

# Recycled Water User's Guide



City of  
Santa Rosa

**RP**  
Rohnert Park

**For Design and Operation of  
On-Site Recycled Water Facilities  
in Santa Rosa and Rohnert Park**



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# Abbreviations

Abbreviations used throughout this document are listed below for reference. Definitions for terms are listed in

## **Appendix A - Definitions.**

<b>AWWA</b>	. . . . .	American Water Works Association
<b>County HSD</b>	. . . . .	Sonoma County Health Services Department - Environmental Health Division
<b>IAPMO</b>	. . . . .	International Association of Plumbing & Mechanical Officials
<b>NPDES</b>	. . . . .	National Pollutant Discharge Elimination System
<b>OSHA</b>	. . . . .	Occupational Safety and Health Administration
<b>psi</b>	. . . . .	pounds per square inch
<b>PVC</b>	. . . . .	polyvinyl chloride
<b>RP Device</b>	. . . . .	Reduced Pressure Principal Backflow Prevention Device
<b>RWQCB</b>	. . . . .	North Coast Regional Water Quality Control Board.
<b>State DDW</b>	. . . . .	Division of Drinking Water – State Water Resources Control Board
<b>Title 17</b>	. . . . .	California Code of Regulations, Title 17
<b>Title 22</b>	. . . . .	California Code of Regulations, Title 22
<b>UPC</b>	. . . . .	Uniform Plumbing Code
<b>Regional System</b>	. . . . .	Santa Rosa Regional Water Reuse System
<b>Water Retailer</b>	. . . . .	Cities of Santa Rosa and Rohnert Park
<b>WRR</b>	. . . . .	Water Recycling Requirements

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# Introduction

## PURPOSE

The Santa Rosa Regional Water Reuse System (Regional System) is owned and managed by the City of Santa Rosa and serves the “partner agencies” including the cities of Cotati, Rohnert Park, Santa Rosa and Sebastopol and the South Park County Sanitation District. The Regional System produces tertiary treated recycled water that is distributed by the Regional System and several of its partners including the cities of Santa Rosa and Rohnert Park (the “Water Retailers”). Recycled water use may be required within the Regional System’s service area, which is defined as the urban growth boundary of each partner agency.

This document outlines the rules and regulations and provides guidance for design, installation, operation and maintenance of on-site recycled water facilities within the Regional System’s service area, including the Water Retailers’ local requirements. It is designed to be used by any party interested in using recycled water on private or public property within that service area. The document covers requirements for existing sites and new development sites and should give the User information necessary to meet all applicable regulations. Every effort has been made to provide the User with the information needed to design, construct and operate facilities in compliance with all existing codes, laws, statutes and regulations concerning the use of recycled water. **Appendix A** contains definitions and additional reference materials that may be helpful to recycled water users and their design and operations staff.



## AUTHORITY AND SOURCES

The Regional System treats and produces recycled water under the authority of its National Pollution Discharge Elimination System (NPDES) Permit. Each of the water retailers distributes recycled water under the authority of the State Water Resources Control Board Order WQ 2016-0068-DDW (General Order). Both the Regional System’s NPDES permit and the General Permit allow recycled water distributors to permit individual users, provided that appropriate local standards and controls are established.

Each of the water retailers has outlined its recycled water permitting and enforcement authority in its municipal code (**See Appendix C**). These local authorities are intended to be supported and augmented by this Users Guide. The User Guide is prepared by the Director of Santa Rosa Water, and can be updated with consultation of the Subregional Technical Advisory Committee (SubTAC) as rules and regulations change over time. This document is designed to be used by any of the regional partners using recycled water supplied from the Laguna Treatment Plant. Each Water Retailer may have an applicable municipal code establishing rules, regulations and authorities regarding the use of recycled water in the specific Water Retailer’s jurisdiction as included in **Appendix C**.

# Introduction

In addition to the permit requirements, this document draws on a number of references concerning the use of recycled water. Of primary importance are the California Code of Regulations Title 22 and Title 17, the California Health and Safety Code, the California Water Code, the Guidelines for Distribution of Nonpotable Water and the Guidelines for the On-Site Retrofit of Facilities Using Disinfected Tertiary Recycled Water developed by the California-Nevada Section of the American Water Works Association (AWWA), and the California Plumbing Code (CPC), Chapter 16A. This document was developed specifically for Users that receive recycled water from the Regional System and its water retailers. It takes precedence over general guidelines (including AWWA guidance documents) where differences are noted. Codes, laws, statutes and regulations may change over time and neither the Regional System nor the water retailers assume any liability for errors in this document.

Within the Regional System service area, Users may have site-specific requirements, which are usually set forth in either the individual Recycled Water Use Permit or User Agreement. In addition, the water retailers have unique local design and processing requirements, which are included the Appendices. It is the responsibility of the User to check with their local water retailer before connecting to the recycled water system or initiating any changes to their on-site recycled water system.

**Interested parties may contact the Regional System for copies of documents referenced in the Recycled Water User Guide.**

## ACKNOWLEDGEMENT



In preparing this document, the Regional System acknowledges the assistance of a number of agencies including State Division of Drinking Water (State DDW), Sonoma County Health Services Department–Environmental Health Division (County HSD), and North Coast Regional Water Quality Control Board (RWQCB). In particular, the Regional System acknowledges and thanks South Bay Water Recycling (SBWR), a recycled water program in the cities of San Jose, Santa Clara and Milpitas, for sharing key reference material used to generate this User Guide.



# Planning For Recycled Water Use

## APPROVED USES OF RECYCLED WATER

The Regional System produces tertiary recycled water approved for nonpotable, “unrestricted use” as defined by Code of Regulations Title 22 (Title 22). Unrestricted nonpotable uses include landscape irrigation; agricultural irrigation; construction uses such as dust control, soil compaction, and backfill consolidation; commercial/industrial uses such as cooling towers, boiler feed, air conditioning, commercial laundries, commercial car washes, concrete mixing; landscape impoundments such as fountains and water features; and toilet and urinal flushing in non-residential facilities.

All recycled water systems must be metered separately from the potable water supply system and must have no cross-connections to the potable water supply system.

Certain recycled water sites, with approved uses, are considered “dual plumbed”. These include all single-family residences using recycled water for irrigation and any building with separate piping systems for recycled water and potable water that delivers recycled water to plumbing outlets within the building (e.g. to toilets or urinals). Dual plumbed sites require additional cross connection control testing (discussed in ).

## DETERMINATION TO USE RECYCLED WATER

The Regional System and its members are committed to efficient management of all local water resources. As a result, and to the extent allowed by law, new landscape irrigation and commercial/industrial uses that are located within the Regional System service area may be required to use recycled water. Existing potable water users may be allowed to convert irrigation systems or other nonpotable uses to recycled water with approval of their Water Retailer.

## LOCAL SUPPLIER OF RECYCLED WATER (LOCAL AUTHORITY)

The State of California, through its Division of Drinking Water (DDW) and regional water boards, has primary regulatory authority over producers and distributors of recycled water. The State generally delegates the regulation of individual recycled water users to “local authorities” which include the Regional System and the Water Retailers. These local authorities have the discretion to permit, approve, require and specify what sites and/or uses of recycled water are to be utilized in their service area, so long as they comply with State requirements. The local authority also has the responsibility to enforce the rules, regulations and requirements for the end use of recycled water.

The regulations for local recycled water use are outlined in the Ordinances of the Water Retailers and provided as applicable in **Appendix C**. Please contact your Water Retailer for specific information that could impact your site.



Photo Credit: Kelly McManus



# Planning for Recycled Water Use

## PROCEDURES FOR OBTAINING RECYCLED WATER SERVICE

Every site must obtain a Recycled Water Use Permit (Permit) or User Agreement from their Water Retailer prior to receiving recycled water. Permits or User Agreements will detail the conditions of use, including the requirement that the User follow the rules and regulations of the City Code and this User Guide. Typically, these conditions also include construction inspection, cross-connection certification, Site-Supervisor training and, for irrigation sites, a schedule of the hours that recycled water can be utilized.

The forms and procedures for obtaining recycled water service are included in **Appendix E**. The procedures differ slightly between the water retailers and are slightly different depending on whether the service is for a new facility or for an existing facility. Please confirm all procedures with your Water Retailer.

Following Permit issuance or User Agreement execution, a site may receive recycled water in accordance with the requirements of the Permit or User Agreement. The Water Retailer has the authority to revoke the Permit at any time or terminate the User Agreement per the language in the User Agreement.

If the on-site recycled water system is found to be in violation of the Permit or User Agreement conditions, the Water Retailer has the authority to immediately terminate recycled water service. Alternatively, the Water Retailer may direct the User to mitigate for these violations. A site inspection will be scheduled after a reasonable mitigation period to ensure compliance. Failure to comply will result in termination of recycled water service.



Photo Credit: Kelly Mcmanus

## PROTECTION OF PUBLIC HEALTH AND THE ENVIRONMENT

The Regional System, the Water Retailer, the local authority, the County HSD, and the State DDW reserve the right to take any action necessary, with respect to the operation of the User's recycled water system, to safeguard the public health. If real or potential hazards are evidenced any time during construction or operation of the User's recycled water system, the Water Retailer and the Regional System reserve the right and has the authority to terminate recycled water service immediately, without notice. These hazards include, but are not limited to, cross-connections with the potable system or any other water system, improper tagging, signing, or marking, or unapproved/prohibited uses, including irrigation practices that result in runoff from use areas, particularly where such runoff flows to a surface water body. The Water Retailer may elect to temporarily replace the recycled water supply water with potable water only after the User's recycled water system has been disinfected and approval has been granted by the Water Retailer, the Regional System and State DDW. All modifications required to replace the recycled water supply with potable water will be at the User's expense.



# Design, Installation, and Inspection

The purpose of this section is to provide designers of on-site recycled water systems with the requirements for the design, installation and inspection of recycled water systems. This section contains:

- Requirements for design, installation and inspection of new on-site recycled water systems; and
- Requirements for existing potable systems converting to recycled water supply

## DESIGN REQUIREMENTS AT THE SERVICE CONNECTION

### Pressure

The Regional System distribution system currently provides recycled water to Users at pressures that range from 10 pounds per square inch (psi) to 90 psi. The recycled water systems will operate at a lower pressure (e.g. 5-10 psi lower) than the potable water system. Designers should contact their Water Retailer to determine the pressure available at their specific point of connection.

### Required Wye Strainer and Pressure Regulator

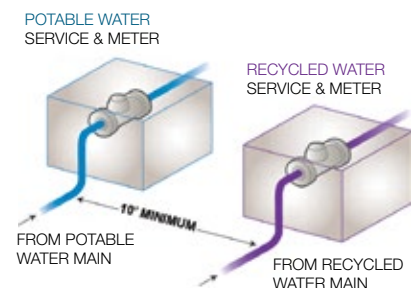
Unless otherwise directed by their Water Retailer, all recycled water services must be equipped with a wye-strainer (20-mesh or finer screen) installed as close as possible to the meter box, and a pressure regulating valve installed immediately downstream of the strainer. Both of these devices must be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

### Point of Connection Location

Designers must contact their Water Retailer or consult development plans to verify the water meter location, the size of the lateral and meter available to serve their facility.

### Point of Connection Separation Requirement

All recycled water service laterals and meters must be at least four feet horizontal separation, and one foot vertical separation from the nearest potable water facility, including pipelines, meters and hydrants. (Designers should consult the Water Retailer for specific design requirements.) In no case is horizontal separation of less than four feet or construction in the same trench as potable facilities allowed.



### Backflow Prevention: Protection of the Public Potable Water System

The design for all sites using recycled water shall include backflow prevention device on the potable water system. This device shall be designed, operated, maintained and inspected in accordance with the requirements of the Water Retailer's Backflow Prevention Program.

# Design, Installation, and Inspection

## **Backflow Prevention: Protection of the Public Recycled System**

Since recycled water is not used for drinking purposes, backflow protection is not normally necessary on recycled water irrigation systems. However, the Water Retailer must ensure that Users do not compromise the quality of the recycled water in the distribution system. Therefore, the Water Retailer will require backflow protection on the User's recycled water system if it is determined that there is a backflow hazard on-site which threatens the integrity of the distribution system. Examples of sites that may be required to install backflow protection devices are:

- irrigation sites where direct chemical fertilizer injections systems are installed on the irrigation system
- irrigation sites where recycled water landscape impoundment may cause a backflow hazard
- sites where the public water system is used to supplement the recycled water supply
- sites with boosted water pressure or processes that increase pressure on part of the system
- facilities using recycled water for landscape irrigation as part of an approved dual plumbed use area

In such cases, backflow prevention devices might be required at the recycled water service connection or at specific, on-site locations as appropriate to the situation. Backflow prevention assemblies must be shown on plans and be a type approved by State DDW. It will be the responsibility of the User to provide test reports for on-site backflow prevention devices, and at the service connection in accordance with their Water Retailers Backflow Prevention Program.

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

## **DESIGN REQUIREMENTS FOR ON-SITE FACILITIES**

### **No Cross-Connection**

A cross-connection is any physical connection between any part of a water system used or intended to supply water for drinking purposes and any source or system containing water or substance that is not or cannot be approved for human consumption. This includes direct piping between the two systems, regardless of the presence of valves, backflow prevention devices, or other appurtenances. No Cross-Connections are allowed between the recycled water system and any other water system.

### **Pipe Class**

All on-site recycled water piping shall be installed in accordance with the Uniform Plumbing Code and all other local governing codes, rules, and regulations. All piping shall be continuously and permanently marked with the manufacturer's name or trademark, nominal size, and schedule or class indicating the pressure rating.

# Design, Installation, and Inspection

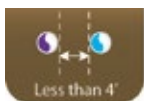
## Pipe Separation

### Horizontal Separation

A horizontal separation of ten feet between parallel, buried recycled and potable water mains is preferred. Horizontal separations of between four feet and ten feet may be approved by the Water Retailer provided the design incorporates at least one of the construction requirements outlined in the table below. A minimum horizontal separation of four feet between parallel, buried recycled and potable water pipelines must be maintained. Horizontal separation of less than four feet or construction in the same trench as potable facilities is not allowed.

#### HORIZONTAL PIPE SEPARATION

#### CONSTRUCTION REQUIREMENTS



Less than 4 . . . . . Not allowed



4' - 10' . . . . . Must meet one of these requirements:

- Solvent welded PVC pipe on recycled water system
- Restrained PVC pipe for recycled or potable
- Restrained joint ductile iron pipe on recycled water system
- Soldered copper pipe on recycled water system
- Sleeve potable pipe
- Sleeve recycled pipe



10' or Greater. . . . . No special construction requirement

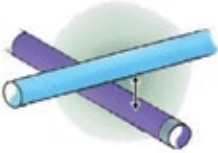

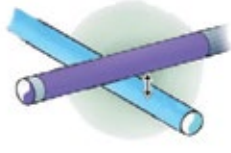
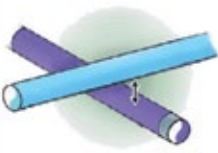


# Design, Installation, and Inspection

## Vertical Separation at Crossings

Where a buried constant pressure recycled water pipeline crosses a buried potable water pipeline, it must be located a minimum of 12 inches below the potable water pipeline. Constant pressure recycled water pipelines are allowed over potable water pipelines with a minimum of 12 inches of vertical separation if a full standard pipe length is centered over the crossing, or the recycled water pipeline is installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping.

