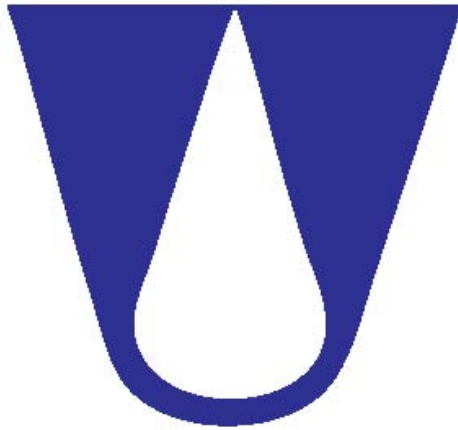


**WEST BAY**  
Sanitary District



**CODE OF GENERAL REGULATIONS  
OF THE  
WEST BAY SANITARY DISTRICT**

Revised:09/08/2010

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# ARTICLE I

## GENERAL PROVISIONS

### SECTION 100. Purpose.

The purpose of this Code of General Regulations hereinafter referred to as the "Code" is to establish standards and conditions, and to provide for fees, relating to the use of sanitary wastewater facilities of the West Bay Sanitary District, San Mateo County, California. It is further the purpose of this Code to establish uniform requirements for discharges into the wastewater collection and treatment system used jointly with other public entities. It is further the purpose of this Code to enable the District to comply with and meet applicable laws, regulations, standards and conditions established by Federal and State agencies, or by agencies thereof in implementation of such laws. The District Board of the West Bay Sanitary District hereby finds and declares that the health, safety and welfare of the people of the West Bay Sanitary District require the enactment of the provisions of this Code of General Regulations.

### SECTION 101. Mailing Address and Offices of the District.

The mailing address and offices of the West Bay Sanitary District is as follows:

West Bay Sanitary District  
500 Laurel Street  
Menlo Park, CA 94025  
(650) 321-0384

### SECTION 102. Superseding Previous Regulations,

This Code shall supersede all previous regulations and policies of the District governing items covered in this Code.

### SECTION 103. Distribution of Revenue.

All fees and charges payable under the provisions of this Code shall be paid to the West Bay Sanitary District, County of San Mateo, State of California, and any revenue derived pursuant to this Code shall be allocated as follows:

#### (01) The General Fund

The General Fund shall be credited with all revenue derived from sewer service charges, sewer permit and inspection fees, franchises, interest, and other miscellaneous revenue. Sewer user charge revenues designated for the replacement of District facilities shall be subsequently transferred and credited to the District's Capital Assets Fund.

#### (02) The Capital Assets Fund

The Capital Assets Fund shall be credited with sewer user charge revenues designated for replacement of District facilities and all revenue derived from connection fees and annexation fees assessed new applicants for wastewater service. A separate account shall be maintained within the Capital Assets Fund for that portion of connection fee revenue assessed for future Authority expansion costs and expansion costs paid to the Authority.

#### (03) The Debt Service Fund

The Debt Service Fund shall be credited with all revenues derived from the property tax roll or otherwise as payment of bonded indebtedness.

#### (04) The Clean Water Grant Fund

The Clean Water Grant Fund shall be credited with all revenues derived from Clean Water Grants from the Federal and State governments.

The District Board may transfer monies from any fund to any other fund in accordance with the provisions of law.

Revenues derived under the provisions of this Code shall be used for the acquisition, construction, reconstruction, maintenance and operation of sanitary or wastewater facilities, to repay principal and interest on bonds issued for the construction or reconstruction of such sanitary or wastewater facilities, to repay Federal or State loans or advances made to the District for construction or reconstruction of wastewater facilities, or any other lawful purpose the District Board deems necessary in order to conduct the business of the District. [Amended by General Regulation No. 66].

#### SECTION 104. Recording of Fees and Charges.

The District Manager shall keep a permanent and accurate account of all fees and charges received under this Code, give the names and addresses of the persons on whose account the fees and charges were paid, the date and amount thereof, and the purpose for which the charges were paid.

#### SECTION 105. Definitions.

Words, phrases, or terms not specifically defined herein, and having a technical or specialized meaning shall be defined as set forth in the latest addition of "Standard Methods for the Examination of Water and Wastewater", published by the American Public Health Association, The American Waterworks Association, and the Water Pollution Control Federation.

Reference to waste constituents and characteristics shall have a meaning ascribed thereto in the aforesaid "Standard Methods for the Examination of Water and Wastewater", and measurements thereof shall be set forth in said publication, or established by Federal or State regulatory agencies.

Unless the context specifically indicates otherwise, the meanings of terms used in this Code are applicable for this Code only and do not necessarily correspond to definitions that may be used by City or County zoning, planning or assessment designation.

Unless the context specifically indicates otherwise, the meaning of terms used in this Code shall be as follows:

(01) Authority.

South Bayside System Authority. The joint powers authority in which the District is a constituent member along with the Cities of Belmont, San Carlos and Redwood City, pursuant to a joint powers agreement signed in November, 1975.

(02) Beneficial Uses.

Uses of the waters of the District or State which may, or do require protection against quality degradation thereof, including, but not necessarily limited to, waters used for domestic, municipal, agricultural, industrial, power generation, recreation, aesthetic enjoyment, or navigation purposes, or for the preservation and enhancement of fish, wildlife or other aquatic resources or reserves, and such other uses, both tangible or intangible, as are or may be specified by federal or state law as beneficial uses. [Added by General Regulation No. 59.]

(03) BOD (Biochemical Oxygen Demand).

The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in 5 days at 20 degrees Centigrade expressed in parts per million by weight.

(04) Building Sewer.

That portion of any sewer beginning at the plumbing or drainage outlet of any building or industrial facility and running to the property line cleanout. If no conforming property line

cleanout is installed, the building sewer designation applies to the entire sewer from the foundation to the main sewer connection.

(05) Charge.

A rental or any other assessment established pursuant to this Code for services and facilities furnished by the District to any premises in connection with the operation of the wastewater facilities.

(06) Code.

The Code of General Regulations of the District, with such amendments as may be adopted from time to time.

(07) COD (Chemical Oxygen Demand).

The measure of chemically decomposable material in domestic or industrial wastewater as represented by the oxygen utilized as determined by the appropriate procedure described in "Standard Methods".

(08) Compatible Pollutant.

Biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, additional pollutants identified in the District's National Pollutant Discharge Elimination System (NPDES) permit, and such other pollutants as may be designated by the District Manager upon a finding by him that such pollutants are substantially treated and removed by the wastewater facilities.

(09) Commercial.

Any premises used for commercial or business purposes and discharging a quality and/or quantity of wastewater essentially similar to that of a residential customer.

(10) Contamination.

An impairment of the quality of the waters of the District or State by waste to a degree which creates a hazard to the public health. Contamination shall include any equivalent effect resulting from the disposal of wastewater whether or not waters of the District or State are affected thereby.

(11) Customer.

Owner or owners of any real property for which the District is providing sewer service. Any person who discharges, causes or permits the discharge of wastewater into the wastewater facilities.

(12) Customer Classification.

A classification of customers based upon Classifications set forth in the Standard industrial Classification (SIC) Manual, 1972 edition, prepared and published by the Executive Office of Management and Budget of the United States.

(13) District.

The West Bay Sanitary District, located in the County of San Mateo, State of California.

(14) District Manager.

The District Manager of the West Bay Sanitary District or authorized deputy, agent or representative.

(15) Emergency.

A condition which creates imminent danger to the public health, safety or welfare.

(16) Governmental or Public Premises.

Any premises owned, controlled or used by: (1) the United States Government or any department or agency thereof, (2) the State of California or any department or agency

thereof, (3) any city, county, town, city and county, or any of their departments or agencies, (4) any school district and (5) any other governmental or public entity.

(17) Holding Tank Waste.

Any waste from wastewater or waste disposal holding tanks such as are associated with vessels, chemical toilets, campers, trailers, septic tanks, and vacuum pump tank trucks.

(18) Incompatible Pollutant.

Any pollutant which is not a compatible pollutant.

(19) Industrial.

Any premises used for manufacturing, processing or other industrial purpose which discharges waste, sanitary waste and wastewater by reason of the manufacturing, processing or other industrial purpose involved, or discharges chemicals or putrescent materials.

(20) Industrial Wastes.

The liquid wastes from industrial processes and distinct from sanitary or domestic wastewater.

(21) Institutional.

Any premises used for schools, churches, hospitals, convalescent homes, or other types of premises used to provide health, welfare, educational and similar services.

(22) Interference.

An inhibition or disruption of the wastewater facilities, their treatment processes or operations, or their sludge processes, use or disposal which causes or significantly contributes to either a violation of the Authority's NPDES permit or to the prevention of sewage sludge use or disposal by the Authority in accordance with applicable state and federal statutory provisions and regulations or permits issued thereunder. [Added by General Regulation No. 59]

(23) Lateral Sewer.

Shall mean the portion of sewer lying within a public street, public utilities easement or District easement connecting a conforming property line cleanout to a main sewer.

(24) Main Sewer.

Shall mean a public sewer, maintained by a public agency and designed to accommodate more than one lateral or side sewer.

(25) Major Contributing Industry.

Any wastewater contributor identified in the Standard Industrial Classification (SIC) Manual, prepared and published by the Executive Office of Management and Budget of the United States, classified within divisions A, B, D, E, and I therein, the wastewater of which has any one or more of the following characteristics: (1) a discharge flow of 50,000 gallons or more per average work day (if seasonal, the average shall be based upon the seasonal discharge) ; (2) a flow or pollutant loading greater than five percent of the design capacity of the wastewater facilities; (3) toxic pollutants in amounts defined in standards issued pursuant to Section 307 (a) of the Federal Water Pollution Control Act Amendments of 1972 (Public Law 92-500; 33 U.S.C., Section 1151, et seq.); or (4) a significant impact (determined by the Manager), either individually or in combination with other contributing industries, upon the wastewater facilities, or upon the quality of effluent from the wastewater facilities.

(26) Mass Emission Rate.

The weight of material discharged to the wastewater facilities during a specified time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of a particular waste constituent or combination of constituents.

- (27) Multiple-Family Dwelling.  
Any premises designed, improved or used as a residence for two or more families living independently of each other in two or more structurally joined dwelling units with separate entrances; this term shall include condominiums, apartment houses, triplexes, quadrplexes, and duplexes, but it shall not include hotels, motels, rooming houses, or boarding houses, dormitories, or similar structures.
- (28) Natural Outlet.  
Any outlet into a watercourse, pond, ditch, lake or other body of surface or ground water.
- (29) Non-Residential Customer.  
Any commercial, industrial, institutional, governmental, or miscellaneous customer not classified as a residential customer.
- (30) Parcel.  
A parcel of real property as described in the records of the San Mateo County Assessor by an assessor's parcel number. It includes both improved and unimproved real property.
- (31) Pass Through.  
The discharge of pollutants through the wastewater facilities into navigable waters in quantities or concentrations which cause or significantly contribute to violation of the Authority's NPDES permit. [Added by General Regulation No. 59.]
- (32) Person.  
Any individual, property owner, firm, company, partnership, association, private corporation, public corporation, or governmental entity, authority, or agency, and the officers, agents or employees of such organizations.
- (33) pH.  
A measure of acidity or alkalinity.
- (34) Pollution.  
An alteration of the quality of the waters of the District or State by waste to a degree which unreasonably affects such waters for any beneficial use or affects facilities serving such beneficial use. The term pollution may also include contamination.
- (35) Premises.  
A parcel of land, or portion thereof, including any improvements thereon, which is directly or indirectly connected to the wastewater facilities for purposes of receiving, using, and paying or service, or other purposes relating to the wastewater facilities, by an individual customer. Each dwelling unit of a duplex, apartment, or any other multi-family residence shall be deemed a separate premise. Subject to the provisions of this subsection, the Manager shall determine what constitutes a premise.
- (36) Properly Shredded Garbage.  
The wastes from the preparation, cooking, and dispensing of food that have been shredded to such degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than ½ inch in any dimension.
- (37) Public Sewer.  
A sewer for the benefit of customers within the District which is controlled by the District.
- (38) Reclaimed Water.  
Water which, as a result of treatment of waste, is suitable for direct beneficial use, or a restricted beneficial use, which would not otherwise occur but for such treatment.

(39) Requirement of Law or Other Requirements of Law.

A pertinent provision of the Federal Water Pollution Control Act as amended by the Federal Water Pollution Control Act Amendments of 1972 (Public Law 92-500, 33 U.S.C., Section 1151 et seq.), or of any statute, ordinance, code, rule, regulation, order, directive, or of the District's or Authority's National Pollutant Discharge Elimination System (NPDES) permit, or of any amendments thereto, or other Federal, State, Regional or Local law.

(40) Residential Customer.

Any single or multiple family dwelling customer, including premises defined as condominiums, apartment houses, duplexes, motels, rooming houses, or boarding houses, dormitories or similar structures.

(41) Sanitary Sewer.

A pipe or conduit which carries wastewater and to which storm, surface, and ground waters are not intentionally admitted.

(42) Shall.

The word "shall" is mandatory; "may" is permissive.

(43) Side Sewer.

Shall mean the sewer line beginning at the foundation wall of any building and terminating at the main sewer and includes the building sewer and lateral sewer together.

(44) Single-Family Dwelling or "Residential Unit".

Premises designed, improved or used as a residence for one family only and for no other purpose.

Notwithstanding the foregoing, the following kinds of residential dwelling units shall be deemed to be a part of, and not in addition to, a single family dwelling for all purposes of this Code, including provisions having to do with the calculation and payment of connection fees and sewer service charges:

1. Any structure located within the City of Menlo Park, which meets the requirements set forth in Ordinance No. 688 of the City of Menlo Park adopted on May 10, 1983 by the Menlo Park City Council.
2. Any structure located within the Town of Woodside which meets the requirements set forth in Ordinance No. 1984-321 of the Town of Woodside adopted on December 12, 1984 by the Woodside Town Council.
3. Any structure in the District located within the unincorporated areas of San Mateo County which meets the requirements set forth in Ordinance No. 2876 of the County of San Mateo, which Ordinance was adopted by the San Mateo County Board of Supervisors and became effective February 23, 1984.
4. Any structure located within the Town of Atherton which meets the requirements set forth in Ordinance No. 402 of the Town of Atherton adopted on March 21, 1984 by the Atherton Town Council.
5. Any structure located within the Town of Portola Valley which meets the requirements set forth in Ordinance No. 1991 – 263 of the Town of Portola Valley adopted on July 10, 1991 by the Portola Valley Town Council.
6. Any structure located within the City of Redwood City which meets the requirements set forth in Ordinance No. 1130.226 of the City of Redwood City adopted on July 27, 1983 by the Redwood City Council.
7. Any structure located in the District, but not within a Town or City referred to above, which meets the following requirements:

- (a) The Town or City has not adopted an “ordinance governing second units” as such ordinances are referred to in California Government Code section 65852.2(b) ; and
  - (b) The structure meets all of the requirements of Government Code section 65852.2(b). [Added by General Regulation No. 69.]
- (45) South Bayside System Authority (SBSA). See “Authority”.
  - (46) Storm Sewer or Storm Drain.  
A sewer which carries storm and surface waters and drainage, but excludes wastewater and polluted industrial wastes.
  - (47) Suspended Solids (SS).  
The total non-filterable residue as defined in “Standard Methods for Chemical Analysis of Water and Wastewater.”
  - (48) Type of Use.  
The purpose of the premises, such as, commercial, industrial, institutional, single-family dwelling, multiple-family dwelling, and miscellaneous use.
  - (49) Unpolluted Water.  
Water to which no constituent has been added, either intentionally or accidentally, which would render such water unacceptable to the District or Authority for disposal to storm or natural drainages, or directly to surface waters.
  - (50) Waste.  
Wastewater and any and all waste substances, whether liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing or processing operation of whatever nature, including such waste placed within containers of whatever nature prior to, and for purposes of, disposal.
  - (51) Wastewater. Waste and water.  
Whether treated or untreated, discharged into, or permitted to enter into the wastewater facilities. Wastewater shall mean a combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments, together with such ground, surface, and storm waters as may be present.
  - (52) Wastewater Constituents and Characteristics.
  - (53) The individual chemical, physical, bacteriological and radiological parameters, including volume and flow rate and such other parameters that serve to define, classify or measure the contents, quality, quantity, or strength of wastewater.
  - (54) Wastewater Facilities.  
All facilities for collecting, pumping, treating, and disposing of wastewater.
  - (55) Water Pollution Control Plant.  
Any arrangement of devices and structures used for treating wastewater; a wastewater treatment plant.
  - (56) Waters of the District or State.  
Any water, whether surface, underground, and whether saline or non-saline, within the boundaries of the District, or within the boundaries of the District and flowing into, touching, or otherwise combined with later outside the limits of the District but within the boundaries of the State. [Added by General Regulation No. 59.]

