Required

All FSEs are required to install, operate, and properly maintain approved types and adequately sized Grease Control Devices. Grease Control Devices shall separate and remove FOG contained in wastewater discharges from FSEs prior to discharge of the wastewater to the District sewer system. All fixtures, equipment and drain lines located in the food preparation and clean up areas of the FSE that are potential sources of FOG discharge shall be connected to a Grease Control Device. Detailed requirements for device maintenance shall be specified in the FOG Discharge Permit.

a) Existing FSE

All existing FSEs are required to have and to properly operate and maintain a Grease Control Device according to the requirements set forth in the FOG Discharge Permit, unless the FSE has obtained a waiver as described in Section 16.07.2 and 16.07.3 below and shall be required to follow all requirements of this division.

b) New FSE, FSE Which Change Ownership, and FSE Which Undergo Remodeling

As of the effective date of this division, all newly constructed FSEs, FSEs which change ownership, and FSEs which undergo remodeling, see Section 16.02(k), shall be required to install a Grease Control Device, according to requirements of the FOG Discharge Permit, unless a waiver is granted under Section 16.07.2 and 16.07.3 below, and shall be required to follow all requirements of the grease control program of this division.

2. Waiver for Alternative Pretreatment

A waiver from the FOG pretreatment requirements to allow alternative pretreatment technology that is at least equally effective in controlling the FOG discharge, in lieu of installing

and operating a Grease Control Device, may be granted to a FSE demonstrating that it is impossible or impracticable to install, operate or maintain a Grease Control Device. The applicant shall bear the burden of demonstrating that the alternative method is at least equally effective. The District's determination to grant a waiver will be based upon, but not limited to, evaluation of the following conditions:

- a) District determination there is no adequate location for installation and/or maintenance of a Grease Control Device.
- b) District determination there is no adequate slope for gravity flow between kitchen plumbing fixtures and the Grease Control Device and/or between the Grease Control Device and the private collection lines or the District sewer system.
- c) District determination that alternative pretreatment technology is equivalent to or better than a Grease Control Device in controlling its FOG discharge. In addition, the FSE must be able to demonstrate, after installation of the proposed alternative pretreatment, its effectiveness to control FOG discharge through downstream visual monitoring of the sewer system at its own expense.

3. Waiver from Pretreatment Requirements

A waiver from installation of a Grease Control Device may be granted to a FSE that has been determined to have negligible FOG discharge and insignificant impact to the District sewer system. FSEs which receive a waiver from pretreatment requirements are not required to renew their permit unless the FSE makes any changes as described in 16.04.3. The District's determination to grant or revoke a waiver shall be based upon, but not limited to, evaluation of the following conditions:

- a) District determination that quantity of FOG discharge as measured or as indicated by the size of the FSE based on seating capacity, number of meals served, menu, water usage, amount of on-site consumption of prepared food and other conditions that show contribution to FOG discharges;
- b) District determination that adequacy of implementation of BMP and compliance history are sufficient;
- c) District determination that sewer size, slope, condition based on visual information, FOG deposition in the sewer by the FSE, and history of maintenance and sewage spills in the receiving sewer system;
- d) District determines that the changes in operations that significantly affect FOG discharge; and
- e) Any other condition the District deems reasonably related to the generation of FOG discharges.

4. Operations and Maintenance Requirements

All Grease Control Devices shall be maintained in efficient operation at all times by the FOG Discharge Permittee at the Permittee's expense. Details of required maintenance shall be specified in the FOG Discharge Permit.

Section 16.08 Fees

1. Each FOG Discharge Permit requires an application fee as stated in the Master Fee Schedule. Following a change of ownership, a substantial change in operation, remodeling, or an increase in flow or waste generation of FOG, a revised application must be submitted with payment of a new application fee in the amount stated in the Master Fee Schedule. The application fee must be paid when the FOG Discharge Permit application is submitted to the District.
2. Each FOG Discharge Permit must be renewed annually and requires payment of an annual renewal fee as stated in the Master Fee Schedule, which shall be submitted each calendar year on the month which the initial permit was issued.
3. The District will set the application fee and annual renewal fee in accordance with applicable law, and may amend these fees from time to time as permitted by law and state the amended fees in the Master Fee Schedule.