**NOTE:** Intermittently pressurized irrigation laterals may be located a minimum of 12 inches above potable water pipelines without sleeving.

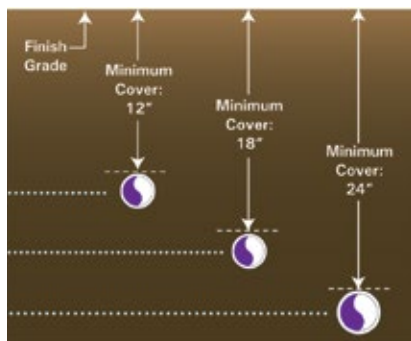
	VERTICAL PIPE SEPARATION	CONSTRUCTION REQUIREMENTS
	Less than 1' below potable	Not allowed
	1' or greater below potable	No special construction required
	Less than 1' above potable	Not allowed
	1' or greater above potable	Depth of cover requirement must be satisfied.  A full standard pipe length must be centered over the crossing, or the recycled pipeline must be installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping.



# Design, Installation, and Inspection

## Depth of Cover and Thrust Blocking

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



Intermittent Pressure (all sizes) . . . . 12 inches

Constant Pressure:

2.5-inch diameter and smaller . . . . 18 inches

Constant Pressure:

3-inch diameter and larger . . . . . 24 inches

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

## Irrigation System and Landscape Impoundment Design

Irrigation systems must be designed to minimize overspray and ponding and prohibit runoff. Designers must specify appropriate irrigation devices to prevent overspray in narrow areas. New landscape sites are subject to the Water Retailer's "Water Efficient Landscape Ordinance" which includes provisions that assure that irrigation design will not result in significant overspray, runoff and ponding. For retrofit sites, the following design standards must be met to provide this assurance:

- Separate irrigation stations will be provided for different water requirements, solar exposures, microclimates and slopes.
- Sprinklers will be adjusted or systems modified to minimize overspray on to adjacent pavement, sidewalks, and other non-landscaped areas.
- Pressure regulation will be installed to assure operation at the manufacturers' optimal operating pressure.
- Sprinkler heads will have matched precipitation rates within each valve circuit.
- Rain shut-off devices will be installed on each irrigation controller.
- Check valves will be installed, where applicable, to prevent low head drainage.

In the event that, during the coverage test, noticeable overspray, runoff and/or ponding is observed, irrigation system components will be adjusted or removed and relocated as needed. This requirement does not apply to landscape impoundments such as fountains, ponds or lakes.

## Protection of Drinking Fountains and Outdoor Eating Areas

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

## Protection of Aquifers and Surface Waters

Recycled water landscape impoundments such as ornamental ponds must be located at least 100 feet from any domestic water supply well. Recycled water landscape impoundments must be adequately protected from erosion, washout, or flooding from a rainfall event having a predicted frequency of one in 100 years. Ponds must maintain a minimum freeboard consistent with pond design but not less than two feet. Landscape impoundment design must

# Design, Installation, and Inspection

include a mechanism to assure water quality management of the impounded recycled water. In addition, the Water Retailer may choose to impose other requirements as may be necessary for the purposes of protecting aquifers and surface waters.

Irrigation systems must be designed to prevent irrigation of recycled water within 50 feet of any domestic water supply well. Irrigation of surface water bodies is prohibited. Installation of new irrigation systems in close proximity to surface waters shall incorporate additional design features such as setbacks and berms as appropriate to eliminate the potential for runoff to surface water bodies. Existing irrigation systems in close proximity to surface waters shall be inspected and adjusted to eliminate the potential for runoff prior to retrofit. Additional runoff protection measures such as setbacks will be incorporated as needed. Detail and information on additional runoff protection measures can be found in the City of Santa Rosa and County of Sonoma Storm Water Low Impact Development Technical Design Manual (current edition).

## Protection of Public Potable Water Systems – Backflow Prevention

Although not normally a part of on-site recycled water irrigation systems, backflow prevention devices are a required and important part of potable water service connections to sites where recycled water is used. At premises where both recycled water and potable water are present, a reduced pressure principal backflow prevention device (RP device) must be located as close as possible to the downstream side of every potable water meter.

## Hose Bibbs

Hose bibbs are not allowed on any recycled water system that is accessible to the general public. In these areas, only quick-couplers are allowed.

On recycled water systems that do not allow any public access, hose bibbs may be permitted by the Water Retailer, but must be properly labeled. Check with your Water Retailer to determine if they approve hose bibbs on areas that are not accessible by the general public and, if allowed, what labeling requirements are required.

## EXCEPTIONS TO DESIGN REQUIREMENTS FOR RETROFITTED SITES

With the exception of pipe identification and pipe separation, facilities where the existing buried piping system is converted from potable to recycled water must meet the same requirements as new facilities. However, any new buried piping added to existing piping at a retrofitted site must meet the identification and separation requirements for new systems (See Design Requirements for On-Site Facilities and Installation Criteria). In addition, any existing piping that is currently above ground, and piping uncovered for any reason during construction must be marked according to pipe identification requirements of this section to the extent feasible.



# Design, Installation, and Inspection

## INFORMATION REQUIRED ON PLANS

The following is a brief list of the information required on the plans for every on-site recycled water system. Note that compliance with every item on this list does not guarantee that the plans will be approved since regulations and policies may change and some sites may require additional provisions. For convenience, a copy of this plan checklist is provided in **Appendix B**.

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

## GENERAL SITE INFORMATION FOR RECYCLED WATER USE

1. RECYCLED WATER USE AREA: *(type of use, physical area of use, and for landscapes square footage of Use Area)*.
2. PUBLIC ACCESS TO SITE IS *(indicate: UNRESTRICTED or RESTRICTED)*.
3. OWNER: *(legal property owner's name)*.
4. PROPERTY MANAGER CONTACT: *(name, title, and telephone number)*.
5. TENANT (S): *[name(s) & phone number(s); if not applicable, state NOT APPLICABLE]*.
6. ON-SITE WELL LOCATIONS: *(for example, ONE; if none, state NONE)*.
7. WELLS ON ADJACENT SITES LOCATED WITHIN 50 FT. OF RECYCLED WATER APPROVED USE AREA OR WITHIN 100 FT. OF ANY RECYCLED WATER IMPOUNDMENT: *(for example, ONE; if none, state NONE)*.
8. OUTDOOR DRINKING FOUNTAINS IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE)*.
9. OUTDOOR EATING AREA(S) IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE)*.
10. WATER FEATURES ON SITE: *(examples below; if none, state NONE)*.

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

# Design, Installation, and Inspection

- Clearly identify all adjacent **streets**, and locations of all major improvements on the site.
- Show the location of all drinking fountains, outdoor eating areas, and **other public facilities supplied with recycled water, potable water, or any other water service**. Public facilities include, but are not limited to, restrooms, snack bars, swimming pools, wading pools, decorative fountains and showers. Show the pipelines feeding all of these facilities.
- Show the location of any wells, lakes, ponds, reservoirs, or other **water impoundments** located on the site or within 100 feet of the site, and indicate the type of water source.
- Indicate that the separation between potable and recycled water lines meets minimum requirements **(See Design Requirements)**. Show sleeving where recycled water pipelines cross over potable water pipelines.
- When **potable water piping is not present** on the site, state in a note that potable water piping is not present.
- **Show all details necessary** to properly construct the system, including the details conforming to the Water Retailer requirements **(See Water Retailer's Recycled Water Standards)**. The purpose of the details is to show the materials and methods necessary to clearly identify all water systems on the site.
- For irrigation sites, include an irrigation equipment legend specifying all materials of construction for the system, including:
  - ◆ A pipe schedule listing pipe sizes, materials of construction, and type of water conveyed by the piping
  - ◆ A listing of valve types, including quick coupling valves
  - ◆ All pertinent information for each type of sprinkler head and/or emitter, including manufacturer and model number, nozzle pattern and application rate for sprinklers, and flow rate for drip emitters
  - ◆ Indication of purple-colored pipe with recycled water stenciling and quick coupling valves with purple covers where recycled water is used
- For recycled water landscape impoundments, include all necessary details to demonstrate the landscape impoundment is adequately protected from erosion, washout, or flooding from a rainfall event having a predicted frequency of one in 100 years.
- For recycled water pond designs, show all details necessary to clearly demonstrate that the minimum freeboard is consistent with pond design but not less than two feet.
- Include the Standard Notes specified by the Water Retailer **(See Appendix B –Standard Notes)**.





# Design, Installation, and Inspection

- All sites using recycled water must post **clearly visible signs** conforming to the Water Retailer details. Show proposed sign locations on plans.
  - ◆ For many sites, typical locations for signs are at the property line near crosswalks, at driveway entrances, and at outdoor eating areas.
  - ◆ For streetscapes (parkways, frontage or backup landscaping), place signs at street corners and entranceways as appropriate to notify passersby and users of the site.
  - ◆ For medians, a sign should be placed at the beginning and end of every median, and another approximately equidistant from the ends of the median for longer median areas.
  - ◆ For decorative fountains, ponds, and other water features, see **Advisory Signs For Decorative Fountains, Ponds and Other Water Features**, for more information.
- Add **signature lines** for the Water Retailer to all irrigation plan sheets, detail sheets, and specification sheets that pertain to the recycled water irrigation system.

## DESIGN APPROVAL

Before any new recycled water system is constructed or any existing recycled water system is modified, on-site recycled water system plans must be approved by the Water Retailer. Approval will be contingent upon evidence that all applicable design requirements, rules and regulations for a recycled water system are satisfied and that the system as designed can be operated in accordance with this User Guide. The User is responsible for meeting all requirements, even those requirements not shown on the approved plans.

## INSTALLATION CRITERIA

### Pipe Identification

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

#### Identification of Buried Recycled Water Lines

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

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

#### Identification of Existing Buried Recycled Water Lines

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



# Design, Installation, and Inspection

## Identification of Above Grade Recycled Water Lines

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

## Identification of Recycled Water Lines Inside Structures

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

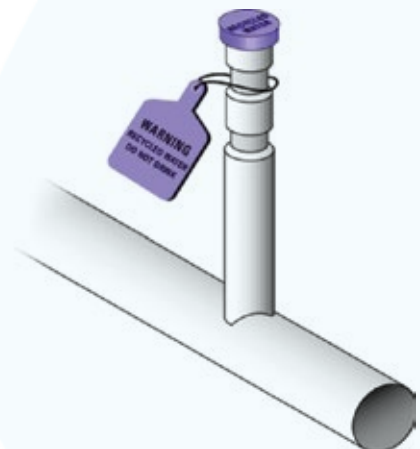
## Irrigation System Valve Boxes

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

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

## Quick Coupling Valves

New quick coupling valves must be made specifically for recycled water use. New quick coupling valves must be 3/4-inch or one-inch nominal size and of brass construction with a minimum working pressure of 150 psi. The covers on all new quick coupling valves must be permanently attached and made of purple rubber or vinyl with the words “RECYCLED WATER” imprinted on the locking cover. To prevent unauthorized use, the valve must only be operated by a special coupler key for opening and closing the valve. New quick coupling valves must be installed approximately 12 inches from walks, curbs, header boards or paved areas. Quick coupling valves used in the recycled water system must be installed in a valve box and a recycled water identification tag must be permanently attached to the quick coupling valve or the inside of the box so that it is clearly visible when the box lid is removed. In areas where it is not feasible to have a quick coupling valve installed in a valve box, exceptions may be authorized by the Water Retailer. Exemptions must be requested by the User and approved by the Water Retailer prior to plan submittal.



# Design, Installation, and Inspection

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

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

## Other Valves and Devices

### Isolation Valves

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

### Remote Control Valves

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

### Pressure Regulating Valves and Strainers

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

### Water Meters, Pumps, Pump Control Valves, Air/Vacuum Relief Valves

New and existing water meters, pumps, pump control valves, and air/vacuum relief valves must be tagged with a recycled water identification tag.

### Recycled Water Backflow Prevention Devices

If applicable, new and existing backflow prevention devices must be tagged with a recycled water identification tag.

### Potable Water System Devices

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

## Identification Tags and Stickers

Identification tags and stickers must be weatherproof and durable, such as plastic or plastic coated. Recycled water and potable water system identification tags and stickers must contain wording in English and Spanish per the Water Retailer’s details.



# Design, Installation, and Inspection

## Irrigation Controllers

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

## Irrigation Advisory Signs

All sites using recycled water must post clearly visible signs conforming to the Water Retailer’s details and installed per the locations indicated on the approved plans.

### Irrigation Systems at Fenced Facilities

Advisory signs indicating the use of recycled water must be installed at all entrances to the User’s facility per the Water Retailer’s details. The Water Retailer may require additional signing on a case by case basis.



### Irrigation Systems at Facilities Not Surrounded by Fences

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

The signs must conform to Water Retailer details. Where required for aesthetic or corporate identity purposes, alternate color-coding schemes may be adopted subject to the approval of your Water Retailer. Consult your Water Retailer for final approval of signs using alternate color-coding.

## Advisory Signs for Decorative Fountains, Ponds, and Other Water Features

The following are the minimum requirements for water feature signs:

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

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

## Required Temporary Connection to Potable Water Service

In order to prevent cross-connections, a new or retrofit recycled water system is not allowed to receive recycled water until it has passed a required cross-connection test. This means that the system must be supplied with water from a jumper (temporary connection) to an on-site potable water system up to and during the cross-connection test. After passing this test, the jumper must be removed and the system connected to the recycled water meter. Jumpers providing water from the public recycled water system into



# Design, Installation, and Inspection

the on-site recycled water system, are prohibited at all times. Systems not needing a temporary potable water source are usually systems where there is no potable water at the site, such as some streetscapes and medians.

## CONSTRUCTION INSPECTION

Your Water Retailer or designated representatives will conduct on-site inspections during the construction phase to ensure that materials, installation and procedures are in accordance with the approved plans, specifications, and all applicable regulations. Accordingly, the User must notify the Water Retailer of the schedule for all phases of planning, construction and start up so that inspections can be scheduled. All constant-pressure piping of all systems must conform to the requirements of the UPC Sections 103.5.1 through 103.5.4.2.