## ARTICLE II

### MEETINGS OF THE DISTRICT BOARD

#### SECTION 200. Public Meetings.

All meetings of the District Board shall be open to the public except for closed sessions called pursuant to the Ralph M. Brown Act (California Government Code 5495.0 et.seq.).

#### SECTION 201. Regular Meetings.

The regular meetings of the District Board shall be held on the second and fourth Wednesday of each month at 7:00 p.m. at the District Administration Office, unless the regular meeting day is a District holiday, in which case the meeting shall be held at a time and date to be determined by the District Board and noticed in accordance with these regulations and statute. The District Board may cancel a regular meeting at any time.

#### SECTION 202. Special Meetings.

The District Board may schedule a special meeting at any time it deems necessary.

#### SECTION 203. Public Hearings.

The District Board may schedule a public hearing on any subject pertinent to business of the West Bay Sanitary District at any time it deems necessary. Public hearings shall be held in conjunction with regular or special meetings of the District Board.

#### SECTION 204. Quorum.

Three (3) members of the District Board shall constitute a quorum.

#### SECTION 205. Minutes of Meetings.

Minutes shall be taken of all public meetings of the District Board and Public Hearings. The minutes shall be approved by the District Board and, upon approval, shall be signed by the Secretary of the District. All minutes of public meetings of the District Board shall be retained at the Administration Office and shall be available for reading by the public, upon request.

#### SECTION 206. Contracts.

All contracts, deeds, warrants, releases, receipts, and documents shall be signed in the name of the District by its President, and countersigned by its Secretary, except that the Board may, by resolution, authorize the District Manager or other District employees specified by the Board to sign releases, receipts, and similar documents in the name of the District.

#### SECTION 207. Amendments to the Code of General Regulations.

Amendments to this Code shall be entered in the minutes of the District Board and shall be published once in a newspaper published in the District and posted in three (3) public places within the District for a period of one week. An Amendment to this Code takes effect upon expiration of the week of publication and posting.

#### SECTION 208. Orders Not Establishing Amendments to the Code of General Regulations (Resolutions).

Orders of the District Board not establishing Amendments to the Code shall be known as "Resolutions" and shall be entered in the minutes and shall take effect upon adoption. They need not be published or posted.



## **SECTION 209. Board Members Compensation.**

Effective June 9, 2008, members of the District Board shall be compensated in the amount of \$155.00 per day for each day's attendance at meetings of the District Board, attendance at California Association of Sanitation Agencies conferences and for each day's service rendered as a Member of the District Board by request of the District Board. Compensation shall not exceed a total of \$930.00 (six days service) in any calendar month.

Compensation to Board Member attending conferences of the California Association of Sanitation Agencies shall be limited to two day's compensation regardless of the number of days attended.

## **ARTICLE III**

### **COLLECTION, REMOVAL AND DISPOSAL OF SOLID WASTE**

#### **SECTION 300. District Solid Waste Collection, Removal and Disposal System.**

By resolution duly adopted, the District Board may approve franchise agreements with private garbage companies or make such other provisions as it deems appropriate for the collection, removal and disposal of solid waste, garbage, trash and rubbish from the District. All residents and property owners of the District are required to use the District's solid waste collection, removal and disposal system.

#### **SECTION 301. Establishment of Rates**

By resolution duly adopted, the District Board may establish rates to be paid by residents and property owners or make such other provisions as it deems appropriate for the collection, removal and disposal of solid waste.

#### **SECTION 302. Unlawful Acts.**

It shall be unlawful for any person to place, deposit, or permit to be deposited in an unsanitary manner upon public or private property within the District, or in any area under the jurisdiction of the District, any human or animal excrement, garbage, or other objectionable waste.

## ARTICLE IV

### SPECIFICATIONS CONTROLLING MANNER OF CONSTRUCTION AND CLEARING SERVICES

#### SECTION 400. Standard Specifications.

"Standard Specifications for Sanitary Sewer Construction - 1979", Part D - Technical Specifications, revised March, 1980, promulgated by the District, as they may be hereafter amended from time to time, are hereby adopted as the standard specifications of the District governing the manner of construction, repair, maintenance and operation of all sanitary wastewater facilities within the District. These standard specifications are incorporated herein by reference. Copies of the standard specifications shall be available for examination in the District's Administration Office at all times.

#### SECTION 401. Building Sewers and Connections.

##### (01) Sewer Permit Required.

No unauthorized person shall uncover, make any connections with or openings into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written sewer permit from the District Manager.

##### (02) Costs and Expenses of Installation.

All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

##### (03) Separate Building Sewer Required.

A separate and independent building sewer shall be provided for every building; except:

- (A) Where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.
- (B) Where it is determined by the District Manager that it is necessary to do so in order to properly service a particular building, more than one building sewer may be required.
- (C) Where there is a second auxiliary residential structure or living unit located on the same parcel, under the same ownership, as a primary residence, the District Manager may determine that the primary building sewer may be extended to serve the second structure or living unit. [Added By General Regulation No. 68.]

##### (04) Cleanout Required.

Every building sewer shall have an approved cleanout located within 5 feet of the property line of the premises served by such building sewer. The cleanout shall be equipped with a cleanout box which shall be accessible for maintenance purposes and plainly visible to the eye. Unless otherwise approved by the District Manager, the cleanout shall be located within the property to be served.

##### (05) Cleanout Boxes.

Concrete sidewalks shall have an appropriate sized cleanout box made of concrete fitted with a loose cover. The concrete cover shall have two holes in the top for removal. Cleanout boxes installed in alleys, streets, or driveways shall be of cast iron. The cast iron cleanout box cover shall be installed with two brass screws. Cleanout boxes installed in unpaved surfaces shall be of concrete or of equal quality as approved by the District Manager.

#### **(06) Cleanout Assembly.**

The cleanout assembly, consisting of a “Y” and branch fittings, shall be made of cast iron or clay of the same size as the building sewer it serves. The cast iron riser shall connect the “Y” and branch fittings up to the cleanout box. The top of the riser shall be fitted with a brass or plastic screw type cleanout cap.

#### **(07) Side Sewer Ownership.**

All side sewers, from the connection at the District Public Sewer to the property served, are the property of, solely owned by, and the sole responsibility of, the Property Owner. [Gen Reg. 111]

#### **(08) Side Sewer Clearing**

Notwithstanding subsection (07), the District may provide side sewer clearance, between the public sewer and the property line cleanout of properties which have a Conforming Property Line Cleanout Assembly and provided further that the side sewer and property line cleanout conform to the requirements of this Code of General Regulations. Notwithstanding the provision of these clearing services, the District will have no responsibility for costs incurred by a property owner that privately contracts for sewer clearing services. [Gen. Reg. 111]

#### **(09) Refusal of Clearing Services**

Side sewer clearing services offered pursuant to subsection (08) may be refused for any reason including, but not limited to, the following:

(A) If the District Manager or a designee determines that the provision of clearing services could damage private or public property, including property of the District. In such circumstances, the District may determine, in its sole discretion, that clearing services shall not be provided until such time as the side sewer has been inspected, tested and approved for such service. Any costs incurred by a property owner in the inspection, testing or repair of side sewer shall be the sole responsibility of the property owner and shall be conducted in accordance with this Code of General Regulations.

(B) If the District Manager or a designee determines, in its sole discretion, that the condition of a side sewer, or discharges to the lateral sewer in violation of this Code of General Regulations are resulting in excessive requirements for clearing. In such circumstances, the District Manager may employ one or more of the following options:

- I. Deny the request for clearing services;
- II. Charge for clearing services;
- III. Require the inspection, testing and repair or replacement of the side sewer. Such inspection, testing, repair or replacement shall be at the sole cost and expense of the property owner. [Gen. Reg. 111]

#### **(10) Side Sewer Clearing Request Notification**

All requests for clearing service provided pursuant to this article are the sole responsibility of the property owner. All requests for clearing services must be made by telephone to the District Office. The District shall not be responsible for failure to respond to a Request for Service that is made in any other form, i.e. Facsimile or any other form of Electronic Transmission.[Gen. Reg. 111]

#### **(11) Side Sewer Clearing Request Notification Data Analysis**

The District may, at its sole option, record and analyze requests for clearing service. Analysis and projection of Clearing Service Data shall not constitute an agreement to provide future clearing service by the District. [Gen. Reg. 111]

#### **(12) Side Sewer Damage Responsibility**

The District shall not be responsible for any damage caused by a blocked or damaged side sewer unless such blockage or damage is caused by the activities or facilities of the District. All other damage caused by a blocked or damaged side sewer, whether caused by the property owner, another entity, or another person shall not be the responsibility of the District, including but not limited to, root intrusion, construction activities, damage due to earthquakes or other "Acts of God". In such circumstances, any costs of construction or repair, permits, encroachment fees or any other fees required by any other entity empowered with oversight of such matters, and any damages of whatever nature caused by the blockage or failure of the side sewer, shall be the exclusive responsibility of the property owner. [Gen. Reg. 111]

#### **(13) Side Sewer Overflow Responsibility**

Overflows into or onto private property, in part or in whole resulting from faulty construction, maintenance or repair of a private sewer in accordance with the Uniform Plumbing Code and this Code of General Regulations, including, but not limited to, failure to adequately provide for clearing of the private sewer line, failure to ensure adequate capping of cleanouts or other appurtenances of the private sewer line, or any other condition for which care, diligence and maintenance is under the control of the property owner, shall be the sole responsibility of the property owner. [Gen. Reg. 111]

#### **(14) Old Building Sewers.**

Old building sewers may be used in connection with new building sewers only when they are found on examination and test by the District Manager to meet all requirements of this Article.

#### **(15) Residential Sewers.**

The lateral sewer for residential property shall be of PVC C900, or approved equal; for non-residential property, the lateral sewer shall be PVC C900 or approved equal. Pipe specifications shall be in conformance with the technical specifications of the Standard Specifications approved by the District Board. Any variations from the conditions must be approved by the District Manager.

#### **(16) Elevation; Change of Direction.**

Whenever possible the building sewer shall be brought to the building at an elevation below the basement floor. Changes in direction require a cleanout or properly curved pipe and fittings as approved by the District Manager.

#### **(17) Artificial Lift.**

In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary wastewater carried by such drain shall be lifted by approved artificial means and discharged to the building sewer. Responsibility for construction, operation, and maintenance of wastewater facilities serving private property shall be the sole obligation of the property owner. The District shall attempt to clear only that portion of the building sewer which is within the public right-of-way in accordance with this Article. [Gen. Reg. 111]

#### **(18) Excavation.**

All excavations for building sewer installation shall be adequately guarded with barriers and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the District and to any governmental agency having jurisdiction thereof.

#### **(19) Control Manholes.**

When required by the District Manager, the owner of any property served by a building sewer carrying non-residential wastes shall install a suitable control manhole in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required, shall be constructed in accordance with plans approved by the District Manager. The manhole shall be installed by and at the owner's expense,

and shall be maintained by the owner, at the owners sole cost and expense, so as to be safe and accessible at all times. [Gen. Reg. 111]

## **(20) Alternative Sewer Lateral Materials**

The District will accept the following methods for replacing or rehabilitating side sewers:

### 1, Preferred Replacement

The West Bay Sanitary District will provide cleaning service to laterals replaced with the following materials:

- a) Less than 36" - Ductile Iron Pipe Class 50 or 51  
PVC C900 Class 200
- b) 36" or deeper - PVC C900 Class 150 or 200  
Vitrified Clay  
Ductile Iron Pipe Class 50 or 51

### 2. Acceptable Rehabilitation of Existing Side Sewer

The West Bay Sanitary District will accept, but NOT provide cleaning service to laterals rehabilitated with the following materials. Property Owners are specifically notified that the following methods are not as effective nor as long lived as the preferred methods.

- a) Cured-in-place materials
- b) HDPE SDR 17 installed by pipe bursting

If the Acceptable Rehabilitation method is chosen by the property owner(s), the owner(s) must sign the District's permit addendum which clearly states that although the District will allow the use of the pipe bursting and cured in place replacement methods, THEY ARE NOT RECOMMENDED and that: 1) the side sewer will not receive cleaning service from the District, and 2) that this information will be disclosed by the property owner(s) should the property be transferred. This permit addendum shall be recorded at the County by the District prior to acceptance of the lateral.

If the existing side sewer is less than 36", the preferred method of installation must be applied.

## **SECTION 402. Examination of Plans**

The District Manager or his representative shall examine the plans submitted under a Class 3 sewer permit to verify that they are in accordance with good engineering practices and in compliance with the standard specifications and policies of the District. Plans which have been so examined and approved will be submitted to the District Board for approval, alteration, or rejection.

## **SECTION 403. Inspection of Construction**

After approval of the plans by the District Board, actual construction may be started and all work shall be performed under the inspection of, and in accordance with the standard specifications of the District.

All work shall be inspected by the District when construction is completed but before use is made of the facilities constructed. Inspection shall be made at such other times as the District Manager may require. The applicant shall give 24 hours advance notice to the District Manager that construction performed under a Class 1 or a Class 2 sewer permit is ready for inspection.

The applicant shall give 48 hours advance notice with respect to such construction performed under a Class 3 sewer permit.

## **SECTION 404. Dedication of Sewers - Easements**

The District encourages the placement of main sewers in the public right-of-way. When no viable alternative exists the District Manager may authorize the placement of main sewers in Public Utility Easements or in dedicated easements. No sewer shall become a public sewer unless it is dedicated to public use and is

accepted by the District on such terms as the District may require. As a condition of accepting a sewer as a public sewer, the applicant shall provide such original grant deeds of easement to the District, together with rights of ingress and egress, as maybe necessary for the District to enter upon the property for the purposes of operating and maintaining the public sewers. No such easement shall be less than fifteen (15) feet in width.