Section 16.09 Enforcement

Failure to comply with the District's FOG Control Program as provided in this Division, all generally applicable provisions of Chapter 11, and the FOG Discharge Permit or any individual permit conditions will result in enforcement action against the FSE. All fines are defined in this section and published in the District's Master Fee Schedule, as both may be amended from time to time.

1. The first violation of the FOG Control Program will result in a warning issued by the District. For each warning, the District will make one attempt to contact the FSE's responsible party (permittee) as listed on the permit and follow-up any such verbal warning with written confirmation of the violation. If such attempt at direct contact is unsuccessful, the District will mail written notice of the violation to the permittee. The permittee will have seven (7) days from the date of the notice to respond and correct the violation. If the permittee does not respond and correct the violation within this time, a second violation will be issued.
2. Upon the occurrence of two or more violations, the District will notify the permittee in writing by mail of the violation and a fine, as stated in the Master Fee Schedule, will be assessed and collected on the next service bill. The permittee will have seven (7) days from the date of the notice to respond and correct the violation. If the permittee does not respond and correct the violation within the seven (7) days, a per-day fine, as stated in the Master Fee Schedule, will be imposed and charged on permittee's next service bill. The daily fine, up to its maximum, will be

assessed until the earlier of (i) the violation is corrected or (ii) the District declares the permittee to be non-compliant and discontinues sewer service to the permittee pursuant to the Subsection 3 below.

3. When three or more violations of the FOG program have been committed and remain uncorrected, the District, after filing a Notice of Abatement pursuant to Section 16.10 below, may disconnect sewer service to the non-compliant permittee.

Section 16.10 Notice of Abatement

1. The District has the right to abate any violation of this division and to charge the violating permittee or responsible person or entity for damages caused by a prohibited discharge of FOG to the District sewer system. Provided that the District can demonstrate upon reasonable proof that a FSE or responsible person or entity caused FOG build-up or another violation of this division such that a District sewer system or appurtenance is damaged or such that a sewer overflow occurs, or that a sewer overflow is imminent, District shall have the right to serve a Notice of Abatement and to charge the permittee or responsible person or entity for all damages and abatement costs resulting from the violation. In cases of a violation of this division that requires abatement, the District shall have the right to immediately enter a FSE premises and abate the violation to prevent further damages or violations.
2. If the District abates a violation and incurs costs for that abatement, it shall issue a bill for all damages and abatement costs incurred to the permittee or responsible person or entity as soon as practical. With the issuance of a bill for any damages and abatement costs incurred, the District also shall provide the permittee or responsible person or entity with a copy of all evidence that supports the District's determination and a copy of this division. The responsible person or entity shall have the right to appeal the Notice of Abatement and the damages and abatement costs charged by the District in accordance with the following procedures.
3. Upon receipt of Notice of Abatement and any bill for damages and abatement costs, the FSE or responsible person or entity ("Appellant") may file a written reply rebutting the evidence presented an/or charges imposed by the District. The Appellant may attach any supporting evidence to its reply. The Appellant must file the written reply and supporting evidence with the District's General Manager no later than 7 working days before the next regularly scheduled Board meeting. Any rebuttal filed by the Appellant will be limited to the issues raised in the original Notice of Abatement and any District staff report attached to the violation. At the Board meeting where an Appellant's response to a Notice of Abatement will be considered, staff will make a presentation concerning reasons for issuing the Notice of Abatement and supporting evidence, and then the Appellant may present such oral statements, documents, and testimony of witnesses as it may choose. District staff may respond by the production of any additional relevant evidence as staff deems appropriate. The Appellant may only raise those issues in the meeting that were presented in the original Notice of Abatement and any response and staff presentation, unless the Appellant can show good cause and supporting evidence for why the Board should entertain the presentation of any new issues. Any new issues will not be acted on

at the scheduled meeting and will not be made part of the record unless such presentation is first approved by the Board.

At the conclusion of the staff's and Appellant's presentations, the Board may enter into the record of the meeting the facts and its findings with respect to each issue presented by the Appellant and render its decision concerning the Notice of Abatement and District bill, or the Board may choose to take the matter under consideration and issue a written decision setting forth the facts and its findings. If the Board determines to issue a written decision, it shall do so within 15 days after the date of the meeting at which the item is considered. All decisions of the Board are final.