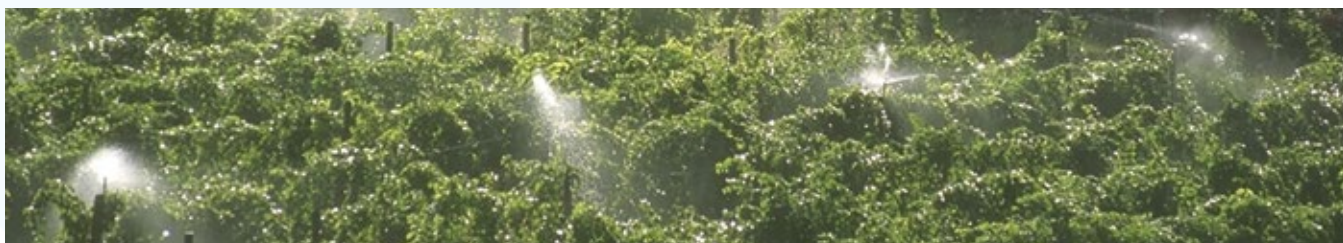
### Cross-Connection Test

The User must conduct a cross-connection test, and the User's site must pass this test, before connecting the User's recycled water system to the recycled water system at any use-site where both recycled and potable water are present in separate piping systems. This test is to ensure the absolute separation of the recycled and potable water systems. The User must notify the Water Retailer at least 48 hours prior to the test so that the Water Retailer and/or State DDW may be present. The cross-connection test must be done under the supervision of the Water Retailer and performed by an AWWA-certified Cross-Connection Control Specialist hired by the User. The Site Supervisor must be present at the test. The test must be done with potable water charging the system (see Required Temporary Connection to Potable Water Service above). A written report documenting the test results must be submitted by the certified Cross-Connection Control Specialist to the Site Supervisor and the Water Retailer following test completion. **Cross-connection test procedures are contained in Appendix D.**

### Final Inspection and Approval to Receive Recycled Water

Before the recycled water system is connected to the recycled water supply, the Water Retailer (or its designated representatives) will perform a final inspection to ensure all requirements have been met. The Water Retailer's Inspector will check to see that the proper equipment was used and that all required tags, labels, and signs are in place.

The Water Retailer must grant final approval before recycled water can be supplied to the site. Final approval will be granted when construction has been completed in accordance with approved plans and specifications, all cross-connection tests have been performed, a final on-site inspection has been conducted, and all requirements have been met satisfactorily. The Water Retailer will forward a copy of all test and inspection reports to State DDW as well as notification that recycled water service has started. During the lifetime of the recycled water system, the Water Retailer will periodically inspect the recycled water system to ensure compliance with all applicable rules and regulations.



# Design, Installation, and Inspection

## Irrigation System Coverage Test

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



Photo Credit: Kelly Mcmanus

## Record Drawings

The User must assure that the record drawings which show the recycled water system as constructed are prepared. These drawings must include all changes in the work constituting departures from the original construction plans including those involving both constant-pressure and intermittent-pressure lines and appurtenances. All conceptual or major design changes must be approved by the Water Retailer before implementing the changes in the construction contract. The recycled water system record drawings must be submitted to the Water Retailer within ninety (90) days of the site receiving recycled water.



# Operations and Maintenance

This section contains general requirements for the operation and maintenance of a recycled water system.

## GENERAL USER RESPONSIBILITIES

Recycled water Users must agree to comply with and enforce the rules and regulations for recycled water use, including the stipulations of the Water Retailer, the Recycled Water Use Permit or User Agreement, and this User Guide.

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

- Obtain all Permits required for the operation and maintenance of the on-site recycled water system.
- Assure that recycled water will be used only within the approved Use Area.
- Assure compliance with all Site Supervisor duties listed in Section 3B below.
- Apply recycled water in accordance with the rules and regulations.
- Maintain the on-site recycled water system, including signs, markings, and tags in accordance with all Water Retailer rules and regulations.
- Ensure all materials used during the repair and maintenance of the system are approved or recommended for recycled water use.
- Obtain prior authorization from the Water Retailer before making any modifications to the approved recycled water system.
- Report all violations and emergencies to the appropriate local authority.
- Submit test reports for on-site backflow prevention devices, and at the service connection in accordance with your Water Retailer's Backflow Prevention Program.
- Submit Annual Self-Inspection Report

Apply irrigation water according to the following standards:

1. For systems with automatic control, irrigate during the hours of 8 pm to 7 am to minimize wind drift and public contact; or at the time of minimal use of the area to minimize public exposure and maximize dry out time.
2. For manually operated systems or for system maintenance checks, operation may be performed at other times under supervision to avoid inadvertent exposure to the general public. No unattended operation of the system will take place outside the 8 pm to 7 am window.
3. Irrigation run times will be set to minimize ponding and prohibit runoff due to application rate exceeding soil infiltration rate. The "repeat start time" function of the automatic controller will be used to apply water in short periods to allow the water to soak into the soil.
4. Irrigation will be applied at a rate that does not exceed the demand of the plants and does not exceed the field capacity of the soil. Irrigation will not occur at any time when uncontrolled runoff may occur, such as during times of rainfall or very low evapotranspiration.





# Operations and Maintenance

## System Modifications

To assure continued compliance with all applicable rules and regulations, the User must submit plans for modifications to any recycled water system to your Water Retailer and receive authorization from your Water Retailer before making any modifications to the approved recycled water system. The Water Retailer will notify the User if any additional approval is required from other regulatory agencies and if any special procedures are required.

## Permit/User Agreement Issuance

Prior to receiving recycled water service and finalizing the Recycled Water Use Permit or User Agreement, the User must meet the requirements established in Section 2 – Design, Installation and Inspection. Additionally, the User must designate a Site Supervisor who is responsible for attending the Site Supervisor Certification Training (which is conducted by the Regional System) in accordance with your Regional System's timeframe.

## Site Supervisor Designation

The User must designate a representative to be the Site Supervisor of the recycled water use site. The Site Supervisor represents the Owner, tenant, or property manager as a liaison to the Water Retailer. The Site Supervisor must have the authority to carry out any requirements of the Water Retailer. Ideally, the Site Supervisor is an employee who is permanently stationed at the use site. Consideration will be given to Site Supervisors under contract with the User, and Site Supervisors who are not permanently at the use site. In all cases, the Site Supervisor or their designee must be available at all times.

## Site Supervisor Training

The designated Site Supervisor must attend a Site Supervisor Certification Training, provided by the Regional System, within the first 90 days of receiving recycled water service. Failure to attend the Site Supervisor Certification Training may result in the termination of recycled water service.

## Changing the Site Supervisor

The User must notify the Water Retailer immediately of any change in personnel for the Site Supervisor position. Upon a change in personnel, the new Site Supervisor must attend a Site Supervisor Certification Training within 90 days of the position change or as soon as training is made available by the Regional System. Failure to attend the Site Supervisor Certification Training may result in the termination of recycled water service.





# Operations and Maintenance

## SITE SUPERVISOR RESPONSIBILITIES

The Site Supervisor:

- is responsible for the recycled water system at the site and for providing surveillance and supervision of the on-site recycled water system in a way that assures compliance at all times with the current regulations and Permit requirements.
- must be available, or have a designated staff person available, at all times to assure 24-hour system coverage and prompt response to operational issues.
- must have a 24-hour phone contact number for the Water Retailer's use.
- is responsible for the operation, maintenance, and prevention of potential violations on the recycled water system.
- must ensure that there are no cross-connections made between the potable and recycled water systems.
- must be present at all cross-connection tests.
- must have the authority to carry out the requirements of the Permit.
- must assure that all personnel involved with recycled water are trained prior to beginning work with recycled water, so they are familiar with the rules and regulations governing its use and will handle recycled water safely and responsibly.
- must immediately report to your Water Retailer any changes in staffing or contact information to assure 24-hour availability to the Water Retailer.
- must assure regular preventative maintenance and system inspections take place.
- must know the provisions contained in California Code of Regulations Title 17 and Title 22, relating to the safe use of recycled water and the maintenance of accurate records.
- must know the basic concepts of backflow and cross-connection prevention, system testing, and related emergency procedures.
- must conduct an annual self-inspection of the use site and provide a written report to your Water Retailer.
- must establish and maintain an accurate record keeping system of all inspections, modifications, repair work, employee trainings, permit documents, and communications with your Water Retailer and regulatory agencies.
- must keep as-built drawings up to date.
- must immediately inform your Water Retailer by phone of any failures, violations or emergencies that occur involving the recycle or potable water systems in the Use Area.
- must be in regular communication with your Water Retailer and at all times have phone contact information available to your Water Retailer sufficient to assure your Water Retailer that trained staff with the authority to carry out the requirements of the recycled water connection are available at all times.



# Operations and Maintenance

## Annual Self Inspection Report and Regular Monitoring

The Water Retailer requires that recycled water Users conduct an inspection at least once per year while the recycled water system is in use. The results of this inspection must be documented and submitted in a written report. Your Water Retailer will mail the report form to the Site Supervisor once a year. The Site Supervisor must submit the results to your Water Retailer in the timeframe established by the Water Retailer. Upon completion, the Site Supervisor must keep a copy of the report for their records.

To assure full compliance with the rules and regulations governing the use of recycled water, regular monitoring of any recycled water system is necessary. For irrigation systems, weekly or twice-monthly inspection is recommended. Inspection should include site observation for the following types of situations:

1. Is there evidence of recycled water runoff from the site? Note location and nature of the problem.
2. Is there evidence of recycled water ponding, and/or evidence of mosquitoes breeding within the irrigation area due to ponded water?
3. Are warning signs, tags, stickers, and above ground pipe markings properly posted to inform the public that irrigation water is recycled water, which is not suitable for drinking?
4. Is there evidence of leaks or breaks in the irrigation system piping, or tubing?
5. Is there evidence of broken or otherwise faulty drip irrigation system emitters or spray irrigation sprinklers?

## Preventing Unauthorized Discharge

The Site Supervisor must follow all preventative maintenance and monitoring procedures to assure unauthorized discharge does not take place. In the event that a break in the recycled water distribution system is not detected and repaired according to the standards of this User Guide, the Site Supervisor must immediately turn off the recycled water system once the break is detected, and immediately contact your Water Retailer.

## Maintenance

The Site Supervisor is required to perform preventive maintenance to ensure that the recycled water system always remains in compliance with the rules and regulations of the Regional System and your Water Retailer. As part of a preventive maintenance program, the Site Supervisor should:

- Perform regular inspections of the entire recycled water system. For irrigation systems, this includes sprinkler heads, drip irrigation system emitters, spray nozzles, piping and valves, pumps, storage facilities, controllers, etc. Immediately repair all broken sprinkler heads, faulty spray patterns, leaking pipes or valves, or any other noted condition that violates the recycled water use requirements.
- Check all recycled water identification signs, tags, labels, and above grade pipe markings for their proper placement and legibility. Replace damaged, unreadable, or missing signs, tags, labels, and pipe markings.
- For irrigation systems, check the system spray patterns while the system is in operation to eliminate ponding, runoff and windblown spray conditions. If evidence of ponding or runoff is noted, affected areas should be indicated on a sketch and sprinkler heads should be adjusted to prevent further ponding or runoff. County HSD regulations require that evidence of mosquitoes breeding within ponding should be noted and immediately eliminated.
- Establish and maintain an accurate record keeping system of all inspections, modifications, and repair work.
- Assure that any device (hose, pipe, meter, quick coupler, etc.) which has been used in contact with recycled water will not be used to convey potable water or be attached to the potable water system.

# Operations and Maintenance

## Personnel Training

The Site Supervisor is responsible for training all personnel involved with recycled water so they are familiar with all applicable rules and regulations. At a minimum, the training by the Site Supervisor should convey the following information:

- Tertiary treated recycled water, although highly treated, is non-potable and must never be used for human consumption.
- Regulations prohibit ponding, overspray, and runoff of water from irrigation sites.
- Working with non-potable recycled water is safe if common sense is used and appropriate regulations are followed.
- Cross-connection between the recycled water system and potable water system is strictly prohibited by State law. Training will include cross-connection recognition and how a backflow condition can occur.
- The Site Supervisor oversees the use of recycled water on site and is the liaison with the Water Retailer.

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

## Permit/User Agreement Updates

If the property is transferred to a new owner or tenant, or a new Site Supervisor or landscape maintenance professional becomes responsible for system maintenance, the User must notify your Water Retailer within 30 days in order to be in compliance with the conditions of their Permit or User Agreement.

## Notification of System Operation Problems

In the event of a break in the system, low pressure, low flow, poor water quality, or any other significant change of condition of the recycled water system, the Site Supervisor must notify your Water Retailer immediately.





# Operations and Maintenance

## Emergency Procedures

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

To prevent contamination, damage, or a public health hazard, the User may make emergency modifications or repairs without the prior approval of your Water Retailer. As soon as possible after the modification (but within three days), the Site Supervisor must notify your Water Retailer of the emergency modifications and file a written report.

## WATER RETAILER RESPONSIBILITIES

The Regional System is the Recycled Water Agency providing high quality recycled water at the appropriate pressure and quantity to the local Water Retailer. The Water Retailer is responsible for the operation and maintenance of the recycled water system upstream of and including the recycled water meter, and for assuring compliance with all laws related to recycled water use. The Water Retailer will:

- at all times have staff designated as the official contact for the Site Supervisor, including a 24-hour phone contact number for the Site Supervisor's use.
- provide regular updates to the Site Supervisor on changes in regulations affecting the use of recycled water.
- inspect the User's system as often as is necessary for compliance with State law and local rules and regulations.
- provide initial and ongoing training to the Site Supervisor and the Site Supervisor's designee(s) on all facets of the recycled water system, including regulations, standards for installation and layout, maintenance, identifying and preventing cross-connections, emergency procedures and reporting.
- be available to the Site Supervisor for training updates as requested by the Site Supervisor.
- have a record of Site Supervisor contact information, a copy of the Use Permit or User Agreement, and site-specific record of activities for each site served by recycled water.
- take control of or disconnect the recycled water system if at any time operation of the system presents a threat to public health and safety.
- confirm that, for sites that are dual plumbed, inspection for cross-connection is performed annually and that every four years a cross-connection test will be performed by an AWWA licensed Cross-Connection Control Specialist for which the results will be submitted to State DDW and the RWQCB within 30 days of the inspection.
- notify the appropriate regulatory agencies in a timely manner if operation of the recycled water system results in violation of State law.
- notify State DDW and the RWQCB within 24 hours of any discovery of a backflow incident from a dual-plumbed recycled water system into the potable water system.





# Operations and Maintenance

## INDUSTRIAL AND COMMERCIAL USES

Recycled water is approved by State DDW for a variety of commercial/industrial purposes such as cooling towers, boiler feed, air conditioning, commercial laundries, commercial car washes, concrete mixing, process rinsing, textile dyeing and toilet and urinal flushing in non-residential facilities.

### Dual Plumbed Sites

Dual plumbed sites are sites where separate piping systems for recycled water and potable water are used within a facility and where the recycled water is used to serve plumbing outlets within a facility, or outdoor landscape irrigation at individual residences. The requirement for cross-connection tests described under **Site Supervisor Responsibilities** above is also required for individual residences with recycled water irrigation systems.

### Dual Plumbed Regulations

If recycled water is used inside a building, or for irrigation at individual residences, all dual plumbed regulations apply.

### Visual Inspection and Cross-Connection Review

A visual inspection and thorough cross-connection review of all recycled water systems should be conducted annually by the Site Supervisor.

### Cross-Connection Tests

For dual plumbed sites, once every four years, the User must have a cross-connection test performed by an AWWA certified Cross-Connection Control Specialist to verify that there is not a cross connection between the recycled water and potable water systems. The User must notify your Water Retailer at least 48 hours in advance of the test in order for a Water Retailer representative to be present if appropriate. The Site Supervisor must be present at the test. **Sample Water Retailer Cross-Connection Test Notification Forms are located in Appendix E.** The certified Cross-Connection Control Specialist must submit a written report documenting the test results to the Site Supervisor and your Water Retailer.