Easements shall be recorded in the Official Records of the County of San Mateo as an encumbrance on the property.

Owners of property over which easements have been granted shall be responsible to maintain them in accordance with the requirements of Section 603 (13) of Article VI of this code.

## SECTION 405. Disconnection of Sewers

### (01) Permanent Disconnection.

When sanitary sewer service has been discontinued, permanent disconnection of properties from the District's facilities shall be accomplished by the actual disconnection of the existing lateral at its point of connection to the District's main sewer. The method of disconnection is by saw cutting the lateral at the main sewer and plugging the remaining stub(s) with a caulder type coupling (or equal) and a clay disc ("biscuit") or other material or method approved by the District Manager. The owner of the property to be disconnected shall obtain a Class Four (4) Sewer Permit from the District and all other necessary permits for the abandonment in the street and/or public right-of-way, and shall restore the site to its original condition to the satisfaction of the District and/or other public agency with appropriate jurisdiction.

### (02) Temporary Disconnection.

When sanitary sewer service has been discontinued, temporary disconnection of properties from the District's facilities shall be accomplished by the capping of the existing lateral at the rear of the cleanout or within five feet of the property line closest to the public right-of-way if no Conforming Property Line Cleanout exists.

Prior to reuse, the property owner is required to install a Conforming Property Line Cleanout Assembly in accordance with this Code of General Regulations.

Failure to obtain, and comply with, a Class Four (4) Disconnection Permit shall result in discontinued Clearing Service from the Conforming Property Line Cleanout to the Main Line Sewer until the property owner has obtained a Class One (1) Sewer Permit and the sewer lateral has been tested, inspected and found to be acceptable for reuse. The property owner shall be solely responsible for all costs of repair and/or construction of the Conforming Property Line Cleanout Assembly. [Gen. Reg. 111]

## SECTION 406. Backflow Prevention Devices.

The District Manager may require the installation of a backflow prevention device on any side sewer. The device shall be located on the side sewer between the Building and the Conforming Property Line Cleanout Assembly and shall be installed in conformance with the current Universal Plumbing Code. The property owner shall be solely responsible for all costs of installation and maintenance of such devices.

## ARTICLE V

### ANNEXATION OF TERRITORY

#### SECTION 500. Application for Annexation of Territory.

The District Board shall consider an application for annexation of territory after the following conditions have been met:

- (01) The applicant has complied with all conditions of annexation imposed by the San Mateo County Local Agency Formation Commission (LAFCO);
- (02) The San Mateo County Local Agency Formation Commission has approved the territory for annexation by resolution; and
- (03) The applicant has complied with all conditions of annexation imposed by the District and any other public agency having jurisdiction over such matters.

#### SECTION 501. Conditions and Payment of Fees.

No territory shall be annexed to the District until the applicant has complied with all terms and conditions of annexation imposed by the District and the applicant has paid to the District the State Board of Equalization Filing Fee.



## ARTICLE VI

### USE OF PUBLIC SEWERS

#### SECTION 600. Use of Public Sewers Required.

##### (01) Toilet Facilities and Connections required.

The owner of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purpose, situated within the District and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public sewer of the District, is hereby required at his expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this Code, within ninety (90) days after date of official notice to do so, provided that said public sewer is within one hundred (100) feet of the property line.

##### (02) Private Disposal Unlawful, with Exceptions.

Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the private disposal of wastewater.

#### SECTION 601. Private Wastewater Disposal.

##### (01) Sewers not Available.

Where a public sanitary sewer is not available under the provisions of Section 600 (01), the building sewer shall be connected to a private wastewater disposal system complying with the provisions of this Article.

##### (02) Permit Required.

Before commencement of construction of a private wastewater disposal system, the owner shall first obtain a written permit signed by the District Manager.

##### (03) Compliance with Regulations.

The type, capacities, location, layout, operation and maintenance of a private wastewater disposal system shall comply with all applicable regulations promulgated by any government agency having jurisdiction with respect to the discharge of wastewater into a private wastewater disposal system.

##### (04) Discharge to Natural Outlet.

No septic tank, cesspool or other private wastewater treatment or disposal system shall be permitted to discharge effluent to any natural outlet unless applicant has complied with all applicable regulations promulgated by and obtained approval from any government agency having jurisdiction with respect to the discharge of such effluent.

##### (05) Unlawful to Discharge to Public Sewer.

No septic tank, cesspool or other private wastewater treatment or disposal system shall be permitted to discharge effluent to any public sewer, unless otherwise authorized by a permit issued pursuant to Article VII of this Code.

##### (06) Owner to Operate and Maintain.

The owner shall operate and maintain the private wastewater disposal facilities in a sanitary manner at all times, at no expense to the District.

## SECTION 602. Grease, Oil, and Sand Interceptors.

### (01) Circumstances When Required.

Grease, oil, and sand interceptors shall be provided when, in the opinion of the District Manager, they are necessary for the proper handling of liquid waste containing grease in excessive amount, or any flammable wastes, sand, and other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be located so as to be readily and easily accessible for cleaning and inspection.

### (02) Specifications.

Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, water tight, and equipped with easily removable covers which when bolted in place shall be gas tight and water tight.

### (03) Owner to Operate and Maintain.

All grease, oil and sand interceptors, where required, shall be properly operated and maintained by the owner, at the owner's expense, at all times.

## SECTION 603. Prohibitions.

### (01) General Prohibitions.

No person shall, and it shall be unlawful to, discharge wastes into the wastewater facilities which cause, threaten to cause, or are capable of causing, either alone or by interaction with other substances;

(A) A fire or explosion;

(B) Obstruction of flow, or injury to, the wastewater facilities, or any portion thereof;

(C) Danger to life or safety of persons;

(D) Conditions inhibiting or preventing the effective maintenance or operation of the wastewater facility;

(E) Strong or offensive odors, air pollution, or any noxious, toxic, or malodorous gas-or substance, or gas-producing substances;

(F) Interference with the wastewater treatment process, or overloading of the wastewater facilities, or excessive collection or treatment costs, or use of capacity in the wastewater facilities to which the person is not entitled;

(G) Interference with any wastewater reclamation process, which does or may operate in conjunction with the wastewater facilities, or overloading, or a breakdown of such reclamation process, or excessive reclamation costs, or any product of the treatment process which renders such reclamation process impracticable or not feasible under normal operating conditions;

(H) A detrimental environmental impact, or a nuisance wherever located, or a condition unacceptable to any public agency having regulatory jurisdiction over operation of the wastewater facilities;

(I) Discoloration, or any other adverse condition in the quality of the effluent from the wastewater facilities such that receiving water quality requirements established by any statute, rule, regulation, ordinance, or permit condition cannot be met by the District or the Authority;

(J) Conditions at or near the wastewater facilities, or any portion thereof, which cause, or may cause, the District or Authority to be in violation of the requirements of law.

(K) Pollutants introduced into the wastewater facilities which pass through or interfere with the operation or performance of the wastewater facilities. [Added by General Regulation No. 59.]

**(02) Storm Drainage and Ground Water.**

No person shall, and it shall be unlawful to, discharge, cause to be discharged, or permit to be discharged, any storm water, ground water, rain water, street drainage, subsurface drainage, swimming pool drainage, or yard drainage, either directly or indirectly into the wastewater facilities, unless a permit therefor is issued by the District Manager. The District Manager may issue such permit only upon a finding by him that no reasonable alternative method of disposal of such water is available.

**(03) Unpolluted Water.**

No person shall, and it shall be unlawful to, discharge, cause to be discharged, or permit to be discharged any unpolluted water, including, but not limited to, cooling water, process water, or blow-down water from cooling towers or evaporative coolers, either directly or indirectly into the wastewater facilities, unless a permit therefor is issued by the District Manager.

**(04) Garbage Grinders.**

No person shall, and it shall be unlawful to, discharge, caused to be discharged, or permit to be discharged waste from garbage grinders into the wastewater facilities, provided, however, that:

- (A) Wastes generated in preparation of food normally consumed on the premises may be so discharged; or
- (B) Such discharge is made pursuant to a permit issued by the District Manager.

Garbage grinders from which wastes are permitted under either subparagraph (A) or subparagraph (B) above, shall be of such design and capacity to shred wastes used therein such that all waste particles shall be carried freely under normal flow conditions into and through the wastewater facilities.

**(05) Direct Discharge.**

No person shall, and it shall be unlawful to, discharge, cause to be discharged, or permit to be discharged any wastes or wastewater, or any object, material, or other substance directly into a manhole or other opening into the wastewater facilities other than wastes or wastewater through an approved building sewer; provided, however, that wastes or wastewater may be discharged into the wastewater facilities by means other than through an approved building sewer pursuant to a permit therefor issued by the District Manager.

**(06) Holding Tank Waste.**

No person shall, and it shall be unlawful to, discharge, cause to be discharged, or permit to be discharged any holding tank waste into the wastewater facilities; provided, however, that:

- (A) Such discharges may be made into facilities designed to receive such wastes and approved by the District Manager; or
- (B) Such discharge may be made pursuant to a permit issued therefor by the District Manager. Unless otherwise provided by the District Manager, a separate permit shall be required for each separate holding tank waste discharge.

**(07) Radioactive Wastes.**

No person shall, and it shall be unlawful to, discharge, cause to be discharged, or permit to be discharged, any radioactive wastes into the wastewater facilities, provided, however, that;

- (A) Persons authorized to use radioactive materials by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials may discharge, cause to be discharged, or permit to be discharged such wastes provided that such wastes are discharged in strict conformance with current California radiation control regulations (California Administrative Code, Title XVII, Ch. 5, Sub. Ch. 4, Group 3, Art. 5), and federal regulations and recommendations for safe disposal of such wastes; and
- (B) The person so acting does so in compliance with all applicable rules and regulations of all other regulatory agencies.

## (08) Wastewater Strength.

Except as noted below under Article VI, Section 603 (10), no person shall, and it shall be unlawful to, discharge, cause to be discharged, or permit to be discharged any wastewater containing any of the following constituents in excess of the maximum allowable amounts respectively hereinafter established therefor:

Facilities Which Discharge 10,000 Gallons Per Day and Above:

- 
- (a) 0.1 mg/l arsenic;
  - (b) 0.2 mg/l cadmium;
  - (c) 2.0 mg/l copper;
  - (d) 1.0 mg/l cyanide;
  - (e) 1.0 mg/l lead;
  - (f) 0.01 mg/l mercury;
  - (g) 1.0 mg/l nickel;
  - (h) 4.0 mg/l silver;
  - (i) 0.5 mg/l total chromium;
  - (j) 3.0 mg/l zinc;
  - (k) 0.1 mg/l dissolved sulfides.

Facilities Which Discharge Below 10,000 Gallons Per Day:

- 
- (a) 0.0038 kg/day arsenic;
  - (b) 0.0076 kg/day cadmium;
  - (c) 0.076 kg/day copper;
  - (d) 0.038 kg/day cyanide;
  - (e) 0.038 kg/day lead;
  - (f) 0.00038 kg/day mercury;
  - (g) 0.038 kg/day nickel;
  - (h) 0.15 kg/day silver;
  - (i) 0.019 kg/day total chromium;
  - (j) 0.11 kg/day zinc;
  - (k) 0.0038 kg/day dissolved sulfides. [Amended by General Regulation No. 63.]

## (09) Additional Limitations,

No person shall, and it shall be unlawful to, discharge, cause to be discharged, or permit to be discharged any wastewater:

- (A) The temperature of which is higher than 150 degrees Fahrenheit (65 degrees Celsius);
- (B) Containing more than 300 mg/l of oil or grease of animal or vegetable origin;
- (C) Containing more than 100 mg/l of oil or grease of mineral or petroleum origin;
- (D) Having a pH lower than 6.0 or having a corrosive property capable of causing damage or hazard to structures or equipment of the wastewater facilities, or any portion thereof;
- (E) Having a pH high enough to cause alkaline encrustations on sewer walls or other damage to the wastewater facilities;
- (F) Containing in excess of 0.02 mg/l total identifiable chlorinated hydrocarbons, unless otherwise authorized by permit issued pursuant to Article VII, Permits;
- (G) Containing in excess of 1.0 mg/l phenolic compounds, unless otherwise authorized by permit issued pursuant to Article VII, Permits;
- (H) Containing in excess of 20.0 mg/l fluoride compounds, unless otherwise authorized by permit issued pursuant to Article VII, Permits;

(I) Containing any sand, grit, straw, metal, glass, rags, feathers, paper, tar, plastic, wood, leaves, garden clippings, manure, dead animals, offal, or any other solid or viscous substance capable of causing obstruction to the flow in the wastewater facilities, or which in any way interferes with the proper operation of the wastewater facilities;

(J) Containing a toxic or poisonous substance not otherwise specifically prohibited in this Code in sufficient quantities to constitute a hazard to humans or animals, or to create a hazard in the wastewater facilities, or to injure or interfere with the operation thereof;

(K) Containing suspended solids, not otherwise specifically prohibited under the provisions of this Code the characteristics or quantity of which require unusual attention, treatment, or expense in handling or treating such material in the wastewater facilities, or any portion thereof.

#### **(10) Specific Customer Limitations.**

Notwithstanding the limitations upon the characteristics or quantity of wastewater discharged, caused to be discharged, or permitted to be discharged into the wastewater facilities pursuant to this Article, the District Manager may, in connection with the issuance of permits pursuant to the provisions of Article VII, establish additional or different specific limitations on wastewater strength upon a finding by the District Manager that:

(A) The limitations set forth in this Article may not be sufficient to protect the operation of the wastewater facilities, or any portion thereof, or the waste or wastewater proposed to be discharged otherwise constitutes a hazard to, or an unreasonable burden upon, such operation, or otherwise causes or significantly contributes to violation of the Authority's National Pollutant Discharge Elimination System (NPDES) permit; or

(B) The limitations set forth in this Article may be unreasonably restrictive when applied to a specific industry; and imposing a less stringent limitation will not cause or contribute to violation of any state or federal requirement of law; or

(C) Specific standards have been established by the state or federal government for a specific category of industrial customer which would supersede the limitations set forth in this Article with respect to such category. [Amended by General Regulation No.59.]

#### **(11) Protection from Damage.**

No unauthorized person shall break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the District's wastewater facilities.

#### **(12) Discharge to Natural Outlet.**

It shall be unlawful to discharge to any natural outlet within the District, or in any area under the jurisdiction of the District, any wastewater, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with provisions of this Code.

#### **(13) Interference with District Easements.**

(A) Except as provided in Subsection (E) below, it is unlawful for any person to obstruct, encroach upon or otherwise interfere with District easements or to permit or allow such obstructions, encroachments or interferences.

(B) Without in any way limiting the breadth of the general prohibition contained in Subsection (A) above, the following conditions are expressly prohibited.

(1) Construction, installation or maintenance of any permanent or temporary structure which is on, in or over any easement and which cannot be readily and easily removed at any time the District requires access to or use of an easement. In this regard, the term "structure" includes buildings, fences, gates, decks, roof overhangs, decorative rocks and boulders, and the like.

(2) Planting, growing or maintaining trees, shrubs or other forms of plant life which restrict access to an easement or which interfere with the use or operation of wastewater facilities located in the easement. Included within this prohibition are: trees and shrubs located on the surface of an easement which inhibit access by District personnel, vehicles and equipment; overhanging vegetation located outside the

easement which likewise restricts access; and plants of kind which produce roots that are likely to invade wastewater facilities.

(3) The deposit of any debris, garbage, trash or other solid waste on or in an easement.

(4) The abandonment of any items of property, including vehicles, within an easement.

(C) The foregoing prohibitions do not preclude the owner of the real property which is the subject of the District's easement from making uses of the easement so long as such uses are not inconsistent with District's rights.

(D) Any condition which constitutes an obstruction of, encroachment upon or interferences with a District easement shall promptly be removed by the property owner or any other responsible person upon District's demand to do so, provided, however, that in the event of an emergency, District shall be entitled, without prior demand, to remove any obstruction, encroachment or interference by such means as District determines are reasonably necessary, even if such removal will result in damage to or loss of property by the property owner or other responsible person who caused or allowed the condition to occur. In the event a condition is not removed by responsible persons after District's reasonable demand, or without demand in the case of an emergency, District shall be entitled to recover from any responsible persons all costs and expenses incurred by it to remove the condition. The remedies provided to District by this Subsection are in addition to, and cumulative with, any other remedies available to District pursuant to this Code or otherwise as provided by law.

(E) In the event of any substantial hardship, or for other good cause, any affected person may seek relief from the provisions of this Subsection (13) by requesting a variance pursuant to Section 1100 of Article XI of this Code.[ Amended by General Regulation No. 82]

## ARTICLE VII

### PERMITS

#### SECTION 700. Permits Required.

No person shall do any of the following acts without first obtaining a written permit from the District Manager:

- (01) Construct or use any private wastewater disposal system;
- (02) Uncover, make any connection with or opening into, use, alter or disturb any public sewer or appurtenance thereof;
- (03) Reestablish use of any private wastewater disposal system where such use has been discontinued;
- (04) Reestablish service to any premises served by the public sewers, where use of the public sewers has been discontinued;
- (05) Increase the volume of discharge of wastewater from any premises into the public sewers or into a private wastewater disposal system beyond the volume authorized for such premises under any previously issued permit;
- (06) Change the nature of the discharge of wastewater from any premises into the public sewers or into a private wastewater disposal system beyond the nature of the discharge authorized for such premises under any previously issued permit.
- (07) Discharge, cause to be discharged or permit to be discharged any wastewater containing in excess of 0.02 mg/l total identifiable chlorinated hydrocarbons.
- (08) Discharge, cause to be discharged or permit to be discharged any wastewater containing in excess of 1.0 mg/l phenolic compounds.
- (09) Discharge, cause to be discharged or permit to be discharged any wastewater containing in excess of 20.0 mg/l fluoride compounds.

#### SECTION 701. Pre-existing Discharges.

For the purposes of Sections 700 (05) and 700 (06) above, premises which have been legally connected to the public sewers prior to July 1, 1974 shall be deemed to have been authorized the volume and nature or discharge which existed for the calendar year 1974 or the quantity and quality of discharge for which a connection fee has been paid, whichever is greater.

#### SECTION 702. Requirements Applicable to all Permits.

No permit shall be issued until all of the following requirements, to the extent applicable, have been satisfied:

- (01) It has been determined by the District Manager that:
  - (A) The real property to be served is located within the District;
  - (B) The proposed project is not prohibited or precluded by this Code or by the regulations of any other government agency having jurisdiction over wastewater disposal within the District;
  - (C) There is sufficient capacity within the District's wastewater facilities to accommodate the proposed project and, if required by the District, the applicant has received a written recommendation for wastewater discharge entitlement for a specified volume in gallons per day, average daily flow, from the local planning jurisdiction in which the project is located;
  - (D) No extension of the District's collection facilities is required to serve the proposed project or the applicant has satisfied all requirements of the District for extending the collection facilities to the vicinity of the project site; and
  - (E) Any easements necessary for the District to operate and maintain public facilities installed in private property have been granted and accepted by the District.

(02) The applicant has submitted a properly completed application on a form supplied by the District which shall set forth the following:

- (A) The name and address of the applicant ;
- (B) The location and description of the discharge proposed to be permitted;
- (C) A detailed description of any work to be performed, and materials and equipment to be used in carrying out the provisions of such permit; and
- (D) Such other information deemed necessary by the District Manager to determine the effect upon the wastewater facilities of the proposed discharge or activities related thereto, or otherwise reasonably necessary to enable the District Manager to carry out the provisions of this Code, or any other requirements of law.

(03) The applicant has paid all fees and charges imposed by the District to process and consider the application.

### **SECTION 703. Other Conditions and Requirements of Permits.**

Where the interest of the District would be served, the District Board may, at its discretion:

- (01) Impose additional requirements upon an applicant which must be satisfied before the permit will be issued;
- (02) Authorize issuance of the permit subject to satisfaction of conditions subsequent; failure to satisfy such conditions is grounds for the District Board to revoke the permit and discontinue any use authorized by the permit;
- (03) Waive compliance by the applicant with requirements or conditions previously imposed.

### **SECTION 704. Types of Sewer Connection, Disconnection and Construction Permits.**

There shall be two (2) classes of sewer connection; one (1) class of sewer disconnection permit and one (1) class of construction permit as follows:

#### **(01) Residential.**

Class 1 sewer permits are required for the following types of residential connections:

- Permit type 1A for single-family residences;
- Permit type 1B for multiple-unit residences;
- Permit type 1C for rooming houses or boarding houses;
- Permit type 1D for miscellaneous residential;
- Permit type 1E for residential STEP or Pressure Grinder Systems;
- Permit type 1F for residential Non-Preferred Method of lateral replacement

#### **(02) Non-Residential.**

Class 2 sewer permits are required for the following types of non-residential connections:

- Permit type 2A for commercial establishments;
- Permit type 2B for industrial establishments;
- Permit type 2C for institutional establishments;
- Permit type 2D for miscellaneous non-residential;
- Permit type 2E for non-residential STEP or Pressure Grinder Systems;
- Permit type 2F for non-residential Non-Preferred Method of lateral replacement



**(03) Sewer Mains, Pumping Station, Other.**

Class 3 sewer permits are required for construction of sewer mains, pumping stations and other wastewater facilities including STEP or Pressure Grinder Systems.

Subsequent to the District Board's acceptance of a sewer system constructed pursuant to a Class 3 permit, but prior to connection of and discharge into the District's wastewater facilities, a Class 1 or Class 2 permit, as applicable, must be obtained by the applicant.

**(04) Class 4 – Sewer Disconnection.**

Class 4 permits are required to disconnect from the District's sewer system.

Permit type 4A for Permanent Disconnection;

Permit type 4B for Temporary Disconnection.

**(05) All Permits - Expiration.**

All sewer connection and disconnection permits shall expire twelve (12) months from the date of issuance unless such permit is extended by the District Manager.

**(06) All Permits – Refund of Fees.**

No refund of permit fees shall be made for expired permits

**SECTION 705. Information Required by Type of Sewer Permit.**

**(01) Class 1.**

The following information is required of all applicants for Class 1 Sewer Permits:

- (A) Legal description including street address, lot number, block number, name of subdivision, assessor's parcel number and the parcel volume and page number according to the parcel map.
- (B) Type or work to be done including the kind of building to be connected, whether it is a new connection, repair or other, the building permit number and the District's connection record number.
- (C) The owner's name, address and telephone number.
- (D) The contractor's name, address and telephone number.
- (E) Any additional information which the District Manager may require due to the nature of the project.
- (F) The signature of the applicant including the applicant's address and telephone number.

**(02) Class 2.**

The following information shall be required for application for Class 2 Sewer Permit:

- (A) Applicant's business name.
- (B) Address of premises discharging wastewater, including the assessor's parcel number.
- (C) The standard industrial classification of applicant's business and the number of the classification.
- (D) The applicant's name, mailing address and telephone number.
- (E) The engineer/contractor's name, address and telephone number.
- (F) The volume of wastewater proposed to be discharged.
- (G) Any additional information which the District Manager may require due to the nature of the project, including a wastewater discharge report or permit.
- (H) The signature of the applicant and the date.

### (03) Class 3.

The following information shall be required of all applicants for a Class 3 Sewer Permit:

- (A) The name of the owner or owner's agent making application.
- (B) The location of the project.
- (C) The name and address of the engineer.
- (D) The name and address of the owner.
- (E) The name and address of the contractor.
- (F) Maps, plans, profiles and other information as required by the District Manager. These maps, plans, profiles, etc. shall show the location and boundary lines of the property to be sewer and of each tract, lot, or parcel therein, together with existing and proposed streets, roads, highways, easements, and rights-of-way within and immediately contiguous with said property, and shall show the proposed connections with the District's sewer or other proposed facilities and existing ground surface elevations together with such changes as may result from subsequent grading, filling, road construction and the like.
- (G) A Negative Declaration or final Environmental Impact Report, whichever is applicable, as determined by the lead agency for the project pursuant to the California Environmental Quality Act, as amended.
- (H) The signature and address of the applicant.

### SECTION 706. Wastewater Discharge Report.

Upon a determination that such information is necessary or appropriate to carry out the provisions of this Code, the District Manager may require that any person discharging, causing to be discharged, permitting to be discharged, or proposing to discharge wastewater into the wastewater facilities shall file a periodic discharge report, the cost of which shall be borne by such person. Such report may include, but shall not necessarily be limited to:

- (01) A description of the activities, facilities, and plant processes conducted on the premises, including, but not limited to, all materials fabricated or processed and the type of materials which are or could be discharged into the wastewater facilities;
- (02) The type and quantity of each product produced, fabricated or manufactured on the premises;
- (03) Site plans, floor plans, mechanical and plumbing plans in detail necessary or appropriate to show and to describe all sewers and appurtenances by size, location and elevation.
- (04) The number and classifications for work categories of employees, and the hours of work or operation on the premises;
- (05) Wastewater constituents and characteristics the presence and amount of which shall be determined by a laboratory competent to test and describe such constituents and characteristics, as approved by the District Manager;
- (06) Average volumes and 30-minute peak flow rate of fresh water, non-wastewater, and wastewater proposed to be discharged, including daily, monthly, and seasonal variations, if any;
- (07) Time and duration of the proposed wastewater discharge;
- (08) Such other information deemed necessary by the District Manager to determine the affect upon the wastewater facilities of the proposed discharge, or to determine the necessity for, or type of pretreatment, or permit conditions, or other measures necessary or appropriate to enable the District Manager to carry out the provisions of this Code or any other requirements of law. The District Manager may also require that such reports include the chemical constituents and quantity of liquid, gaseous, or solid materials stored on the premises relating to such discharge, even though such materials are not normally discharged into, or become a part of the wastewater, in the wastewater facilities. Such reports shall be in addition to self monitoring reports, information furnished in connection with wastewater discharge permits, or other permits authorized under this Code. Reports authorized and required under this Section shall be filed with the District Manager periodically and/or at such other times as the District Manager may reasonably require.

## SECTION 707. Wastewater Discharge Permits.

### (01) Mandatory Wastewater Discharge Permit.

No major contributing industry or other customer discharging, or proposing to discharge wastewater having characteristics or quantities equivalent to that of a major contributing industry, shall, and it shall be unlawful for any such industry or customer to connect to, or discharge into, the wastewater facilities without first obtaining a Wastewater Discharge Permit therefor.

### (02) Optional Wastewater Discharge Permit.

A Wastewater Discharge Permit may be required by the District Manager for any customer who:

(A) Requests that charges and fees established pursuant to this Code be based upon an estimated volume of wastewater discharged, or to be discharged, into the wastewater system.

(B) Establishes to the satisfaction of the District Manager that wastewater proposed to be discharged from such customer's premises into the wastewater system has, or will have, wastewater strength characteristics less than normal range for the customer classification to which such customers assigned, by reason of pretreatment, process changes, or other reasons related to such wastewater characteristics.

(C) Discharges, or proposes to discharge, unpolluted water into the storm drain or to groundwater drainage.

(D) Discharges, or proposes to discharge, unpolluted water into the public wastewater system.

(E) Operates or proposes to operate, a garbage grinder on the premises which discharges to the public wastewater system.

(F) Maintains, or proposes to maintain, a holding tank for wastewater which discharges into the public wastewater system.

(G) Discharges, or proposes to discharge, any wastewater containing in excess of 0.02 mg/l of total identifiable chlorinated hydrocarbons into the public system.

(H) Discharges, or proposes to discharge, any wastewater containing in excess of 1.0 mg/l phenolic compounds into the public wastewater system.

(I) Discharges, or proposes to discharge, any wastewater containing in excess of 20.0 mg/l fluoride compounds.

(J) Maintains and operates, or proposes to maintain and operate, a flow meter which measures either the volume of wastewater discharged into the public wastewater system or the volume of unpolluted water discharged into the storm drain or to groundwater drainage or to other diversion not discharged to the public wastewater system.

(K) Discharges, or proposes to discharge, wastewater into the wastewater facilities by means other than through an approved building sewer.

(L) Maintains and operates, or proposes to maintain and operate, a private wastewater disposal system.

(M) Occupies or owns a parcel at which the business or activity on the premises would create a hazard to public health or the public wastewater system should an accidental discharge occur.

### (03) Permit conditions.

Wastewater Discharge Permits authorized under this Article shall be subject to all provisions and requirements of this Code, and to all other requirements of law. Permits authorized under this Article may include any or all of the following limitations, requirements, and conditions:

(A) The unit charge or schedule of charges and fees for the service and use of the wastewater facilities to be paid by the permittee, and the terms and conditions of such payment;

(B) The allowable average and maximum wastewater constituents and characteristics thereof permitted to be discharged into the wastewater facilities;

(C) Limitations upon time and rate of wastewater discharge, or requirements for flow regulations and equalizations thereof;

- (D) Requirements for the installation of inspection, sampling, or testing facilities;
- (E) Pretreatment requirements;
- (F) Specifications for monitoring programs which may include, but shall not necessarily be limited to, sampling locations, frequency and method of sampling, number, types and standards per test, and reporting schedule;
- (G) Requirements for submitting chemical, engineering or other kinds of technical reports or wastewater discharge reports;
- (H) Requirements for maintaining plant records related to the wastewater discharge, as specified by the District Manager, and provisions for access by the District Manager thereto;
- (I) The mean and maximum mass emission rates, or other appropriate limits, when incompatible pollutants are proposed to be discharged into, or are present in, the customer's wastewater discharge; and
- (J) Such other conditions, requirements, or provisions deemed appropriate by the District Manager to insure compliance with the provisions of this Code or other requirements of law.

#### **(04) Duration of Wastewater Discharge Permit.**

A Wastewater Discharge Permit authorized under this Article shall be effective for the period described therein, but in no event, longer than five (5) years.

Upon expiration of the term specified in any Wastewater Discharge Permit, or any term during which the permit was renewed automatically, the permit shall be deemed renewed automatically for an additional one-year period, which shall commence upon the day following the last day of the expired term; provided, however, that in the event the District Manager gives written notice to the permittee of the termination or expiration of such permit not less than thirty (30) days prior to the expiration of the initial term thereof, or prior to the expiration of any successive one-year term thereof, then a new permit shall be required subject to the provisions of this Code.

#### **(05) Modification, Amendment or Other Change.**

(A) Every permit shall be subject to modification, amendment, or other change by the District Manager during the term thereof, as determined necessary by the District Manager in order to obtain compliance by the customer with the requirements of this Code or other requirements of law.