For specific individual uses, other regulations may apply (Food & Drug Administration, OSHA). Contact your Water Retailer for further information regarding industrial uses.

## LANDSCAPE IMPOUNDMENTS

Recycled water can be used for a variety of landscape impoundments, including but not limited to golf-course ponds and decorative fountains. The biggest consideration when managing water features, whether potable or recycled, is the potential for algae growth. The User should develop a maintenance program, including adequate aeration, circulation, and chlorine application if necessary, to help minimize the growth of algae. Contact your Water Retailer for further information regarding landscape impoundment maintenance.

### Cross-Connections

A cross-connection is any physical connection between any part of a water system used or intended to supply water for drinking purposes and any source or system containing water or substance that is not or cannot be approved for human consumption. This includes direct piping between the two systems, regardless of the presence of valves, backflow prevention devices, or other appurtenances.

# Operations and Maintenance

## Notification of a Cross-Connection

The Site Supervisor must immediately notify your Water Retailer of any failure or cross-connections between the recycled water and potable water system, whether or not he/she believes a violation has occurred. The Site Supervisor must also notify your Water Retailer of any violation that might occur because of any action the User personnel might take during the operation of the recycled water or potable water systems. If there are any doubts whether a violation has occurred, the Site Supervisor must report each occurrence to your Water Retailer so a decision can be made as to the need for further action.

## Scheduling Future Cross-Connection Tests

Periodic cross-connection tests of dual plumbed systems must be performed by an AWWA certified Cross Connection Control Specialist and the Site Supervisor must be in attendance during the test. These tests must be performed according to the procedure listed in **Appendix D**.

## Emergency Cross-Connection Procedures

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

### Emergency Cross-Connection Response Plan

The User must notify your Water Retailer contact person by telephone immediately. This notification must be followed by a written notice within 24 hours that includes an explanation of the nature of the cross-connection, date and time discovered, and the contact information of the person reporting the cross-connection.

- Your Water Retailer will notify the County HSD, RWQCB and State DDW of the reported cross-connection.
- The User must immediately shut down the recycled water supply to the facility.
- The User must keep the potable system pressurized and post “Not for Drinking” signs at all potable water fixtures and outlets.
- The User must provide bottled water for employees until the potable water system is deemed safe to drink.
- The User must follow the procedures outlined by the County HSD, State DDW, and your Water Retailer.
- After final approval, has been obtained from the County HSD and State DDW, your Water Retailer will bring the recycled water system back into service and inform the User to remove the “Do Not Drink” signs from all potable water fixtures and outlets.

## Contamination of Potable Water

If contamination of the potable water system is suspected or known, due to a cross-connection on the User’s premises, the User must immediately notify your Water Retailer. The User is to invoke immediately the **Emergency Cross-Connection Response Plan** described above.

# Appendix A

## Definitions & References

<b>APPROVED USE</b>	An application of recycled water in a manner, and for a purpose, designated in a Recycled Water Use Permit or User Agreement issued by the Water Retailer and in compliance with all applicable Regulatory Agency requirements.
<b>APPROVED USE AREA</b>	A site with well-defined boundaries designated on the approved Site Drawings, to receive recycled water for an approved use and acknowledged by all applicable Regulatory Agencies.
<b>CROSS-CONNECTION</b>	Any physical connection between any part of a water system used or intended to supply water for drinking purposes and any source or system containing water or substance that is not or cannot be approved for human consumption. This includes direct piping between the two systems, regardless of the presence of valves, backflow prevention devices, or other appurtenances.
<b>DIVISION OF DRINKING WATER</b>	The State Water Resources Control Board, Division of Drinking Water (DDW) is the agency responsible for protecting and promoting the safety of California's drinking water. DDW is responsible for developing the criteria and regulations for recycled water use, evaluating and approving recycled water systems, and for making recommendations to the RWQCB regarding the public health implications of recycled water use.
<b>INSPECTOR</b>	Any person authorized by the Regional System, the Water Retailer, or the local health agencies to perform inspections on or off the User's site before construction, during construction, after construction and during operation.
<b>INTERMITTENTLY PRESSURIZED LINE</b>	Also known as a "lateral," it is the pipe section(s) between the irrigation control valve and the sprinkler head or drip emitters.
<b>LANDSCAPE IMPOUNDMENT</b>	A body of recycled water used for aesthetic enjoyment or which otherwise serves a function not intended to include public contact.
<b>LATERAL</b>	See "INTERMITTENTLY PRESSURIZED LINE"
<b>NONPOTABLE RECYCLED WATER OR RECYCLED WATER</b>	Water that meets California Administration Code Title 22, Division 4 of the Environmental Health Water Reclamation Criteria and is approved for purposes other than human consumption. For the purpose of these rules and regulations, "recycled water" refers to "Nonpotable recycled water."
<b>NONPOTABLE WATER</b>	Water that has not been treated for human consumption in conformance with the latest edition of the United States Public Health Service Drinking Water Standards, the California Safe Drinking Water Act, or any other applicable standards.

# Appendix A: Definitions & References

<b>OFF-SITE</b>	Designates or relates to facilities including and upstream of the recycled water meter.
<b>ON-SITE</b>	Designates or relates to all irrigation facilities downstream of the recycled water meter.
<b>OVERSPRAY</b>	The spray of recycled water outside of the approved irrigation area.
<b>OWNER</b>	Any holder of legal title, contract purchaser, or lessee under a lease with an unexpired term of more than one (1) year, for property for which recycled water service has been requested or established.
<b>POINT OF CONNECTION</b>	This is the point where the User's system ties to the Water Retailer's system. This is usually at the water meter.
<b>PONDING</b>	Unauthorized retention of recycled water on the surface of the ground or other natural or manmade surface for a period following the cessation of an approved recycled water use activity.
<b>POTABLE WATER</b>	Water that is authorized for human consumption according to the latest edition of the California Safe-Drinking Water Act, or other applicable standards.
<b>POTABLE WATER FACILITY</b>	Any facility, including fire service, used to convey potable water.
<b>PUBLIC</b>	Any person or persons other than the site Owner or employees who may come in contact with facilities and/or areas where recycled water is approved for use.
<b>RECYCLED WATER USE PERMIT</b>	A permit issued to the User by the Water Retailer as required by State DDW and the RWQCB that defines the conditions of recycled water service.
<b>REDUCED PRESSURE PRINCIPAL BACKFLOW PREVENTION DEVICE</b>	A type of backflow prevention device, usually installed near a water meter, which prevents backflow in to the source system by a combination of double check valves and a pressure differential relief valve, with a resilient seated shutoff valve on each end of the device.
<b>REGULATORY AGENCIES</b>	Those public agencies legally constituted to protect the public health and water quality, and whose rules govern the use of recycled water, such as the State DDW, the RWQCB and the County HSD.
<b>RESTRAINED JOINT</b>	A joint incorporated with a restraining mechanism to be used at cross-sectional and directional pipeline changes to eliminate the potential for pipe separation due to internal pressures.
<b>RUNOFF</b>	Recycled water that drains outside the approved Use Area.



# Appendix A: Definitions & References

## **REGIONAL WATER QUALITY CONTROL BOARD**

The North Coast Regional Water Quality Control Board (RWQCB) is the agency responsible for preserving the quality of California's water resources. The RWQCB is responsible for issuing National Pollutant Discharge Elimination System (NPDES) permits, which contains regulations concerning discharge of water in the city limits of Santa Rosa.

## **SERVICE**

The furnishing of recycled water to a User through a metered connection to the onsite facilities.

## **SITE SUPERVISOR**

The responsible person designated by the User to provide liaison with the Water Retailer. This person must have the authority to carry out any requirements of the Regional System and the Water Retailer, must be responsible for the operation and maintenance of the recycled water system, and must prevent potential violations.

## **STANDARD PIPE LENGTH**

A section of pipe 18 to 20 feet in length that has no joints.

## **REGIONAL SYSTEM**

The Santa Rosa Regional Water Reuse System provides tertiary treated recycled water to agricultural and urban irrigation users. The Regional System is both a wholesaler and retailer of recycled water.

## **SURFACE WATER**

Any water body that flows over or stands on the surface of the ground, including lakes, rivers, streams, oceans, vernal pools and creeks. Approved recycled water landscape impoundments, such as decorative fountains, decorative ponds, recycled water storage ponds and other water features, are not defined as surface water.

## **UNAUTHORIZED DISCHARGE**

Any release of recycled water that violates the rules and regulations of the Water Utility, the Local Authority, the Regional System or all applicable Federal, State or local statutes, regulations, ordinances, contracts or other requirements.

## **USER**

Any person, persons or firm issued a Recycled Water Use Permit by a Water Retailer. They may be the Owner, tenant, or property manager as appropriate.

## **USER AGREEMENT**

An agreement issued to the User by the Water Retailer as required by State DDW and the RWQCB that defines the conditions of recycled water service.

## **VIOLATION**

Noncompliance with any condition of the Recycled Water Use Permit or User Agreement by any person, action or occurrence, intentional or unintentional.

## **WATER RETAILER**

Any regional partner receiving recycled water on a wholesale basis from the Regional System.

# Appendix A: Definitions & References

## REFERENCES

### **1. California Code of Regulations (CCR), Title 22, Division 4, Chapter 3, “Water Recycling Criteria”**

These regulations are written by the State DDW and specify the approved uses and use area requirements, such as hose bib restrictions, prohibition of irrigation near wells, etc. The regulations govern both the City of Santa Rosa’s distribution system as well as the User’s on-site system.

### **2. California Code of Regulations (CCR), Title 17, “Drinking Water Supply - Backflow Prevention”**

Title 17 specifies requirements intended to protect the public drinking water supply from contamination. Some requirements specified in Title 17 include backflow prevention devices, designation of a User, Site Supervisor, and Cross-Connection testing requirements.

### **3. American Water Works Association (AWWA), California-Nevada Section, Guidelines For Distribution of Nonpotable Water**

This document provides recommended guidelines for planning, designing, constructing, and operating nonpotable water systems, including recycled water systems. The guidelines themselves are not regulations but many agencies have adopted them as general requirements. The document covers both installations of the City of Santa Rosa’s distribution systems and on-site use systems.

**4. California Code of Regulations (CCR), Title 24, Part 5, “California Plumbing Code”** The California Plumbing Code, Chapter 16A, Part II sets forth requirements when recycled water is used within buildings in a dual-plumbed system for nonpotable domestic uses, such as toilet and urinal flushing. This section of the California Plumbing Code does not apply to irrigation sites, where the recycled water system is located outside buildings, or industrial sites, where the recycled water is used for non-domestic industrial purposes.

# Appendix B

## Plan Checklist and Standard Notes

### CITY OF SANTA ROSA

#### PLAN CHECK LIST AND STANDARD NOTES

- ☐ Indicate all sources of water on the plans.
- ☐ Show the location and size of all water meters on the piping plans.
- ☐ Show location and type of all backflow prevention devices for potable water systems, and if applicable, on the recycled water system.
- ☐ Show location and type of all strainers, pressure regulating valves, and master valves.
- ☐ Show location of all water pipelines (including potable and well lines) crossing the site. If space does not permit this information to be placed on the plans, then a separate site or utility plan can be used to show this information. Exception for an existing irrigation system converting to recycled water: Although it may not be possible to show the location of all water pipelines at this type of site, all locations where future recycled water piping must be separated from the potable water piping must be clearly indicated on the plans.
- ☐ Clearly identify all adjacent streets, and locations of all major improvements on the site.
- ☐ Show the location of all drinking fountains, outdoor eating areas, and other public facilities supplied with recycled or potable water service. Public facilities include, but are not limited to, restrooms, snack bars, swimming pools, wading pools, decorative fountains and showers. Show the pipelines feeding all of these facilities.
- ☐ Show the location of any wells, lakes, ponds, reservoirs, or other water impoundments located on the site or within 100 feet of the site, and indicate the type of water source.
- ☐ Indicate that the separation between potable and recycled water lines meets minimum requirements. Show sleeving where recycled water pipelines cross over potable water pipelines.
- ☐ When potable water piping is not present on the site, state in a note that the cross-connection test required by the Water Retailer is waived for sites where potable water piping is not present.
- ☐ Show all details necessary to properly construct the system, including the details conforming to the requirements of the Water Retailer. The purpose of the details is to show the materials and methods necessary to clearly identify all water systems on the site.
- ☐ All sites using recycled water must post clearly visible signs conforming to the Water Retailer's signage standards. Show proposed sign locations on plans.
- ☐ For many sites, typical locations for signs are at the property line near crosswalks, at driveway entrances, and at outdoor eating areas.
- ☐ For streetscapes (parkways, frontage or backup landscaping), place signs at street corners and entranceways as appropriate to notify passersby and site users.
- ☐ For medians, a sign should be placed at the beginning and end of every median, and another approximately equidistant from the ends of the median for longer median areas.
- ☐ For decorative fountains, ponds, and other water features, see the Advisory Signs For Decorative Fountains, Ponds & Other Water Features section, page 15 of The Recycled Water User's Guide.
- ☐ Supply the following information box for each recycled water system with its own meter; place this information on the same plan as the meter/point of connection it pertains to. Fill out the ten items as applicable, but do not delete any of them.

## Appendix B: Plan Checklist and Standard Notes

City of Santa Rosa

### GENERAL SITE INFORMATION FOR RECYCLED WATER USE

1. RECYCLED WATER USE AREA: *(type of use, physical area of use, and for landscapes square footage of Use Area).*
2. PUBLIC ACCESS TO SITE IS *(indicate: UNRESTRICTED or RESTRICTED).*
3. OWNER: *(legal property owner's name).*
4. PROPERTY MANAGER CONTACT: *(name, title, and telephone number).*
5. TENANT (S): *[name(s) & phone number(s); if not applicable, state NOT APPLICABLE].*
6. ON-SITE WELL LOCATIONS: *(for example, ONE; if none, state NONE).*
7. WELLS ON ADJACENT SITES LOCATED WITHIN 50 FT. OF RECYCLED WATER APPROVED USE AREA OR WITHIN 100 FT. OF ANY RECYCLED WATER IMPOUNDMENT: *(for example, ONE; if none, state NONE).*
8. OUTDOOR DRINKING FOUNTAINS IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE)*
9. OUTDOOR EATING AREA(S) IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE).*
10. WATER FEATURES ON SITE: *(examples below; if none, state NONE).*

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

- ☐ For irrigation systems, include an irrigation equipment legend specifying all materials of construction for the system, including:
  - ◆ A pipe schedule listing pipe sizes, materials of construction, and type of water conveyed by the piping.
  - ◆ A listing of valve types, including quick coupling valves.
  - ◆ All pertinent information for each type of sprinkler head and/or emitter.
  - ◆ Indication of purple-colored pipe with recycled water stenciling and quick coupling valves with purple covers where recycled water is used.
- ☐ For sites containing recycled water landscape impoundments, include all necessary details to demonstrate the landscape impoundment is adequately protected from erosion, washout, or flooding from a rainfall event having a predicted frequency of one in 100 years.
- ☐ For sites containing recycled water ponds, show all details necessary to clearly demonstrate that the minimum freeboard is consistent with pond design but not less than two feet.
- ☐ Add signature lines for the Water Retailer to all irrigation plan sheets, detail sheets, and specification sheets that pertain to the recycled water irrigation system.