(B) Except in an emergency, if the District Manager determines that non-compliance with the requirements of the Code or other requirements of law has created a risk to the public health, safety or welfare, the District Manager shall give written notice to a permittee of any proposed modification, changes or amendments to the customer's permit not less than thirty (30) days prior to the effective date of such change, modification, or amendment. The District Manager may specify a time schedule for compliance with any new conditions, provisions, or requirements established by modification, change, or other amendments to the permit. The notice shall state the time, date and place a hearing shall be held by the District Board upon the question of the proposed modifications, changes or amendments and time schedule for compliance, which date shall not be not less than ten (10) days after giving such notice.

(C) If the District Manager determines that non-compliance with the requirements of the Code or other requirements of law has created a condition which constitutes an emergency, the permit is subject to modification, amendment, or other change by the District Manager without prior written notice.

#### **(06) Non-assignability of Wastewater Discharge Permit.**

Wastewater Discharge Permits shall be personal to each permittee, and shall relate only to the use or operation described therein. No person shall, and it shall be unlawful to, assign, reassign, transfer, sell, lease, sublet, or otherwise transfer a Wastewater Discharge Permit, or any interest therein, to another person or to use, cause to be used, or permit to be used, such permit in connection with different premises, or a different operation than that specified in such permit, or with a new, expanded, or modified operation.

#### **(07) Monitoring Facilities.**

The District Manager may require a customer to construct, operate, and maintain, at the customer's own expense, monitoring, sampling, or metering facilities or other equipment to allow inspection, sampling, and flow measurement of the customer's building sewer, or internal drainage systems, or waste or wastewater discharges. Such monitoring, sampling, or metering facilities or equipment shall be located on the customer's premises; provided, however, that the District Manager may allow such equipment or facility to be constructed upon public property adjacent to the customer's premises upon a determination by the District Manager that location of such equipment or facilities upon the customer's premises would be impracticable or cause unnecessary or undue hardship. In the event that the District Manager makes the foregoing determination, and the public property upon which such facilities or equipment are proposed to be constructed or installed is outside the District, the customer shall obtain permission for such installation or construction, and for the maintenance and operation of such facilities or equipment, from the government agency having jurisdiction over such public property. Monitoring, sampling, or metering facilities or equipment to be provided, installed, maintained and operated pursuant to the provisions of this Section shall be so situated and constructed and installed as to permit safe and immediate access thereto by the District Manager; provided, however, that the District Manager may, at the option of the customer, secure such equipment or facilities with a lock furnished by the District Manager, at the expense of the customer. The customer shall provide sufficient space, as determined by the District Manager, at or near such equipment or facilities so as to allow ready and accurate monitoring, sampling, and composition of samples for analysis. Such equipment and facilities, and the sampling and measuring equipment to be maintained and operated in connection there-with, shall be so maintained and operated at all times in a safe and proper condition, by and at the expense of the customer.

Monitoring, sampling or metering equipment or facilities to be furnished pursuant to the provisions of this Section shall be provided in accordance with all reasonable requirements of the District Manager and all applicable construction standards and specifications of the District, or the government jurisdiction wherein such equipment or facilities are located. Installation and construction of such facilities or equipment shall be completed within ninety (90) days following written notification requiring such installation or construction from the District Manager provided, however, that the District Manager may, at his discretion, extend the time of performance of such installation or construction.

#### **(08) Inspection and Sampling.**

The District Manager is hereby authorized to inspect the premises of any customer at all reasonable times to ascertain whether the provisions of this Code or the provisions of any permit issued pursuant to this Code are being complied with. Owners or occupants of premises where wastewater is created, held or discharged shall allow the District Manager ready access at all such reasonable times to all parts of the premises for the purposes of inspection, sampling, monitoring, or performing any or all of the duties reasonably necessary or appropriate in carrying out or enforcing the provisions of this Code or any permit issued pursuant to this Code. The District Manager shall further have the right to install and use on the customer's premises such devices as are reasonably necessary or appropriate to conduct sampling, metering, or monitoring operations or other of the aforesaid duties. In the event a customer has established security measures requiring identification and clearance prior to entry onto such customer's premises, the customer shall furnish and provide such identification or clearance to the District Manager so as to permit ready access by the District Manager to the premises for the purposes described in this Section.

#### **(09) Pretreatment.**

Pretreatment of wastes or wastewater shall be furnished by every customer on the customer's premises when such waste or wastewater, prior to pretreatment, does not comply with the minimum acceptable requirements and criteria for discharge into the wastewater facilities as set forth in Article VI, Section 603 of this Code. Such pretreatment facilities shall be provided and maintained at the customer's expense, and shall be of sufficient design and capacity to pretreat waste or wastewater discharged from the premises into the wastewater facilities to a level meeting such minimum requirements, and such other requirements established by the District Manager and reasonably necessary or appropriate for the wastewater facilities to treat adequately such waste or wastewater under normal operating and treatment conditions.

#### **(10) Protection Against Accidental Discharges.**

Every customer shall provide protective measures against accidental or unauthorized discharges for prohibited wastes, wastewater constituents or characteristics, or volumes into the wastewater facilities as set forth in Article VI, Section 603 of this Code, or as may be otherwise set forth in any permit issued pursuant to this Code. Such measures shall consist of operational or other procedures and/or facilities as determined reasonably necessary or appropriate by the District Manager. All costs of such measures shall be borne by the customer.

The District Manager may specify standard procedures and/or facilities for each classification of customer, and, to the extent so specified, he is hereby authorized and directed to require the institution and use of such procedures, and the installation and construction of such facilities for each such classification. Alternatively, the District Manager may require any customer to propose such procedures and/or facilities, which proposals shall be submitted to the District Manager for review, with such supporting plans, specifications, data, explanations, or other matters as may reasonably be required by the District Manager in order to ascertain the effectiveness of the procedures and/or facilities proposed. The District Manager may require such revisions, amendments, modifications, or other changes to such proposals, or approve, or reject the same, as the District Manager deems reasonably necessary or appropriate in order that such proposals ensure protection against accidental or unauthorized discharge.

#### **(11) Public Information.**

All information and data furnished by, or regarding the operations of, a customer obtained from reports, questionnaires, permit applications, permits, monitoring programs, inspections, or from other sources provided or required under the provisions of this code shall be available to the public or other government agencies without restriction unless the customer requests in writing that such information be maintained confidential, and establishes to the satisfaction of the District Manager that the disclosure of the information to other persons would result in unfair competitive disadvantage to the customer; provided, however, that in no event shall wastewater constituents, characteristics, or volumes be deemed confidential information.

Notwithstanding the foregoing, information approved by the District Manager as confidential shall be available for use by the District, the Authority, the State, the Federal government, or any agency of said entities, in connection with enforcement proceedings, or any judicial proceedings to which the customer is a party. Subject to the foregoing, information accepted by the District Manager as confidential shall not be transmitted to any government agency, or to the general public by the District Manager until and unless prior written notification is given to the customer.

#### **(12) Special Agreements.**

The provisions of this Code shall not be deemed a limitation upon the District or Authority to enter into agreements, and to recover costs relating thereto, with any customer relating to treatment, pretreatment, or other matters in furtherance of the provisions of this Code and the purposes thereof, and not inconsistent therewith, when unique, unusual, or extraordinary circumstances require such special agreements; provided, however, that no such agreement shall authorize an extension of the final dates for compliance with required federal standards or waive such standards. [Amended by General Regulation No. 59 ]

#### **(13) Notice to Affected Public Agencies.**

No Wastewater Discharge Permit shall be issued, nor shall it become effective, until affected public agencies shall have been given an opportunity to review and comment upon the proposed permit in the manner set forth in this Subsection.

(A) An "affected public agency" within the meaning of this subsection (13) is the County of San Mateo and/or a City or Town having territory located in the District if the wastewater to be discharged under the proposed permit will be discharged in or conveyed through the territorial boundaries of the County, City or Town.

(B) Not less than ten (10) days prior to the date the Wastewater Discharge Permit is proposed to be issued and become effective, the District Manager shall give written notice thereof to any affected public agencies who have informed the District they desire to receive such notices. As a minimum, the written notice shall identify the applicant, the address of the applicant and the site of the proposed discharge, the nature of the

uses to be made on the site, the wastewater constituents proposed to be discharged, and the conditions which the District intends to attach to the proposed permit.

(C) Any affected public agency may comment upon the proposed permit and may request changes to the conditions or that the permit not be issued. If the Manager agrees with the requests, the changed conditions shall be included in the permit or the permit shall not be issued, as the case may be. If the Manager does not concur with the request, the affected public agency or agencies may appeal the Manager's decision in accordance with the procedures set forth in Article HI, Section 1101. The permit shall not be issued, nor shall it become effective, until the appeal process has been concluded. [Amended by General Regulation No. 73 ]

#### **SECTION 708. Private Wastewater System Permit.**

A permit for a private wastewater system shall become effective upon signing by the District Manager. The permit shall provide the District Manager with the authority to inspect the work at any stage of construction and before any underground portions are covered.

#### **SECTION 709. Extension of Sewer Permit.**

The District Board may extend a sewer permit beyond its expiration date upon such terms as the District Board deems just and reasonable, and upon a showing of good cause for such extension by the applicant. The showing shall include proof that the applicant has exercised due diligence in pursuing the construction project.

#### **SECTION 710. Payment of Permit Fees.**

Permits authorized pursuant to the provisions of this Article shall be subject to reasonable terms and conditions determined necessary or appropriate by the District Manager in order to carry out the provisions of, and insure compliance with, this Code, or other requirements of law. No permit shall be issued until all applicable fees and charges, including inspection fees, and, if applicable, connection charges, established pursuant to this Code have first been paid.

## ARTICLE VIII

### WASTEWATER VOLUME DETERMINATION

#### SECTION 800. General.

For the purposes of this Code unless otherwise provided pursuant to the conditions of this Article, wastewater volumes shall be determined upon the basis of volumes of fresh water, including all sources of non-wastewater, used by, or furnished to, a customer.

#### SECTION 801. Exceptions - Metering.

Upon application of a customer, and upon a finding by the District Manager that a significant portion of fresh water or non-wastewater, received by the customer from any meter source does not flow into the wastewater facilities because of the principal activity of the customer, or other significant diversion of water use, or by reason of removal of wastewater by other means, the District Manager may authorize determination of the volume of wastewater discharge to be made by an appropriate metering device. Upon such determination by the District Manager, a metering device, of a type approved by the District Manager, and at a location approved by the District Manager, shall be installed at the customer's expense. Such metering device shall measure either the amount of wastewater discharged into the wastewater facilities, or the amount of fresh water or non-wastewater diverted from the wastewater facility. Upon installation, such meters shall be maintained and tested periodically for accuracy in accordance with requirements established by the District Manager, all of which maintenance and testing shall be at the expense of the customer.

#### SECTION 802. Exceptions - Estimated Volume.

In lieu of use of a metering device as specified in the previous section, and upon a determination by the District Manager that it would be unnecessary or impractical to install, maintain, or operate such metering device, wastewater volume discharged by a customer into the wastewater facilities may be based upon an estimate thereof determined by the District Manager. The determination of such estimated wastewater volume shall be based upon such factors as the number of fixtures through which wastewater flows into the sewerage facilities from the customer's premises, seating capacity of buildings or improvements upon the premises, the population equivalent associated with the premises, annual production of goods and services related to the premises, or other factors reasonably relating to water use, wastewater volume calculations and/or diversions of wastewater flow from wastewater facilities.

#### SECTION 803. Exceptions - Permit Required.

Permission for calculation or wastewater volumes to be determined in accordance with the provisions of the previous Sections (801 and (802) shall only be granted by a permit issued by the District Manager or as a provision of such other permit as may be required or provided under this Code. In the event such permission is granted pursuant to a separate permit, applications therefor shall be in writing in such form as the District Manager shall require, and shall set forth the following:

- (A) The name and address of the applicant ;
- (B) The location, or other description of the premises served by the wastewater facilities and for which such calculation is proposed to be made;
- (C) Reasons supporting use of a metering device or calculation or estimated volumes, as appropriate; and
- (D) Such data, statistics, or other information deemed necessary or appropriate by the District Manager to enable him to make the findings or determination specified in the two previous Sections (801) and (802), as appropriate.



## ARTICLE IX

### FEES, RATES, AND CHARGES

#### SECTION 900. Sewer Service Charge.

##### (01) Purpose of Sewer Service Charge.

The purpose of the sewer service charge is to raise revenue for the costs of maintenance, operation, construction, and reconstruction of the District's wastewater facilities used for the collection, conveyance, treatment, and disposal of wastewater, including the District's share of the cost of construction, operation, and maintenance of the South Bayside System Authority wastewater facilities, and for other expenditures deemed necessary by the District Board in order to conduct the business of the District, except to the extent prohibited by Sections 5471 and 6520.5 of the Health and Safety Code of the State of California.

##### (02) Basis of Charge.

The basis of the sewer service charge is the establishment of a flat rate for the residential customers and a unit cost per hundred cubic feet for non-residential customers, computed to reflect costs of collection, treatment and disposal of sewage. In no event shall any customer be charged less than the residential customer flat rate charge.

##### (03) Residential Customers Sewer Service Charge.

###### (A) Residential Customers Rate

The flat rate sewer service charge for fiscal year July 1, 2009 through June 30, 2010 for residential customers shall be Five Hundred Ten Dollars and no cents (\$510.00) plus Fifty Dollars (\$50.00) per Single Family Residence.

The flat rate sewer service charge for fiscal year July 1, 2010 through June 30, 2011 for residential customers shall be Six Hundred Fifty Dollars and no cents (\$650.00) per Single Family Residence.

The flat rate sewer service charge for fiscal year July 1, 2011 through June 30, 2012 for residential customers shall be Six Hundred Ninety Dollars and no cents (\$690.00) per Single Family Residence.  
[Amended by General Regulation No. 128]

###### (B) STEP System Residential Customer Rate.

The sewer service charge for residential customers served by a Septic Tank Effluent Pumping System (STEP System) for fiscal year July 1, 2009 through June 30, 2010 shall be Seven Hundred Fourteen Dollars and no cents (\$714.00) plus Fifty Dollars (\$50.00) per Single Family Residence.

The sewer service charge for residential customers served by a Septic Tank Effluent Pumping System (STEP System) for fiscal year July 1, 2010 through June 30, 2011 shall be Eight Hundred Fifty Four Dollars and no cents (\$854.00) per Single Family Residence.

The sewer service charge for residential customers served by a Septic Tank Effluent Pumping System (STEP System) for fiscal year July 1, 2011 through June 30, 2012 shall be Eight Hundred Ninety Four Dollars and no cents (\$894.00) per Single Family Residence.  
[Amended by General Regulation No. 128]

###### (C) Residential dwelling unit charge defined.

(A) The rates for customers in the non-residential category for fiscal year July 1, 2009 through June 30, 2010 shall be computed on the basis of:

(1) A flow rate charge of \$4.307 per hundred cubic feet of metered water consumption in accordance with the formula set forth for non-residential customers, **PROVIDED** that District may make adjustments where it appears to District that water consumption is not a reasonably accurate measure of wastewater discharge.

(2) A biochemical oxygen demand rate of \$0.1945 per pound per hundred cubic feet of water consumption; and,

(3) A suspended solids loading rate of \$0.2444 per pound per hundred cubic feet of water consumption.