# Appendix B: Plan Checklist and Standard Notes

## City of Santa Rosa

### For On-Site Recycled Water Irrigation Systems

1. Prior to receiving recycled water, the site must be permitted by the City of Santa Rosa. Permit requirements include:
  - ◆ Inspection by the City of Santa Rosa to confirm conformance with the City of Santa Rosa rules and regulations.
  - ◆ A final on-site inspection to confirm that all requirements have been met.
  - ◆ Site must pass required cross-connection test performed by a certified AWWA cross-connection control specialist (if no potable water lines cross the site, then required cross-connection test is waived).
  - ◆ The user's designated site supervisor must complete the site supervisor training offered by the Regional System as a condition of the permit or user agreement. Failure to comply may result in termination of recycled water service.
  - ◆ Contact the City of Santa Rosa at (707) 543-4200 for further information.
2. All work shall conform to existing regulations including but not limited to:
  - ◆ City of Santa Rosa recycled water user guide
  - ◆ City of Santa Rosa water code
  - ◆ California code of regulations
3. Changes made to the approved irrigation plans shall be submitted to City of Santa Rosa for review and approval at least 2 weeks prior to start of construction.
4. At least two days prior to start of construction, contractor and the City of Santa Rosa inspector shall hold a pre-construction meeting. To schedule meeting, contact the City of Santa Rosa at (707) 543-4200.
5. Notify the City of Santa Rosa inspector a minimum of 48 hrs before work begins. The City of Santa Rosa inspector must inspect and/or verify:
  - ◆ Presence of proper backflow prevention at all potable points of connection.
  - ◆ New underground piping (labeling, clearances, burial depth, sleeving).
  - ◆ Installation of signs, tags, and controller decals.
  - ◆ Required temporary connection to potable water service; in most cases, the site's irrigation system must be connected to a temporary source of potable water in order to conduct required cross-connection test.
  - ◆ Site passed required cross-connection test performed by a certified AWWA cross-connection control specialist (if applicable).
  - ◆ New meter installation - prior to receiving recycled water, the City of Santa Rosa inspector must inspect the disconnection of the site's irrigation system from the temporary potable water supply, and then inspect the connection of the system to the recycled water meter.
6. No cross-connections between the potable system and any other water system including the recycled water system are permitted.



# Appendix B: Plan Checklist and Standard Notes

## City of Santa Rosa

### For On-Site Recycled Water Irrigation Systems (Continued)

7. All on-site buried recycled water piping shall be identified by one of the following methods:
  - ♦ Purple-colored pvc pipe with continuous wording: “Caution – Recycled Water” printed on opposite sides of the pipe; pipe shall be laid with wording facing upwards.
  - ♦ Warning tape with a minimum width of 3 inches reading: “Caution – Recycled Water” (in black or white lettering on purple background) shall run continuously on top of piping and shall be attached to piping with plastic tape banded around the warning tape and the pipe every 5 feet on center.
8. PVC Pipe: constant-pressure mainline piping 1½ inches and smaller shall be schedule 40; constant-pressure mainline piping 2 inches and larger shall be class 315; intermittent-pressure lateral piping shall be class 200 or schedule 40. Copper pipe shall be type “K”.
9. All on-site recycled water piping shall be buried to a minimum depth from finished grade to top of pipe (minimum cover) of:
  - Pressurized lines 3 inches and larger. . . . . 24 inches
  - Pressurized lines 2 ½ inches and smaller . . . . 18 inches
  - Intermittent-pressure lines . . . . . 12 inches
10. All recycled water piping other than pvc piping with solvent welded joints shall be protected against movement with thrust blocks or restrained joints or other approved method per city of Santa Rosa details.
11. Maintain a 10-foot horizontal separation and 1-foot vertical separation between buried pressurized recycled water irrigation piping and buried potable water piping unless otherwise noted. At pipe crossings, buried pressurized recycled water irrigation piping must be 12 inches below potable water lines. Pressurized recycled water pipelines are allowed over potable water pipelines with a minimum of 12 inches vertical separation if a full standard pipe length is centered over the crossing, or the recycled water pipeline is installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping. Intermittently pressurized irrigation laterals may be located a minimum of 12 inches above potable water pipelines without sleeving.
12. All recycled water system remote control valves, isolation valves, quick coupling valves, strainers, and pressure-regulating valves shall be installed below grade in valve boxes. Green, black, or purple-colored boxes and lids are acceptable for existing customers. New customers are required to install purple-colored boxes and lids. Valve boxes shall have a warning label or nameplate permanently molded into or attached onto the lid with rivets, screws, or bolts. Warning labels shall be per City of Santa Rosa standard details.
13. Recycled water quick-coupling valves shall have a purple cover and be identified per City of Santa Rosa standard details.
14. No hose bibs are allowed on the recycled water irrigation system. Any exterior hose bibs served with potable water must be labeled per City of Santa Rosa standard details.
15. All recycled water meters, devices, and valves – e.g. isolation valves, irrigation controllers, remote control valves, pressure regulating valves, quick coupling valves, etc. - shall be tagged per City of Santa Rosa standard details.
16. Label all potable water meters and above ground potable water pipes/ devices (backflow preventers, hose bibs, etc.) with tags or labels reading: “potable water” in black letters on blue background, per City of Santa Rosa details.

# Appendix B: Plan Checklist and Standard Notes

## City of Santa Rosa

17. All recycled water irrigation systems shall have the following:
  - ♦ A wye strainer (with a 20-mesh or finer screen) installed as close as practicable to the recycled water meter box.
  - ♦ A pressure-regulating valve installed immediately downstream of the strainer (unless otherwise directed by the City of Santa Rosa).
  - ♦ These components shall be installed with isolation valves to facilitate maintenance.
18. Recycled water advisory signs conforming to the details and specifications on the City of Santa Rosa-approved irrigation plans shall be posted per locations shown on those irrigation plans.
19. Installation of direct injection systems on the recycled water irrigation system is only permitted if a reduced pressure backflow prevention device is also installed on the system.
20. No drinking fountains or eating areas are allowed in the approved recycled water use area unless adequately protected from overspray.
21. Setting of all recycled water meters will be supervised by the City of Santa Rosa after the site's owner, developer, or contractor has applied for recycled water service, all applicable fees have been paid, and the recycled water use permit has been signed by the City and the user.
22. No overspray or runoff of recycled water is allowed on any non-approved use area. Ponding of recycled water due to irrigation is not allowed in any area. Upon receiving recycled water, the on-site recycled water irrigation system must pass a coverage test conducted by the City of Santa Rosa inspector.
23. The user is responsible for the submittal of as-built irrigation plans to the City of Santa Rosa within 90 days of site receiving recycled water.

## Appendix B: Plan Checklist and Standard Notes

### CITY OF ROHNERT PARK

#### PLAN CHECK LIST AND STANDARD NOTES

- ☐ Indicate all sources of water on the plans.
- ☐ Show the location and size of all water meters on the piping plans.
- ☐ Show location and type of all backflow prevention devices for potable water systems, and if applicable, on the recycled water system.
- ☐ Show location and type of all strainers, pressure regulating valves, and master valves.
- ☐ Show location of all water pipelines (including potable and well lines) crossing the site. If space does not permit this information to be placed on the plans, then a separate site or utility plan can be used to show this information. Exception for an existing irrigation system converting to recycled water. Although it may not be possible to show the location of all water pipelines at this type of site, all locations where future recycled water piping must be separated from the potable water piping must be clearly indicated on the plans.
- ☐ Clearly identify all adjacent streets, and locations of all major improvements on the site.
- ☐ Show the location of all drinking fountains, outdoor eating areas, and other public facilities supplied with recycled or potable water service. Public facilities include, but are not limited to, restrooms, snack bars, swimming pools, wading pools, decorative fountains and showers. Show the pipelines feeding all of these facilities.
- ☐ Show the location of any wells, lakes, ponds, reservoirs, or other water impoundments located on the site or within 100 feet of the site, and indicate the type of water source.
- ☐ Indicate that the separation between potable and recycled water lines meets minimum requirements. Show sleeving where recycled water pipelines cross over potable water pipelines.
- ☐ When potable water piping is not present on the site, state in a note that the cross-connection test required by the Water Retailer is waived for sites where potable water piping is not present.
- ☐ Show all details necessary to properly construct the system, including the details conforming to the requirements of the Water Retailer. The purpose of the details is to show the materials and methods necessary to clearly identify all water systems on the site.
- ☐ All sites using recycled water must post clearly visible signs conforming to the Water Retailer's signage standards. Show proposed sign locations on plans.
- ☐ For many sites, typical locations for signs are at the property line near crosswalks, at driveway entrances, and at outdoor eating areas.
- ☐ For streetscapes (parkways, frontage or backup landscaping), place signs at street corners and entranceways as appropriate to notify passersby and site users.
- ☐ For medians, a sign should be placed at the beginning and end of every median, and another approximately equidistant from the ends of the median for longer median areas.
- ☐ For decorative fountains, ponds, and other water features, see the Advisory Signs For Decorative Fountains, Ponds & Other Water Features section, page 15 of The Recycled Water User's Guide
- ☐ Supply the following information box for each recycled water system with its own meter; place this information on the same plan as the meter/point of connection it pertains to. Fill out the ten items as applicable, but do not delete any of them.



# Appendix B: Plan Checklist and Standard Notes

## City of Rohnert Park

### GENERAL SITE INFORMATION FOR RECYCLED WATER USE

1. RECYCLED WATER USE AREA: *(type of use, physical area of use, and for landscapes square footage of Use Area).*
2. PUBLIC ACCESS TO SITE IS *(indicate: UNRESTRICTED or RESTRICTED).*
3. OWNER: *(legal property owner's name).*
4. PROPERTY MANAGER CONTACT: *(name, title, and telephone number).*
5. TENANT (S): *[name(s) & phone number(s); if not applicable, state NOT APPLICABLE].*
6. ON-SITE WELL LOCATIONS: *(for example, ONE; if none, state NONE).*
7. WELLS ON ADJACENT SITES LOCATED WITHIN 50 FT. OF RECYCLED WATER APPROVED USE AREA OR WITHIN 100 FT. OF ANY RECYCLED WATER IMPOUNDMENT: *(for example, ONE; if none, state NONE).*
8. OUTDOOR DRINKING FOUNTAINS IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE)*
9. OUTDOOR EATING AREA(S) IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE).*
10. WATER FEATURES ON SITE: *(examples below; if none, state NONE).*

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

- ☐ For irrigation systems, include an irrigation equipment legend specifying all materials of construction for the system, including:
  - ♦ A pipe schedule listing pipe sizes, materials of construction, and type of water conveyed by the piping.
  - ♦ A listing of valve types, including quick coupling valves.
  - ♦ All pertinent information for each type of sprinkler head and/or emitter.
  - ♦ Indication of purple-colored pipe with recycled water stenciling and quick coupling valves with purple covers where recycled water is used.
  - ♦ For sites containing recycled water landscape impoundments, include all necessary details to demonstrate the landscape impoundment is adequately protected from erosion, washout, or flooding from a rainfall event having a predicted frequency of one in 100 years.
- ☐ For sites containing recycled water ponds, show all details necessary to clearly demonstrate that the minimum freeboard is consistent with pond design but not less than two feet.
- ☐ Add signature lines for the Water Retailer to all irrigation plan sheets, detail sheets, and specification sheets that pertain to the recycled water irrigation system.

### For On-Site Recycled Water Irrigation Systems

1. Prior to receiving recycled water, the site must be approved by the City of Rohnert Park. Approval requirements include:
  - ♦ Inspection by the City to confirm conformance with the City rules and regulations;
  - ♦ A final on-site inspection to confirm that all requirements have been met;

# Appendix B: Plan Checklist and Standard Notes

## City of Rohnert Park

### For On-Site Recycled Water Irrigation Systems (Continued)

- ◆ Site must pass required cross-connection test performed by a certified AWWA cross-connection control specialist;
  - ◆ The user's designated Site Supervisor must complete the Site Supervisor training
  - ◆ Failure to comply may result in termination of recycled water service.
  - ◆ Contact the City of Rohnert Park at (707) 588-3302 for further information.
2. All work shall conform to existing regulations including but not limited to:
    - ◆ The Recycled Water User's Guide
    - ◆ City of Rohnert Park and Santa Rosa municipal codes
    - ◆ State division of drinking water regulations
  3. Any changes made to the approved irrigation plans shall be submitted to the City at least 2 weeks prior to start of construction.
  4. At least two days prior to start of construction, contractor and the City's inspector or cross-connection specialist shall hold a pre-construction meeting. To schedule meeting, contact the City at (707) 588-3316.
  5. Notify the City inspector a minimum of 48 hrs before work begins. The City inspector must inspect and/or verify:
    - ◆ Presence of proper backflow prevention at all potable points of connection; (and tested by an approved backflow assembly tester from the City's approved list)
    - ◆ New underground piping (labeling, clearances, burial depth, sleeving);
    - ◆ Installation of signs, tags, and controller decals;
    - ◆ Required temporary connection to potable water service; in most cases, the site's irrigation system must be connected to a temporary source of potable water in order to conduct required cross-connection test;
    - ◆ Site passed required cross-connection test performed by a certified AWWA cross-connection control specialist;
    - ◆ New meter installation- prior to receiving recycled water, the City inspector must inspect the disconnection of the site's irrigation system from the temporary potable water supply, and then inspect the connection of the system to the recycled water meter.
  6. No cross-connections between the potable or any other water system and recycled water systems are permitted.
  7. All on-site buried recycled water piping shall be identified by one of the following methods:
    - ◆ Using purple-colored pvc pipe with continuous wording "Caution – Recycled Water" printed on opposite sides of the pipe; pipe shall be laid with wording facing upwards.
    - ◆ Warning tape with a minimum width of 3 inches reading "Caution – Recycled Water" (in black or white lettering on purple background) shall run continuously on top of piping and shall be attached to piping with plastic tape banded around the warning tape and the pipe every 5 feet on center.
  8. PCV Pipe: constant-pressure mainline piping 1½ inches and smaller shall be schedule 40; constant-pressure mainline piping 2 inches and larger shall be class 315; intermittent-pressure lateral piping shall be class 200 or schedule 40. Copper pipe shall be type "K".
  9. All on-site recycled water piping shall be buried to a minimum depth of From finished grade to top of pipe (minimum cover) of:
    - Pressurized lines 3 inches and larger. . . . . 24 inches
    - Pressurized lines 2 ½ inches and smaller . . . . 18 inches
    - Intermittent-pressure lines . . . . . 12 inches

## Appendix B: Plan Checklist and Standard Notes

### City of Rohnert Park

10. All recycled water piping other than pvc piping with solvent welded joints shall be protected against movement with thrust blocks or restrained joints or other approved method per City details.
11. Maintain a 10-foot horizontal separation and 1-foot vertical separation between buried pressurized recycled water irrigation piping and buried potable water piping unless otherwise noted. At pipe crossings, buried pressurized recycled water irrigation piping must be 12 inches below potable water lines. Pressurized recycled water pipe lines are allowed over potable water pipelines with a minimum of 12 inches vertical separation if a full standard pipe length is centered over the crossing, or the recycled water pipeline is installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping. Intermittently pressurized irrigation laterals may be located a minimum of 12 inches above potable water pipelines without sleeving.
12. All recycled water system remote control valves, isolation valves, quick coupling valves, strainers, and pressure-regulating valves shall be installed below grade in valve boxes. Green, black, or purple colored boxes and lids are acceptable for existing customers. New customers are required to install purple-colored boxes and lids. Valve boxes shall have a warning label or nameplate permanently molded into or attached onto the lid with rivets, screws, or bolts. Warning labels shall be per the Recycled Water User's Guide.
13. Recycled water quick-coupling valves shall have a purple cover and be identified per standard details.
14. No hose bibs are allowed on the recycled water irrigation system. Any exterior hose bibs served with potable water must be labeled per City standard details.
15. All recycled water meters, devices, and valves – e.g. isolation valves, irrigation controllers, remote control valves, pressure regulating valves, quick coupling valves, etc. – shall be tagged per the Recycled Water User's Guide
16. Label all potable water meters and above ground potable water pipes/devices (backflow preventers, hose bibs, etc.) With tags or labels reading: "potable water" in black letters on blue background, per City details.
17. All recycled water irrigation systems shall have the following:
  - ♦ A wye strainer (with a 20-mesh or 66 finer screen) installed as close as practicable to the recycled water meter box
  - ♦ A pressure regulating valve installed immediately downstream of the strainer
  - ♦ These components shall be installed with isolation valves to facilitate maintenance.
18. Recycled water advisory signs conforming to the details and specifications on the City approved irrigation plans shall be posted per locations shown on those irrigation plans.
19. Installation of direct injection systems on the recycled water irrigation system is only permitted if a reduced pressure backflow prevention device is also installed on the system.
20. No drinking fountains or eating areas are allowed in the approved recycled water use area unless adequately protected from overspray.
21. All recycled water meters will be set after:
  - ♦ The site's owner, developer, or contractor has applied for recycled water service, all applicable fees have been paid, and the recycled water use agreement has been signed by the City and the user.
  - ♦ The City inspector must inspect the disconnection of the site's recycled water system from the temporary potable water supply, and then inspect the connection of the system to the recycled water meter.
22. No overspray or runoff of recycled water is allowed on any nonapproved use area. Ponding of recycled water due to irrigation is not allowed in any area. Upon receiving recycled water, the on-site recycled water irrigation system must pass a coverage test conducted by the City inspector.
23. The user is responsible for the submittal of as-built irrigation plans to the City within 90 days of site receiving recycled water.

# Appendix C

## Water Retailer Municipal Codes

### CITY OF SANTA ROSA

#### POTABLE AND RECYCLED WATER CODE CHAPTER 14-25

##### ORDINANCE NO. 3845

An ordinance of the council of the City of Santa Rosa amending the city code by introducing chapter 14-25 and amending Title 14 (Water) to establish rules, regulations and authorities regarding the use of recycled water in Santa Rosa; and determining that this revision to Santa Rosa city code is within the scope of the IRWP EIR, adopting a mitigation monitoring program, adopting a statement of overriding considerations, and making CEQA findings of fact.

The people of Santa Rosa do enact as follows:

##### Section 1.

Title 14 of the Santa Rosa City Code is amended to read as follows: **“Title 14 – Potable and Recycled Water”**

##### Section 2.

Chapter 14-04 of the Santa Rosa City Code is amended to read as follows:

##### **“Chapter 14-04 POTABLE WATER AND RECYCLED WATER SERVICE**

##### **14-04.010 Definitions.**

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them in this section.

- A. “Board of Public Utilities” means that Board appointed and acting under Section 26 of the Charter of the City of Santa Rosa.
- B. “Charge” or “rate” means the amount of money to be paid by the person liable to the City for potable or recycled water, services or materials.
- C. “Customer” or “Consumer” means any persons having a connection into the potable water system or recycled water system owned and operated by the City.
- D. “Monthly” means occurring once a month.
- E. “Permanent water service” means the installation of a permanent (non-temporary) City water meter by City forces in an approved water meter box accompanied by a request to the City by the property owner, agent, or tenant to establish a permanent potable or recycled water service account.
- F. “Potable water system” means the system of pipelines, pump stations and appurtenances which is owned and operated by the City and which delivers water for human consumption.
- G. “Recycled water system” means the system of pipelines, pump stations and appurtenances which is owned and operated by the City and which delivers, for approved uses, non-potable tertiary treated recycled water as defined by state law.
- H. “Service charge” means the charge to be paid by persons liable for each and every connection to and/or use of the City potable water system, irrespective of whether or not water is delivered through such connection to such person during the period for which such charge is made.
- I. “Service or water service” means a connection through which potable or recycled water is supplied or is available to a person from and out of the potable or recycled water system owned and operated by the City.



# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

- J. "Service lateral" means that portion of the potable or recycled water system which extends from the City water main to the coupling immediately beyond the meter box on the consumer's premises. (Ord. 3707 §§ 1 and 2, 2005; Ord. 2757 § 1, 1989; Ord. 2667 § 1, 1988; prior code § 25.1)

### **14-04.020 Administration and regulations authority.**

The Board of Public Utilities may adopt rules and regulations for the purpose of administering and enforcing the provisions of this chapter, and for the purpose of regulating and operating the municipal potable and recycled water systems. (Prior code § 25.22)

### **14-04.030 Fees and charges authority.**

The Board of Public Utilities shall establish rules and regulations for collection of fees and charges, including but not limited to requirements for security deposits, and maintenance of service, customer responsibilities, prohibited acts and penalties, adjustments of billings and applications for service, connections, reconnections and discontinuance. (Prior code § 25.7)

### **14-04.040 Use and resale of potable or recycled water.**

No person shall permit the use or resale of any of the potable or recycled water received by him on any premises other than those specified in his application for service, except by special arrangement with the Board of Public Utilities. (Prior code § 25.21)

### **14-04.050 Application for service—Person with outstanding bills.**

When an application for potable or recycled water service is made by an applicant who was responsible for and failed to pay all bills for service previously rendered, regardless of location or when incurred, the Board of Public Utilities may refuse to furnish service to such applicant until the outstanding bills are paid. It may also require, as a guarantee for the payment of future bills, a cash guarantee deposit. (Prior code § 25.11)

### **14-04.060 Application for service—Outside City.**

The Board of Public Utilities may extend potable water service beyond the boundaries of the City upon application therefor if it appears to be in the best interest of the City and in the opinion of the board, it is feasible to do so. Any person having or obtaining potable water service outside the City as an express condition of receiving such service shall comply with all present and future provisions of this code and other ordinances and regulations of the City relating to sewer connections and the use thereof to the same extent and manner as if such potable water service were located within the City. (Prior code § 25.12)

### **14-04.065 Installation, ownership and maintenance of potable or recycled water service receiving equipment.**

Consumers shall furnish, construct, install, own, operate, maintain and repair that portion of the potable or recycled water system on the consumer's premises which begin at the coupling on the consumer's side of the water meter. The City, as determined by the City Engineer, may require the consumer at his/her own expense to adjust, replace, repair, maintain or discontinue the use of any potable or recycled water receiving or regulating equipment on the consumer's side of the meter. Where reduced or increased water pressure is desired by the consumer, the consumer at his/her expense and after obtaining all required permits, may install, operate and maintain water pressure regulating equipment which shall be on the consumer's side of the water meter. (Ord. 2757 § 2, 1989)

### **14-04.070 Liability of owner for collection fees—Generally.**

The council finds that the public health, safety and welfare of the people of the City is benefited by providing potable water service and, where feasible, recycled water service to its residents. All owners of property receiving potable or recycled water service are liable for the charges prescribed by this chapter regardless of whether the owners use the service herein provided. (Prior code § 25.2)

## Appendix C: Water Retailer Municipal Codes

### City of Santa Rosa

#### **14-04.080 Liability of owner for collection fees—Charging occupant.**

In the case of premises that are occupied by someone other than the owner, such fees may be charged to the occupant of such premises. If the occupant fails to pay such fees, the owner shall be liable to the City for such fees, but in no event shall the fee charged the owner exceed bills for a four-month period.

(Prior code § 25.2.1)

#### **14-04.090 Fixed monthly service charges.**

- A. The fixed monthly service charges for potable water service are based upon the size of the water meter and are as follows:

Fixed Monthly Service Charges		
METER SIZE (IN INCHES)	BILLINGS RENDERED ON AND AFTER JANUARY 1, 2006	BILLINGS RENDERED ON AND AFTER JANUARY 1, 2007
5/8 . . . . .	\$005.53 . . . . .	\$.006.03
1 . . . . .	\$0010.06 . . . . .	\$0010.97
1 1/2 . . . . .	\$019.25 . . . . .	\$020.98
2 . . . . .	\$032.35 . . . . .	\$.035.26
3 . . . . .	\$075.65 . . . . .	\$.082.46
4 . . . . .	\$128.70 . . . . .	\$.140.28
6 . . . . .	\$281.74 . . . . .	\$.307.10

- B. The monthly service charges for City-maintained meters on private water systems are as follows:

Fixed Monthly Service Charges for City-Maintained Meters on Private Commercial Water Systems		
METER SIZE (IN INCHES)	BILLINGS RENDERED ON AND AFTER JANUARY 1, 2006	BILLINGS RENDERED ON AND AFTER JANUARY 1, 2007
5/8 . . . . .	\$003.05 . . . . .	\$.003.32
1 . . . . .	\$003.95 . . . . .	\$.004.31
1 1/2 . . . . .	\$004.20 . . . . .	\$004.58
2 . . . . .	\$005.60 . . . . .	\$.006.10
3 . . . . .	\$015.55 . . . . .	\$016.95
4 . . . . .	\$021.68 . . . . .	\$.023.63
6 . . . . .	\$041.01 . . . . .	\$.044.70

# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

(Ord. 3758 § 1, 2005: Ord. 3642 § 1, 2003: Ord. 3525 § 1, 2001: Ord. 3452 § 1, 1999: Ord. 3394 § 1, 1998: Ord. 3350 § 1, 1997: Ord. 3291 § 1, 1996: Ord. 3230 § 1, 1995: Ord. 3161 § 1, 1994: Ord. 3074 § 1, 1993: Ord. 3055 § 1, 1993: Ord. 2654 § 1, 1987: Ord. 2304 § 1, 1983: prior code § 25.2.2)

### **14-04.100 Charges for new installations, meters and special charges.**

Except for those charges specifically set out in this chapter, uniform installation charges for all new services and connections, cost of meters to consumers and special charges for special services rendered shall be established by resolution of the Board of Public Utilities and such charges may be amended and varied from time to time; provided, that all such charges shall reasonably reflect the total actual cost and expense of the service performed or materials supplied. (Prior code § 25.6)

### **14-04.110 Charge when meter inoperative.**

If a meter fails to register due to any cause except the nonuse of potable or recycled water, the charge for potable or recycled water will be made on the basis of the average charge per month covering the period of the preceding months, first ascertaining whether the meter has properly functioned during such period and whether normal conditions prevailed in regard to the use of potable or recycled water at the premises supplied. In the preparation of such averaged bills, due consideration will be given to fluctuations caused by seasonal changes or any interruption to the service known to have occurred. (Prior code § 25.19)

### **14-04.120 Separate meters required for separate residential or commercial units.**

The Board of Public Utilities may require separate residential or commercial units owned by the same person to be supplied with potable water and/or recycled water through separate meters for each unit, under rules and regulations promulgated by the Board. (Prior code § 25.20)

### **14-04.130 Vacation of premises—Notice.**

Each person about to vacate any premises supplied with potable or recycled water by the Board of Public Utilities shall give notice of his intended removal prior thereto, specifying the date service is desired to be discontinued; otherwise, he will be held responsible for all potable or recycled water furnished to such premises until the Board of Public Utilities has received such notice of removal. (Prior code § 25.15.1)

### **14-04.140 Bills—Generally.**

The Board of Public Utilities shall render bills monthly. Opening bills covering new applicants for less than one month's service may, in the discretion of the Board of Public Utilities, be included in the next regular billing. Closing bills for short periods of time since the last meter reading day may be determined by prorating the amount of the last regular bill based upon the number of days for which service was rendered. (Ord. 2667 § 2, 1988; prior code § 25.13)

### **14-04.150 Delinquencies—Authority to assess penalties.**

The Board of Public Utilities may by resolution prescribe penalties or charges to be assessed against delinquent accounts and shall have the power and authority to enforce collection thereof. (Prior code § 25.18)

# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

### **14-04.160 Delinquencies— Notice and hearing.**

By the adoption of a resolution, the Board of Public Utilities may declare that delinquent charges and penalties, when recorded as provided in this chapter, shall constitute a lien upon the real property served after notice and hearing as provided herein:

- A. On or before the 15th day of July of each year, the Board of Public Utilities shall hold a hearing to determine the amount of the delinquent charges and penalties for potable or recycled water service. Notice of the hearing shall be given by the Tax Collector of the City and shall contain a copy of the proposed resolution. Said notice shall state the time and place for hearing on said proposed resolution, and that at said time and place any person interested may appear and be heard as to the charges and penalties.
- B. The notice shall be published at least once a week for two weeks prior to the hearing in a newspaper published in the City. The first publication of the notice shall be at least 15 days prior to the date of hearing.
- C. At the same time and place fixed in said notice for the hearing, the Board of Public Utilities shall hold said hearing. At the hearing any person interested may appear and be heard on the matters set forth in the notice. At the hearing the Board of Public Utilities may change or modify the charges and penalties; provided, however, that no charge or penalty shall be increased from that set forth in the proposed resolution unless notice of intention to make said increase is published once or posted at least 10 days prior to the hearing on the proposed charge.
- D. At the conclusion of the hearing, the Board of Public Utilities may determine that the charges and penalties are not discriminatory or excessive, comply with law, and adopt said resolution as proposed or modified.
- E. One of the modifications of the resolution may be the finding and determination by the Board of Public Utilities that the amount of the charge and penalty shall be placed on the tax roll. If such finding and determination is made by the Board of Public Utilities, the Tax Collector shall forward the amount fixed by the Board of Public Utilities to the Sonoma County Tax Collector for placement on the tax roll next succeeding the hearing. (Prior code § 25.14.3)

### **14-04.170 Delinquencies— Appeal.**

Any person aggrieved by any decision or determination of the Board of Public Utilities may appeal to the City council by filing written notice of appeal within 15 days of the date of such decision or determination with the City Clerk. The council shall thereupon fix a time and place for hearing such appeal. The City Clerk shall give notice to such person of the time and place of hearing by serving it personally or by depositing it in the United States post office, postage prepaid, addressed to such person at his last known address.