(4) A supplemental flow rate charge \$0.4657 per hundred cubic feet of metered water consumption.

(AB) The rates for customers in the non-residential category for fiscal year July 1, 2010 through June 30, 2011 shall be computed on the basis of:

(1) A flow rate charge of \$5.606 per hundred cubic feet of metered water consumption in accordance with the formula set forth for non-residential customers, **PROVIDED** that District may make adjustments where it appears to District that water consumption is not a reasonably accurate measure of wastewater discharge.

(2) A biochemical oxygen demand rate of \$0.1945 per pound per hundred cubic feet of water consumption; and,

(3) A suspended solids loading rate of \$0.2444 per pound per hundred cubic feet of water consumption.

(AC) The rates for customers in the non-residential category for fiscal year July 1, 2011 through June 30, 2012 shall be computed on the basis of:

(1) A flow rate charge of \$5.976 per hundred cubic feet of metered water consumption in accordance with the formula set forth for non-residential customers, **PROVIDED** that District may make adjustments where it appears to District that water consumption is not a reasonably accurate measure of wastewater discharge.

(2) A biochemical oxygen demand rate of \$0.1945 per pound per hundred cubic feet of water consumption; and,

(3) A suspended solids loading rate of \$0.2444 per pound per hundred cubic feet of water consumption.  
[Amended by General Regulation No. 128]

	----- BOD-----		-----SS-----	
	lbs/CCF	mg/l	lbs/CCF	mg/l
Retail/ Commercial	.94	150	.94	150
Institution/ Public	.81	130	.62	100
Restaurants	6.24	1,000	3.74	600
Supermarkets/ with Grinders	4.99	800	4.99	800
Hospital	1.56	250	.62	100
Industrial	Measured	Measured	Measured	Measured

(C) Formula Applicable to Non-Residential Customers.

$$C = [(V \times 1.0000) \times F] + [V \times (B + S)] + P$$

**Where**

C = Sewer Service Charge for non-residential customer.

V = Metered or estimated volume of wastewater discharge for a calendar year in hundreds of cubic feet (CCF).

F = Flow rate charge per CCF.

B = Biochemical Oxygen Demand (BOD) rate charge per CCF, as defined or measured.

S = Suspended Solids (SS) rate charge per CCF, as defined or measured.

P = Non-Residential flat rate of \$1.65 per parcel. [Gen. Reg. 110]

Chemical oxygen demand (COD) may be substituted for biochemical oxygen demand (BOD) in the above formula when, in the opinion of the District Manager, COD is more truly representative in defining oxygen demand than BOD. For the purpose of this determination, BOD is determined to be one-half of the measured milligrams per liter COD.

(D) STEP System Non-Residential Customer Rate.

The sewer service charge for non-residential customers served by a Septic Tank Effluent Pumping System (STEP System) for fiscal year July 1, 2009 through June 30, 2010 shall be Seven Hundred Fourteen Dollars and no cents (\$714.00) plus Fifty Dollars (\$50.00) Supplemental Charge for each 220 gallons per day, average annual daily flow rate, discharged to the District's sewer system.

The sewer service charge for non-residential customers served by a Septic Tank Effluent Pumping System (STEP System) for fiscal year July 1, 2010 through June 30, 2011 shall be Eight Hundred Fifty Four Dollars and no cents (\$854.00) for each 220 gallons per day, average annual daily flow rate, discharged to the District's sewer system.

The sewer service charge for non-residential customers served by a Septic Tank Effluent Pumping System (STEP System) for fiscal year July 1, 2011 through June 30, 2012 shall be Eight Hundred Ninety Four Dollars and no cents (\$894.00) for each 220 gallons per day, average annual daily flow rate, discharged to the District's sewer system. [Amended by General Regulation No. 128.]

**(05) Non-Residential - Added Provisions.**

The following are additional provisions applicable to the computation of the sewer service charge for non-residential customers:

(A) In no event shall the non-residential sewer service charge be less than the flat rate sewer service charge for residential customers.

(B) The period used in determining the total of metered water consumption shall be the preceding calendar year or such other period as, in the opinion of the District Manager, is representative of water consumption.

(C) Upon application from customers maintaining extensive irrigated landscaping or where it can be conclusively established that the metered water consumption is not a valid measure of the quantity of wastewater discharged, the quantity to be used in determining the yearly rate shall be determined by the District Manager.

(D) The District or the customer may require the installation of District-approved recording and sampling devices or sewage meters on the premises for use by the District at the customer's expense. Such devices or meters shall be available for inspection at any reasonable time. Recording devices shall be capable of recording instantaneous and accumulated flows, and sampling devices shall be automatic and capable of twenty-four hour storage and maintenance of temperature between 30 degrees and 40 degrees Fahrenheit and have a five-gallon capacity as approved by the District Manager. The customer shall be responsible for the maintenance, repair and replacement of all sampling or recording devices and equipment.

## (06) Adjustments and Reimbursements.

It is the intent of the District Board, in establishing different sewer service charges for different categories of customers, to reflect the benefit from such service to each customer so that those who receive greater benefits or those who impose a heavier burden upon the system because of higher flow or the quality of the discharge, pay a higher charge. If, in respect to any customer the District Board should find that the charge is inequitable or unfair because of unusual circumstances, it may establish a special service charge for such customer, differing from those otherwise established, which will bear a closer relationship to the benefit received from use of the District system. Such special charge may be established by resolution or agreement, but may be revoked at any time by the District Board whenever it finds that continuation thereof would be inequitable or unfair under the circumstances then prevailing.

Requests for a different basis of charges shall be applied for, in writing, and shall state with particularity the unusual circumstances which the applicant believes justifies a different basis of charges for the premises in question. The application shall be submitted to the District Manager and shall be considered and a determination made thereon by the District Board and shall be effective as of the date of such application and continuing during the period of such special circumstances.

When a refund becomes due and owing by virtue of action of the District Board or by virtue of any error made in ascertaining the charge applicable to any customer, the District Manager is authorized to pay such monies from the specific fund established for the deposit of sewer service charges.

**(07) Vacancy.**

No credit, adjustment or refund shall be made to any customer because the premises or any part thereof are vacant, unless said premises are disconnected from the sewer system.

**(08) Effective Date of Charges.**

(A) Charges and rates established by this Section and subsequent amendments, as required, shall be effective upon the date specified by the District Board and shall apply to all premises then connected or then discharging directly or indirectly any wastewater and/or industrial waste into said system.

(B) Notwithstanding the foregoing provisions of this Section or other provisions of this Code, no service charge shall be due or paid for building or dwelling which is newly constructed until such building or dwelling is connected to the sewer system.

**(09) Person Responsible.**

The owner of any premises is and shall be responsible for payment of any and all sewer service charges applicable to said premises. It shall be and is hereby made the duty of each such owner to ascertain from the District Manager the amount and due date of any such charge applicable to said premises and to pay such charge when due and payable. It also shall be and is hereby made the duty of all owners of all premises to inform the District Manager immediately of all circumstances, and of any change or changes in any circumstances, which will in any way affect the applicability of any charge to said premises or the amount of any such charge.

**(10) Collection of Sewer Service Charges on Tax Roll.**

(A) Pursuant to the provisions of Division 5, Part 3, Chapter 6, Article 4, of the Health and Safety Code of the State of California, subject to the provisions of this Section, the District hereby elects, as the procedure for the collection of sewer service and use charges prescribed or imposed by the provisions of this Section, to have all such sewer service charges for each fiscal year collected on the tax roll of the County of San Mateo in the same manner, by the same persons and at the same time as property taxes, assessments and other charges collected thereon.

(B) The District Manager shall prepare and file with the District Secretary on or before the 15<sup>th</sup> day of July of each year written report containing a description of each and every parcel of real property receiving sewer service and facilities and subject to the sewer service charge established by this Section and the amount of the service charges for each parcel for the then current fiscal year, computed in conformity with the charges prescribed by the provisions of this Section. The parcels of real property included in said report may be described by reference to maps prepared in accordance with Section 327 of the Revenue and Taxation Code of the State of California and on file in the office of the County Assessor of San Mateo County, California, or by reference to plats or maps on file in the office of the District.

(C) The District Secretary shall cause notice of the filing of said report and of a time and place of hearing thereon to be published prior to the date set for hearing in a newspaper of general circulation published within the District. The publication of said notice shall be once a week for two successive weeks. Publications shall be made with at least five days intervening between the respective publication dates not counting such publication dates. A minimum of two public notices shall be published in a newspaper circulated more often than once a week. In newspapers that circulate once a week, the public notice shall be published in each

circulation for two successive weeks. The period of notice commences upon the first day of publication and terminates at the end of the 14<sup>th</sup> day, including therein the first day.

(D) At the time stated in the above mentioned notice, the District Board shall hear and consider all objections or protests, if any, to said report referred to in said notice and may continue the hearing from time to time. If the District Board finds that protest is made by owners of a majority of separate parcels of property described in the report, then the report shall not be adopted and the charges shall be collected separately from the tax roll and shall not constitute a lien against any parcel or parcels of land.

(E) Upon the conclusion of the hearing, the District Board may adopt, revise, change, reduce or modify any charge or overrule any or all objections, excepting objections from a majority as described above in sub-section (10)(D), and shall make its determination upon each charge as described in said report, which determination shall be final.

(F) On or before the 31<sup>st</sup> day of August of each year following such final determination, the District Secretary shall file with the Controller of the County of San Mateo a copy of said report with a statement endorsed thereon over his signature that the report has been finally adopted by the District Board in order that the Controller of the County of San Mateo shall be able to enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll and in order that such charges may be collected on the tax roll in accordance with the provisions of Sections 5473.5 through 5473.11 of the Health and Safety Code of the State of California. [Amended by General Regulation No. 75.]

(G) Except as provided in Section 5473.8 of the Health and Safety Code of the State of California, the amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of the date prescribed by law as the lien date for property taxes.

#### **(11) Omission From Collection on Tax Roll - Direct Billing.**

If the full amount of sewer service charges for premises connected to or discharging wastewater into the District sewer system are, for any reason, not collected in accordance with the provisions of sub-section (10) above, the sewer service charges, or the portion thereof not appearing on the tax rolls, for such premises shall be collected by direct billing of the property owner.

(A) Billing. The District Manager shall ascertain the amount of each sewer service charge applicable to such premises and shall mail to the owner and/or owner and lessee thereof, within Sixty (60) days from and after the date any sewer service charges become due and payable, a bill for the sewer service charges which are then due and payable. Such bill shall be mailed to the person or persons listed as the owners on the last equalized assessment roll of the County of San Mateo at the address shown on such assessment roll, or to the successor in interest and/or to the lessee of such owner, if the name and address of such successor in interest or lessee is known to the District Manager. Each bill so mailed shall contain a statement that a delinquency in payment for sixty (60) days shall constitute a lien against the lot or parcel against which the charge is imposed and that when recorded it shall have the force, effect and priority of a judgement lien three (3) years unless sooner released or otherwise discharged. Failure of the District Manager to mail any such bill or failure of any owner to receive any such bill, shall not excuse the owner of any premises from the obligation of paying any sewer service charge for any premises owned by him.

(B) Due Date of Sewer Service Charges. All sewer service charges shall be due and payable on November 1<sup>st</sup> of each year. At the customer's option, sewer service charges may be paid in two equal installments with the first installment being due and payable on November 1<sup>st</sup> and the second installment being due and payable on February 1<sup>st</sup> of the following year so that both payments are made within the same fiscal year.

(C) Delinquency Date of Sewer Service Charges. Each sewer service charge shall be delinquent if not paid on or before the tenth (10<sup>th</sup>) day of the month following the date upon which such sewer service charge became due and payable.

(D) Where Payable. Sewer service charges collected by direct billing shall be payable at the administrative offices of the District, or as noted on the billing.

(E) Penalties for Non-Payment of Sewer Service Charges-Lien. Whenever a delinquency shall occur for non-payment of sewer service charges, a penalty of ten (10) percent shall attach to such charges, and for each month that such charges remain delinquent a further penalty of one and one-half percent (1-1/2 percent of said basic charge shall be added. [Amended by General Regulation No.74.]

## SECTION 901. Sewer Connection Charges.

### (01) Purpose of Sewer Connection Charge.

The purpose of the sewer connection charge is to equalize the cost of acquisition, construction, and installation of the District's facilities by the District so that each resident or property owner pays his/her proportionate share of such costs.

### (02) Basis of Charge.

No connection shall be made to any public sewer, or to any sewer flowing into a public sewer within the District, until there shall be paid to the District a sewer connection charge, such charge to be in addition to charges for permits, inspections or the requirements of any other rule or regulation of the District. The connection charge shall be paid at the time the application for a Class 1 or Class 2 sewer permit is filed.

The estimate of the average volume of wastewater discharge in gallons per day for any proposed use shall be made by the District Manager. Any applicant for connection dissatisfied with the average daily volume estimated by the District Manager may appeal such determination to the District Board, who shall conduct a hearing thereon and establish connection charge to be paid by the applicant.

### (03) Charges by Type of Connection.

The connection fees shown below shall be assessed each new applicant for wastewater service. In the event that a parcel will have combined residential and non-residential uses, the residential connection fee shall be applied to each living unit and the non-residential connection fee shall be applied to the non-residential uses. In no event shall a connection fee be less than the residential connection fee. A separate meter serving the non-residential premises shall be required for annual user charge assessments.

Connection Fee, Dollars

	<b>District</b>	<b>Authority</b>	<b>Total</b>
Residential Unit	\$2549.00	\$1740.20	\$4289.20
Supplementary Connection Fee	\$347.70	\$237.30	\$585.00
<b>Non-Residential Use</b>			
Equal or less than 325 mg/l BOD and/or SS	\$11.59/gpd +\$347.70	\$7.91/gpd +\$237.30	\$19.50/gpd +\$585.00
Greater than 325 mg/l BOD and/or SS	\$11.59/gpd +\$347.70	Ratio(a)	Total(b)

(a) The connection fee for Authority expansion costs is calculated by multiplying \$7.91/gpd times the average daily flow in gpd, times the ratio of the highest of the BOD and SS concentrations to 325 mg/l subject to a minimum connection fee \$7.91/gpd plus \$237.30 per connection.

(b) The total connection fee is the sum of the District and Authority connection fees subject to a minimum connection fee of \$19.50/gpd plus \$585.00 per connection.

(c) The connection fee for a supplementary connection(s) to the same building shall be \$585.00 per connection. [Amended by General Regulation No.127]

#### (04) Persons Responsible.

The owner of any premises is and shall be responsible for payment of all connection charges applicable to said premises. It shall be and is hereby made the duty of each property owner to ascertain from the District Manager the amount and due date of any connection charge applicable to said property and to pay said charge when due and payable. Each property owner shall be responsible to inform the District Manager, in a reasonable amount of time of any change or changes in any circumstances which will in any way affect applicability, or amount of any such charge.

#### (05) Increased Use of Sewers.

(A) In the event increased use is or will be made of the sewer, and the actual, calculated, or estimated volume of wastewater discharge exceeds or will exceed the volume of wastewater discharge the premises are entitled to discharge, an additional sewer connection charge shall be paid. The additional sewer connection charge shall be calculated by subtracting the wastewater discharge entitlement assigned to the parcel from the actual, calculated or estimated volume of wastewater discharge, measured in gallons per day, average daily flow and multiplying the remainder by the non-residential connection charge rate. The wastewater discharge entitlement is determined by the base year wastewater discharge, which is the average daily discharge from the property in 1974 OR the wastewater discharge for which a connection charge has been paid, whichever is higher. The maximum allowable volume of wastewater discharge shall be increased through payment of additional sewer connection charges.

(B) In those instances where an increased use has been made without written notice by the customer to the District, the additional connection charge shall be computed at the rate in effect under this Code on the date the additional charge is levied. The District Manager shall ascertain the amount of each additional connection charge applicable to each premise in the District and shall mail to the property owner of each applicable premise a statement for the additional connection charge which is due and payable. Such statement shall be mailed to the person or persons listed as the property owner on the last equalized assessment roll of the County of San Mateo at the address shown on such assessment roll, or to the successor in interest of such owner, if the name and address of such successor in interest is known to the District Manager. Each bill so mailed shall contain a statement that a delinquency in payment for Sixty (60) days shall constitute a lien against the lot or parcel against which the charge is imposed and that when recorded it shall have the force, effect and priority of a judgment lien for three (3) years unless sooner released or otherwise discharged. Failure of the District Manager to mail said statement, or failure of any property owner to receive said statement, shall not excuse the obligation of paying said additional connection charge. [Amended by General Regulation No. 75.]

(C) In the event a customer has previously notified the District in writing of an increased use, the additional connection charge shall be computed at the rate in effect on the date such written notice was received by the District. The District Manager shall ascertain the amount of the additional connection charge applicable to the premises and shall mail to the property owner of the premises a statement for the additional connection charge which is due and payable. Such statement shall be mailed to the person or persons listed as the property owner on the last equalized assessment roll of the County of San Mateo at the address shown on such assessment roll, or to the successor in interest of such owner, if the name and address of such successor in interest is known to the District Manager. Failure of the District Manager to mail said statement, or failure of any property owner to receive said statement, shall not excuse the obligation of paying said additional connection charge.

(D) Penalties for Non-Payment of Additional Connection Charges. Whenever a delinquency shall occur for non-payment of additional connection charges, a penalty of ten (10) percent shall attach to such charges, and for each month that such charges remain delinquent a further penalty of one and one-half percent (1-1/2 percent) of said basic charge shall be added. [Amended by General Regulation No. 75.]

(E) Where payable. Additional connection charges collected by direct billing shall be payable at the administrative offices of the District, or as noted on the billing. [Amended by General Regulation No. 75.]

#### (06) Repurchase of Capacity.

(A) In the event the property owner notifies the District Manager within 2 years of payment of a sewer connection charge for a use proposed to be made that it appears either that such use will not be made or will create less volume of wastewater discharge than anticipated, the District Manager may recompute the sewer



connection charge and refund to the payer ninety percent (90%) of the difference between the sewer connection charge paid and the recomputed charge. [Amended by General Regulation No. 66.]

**(07) Administration of Connection Charges.**

- (A) The sewer connection charge rate may be revised only by an amendment to this Code approved by a two-thirds vote of the members of the District Board.
- (B) The amount of connection charges for all classifications of connections shall be reviewed at least once each fiscal year. [Amended by General Regulation No. 66.]

**SECTION 902. Permit and Inspection Fees.**

**(01) Class 1.**

The permit and inspection fees for a Class 1 Sewer Permit for service to residential structures shall be one-hundred dollars (\$100.00).

**(02) Class 2.**

The permit and inspection fees for a Class 2 Sewer Permit for service to non-residential structures shall be one-hundred dollars (\$100.00)

**(03) Class 3.**

The permit fee for a Class 3 Sewer Permit for construction of sewer mains, pumping stations and other wastewater facilities, shall be two-hundred dollars (\$200.00). The inspection fee for a Class 3 sewer permit shall be paid as covered under subsection (05) Excess Expenses, below.

**(04) Wastewater Discharge Permit.**

The following schedule of fees shall be imposed upon and collected from applicants and customers of the wastewater facilities to defray the costs of processing and issuing the following Wastewater Discharge Permits or performing the following services:

- (A) Mandatory wastewater discharge permit -- \$200.00.
- (B) Storm water or groundwater drainage connection permit --\$125.00.
- (C) Unpolluted water permit -- \$50.00.
- (D) Garbage grinder permit -- \$50.00.
- (E) Direct discharge permit -- \$60.00.
- (F) Holding tank waste permit -- \$50.00.
- (G) Chlorinated hydrocarbons discharge permit -- \$75.00.
- (H) Phenolic compounds discharge permit -- \$75.00.
- (I) Determination and approval of metered waste water volumes, and metered volume permit -- \$175.00.
- (J) Determination and approval of use of estimated wastewater volume, and estimated volume permit -- \$100.00.
- (K) Private wastewater disposal permit -- \$170.00.
- (L) All other optional wastewater discharge permits --\$100.00.
- (M) Review of proposals for protection against accidental discharges -- \$100.00.
- (N) Discharge report review -- \$125.00. [Amended by General Regulation No. 78.]

Service or work which is expressly or impliedly required to be performed by the District pursuant to the provisions of this Code, the payment for which is not otherwise provided for herein, shall be paid in advance of the performance of such services or work in an amount equal to the estimated cost to the District thereof. Upon performance of such services or work, and upon the calculation of the actual costs thereof, sums deposited in excess of such actual costs shall be refunded or additional charges equal to the amount by which the actual cost exceeds the estimated cost shall be paid.

The foregoing fees and charges shall be paid at the time the application for the work to which they pertain is made or requested or upon receipt of billing for excess expenses. No application shall be processed, nor work performed, without said fees or charges having first been paid. These fees and charges shall be in addition to fees, charges, or expenses payable pursuant to other provisions of this Code.

#### **(05) Excess Expenses.**

In addition to the permit fees, the applicant shall pay to the District all costs and expenses in excess of said fees which have been borne by the District to examine application or plans and inspect construction, and to test, sample and/or monitor wastewater discharge, said costs to be determined by the District.

In accordance with the California Environmental Quality Act ("CEQA") Public Resources Code Sec. 2100 et seq. , and the regulations promulgated pursuant to CEQA, the District Board finds that this Regulation establishes fees for the purpose of meeting operating expense of the District. [Amended by General Regulation No. 78.]

### **SECTION 903. Sewer Relocation Charge.**

#### **(01) Imposition of Charge.**

A sewer relocation charge shall be imposed by the District whenever all of the following conditions are found by the District Board to exist:

- (A) A governmental entity proposes to undertake a work of public improvement that will necessitate relocation, modification, or reconstruction of existing District wastewater facilities;
- (B) Except for the work of improvement, the wastewater facilities would not have required relocation, modification, or reconstruction at that time;
- (C) The District will be required to pay to the governmental entity all or some part of the relocation, modification or reconstruction costs, or the District will be required to perform the relocation, modification or reconstruction of its facilities without reimbursement for all or some portion of the attendant costs; and
- (D) The work of improvement is primarily for the benefit of some of the premises within the District's boundaries, and not primarily for the general benefit of all premises within the District.

#### **(02) Effect of General Benefit.**

If the Board makes all of the findings required by above Sub-section, it shall further determine to what extent, if any, there is some benefit to the District generally by reason of the relocation, modification, or reconstruction. To the extent the District Board determines that there is some general benefit to the District, that pro-rata share of the net cost, as defined in sub-section (04) below, shall be borne by the District from its general funds. In making the determination required by this Section, the Board shall consider all relevant factors including increased life of the wastewater facilities and benefits to wastewater facilities outside of the improvement project boundaries.

#### **(03) Parcels Subject to Relocation Charge.**

The relocation charge, other than that allocated to the District generally, shall be levied against all parcels within the boundaries of the improvement project which are either connected to or able to connect to the District's wastewater facilities. Determination of whether a parcel is able to connect to the District's wastewater facilities is governed by Article VI of this Code. Those parcels which are unable to connect are exempt from the relocation charge. If the governmental entity which has undertaken the improvement project has not

established boundaries for the project, the District Board shall set the boundaries based upon a determination of which premises are benefited by the improvement project.

**(04) Determination of Net Cost.**

The total amount to be allocated among the benefited premises as a relocation charge shall be the net cost to be borne by the District for all necessary expenses, after credit for any reimbursements to the District from sources other than the imposition of the relocation charge, and after credit for any grant funding to be received by the District. Necessary expenses include, without limitation: labor, material and equipment costs; fees for engineering, architectural, legal or other professional services; interest charges; bond or insurance premiums; and the like.

**(05) Computation of Relocation Charge Payable by Each Premise.**

The amount of the relocation charge to be imposed against each parcel shall be computed according to the following formula:

$$RC = \frac{PSC \times NDC}{TSC}$$

Where 'RC' is the relocation charge to be imposed against each premises; 'PSC' is the annual sewer service charge imposed by this Code and then in effect for the premises; 'TSC' is the total of all annual sewer service charges imposed on all benefited premises within the boundaries of the improvement project; and 'NDC' is the net District cost after taking into account any reduction by reason of the effect of a general benefit, pursuant to sub-section (02) above. In the event any premises are not presently subject to a sewer service charge, then in performing the computation, 'PSC' shall be the minimum annual sewer service charge rate, and 'TSC' shall be determined as if an annual minimum sewer service charge rate was in effect for the premises.

**(06) Adoption of Resolution.**

The imposition of a relocation charge pursuant to this Section shall be established by a Resolution of the District Board and approved by a two-thirds vote of its members. The Resolution shall set forth the following:

- (A) A schedule of the relocation charges to be imposed.
- (B) The description of all premises subject to the charge by Assessor's Parcel Number.
- (C) The provisions for payment and collection of the charge.
- (D) The time and place at which the District Board will hold a public hearing at which persons may appear and voice any and all objections they may have to the imposition of the charge.

**(07) Use of Relocation Charge Revenue.**

Except as prohibited by Section 5471 and 6520.5 of the Health and Safety Code of the State of California, revenues derived from the imposition of the relocation charge may be used for any lawful purpose as determined by the District Board.

**SECTION 904. Annexation Fees.**

**(01) State of California Fees.**

All properties annexed to the District shall be assessed an annexation fee payable to the State of California for filing and processing fees, the amount of which is determined by the San Mateo County Local Agency Formation Commission (LAFCo) in accordance with applicable statutes of the State Board of Equalization.

**(02) Additional Fees.**

In addition to the State of California fees, new properties shall be required to pay all costs of collection facilities on the property, connection to the District's collection system, and any over-sizing of the District's

collection system which may be required to convey the sewer discharge through the District's collection system to the Authority. [Amended by General Regulation No. 66.]

#### **SECTION 905. Solid Waste Collection and Disposal Charge.**

The charges for solid waste collection and disposal shall be established and revised from time to time, by resolutions duly adopted and approved by the District Board in accordance with Article III of this Code.

#### **SECTION 906. Environmental Impact Report and Negative Declaration -Preparation of Review Fee.**

A charge shall be imposed upon and collected from applicants to defray costs for the preparation or review by the District of any environmental documents including an Environmental Impact Statement (EIS), an Environmental Impact Report (EIR), a Negative Declaration, or other similar statement, report or study for any projects (as defined in the California Environmental quality Act of 1969) undertaken by any person other than the District, according to the following methods:

(01)If the preparation or review is made by District staff, the charge shall be the actual salary of District employees for the time necessary for the preparation or review, times 1.75.

(02)If the preparation or review is made by District consultants engaged by the District, the charge shall be the actual cost billed to the District by the consultants.

(03)Any other expenses incurred by the District for such preparation or review shall also be reimbursed by the applicant to the District.

## ARTICLE X

### ENFORCEMENT

#### SECTION 1000. Violation, Notification of Violation, Unauthorized Discharges

##### (a) Violators Subject to Enforcement Provisions

Any person who violates any ordinance, rule or regulation of the District, or who alters or tampers with sewer facilities so as to render the operation thereof inconsistent with the approved plans, specifications or conditions for such facilities, shall be subject to the enforcement provisions of this ordinance. Each day that a violation of an ordinance, rule, regulation or condition that deviates from such approved plans, specifications or condition continues shall constitute a separate and additional violation.

##### (b) Powers and Authority of Inspectors.

The District Manager and other duly authorized employees of the District bearing proper credentials and identification shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling, and testing, in accordance with the provisions of this Code. The District Manager and other duly authorized employees are further empowered to ascertain the nature of such premises, the type of activities carried on therein, the number and type of plumbing fixtures situated therein, and any other facts and information reasonably necessary to carry out the provisions of this Code.

##### (c) Notification of Unauthorized Discharge.

Every customer shall notify the District Manager immediately upon discharging wastes or wastewater in violation of the provisions of this Code, or any permit issued pursuant to this Code. A customer, who discharges, causes to be discharged, or permits to be discharged such wastes or wastewater shall, within five (5) days of the occurrence thereof, submit a written report to the District Manager describing the cause or causes of such unauthorized discharge, and measures taken, or proposed to be taken, to prevent future similar occurrences. Such report shall not relieve any customer of liability for any expense, loss, or damage suffered or incurred by the District or the Authority directly or indirectly, by reason of such unauthorized discharge. Such report shall not relieve or absolve any person from civil liabilities, or imposition of civil or criminal penalties in any manner whatsoever.

##### (d) Notices to Employees Regarding Unauthorized Discharges.

Every non-domestic customer, every customer issued a mandatory wastewater discharge permit and every customer issued an optional wastewater discharge permit shall prominently post a notice on the customer's premises advising of the requirement to notify the District Manager of any unauthorized discharge, including the telephone number of the District Manager to be called in the event of such discharge. The District Manager may require any customer to inform and advise the customer's officers, agents, and employees of the provisions of this Code, or the provisions of any permit issued pursuant to this Code, or of other requirements of law, or of any other information which may be of assistance in ensuring compliance with said Code, permit, or other requirements of law.

**(e) Notice of Violation.**

Whenever it is found that any person has violated, is violating, or is threatening to violate any District ordinance, rule or regulation, or any prohibition, limitation or requirement contained therein or in any sewer permit issued pursuant thereto, the District may serve upon such person a Notice of Violation stating the nature of the violation and providing a reasonable time, not to exceed thirty (30) days, for its satisfactory correction and the submission of an explanation of the circumstances giving rise to such violation. The Notice of Violation may set forth a compliance schedule with specific actions the user shall take in order to prevent or correct the violation. In addition, the Notice of Violation may require inspections or sampling and may impose other requirements deemed necessary. The Notice of Violation may also contain a statement that additional enforcement action may be pursued if corrective actions are not accomplished as scheduled.

**(f) Extension of Time to Comply.**

If the Manager receives a request from any person required to comply with a Notice of Violation, the Manager may grant an extension for any period of time to correct or remedy the violation if the Manager determines that such an extension of time will not create or perpetuate imminent danger to the public health and safety. The Manager shall have the authority to place reasonable conditions on such an extension.

**SECTION 1001. Administrative Order.**

In lieu of issuing a Notice of Violation under Section 1000, above, or, if a person does not take appropriate corrective action in response to a Notice of Violation issued under Section 1000, the Manager may issue an Administrative Order requiring immediate compliance with the terms of the District ordinance, rule, regulation, or permit or setting forth a compliance schedule with specific actions the user shall take in order to prevent or correct the violation. In addition, the Administrative Order may require inspections or sampling and may impose other requirements deemed necessary by the Manager. Prior to issuing such an Administrative Order, the Manager may, but shall not be required to, issue an order to show cause. Said order to show cause shall present the user with the facts demonstrating non-compliance and shall ask that the user show cause why the District should not institute formal enforcement action or discontinue sewer service.