(Prior code § 25.14.4)

### **14-04.180 Charges a lien.**

Charges for potable or recycled water service and all penalties thereon, when confirmed by the Board of Public Utilities as provided in this chapter, shall constitute a lien upon the real property served and such lien shall continue until the charge and all penalties are fully paid or the property is sold therefor. The lien shall be prior to all other liens recorded after the lien for potable or recycled water charges is recorded as herein provided. In addition, the Board of Public Utilities may authorize the Tax Collector of the City to place the lien on the tax roll of the property served. (Prior code § 25.14.2)



# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

### **14-04.190 Recordation a lien.**

The lien provided for in this chapter shall attach and be entitled to priority as of the time the Tax Collector records the list of delinquent unpaid charges and penalties with the County Recorder. Each recorded lien shall state the amount of each charge and the penalty, a description of the real property upon which the same is a lien and the name of the City of Santa Rosa to which the same is payable. A list of all such delinquent charges shall be recorded annually, but no delay or informality in recording the same shall invalidate the lien or any unpaid charge, or any subsequent act or proceeding. (Prior code § 25.14.5)

### **14-04.200 Separate remedies.**

As a separate, distinct and cumulative remedy established for the collection of said charges and penalties thereon, an action may be brought in the name of the City of Santa Rosa in any court of competent jurisdiction to enforce the lien of the charge and all penalties thereon against the user. In such action a reasonable attorney's fee may be awarded the plaintiff. (Prior code § 25.14.6)

### **14-04.210 Disconnection—When.**

Potable or recycled water service may be disconnected for the following reasons:

- A. Nonpayment of charges for potable or recycled water, sewer and other services rendered, if the charge is not paid within one month after mailing or presentation thereof to the owner, occupant or consumer as provided by the Board of Public Utilities rules and regulations; or
- B. If the owner, occupant or consumer fails to comply with any of the regulations set out in this chapter, or any other rules and regulations of the Board of Public Utilities; or
- C. For public health and/or safety reasons; or
- D. For breach of the utility service agreement, signed by or assigned to the customer, or attributable to the service to which the customer is connected; or
- E. If the utility customer who has received notice of violation of the water waste provisions of Chapter 14-21 fails to correct the conditions which caused the violation with 15 days, or other reasonable time as determined by the Director of Utilities (Ord. 3426 § 1, 1999, prior code § 25.15); or
- F. For breach of the Recycled Water Use Permit as defined in Chapter 14-25.

### **14-04.220 Disconnection—Equipment removal—Service reestablishment charge.**

When potable or recycled water is turned off due to the use of another source of supply or for other reasons, the meter and other salvageable equipment will be removed. If an application for reestablishment of potable or recycled water service is made to the Board of Public Utilities within a period of one year from the date of the turnoff, payment must be made in advance for resetting the meter. The amount of the charge therefore shall be established and regulated by the Board of Public Utilities under the authority granted in Section 14-04.100, and will be quoted upon application, provided that any equipment reinstalled and previously paid by the user or premises shall not be charged again. (Prior code § 25.17)

### **14-04.240 Installation, ownership and maintenance of service laterals.**

Where no service lateral exists or where the City Engineer determines an existing service lateral is inadequate for the proposed or actual use, the applicant, at his/her own expense and after obtaining all required permits, shall furnish, construct and install a service lateral acceptable to the City Engineer for the proposed or actual use. If the City has previously installed a service lateral, the City may charge the applicant for the cost of the existing lateral in lieu of requiring the applicant to install a service lateral as required by this section. Upon acceptance by the City Engineer, all service laterals shall be owned and maintained by the City. (Ord. 3368 § 1, 1998: Ord. 2757 § 3, 1989)"

# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

### Section 3.

Chapter 14-08 of the Santa Rosa City Code is amended to read as follows:

#### Chapter 14-08 POTABLE WATER RATES

##### 14-08.010 Rates for the delivery of potable water in addition to fixed monthly charges.

- A. In addition to the fixed monthly charge (see Section 14-04.090), there shall be a user charge of \$3.15 per 1,000 gallons of potable water delivered through each meter during the billing period, on billings rendered on and after January 1, 2006.
- B. On billings rendered on and after January 1, 2007, the user charges shall be as follows:

#### Single-Family Residential Accounts

TIER ALLOCATION	USER CHARGE (\$ PER 1,000 GALLONS)	ON AND AFTER JANUARY 1, 2007
TIER 1 . . . . .	(UP TO 8,000 GALLONS ABOVE THE ACCOUNT'S SEWER CAP) . . . . .	\$3.22
TIER 2 . . . . .	(8,001 TO 30,000 GALLONS ABOVE THE ACCOUNT'S SEWER CAP) . . . . .	\$4.02
TIER 3 . . . . .	(OVER 30,000 GALLONS ABOVE THE ACCOUNT'S SEWER CAP) . . . . .	\$6.03

The sewer cap is the sewer usage charge based on indoor water use. This is estimated by averaging the potable water usage during the December, January and February billing periods. For any month that potable water usage is less than the sewer cap, accounts are charged on the basis of actual potable water usage. A sewer cap will be calculated for all single-family residential accounts, which do not have a corresponding City wastewater account and which use City potable water for irrigation, for purposes of determining user charges under the tier allocation user charges.

Single-family residential accounts which have indoor potable water use only, will have all potable water billed at the Tier 1 user charge.

#### Dedicated Irrigation Accounts with Potable Water

TIER ALLOCATION	USER CHARGE (\$ PER 1,000 GALLONS)	ON AND AFTER JANUARY 1, 2007
TIER 1 . . . . .	(UP TO 125% OF BILLING PERIOD WATER BUDGET) . . . . .	\$3.22
TIER 2 . . . . .	126 – 200% OF BILLING PERIOD WATER BUDGET). . . . .	\$4.02
TIER 3 . . . . .	(OVER 200% OF BILLING PERIOD WATER BUDGET) . . . . .	\$6.03

The user charge is made up of three tiers. The three tiers are based on the percentage of the billing period water budget used by the specific site during the billing period, as above.

Dedicated irrigation accounts are accounts used solely for irrigation. These accounts shall have a user charge based on site-specific billing period water budgets determined for each billing period in arrears. The billing period water budget is the amount of water, in gallons, needed to irrigate the specific area of landscape served by the dedicated irrigation account for the specific days covered by the billing period. The billing period water budget is determined for each billing period in arrears for each account in accordance with the following formula:

$$\text{Billing period water budget} = \{[ET_o - EP] \times [LA_h + (LA_m \times 0.6)] \times CF\}$$

# Appendix C: Water Retailer Municipal Codes

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**ETo (Reference Evapotranspiration)** = Evapotranspiration is defined as the amount of water used by the plants (transpiration) and evaporated from the soil (evaporation) measured in inches as determined by the Santa Rosa California Irrigation Management Information Systems (CIMIS) weather stations. Reference evapotranspiration is a standard measurement of evapotranspiration for cool-season turf. The billing period ETo is the sum of the daily ETo for the specific days of the billing cycle.

**EP (Effective Precipitation)** = The depth of rainfall, measured in inches by the Santa Rosa CIMIS weather stations, that offsets ETo. It is assumed that only 2/3 of total rainfall offsets ETo. The billing period effective precipitation is for the specific days of the billing cycle.

**LAh (landscape area high)** = Square footage of site's landscape area consisting of high water use plants or uses (turfgrass, ornamental water features, annuals, plants in containers and plants with a plant factor greater than 0.6)

**LAm (landscape area moderate)** = Square footage of site's landscape area consisting of moderate and low water use plants (plants with a plant factor of 0.6 or less)

**CF (Conversion factor)** = 0.623, the number that converts square feet to gallons

A dedicated irrigation account customer may request verification of a determination of a billing period water budget by contacting the utilities department. The determination by the Director of the Department of Utilities of a billing period water budget shall be final. Notwithstanding the provisions of Sections 1-20.010 and 1-20.020, an appeal from the final decision of the Director shall be in writing and filed with the Secretary to the Board of Public Utilities within 15 days of the date of the decision. The appeal shall be scheduled to be heard by the Board of Public Utilities within 45 days of the filing of the appeal. The decision of the Board of Public Utilities shall be final and cannot be appealed to the Council.

### Multi-Unit Residential Accounts (Two Units and More):

\$3.43 per 1,000 gallons of potable water delivered through each meter during the billing period.

### Commercial and Industrial Accounts:

\$3.43 per 1,000 gallons of potable water delivered through each meter during the billing period.  
(Ord. 3758 § 2, 2005: Ord. 3642 § 2, 2003: Ord. 3525 § 2, 2001: Ord. 3452 § 2, 1999: Ord. 3394 § 2, 1998: Ord. 3350 § 2, 1997: Ord. 3291 § 2, 1996: Ord. 3230 § 2, 1995: Ord. 3161 § 2, 1994: Ord. 3055 §§ 1, 2, 1993: Ord. 2838 § 1, 1990: Ord. 2654 § 2, 1987: Ord. 2304 § 2, 1983: Ord. 2243 § 1, 1982: prior code § 25.3)

### 14-08.020 Fire line protection service charge.

In addition to charges for potable water actually used, there shall be a fixed monthly service charge for fire line protection services for fire lines connected to the City potable water system based on the size of the connection.

- A. The fixed charges for fire line protection services shall be set by resolution of the Board of Public Utilities.
- B. The charges specified by the Board of Public Utilities shall be applicable to private fire line services to which no connections for other than fire protection purposes are allowed and which are regularly inspected by the underwriters having jurisdiction, and are installed according to specifications of the Board of Public Utilities, and are maintained to the satisfaction of the Board. The applicant shall pay all costs of installation including the actual cost of installation of a service or distribution main of adequate size to service such fire line system. (Ord. 3452 § 3, 1999: Ord. 2667 § 3, 1988: prior code § 25.4)

# Appendix C: Water Retailer Municipal Codes

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### Section 4.

Sections 14-12.110 and 14-12. 120 of Chapter 14-12 of the Santa Rosa City Code are amended to read as follows:

#### **14-12.110 All developed parcels in zones of groundwater contamination required to connect to safe potable water supply.**

- A. Notwithstanding any other provision of law, all developed parcels within the City which are located within the Red Zone, the boundary of which is set forth on Exhibit 1, attached to and made a part of this section, which are using groundwater for potable water purposes must be connected to the City's potable water supply system.
- B. Notwithstanding any other provision of law, all developed parcels within the City which are located within a zone of groundwater contamination that is identified in the future by the City pursuant to a resolution of the Council and which are using groundwater for potable water purposes must be connected to the City's potable water supply system. (Ord. 3439 § 3 (part), 1999)

#### **14-12.120 Cross-connection to publicly provided water supply banned.**

Notwithstanding any other provision of law, in a zone of groundwater contamination, there shall be no cross-connection between a well and either of the following:

1. the City's or any other public potable or recycled water supply system, or
2. piping for potable or recycled water purposes.

To ensure proper implementation of this provision,

1. underground piping connected to such a well shall be disconnected at the well head or (
2. for any continued use of groundwater in a zone of groundwater contamination which is not prohibited by this article, or other applicable law, either
  - a. above ground piping shall be used to deliver the water from the well head to the point of use or
  - b. the owner of the developed parcel shall demonstrate to the satisfaction of the administrative authority that there is no cross-connection between underground piping for any allowable use and piping for potable or recycled water purposes.

Once piping has been disconnected from a well, no re-connection shall be allowed in the future. (Ord. 3439 § 3 (part), 1999)"

### Section 5.

Chapter 14-16 of the Santa Rosa City Code is amended to read as follows:

#### **Chapter 14-16 BACKFLOW PREVENTION REGULATIONS FOR THE POTABLE WATER SYSTEM**

##### **14-16.010 Purpose.**

This chapter is adopted in order to provide for a reasonable and effective means of protecting the City potable water system from backflow. New potable water service connections shall be installed and existing potable water service connections shall be upgraded to conform to these requirements, which are adopted pursuant to and in compliance with the California Code of Regulations, Title 17, Division 1, Chapter 5. (Ord. 3129 § 1, 1994; Ord. 2644 § 1(part), 1987)

##### **14-16.020 Interpretation.**

In interpreting and applying the provisions and requirements of this chapter, such provisions and chapter shall be held to be the minimum requirements. Where the chapter imposes a greater restriction than is imposed or required by other laws, rules, regulations, standards or ordinances, of or applicable to the City,



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the provisions of this chapter shall control and be applied; where such other laws, rules, regulations, standards or ordinances are more restrictive, they shall control and be applied. (Ord. 2644 § 1(part), 1987)

### **14-16.030 Definitions.**

The words and terms used in this chapter are defined by the following:

- A. "Approved air-gap separation (air-gap)" means a physical break between the service connection and a receiving vessel on the customer's system. An air-gap separation shall be located as close as possible to the service connection, and all piping between the service connection and the receiving vessel shall be entirely visible unless otherwise approved by the engineer. An air-gap separation shall be at least double the diameter of the supply pipe, measured vertically from the flood rim of the customer's receiving vessel to the supply pipe from the service connection. In no case shall the air-gap separation be less than one inch.
- B. (1) "Approved device" means a backflow-prevention device which is manufactured in full conformance with the standards established by the American Water Works Association (AWWA) entitled "AWWA C506-78 Standards for Reduced-Pressure Principle and Double Check Valve Backflow Prevention Devices" and has completely met the laboratory and field performance specifications of the Foundation for Cross-Connection Control and Hydraulic Research (FCCC&HR) of the University of Southern California.  
  
(2) Said AWWA and (FCCC&HR) standards and specifications have been adopted by the Engineer. Only backflow- prevention devices that have been fully tested and granted a certificate of approval by the FCCC&HR laboratory and are listed on the laboratory's current list of "Approved Devices" shall be installed on customer systems connected to the City potable water system.
- C. "Auxiliary water supply" means any water supply on or available to premises other than potable water supplied by the City water system.
- D. "Backflow" means the flow of water or other liquids, mixtures or substances under pressure from the customer's system into the City potable water system.
- E. "Backflow-prevention device" means an approved device installed to City standards which will prevent backflow or back-siphonage into the City potable water system.
- F. "Back siphonage" means the flow of water or other liquids, mixtures or substances from the customer's system into the City potable water system caused by a reduction or loss of pressure within the City potable water system
- G. "Certified tester" means:
  - (1) A person who is certified by the City to perform testing of backflow prevention devices owned by customers of the City and who has completed training and received certification by an American Water Works Association sponsored backflow device testing certification program or the University of Southern California Backflow Prevention Device Testing School. To maintain City certification, a tester shall continually demonstrate competency in performing tests on backflow prevention devices to the Engineer's satisfaction.  
  
Failure to comply with the Engineer's standard shall result in the revocation of City certification. Inactivity on the part of the tester for a period of two years shall result in revocation of City certification;.
  - (2) A service representative of the manufacturer of the backflow-prevention device approved by the Engineer;
  - (3) All City personnel, as authorized by the Engineer..
- H. "City" means the City of Santa Rosa.
- I. "City potable water system" means the potable water distribution system owned and operated by the City, including the service connection to a potable water main.
- J. "Contamination" means an impairment of the quality of the water supply of the City potable water system by sewage, industrial fluids or waste liquids, compounds or other materials to a degree which creates an actual hazard to the public health through poisoning or through the spread of disease.