**SECTION 1002. Appeals From Notice Of Violation Or Administrative Order.**

Any person affected by a Notice of Violation or Administrative Order issued pursuant to Section 1000 or Section 1001 may file a written request for reconsideration or appeal the same pursuant to Section 1101.

**SECTION 1003. Civil Penalties.**

Any person who discharges pollutants, except in compliance with waste discharge requirements, or who violates any Administrative Order, prohibition, waste discharge requirement, effluent standard, water quality related effluent standard, federal standard or performance, pretreatment or toxicity standard or requirement, or who refuses to comply with the requirements adopted to control the discharge of pollutants, or who fails to comply with the conditions of their permit, or who alters a sewer system so as to render it out of compliance with plans and specifications approved by the District, or who fails to comply with any condition or requirement set forth in any District ordinance, rule or regulation, shall be subject to a civil penalty not to exceed one thousand dollars (\$1,000) for each such

discharge, violation, refusal or failure to comply occurs. The District may utilize any mechanism authorized by law to impose, assess and recover any such civil penalty, including but not limited to petitioning the Superior Court to impose, assess and recover such civil penalty.

#### SECTION 1004. Administrative Penalties.

##### (a) Violators Subject To Administrative Penalties.

A person who violates any District ordinance, rule, regulation or permit, or who tampers with or alters any sewer facility constructed pursuant to a District-issued permit so as to render it out of compliance with plans and specification approved by or conditions imposed by the District shall be subject to an administrative penalty pursuant to this Section, in addition to any other remedy authorized by this Code or otherwise by law.

##### (b) Issuance of Administrative Complaint.

Prior to imposing such administrative penalties, the District shall issue an administrative complaint to the person the District alleges has violated a District ordinance, rule, regulation or permit, or who has tampered with or altered any sewer facility as set forth in subsection (a), above. The administrative complaint shall be served by personal delivery or certified mail, and shall inform the person served that a hearing shall be conducted within forty-five (45) days after the person has been served.

##### (c) Notice of Violation.

Where the alleged violation does not create an immediate danger to health or safety, the District shall, prior to imposing administrative penalties, first issue a Notice of Violation that gives the person responsible for a continuing violation a reasonable period of time to correct or remedy the violation.

##### (d) Hearing.

The hearing shall be before a hearing officer designated by the Board of Directors. The person who has been issued an administrative complaint may waive the right to a hearing, in which case the District shall not conduct a hearing. A person dissatisfied with the decision of the hearing office may appeal to the Board of Directors pursuant to Section 1101.

##### (e) Determination of Penalty; Schedule of Penalties.

If after the hearing, or appeal, if any, it is found that the person has violated a District ordinance, rule, regulation or permit, or has tampered with or altered any sewer facility as set forth in subsection (a), above, the hearing officer or Board of Directors may assess an administrative penalty against that person. In determining the amount of the administrative penalty, the hearing officer or Board of Directors shall take into consideration all relevant circumstances, including but not limited to the extent of the harm caused by the violation, the economic benefit derived through any noncompliance, the nature and persistence of the violation, the length of time over which the violation occurs and corrective action, if any attempted or taken by the discharger. Penalties imposed pursuant to this section shall not exceed the limits set forth in subdivision (d) (1) of Cal. Gov't Code, section 54740.5.

#### SECTION 1005. Collection of Fines and Penalties.

**(a) Remedies Cumulative.**

Remedies for collecting and enforcing fines and penalties for violation of any ordinance set out in this Article are cumulative and any and all may be used alternatively, and none of the remedies are exclusive.

**(b) Placed on Tax Bill.**

Fines and penalties imposed pursuant to this Article may be added to and become part of the charges fixed by the District for services furnished to the property where the violation occurred if the property is owned, controlled, or in the possession of the same person who owned, controlled, or was in possession of it during the time the violation occurred. Fines and penalties may be collected in the same manner, by the same persons, and at the same time together with the fees and charges levied by the District.

**(c) Lien.**

Fines and penalties added to a service charge are a lien on the subject property.

**(d) Petition to Court.**

Fines and penalties may be collected by an action in any court of competent jurisdiction against a person or persons who owned the property where the violation occurred, in addition to any other means of collection authorized by law.

**SECTION 1006. Criminal Penalties.**

**(a) Violations of Ordinances, Rules or Regulations.**

Any person who willfully or negligently discharges pollutants, except in compliance with wastewater discharge requirements, or who willfully or negligently violates any Administrative Order, prohibition, wastewater discharge requirement, effluent standard, water quality related effluent standard, Federal standard of performance, pretreatment or toxicity standard or requirement, or who fails to comply with the conditions of their permit, compliance schedule or any standard, condition or requirement set forth in any District ordinance, rule or regulation, or who tampers with any sewer facility so as to render such facility out of compliance with any District-approved plans, specifications or permit conditions, shall be punished by a fine of not more than one thousand dollars (\$1,000) for each day such violation occurs, or by imprisonment for not more than thirty (30) days, or both.

**(b) False Statements.**

Any person who knowingly makes any false statement, representation, record, report, plan or other document filed with a Regional Water Quality Control Board or the State Water Resources Control Board, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required by the laws of the State of California shall be punished by a fine of not more than ten thousand dollars (\$10,000), or by imprisonment for not more than six (6) months, or both.

**(c) Authority to Request Enforcement.**

If the District believes a criminal offense has been committed hereunder, it may refer the matter to the District Attorney for prosecution. Nothing in this Code of Regulations shall limit the District's authority to



request enforcement of Section 6523 of the California Health and Safety Code, which provides that a violation of a regulation of the District is a misdemeanor punishable by imprisonment in the County jail not to exceed thirty (30) days or by a fine not to exceed one thousand dollars (1,000) or by both.

#### SECTION 1007. Termination of Service.

In order to effect its powers and subject to the provisions of this Section, the District may terminate sanitary wastewater service to any premises from which wastes or wastewater have been discharged, are being discharged, or are threatened to be discharged in violation of any provision of this Code, or of any permit issued pursuant to this Code, or because of delinquency of any charge or fee assessed by the District, or of any other requirement of law.

Prior to termination of service, the District Board shall notify, in writing, the owner and tenant, if any, of such property that service is intended to be terminated, which notice shall state the date of proposed termination of service, the reason(s) therefor, and the date, time and place a hearing shall be held by the District Board upon the question of the termination. Such notice shall be mailed to the owner at the address shown on the records of the assessor of the County of San Mateo or as known to the clerk, and a copy shall be delivered to the tenant or posted conspicuously on the property. Such hearing shall not be held less than 10 days subsequent to the giving of notice as herein described.

Any owner, the customer, the tenant, the alleged violator, the District Manager and any other person as the District Board may deem appropriate shall be heard at the hearing on the question of termination of service. The District Board shall determine such order as it deems appropriate under the circumstances and in furtherance of the purposes and intent of this Code.

Notwithstanding the foregoing, any unauthorized connection with or opening into the public sanitary wastewater system or appurtenance thereof may be abated by the District Manager without notice if, in the judgment of the District Manager, such unauthorized connection or opening poses an imminent threat of damage to the District's wastewater facilities or of injury to the public health, safety and welfare.

Notwithstanding the foregoing, any unauthorized connection with or opening into the public sanitary wastewater system or appurtenance thereof may be abated by the District Manager without notice if, in the judgment of the District Manager, such unauthorized connection or opening poses an imminent threat of damage to the District's wastewater facilities or of injury to the public health, safety and welfare.

In the event disconnection from the wastewater facilities would create a public hazard or nuisance, the District Manager or his representative may enter upon the premises for the purpose of doing such things as may be reasonably necessary to alleviate or remove such hazard or menace. The owner of such premises shall have a duty to reimburse the District for all expenses incurred by the District in disconnecting any such premises, or in doing other things authorized by this Section; and no reconnection shall be made until all such charges are paid

#### SECTION 1008. Revocation of Permit.

Subject to the procedure set forth in Section 1013, below, the District Board may revoke any permit issued pursuant to the provisions of this Code upon a determination by the District Board that:

The permittee has failed to report factually the wastewater constituents, characteristics, or volume of the permitted wastewater discharge;

The permittee has failed to report significant or substantial changes in the operations conducted upon the premises to which the permit pertains, or significant or substantial changes in wastewater constituents, characteristics, or volumes pertaining to said premises; or

The permittee has refused, or failed to permit, reasonable access to the premises to which the permit pertains; or

The permittee has violated, caused to be violated, or allowed to be violated, any term, condition, or provision of the permit.

#### SECTION 1009. Public Nuisance.

Any discharge or threatened discharge, or any condition which is in any manner in violation of the provisions of this Code, or of any permit issued pursuant to this Code of any order or directive of the District Manager authorized by this Code, shall be, and the same is hereby declared to be, unlawful and a public nuisance. Any person creating a public nuisance is guilty of a misdemeanor. In the event of a public nuisance, the Board may direct the District's counsel to commence an action for appropriate legal and/or equitable relief in the Superior Court, or may refer the matter to the District Attorney for prosecution. In such event and as a condition of reconnection or as a condition of continued sewer service, there shall be paid to the District, by the person in violation, a sum of money equal to reasonable attorney's fees, costs of suit and all other expenses reasonably occasioned to the District as a result of said violation. "All other expenses" mentioned above, shall include, but not be limited to, a return to the District of a reasonable charge for the payment of the time expended by District employees as a result of the violation.

#### SECTION 1010. Correction of Violations.

In order to enforce the provisions of any District ordinance, the District may correct any violation thereof. The cost of such correction (including, but not limited to, any fines or other costs imposed on the District by any Federal or State agency or court) shall be payable by the person violating the ordinance or by the owner or tenant of the property upon which the violation occurred. Such cost may be added to any sewer service charge payable in connection with the property. The District shall have such remedies for the collection of such costs as it has for the collection of sewer service charges, in addition to any other remedies provided for herein or by law.

#### SECTION 1011. Injunction.

Whenever a discharge of wastewater is in violation of the provisions of any District ordinance or otherwise causes or threatens to cause a condition of contamination, pollution, or nuisance, or in the case of non-discharge violations or other such non-compliance with a permit, compliance schedule or any standard, condition or requirement set forth in any District ordinance, rule or regulation, or in any case of tampering with any sewer facility so as to render such facility out of compliance with any District-approved plans, specifications or permit conditions, the District may petition the Superior Court for the issuance of a restraining order or a preliminary or permanent injunction, or any or all of these, as may be deemed appropriate by the District Manager.

#### SECTION 1012. Liability for District Enforcement Expenses, Losses or Damages.

Any person violating any of the provisions of the ordinances, rules or regulations of the District, or any permit imposed pursuant thereto shall become liable to the District for each, every, any and all expenses, losses or damages occasioned by the District by reason of such violation. For the purposes of this provision, "expenses, losses or damages" shall include, but not be limited to, reasonable attorney's fees incurred by the District for negotiations, consultations, litigation or otherwise, and shall include reimbursement to the District for the costs to it of the hours expended by the employees of the District by reason of such violation and all other costs and expenses so occasioned.

#### **SECTION 1013. Hearing.**

Prior to seeking a civil penalty under Section 1003, terminating service under Section 1007, revoking a permit under Section 1008, correcting a violation under Section 1010, seeking a temporary restraining order or injunction under Section 1011, taking action to abate a nuisance under section 1009 or referring a violation for criminal prosecution under Sections 1006 or 1009, the Board shall conduct a hearing to consider the proposed action. The person or persons affected by the proposed action shall be given at least ten (10) days notice of the hearing and shall be given the opportunity to present evidence and testimony relating to the matter. Such affected person or persons shall be notified of the decision made by the Board and such decision shall be final. Notwithstanding the foregoing, unless otherwise required by law, neither a hearing nor prior notice to affected persons shall be required in cases in which immediate action must be taken in order to prevent injury to persons or serious damage to property as a result of a violation hereunder. In the event the District seeks to impose an administrative penalty under Section 1004, the notice and hearing provisions specified therein shall apply.

#### **SECTION 1014. Remedies Cumulative.**

The enforcement procedures set forth herein are in addition to and not in limitation of the enforcement procedures otherwise provided for by law. The District may utilize any available local, State or Federal enforcement procedures in addition to or in lieu of the procedures provided for hereunder."

## **ARTICLE XI**

### **VARIANCES AND APPEALS**

#### **SECTION 1100. Variances.**

Notwithstanding any other provision of this Code, the District Board may grant a variance from the terms, conditions, or charges as set forth herein where special circumstances make it reasonable to do so.

## **SECTION 1101. Appeals.**

(01) Any customer, permittee, applicant, or other person aggrieved by any decision, action, finding, determination, order, or directive of the District Manager, made or authorized pursuant to the provisions of this Code, or any permit issued pursuant to this Code or interpreting or implementing same, may file a written request with the District Manager for reconsideration thereof within ten (10) days of such decision, action, finding, determination, or order, setting forth in detail the facts supporting such customer's or person's request for reconsideration. The District Manager shall render a formal decision within ten (10) days of the receipt of such request or reconsideration.

(02) Any customer, permittee, applicant, or other person aggrieved by the final determination of the District Manager may appeal such determination to the District Board within ten (10) days of notification by the District Manager of his final determination. Written notification of such appeal shall be filed with the Secretary of the District within ten (10) days after notification of the final determination of the District Manager, and shall set forth in detail the facts and reasons supporting the appeal. Hearing on the appeal shall be heard by the District Board within thirty (30) days from the date of filing the Notice of Appeal. The appellant, the District Manager, and such other persons as the District Board may deem appropriate, shall be heard at the hearing on such appeal. Upon conclusion of the hearing, the District Board may affirm, reverse or modify the final determination of the District Manager as the District Board deems just and equitable, and in furtherance of the provisions, purposes and intent of this Code. The District Board's determination on the appeal shall be final.

## **ARTICLE XII**

### **VALIDITY**

## **SECTION 1200. Severability.**

If any section, subsection, sentence, clause or phrase of this Code is for any reason held to be invalid, unconstitutional or unenforceable, such holding shall not affect the validity of the remaining portions of this Code. To this end, the provisions of this Code are severable.

## **SECTION 1201. Declaration.**

The District Board hereby declares that it would have based the provisions of this Code, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid, unconstitutional or unenforceable.

**ARTICLE XIII**

**CODE OF GENERAL REGULATIONS IN FORCE**

**SECTION 1300. Full Force and Effect.**

This Code of General Regulations shall be in full force and effect from and after its passage, approval and publication as provided by law.

**SECTION 1301. Passed and Adopted.**

Passed and adopted by this District Board of the West Bay Sanitary District, County of San Mateo, State of California, on the 22<sup>nd</sup> day of November, 1982, by the following vote:

Ayes: Boyce, Halbo, Inglis

Nayes: None

Absent: Wear

Abstain: None

John Inglis, Jr.  
President of the District  
Board of the West Bay  
Sanitary District, County of  
San Mateo, State of  
California

Attest:

Finn T. Halbo  
Secretary of the District Board  
of the West Bay Sanitary District  
County of San Mateo, State of  
California

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