## Appendix C: Water Retailer Municipal Codes

### City of Santa Rosa

- K. "Cross-connection" means an unprotected actual or potential connection between the City potable water system and any source or system within a customer's premises and/or customer's system which contains water or any substance that is not or cannot be approved as a potable water supply. Bypass arrangements, jumper connections, removable sections, swivel and changeover devices, or other devices through which backflow or back-siphonage could occur, shall be considered to be cross-connections.
- L. "Customer" means any person or organization who receives water or water service from the City.
- M. "Customer's system" means the potable water piping system located immediately downstream from a meter. This is the point where the City loses jurisdiction and sanitary control over the water delivered to a customer.
- N. "Engineer" means the Director of Utilities/City Engineer of the City, or a designate.
- O. "Pollution" means an impairment of the quality of the potable water supply of the City.
- P. "Potable water supply" means a water supply which, according to recognized standards and the public health authority having jurisdiction, is safe for human consumption
- Q. "Premises" means a piece of land together with such buildings and appurtenances located thereon
- R. "Service connection" means the water piping system and/or meter connecting the City potable water system to the customer's system. (Ord. 3129 § 2, 1994; Ord. 2644 § 1 (Part), 1987)

#### **14-16.040 Requirements for backflow-prevention devices.**

Backflow prevention devices or air-gaps of a type, manufacture and design approved by the Engineer shall be installed by the customer on the customer's system and shall be located as close as possible to the service connection, or a location approved by the Engineer, for premises and/or customer's systems in the following described categories:

1. Premises having an auxiliary water supply;
2. Premises and/or customer's systems within which any substance is handled under pressure or any other fashion that, in the opinion of the Engineer, could potentially permit backflow or back-siphonage into the City potable water system, including water that originated from the City water system;
3. Premises and/or customer's systems which have more than one service connection and which, in the opinion of the Engineer, contain cross-connections or the potential for cross-connections which could result in the pollution or the contamination of the City potable water system in the event of backflow or back-siphonage;
4. Premises and/or customer's systems which, in the opinion of the Engineer, contain cross-connections or the potential for cross-connections which could result in the pollution or contamination of the potable City water system in the event of backflow or back-siphonage;
5. Premises and/or customer's systems where, in the opinion of the Engineer, the potential for contamination is such as to require an air-gap separation system;
6. Premises having a gray water use system as defined by California Code of Regulations, Title 24, Part 5; and
7. Premises having a recycled water system as defined by the State of California Code of Regulations, Title 22, Division 4, Chapter 3. (Ord. 3129 § 3, 1994; Ord. 2644 § 1 (part), 1987)

#### **14-16.050 Installation of backflow-prevention devices.**

# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

- A. New Service Connections.
  - 1. At the time of application for potable water service by a potential customer, the Engineer will review said application to determine the need for a backflow-prevention device or air-gap. If the Engineer determines that a backflow-prevention device or air-gap is required, it shall be the customer's responsibility at customer's expense to provide for installation of an approved backflow-prevention device or air-gap in accordance with City standards and at a location approved by the Engineer.
  - 2. Installation of a backflow-prevention device or air-gap, where required by the City, shall be a condition of City potable water service and meter installation.
- B. Existing Service Connections Without Backflow- Prevention Devices or Air-Gaps. The City may inspect the premises of existing customers which, in the opinion of the Engineer, may require a backflow-prevention device or air-gap. If the Engineer determines that a backflow-prevention device or air-gap is required, the installation of an approved device or air-gap shall be a condition of continued potable water service from the City potable water system to the premises and/or customer's systems.
- C. Upgrading of Existing Backflow-Prevention Devices or Air-Gaps. An existing backflow-prevention device or air-gap which, in the opinion of the Engineer, is a non-approved device or air-gap that does not provide adequate protection for the degree of potential hazard from the backflow or back-siphonage from a premises and/or customer's systems, shall be upgraded at the customer's expense.
- D. Penalty for Failure to Install or Upgrade Devices Within Specified Period. Failure of a customer to provide for the installation or the upgrading of a required backflow-prevention device or air-gap, as specified in Sections 14-16.050(B) and 24-16.050(C), within 30 days following written notification from the City, shall result in termination of City potable water service to the premises and/or customer's system until the customer has installed or upgraded, and tested, an approved device or air-gap to the satisfaction of the Engineer.
- E. Ownership of Backflow-Prevention Devices and Air-Gaps. Backflow-prevention devices and air-gaps installed or upgraded shall be and remain the property of the customer. (Ord. 2644 § 1 (part), 1987)

### **14-16.060 Testing of backflow-prevention devices.**

- A. The customer shall have each backflow-prevention device installed on the customer's system inspected and tested by a certified tester at least once a year. Where the Engineer determines that there is a potential for backflow or back-siphonage, the Engineer may require inspection and testing of the backflow-prevention devices at more frequent intervals. Inspections and tests shall be at the customer's expense.
- B. Where City personnel are required to perform the test, the City shall charge the customer a testing fee established by the City council, by resolution.
- C. Backflow-prevention devices which fail to pass inspection or testing by a certified tester shall be maintained and repaired in accordance with Section 14-16.070. The City may perform additional testing if the Engineer determines it to be in public's best interest. The customer shall pay for additional testing performed by the City if the customer's device fails a test.
- D. The City may terminate the customer's potable water service if the customer fails to have a backflow prevention device inspected and tested within the time period required by the City. (Ord. 3129 § 4, 1994; Ord. 2644 § 1 (Part), 1987)

# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

### **14-16.070 Maintenance and repair of backflow-prevention devices.**

- A. The customer on any premises where backflow-prevention devices are installed shall be responsible for maintenance and repair of the devices. The customer shall at all times maintain the devices in proper working order as a condition of continued City potable water service. If a backflow-prevention device should fail to pass inspection and testing pursuant to Section 14-16.060 of this chapter, the customer shall, within 30 days after notification of test results, provide for maintenance and repair of the device.
- B. Repair, overhaul or replacement of a backflow- prevention device shall be performed by a private certified tester, as defined in subsections G1 and G2 of Section 14-16.030, at the customer's expense. Repairs and satisfactory retest of devices by a private certified tester shall be documented and submitted on a form provided by the City. Failure by the customer to repair a backflow-prevention device within the time period allowed by the City shall result in termination of City potable water service to the premises. (Ord. 2644 § 1 (part), 1987)

### **14-16.080 Entry upon customer's premises.**

As a condition of potable water service for new customers and as a condition of continued potable water service for existing customers, the City may require the customer to have a backflow-prevention device or air-gap installed and maintained on the customer's system at the point of delivery from the City potable water system. The customer shall permit the City to enter upon the customer's property during the City's normal working hours, or in case of emergency at any time, to test and inspect the customer's backflow-prevention or air-gap device. The City may terminate the customer's service if the customer refuses to allow entry by the City. (Ord. 3129 § 5, 1994: Ord. 2644 § 1 (part), 1987)

### **14-16.090 Termination of water service.**

In addition to the grounds for termination set forth in Sections 14-16.060, 14-16.070 and 14-16.080, the City may terminate potable water service to any premises or customer's systems if a required backflow-prevention device or air-gap is removed by the customer, or if the City finds evidence that an installed backflow-prevention device or air-gap has been bypassed or rendered ineffective. (Ord. 3129 § 6, 1994: Ord. 2644 § 1 (part), 1987)

### **14-16.100 Violation.**

Every customer who fails to install a backflow-prevention device or air-gap as required by this chapter and every person who violates any other provision of this chapter is guilty of a misdemeanor. Every day any violation of this chapter continues is a separate offense. (Ord. 3238 § 27, 1996: Ord. 2644 § 1 (part), 1987)"

## **Section 6.**

Chapter 14-20 of the Santa Rosa City Code is amended to read as follows:

### **Chapter 14-20 WATER SYSTEM VIOLATIONS**

#### **14-20.010 Purpose.**

The purpose of this chapter is to promote public health and safety by fixing a civil penalty for: taking water from the City potable or recycled water system without the City's permission; tampering with or damaging the City potable or recycled water system; operating the City potable or recycled water system without the City's permission. These sections are intended to assure the safe functioning of the potable or recycled water system by discouraging potential contamination as well as other potential damage resulting from tampering, unauthorized operation, or unauthorized use of the City potable or recycled water system. (Ord. 2792 § 1 (part), 1989)



# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

### **14-20.020 Unauthorized taking of City potable or recycled water.**

Every person who willfully takes water from the City potable or recycled water system without the City's permission is liable to the City in the sum of \$500.00, as a civil penalty, for the first such act and \$1,000.00, as a civil penalty, for each subsequent act during any three-year period. This sum shall be recoverable by civil suit in a court of competent jurisdiction. This section does not limit the City's right to recover the cost of any City potable or recycled water taken without the City's permission. (Ord. 2792 § 1(part), 1989)

### **14-20.030 Tampering or damage to City potable or recycled water system.**

Every person who willfully tampers with or causes damage to any City potable or recycled water system appurtenance is liable to the City in the sum of \$500.00, as a civil penalty, for the first such act and \$1,000.00, as a civil penalty, for each subsequent act during any three-year period. This sum shall be recoverable by civil suit in a court of competent jurisdiction. This section does not limit the City's right to recover the cost or damage to its potable or recycled water system. (Ord. 2792 § 1(part), 1989)

### **14-20.040 Operation of City valve or hydrant without permission of City.**

Every person who willfully operates or uses any City potable or recycled water valve or hydrant on the City potable or recycled water system without the City's permission is liable to the City in the sum of \$500.00, as a civil penalty, for the first such act and \$1,000.00, as a civil penalty, for each subsequent act during any three-year period. This sum shall be recoverable by civil suit in a court of competent jurisdiction. (Ord. 2792 § 1(part), 1989)"

## Section 7.

Chapter 14-21 of the Santa Rosa City Code is amended to read as follows:

### **Chapter 14-21 WATER WASTE REGULATIONS**

#### **14-21.010 Purpose.**

The purpose of this chapter is to promote the efficient use of potable and recycled water by prohibiting water uses which constitute water waste. The sections of this chapter encourage reasonable use of the potable and recycled water supply by eliminating all intentional or unintentional water waste when a reasonable solution is available and discouraging use of equipment which is wasteful. (Ord. 3426 § 2 (part), 1999)

#### **14-21.020 Water waste – Definition.**

Water waste means:

- A. Potable or recycled water use in outdoor areas resulting in runoff; or
- B. Breaks or leaks in the potable or recycled water delivery system. (Ord. 3426 § 2 (part), 1999)

#### **14-21.030 Prohibition of potable or recycled water waste.**

A customer shall not allow potable or recycled water waste. (Ord. 3426 § 2 (part), 1999)

#### **14-21.040 Requirements for certain recirculating systems in new potable or recycled water services.**

New potable or recycled water services shall be equipped with recycling or reuse systems for the following water service receiving equipment: evaporative cooling systems, decorative water fountains, conveyor car washes and industrial clothes washers. (Ord. 3426 § 2 (part), 1999)

#### **14-21.050 Notice and disconnection.**

The Director of Utilities may issue a written warning to anyone who violates the provisions of this chapter. If a customer does not correct the violation within 15 days of notification, or such other time as specified by the Director, the City may disconnect potable or recycled water service. (Ord. 3426 § 2 (part), 1999)"

# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

### Section 8.

Chapter 14-25 is added to the Santa Rosa City Code to read as follows:

#### **Chapter 14-25 RECYCLED WATER REGULATIONS**

##### **14-25.010 Definitions.**

For the purposes of this chapter, the following words and phrases will have the meanings respectively ascribed to them in this section.

- A. “Approved uses” means the uses defined in the City’s Recycled Water User’s Guide or by state law as being approved for use of tertiary treated recycled water.
- B. “Customer”, “Consumer”, or “User” means a person or entity having a connection into the recycled water system or potable water system owned and operated by the City.
- C. “On-site recycled water system” means that portion of the recycled water system on the consumer’s premises which begins at the coupling on the consumer’s side of the water meter.
- D. “Potable water” means water which meets the federal, state and local standards for human consumption and is approved for human consumption.
- E. “Recycled water” means tertiary treated water which results from the treatment of wastewater, is suitable for direct beneficial use, and conforms to the definition of disinfected tertiary recycled water in accordance with state law.
- F. “Recycled Water Project Area” means all areas within the Santa Rosa Urban Growth Boundary. Customers within the Recycled Water Project Area are eligible for recycled water service for approved uses when it becomes available.
- G. (G) “Recycled Water Service Area” means the area within the Recycled Water Project Area which has recycled water service or is about to receive recycled water service within a reasonable time, as determined by the Director of Utilities.
- H. H) “Recycled Water Use Permit” means a permit given by the City to the customer which grants permission to use recycled water and requires the customer to use recycled water in accordance with the rules, regulations and standards of the Recycled Water User’s Guide and all applicable state and local rules and regulations.
- I. “Recycled Water User’s Guide” means City’s document which details the requirements of the state and local rules and regulations that apply to the design, installation, and operations and maintenance of the on-site recycled water system, including but not limited to the requirements of the California Code of Regulations, Title 22.

##### **14-25.020 Administration and regulatory authority.**

The State of California has declared that the use of potable water for non-potable uses is a waste or unreasonable use of water if recycled water is available. The City owns and operates the recycled water distribution system providing recycled water for approved purposes. The City also owns and operates the potable water distribution system.

The Board of Public Utilities has the authority to adopt rules and regulations for the purpose of administering and enforcing the provisions of this chapter, and for the purpose of regulating and operating the recycled water system.

# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

### **14-25.030 Recycled water service eligibility.**

All areas served by potable water service within the Recycled Water Project Area are eligible for recycled water service connections for approved uses when recycled water becomes available.

However, the Director of Utilities, or his or her designee, may determine that connection to the recycled water system is not economically or operationally feasible because of distance from an available recycled water source or other such conditions as the Director of Utilities, or his or her designee, deems appropriate.

For single family residential landscape irrigation, the Director of Utilities will review each request to determine the suitability for recycled water use.

### **14-25.040 Requirement to use recycled water.**

The City reserves the right to require all customers who connect to the City water system on or after October 19, 2007, to use recycled water in-lieu of potable water for all approved uses.

### **14-25.050 Recycled Water User's Guide.**

The City will at all times have a Recycled Water User's Guide which will be prepared, maintained and updated by the Director of Utilities, or his or her designee. The purpose of the Recycled Water User's Guide is to detail the requirements of the following rules and regulations as they apply to the City recycled water system: this chapter; the California Code of Regulations Title 22; other state and local rules and regulations related to the use of recycled water as they may be adopted or changed from time to time.

### **14-25.060 Recycled Water Use Permit.**

The City will issue to each recycled water customer a Recycled Water Use Permit for each site, which grants permission to use recycled water and requires the customer to use recycled water in accordance with the rules, regulations and standards of the Recycled Water User's Guide and all applicable state and local rules and regulations.

### **14-25.070 Designation of Site Supervisor.**

Each customer will be required to designate a Site Supervisor for each site covered by a Recycled Water Use Permit. The Site Supervisor must serve as a liaison with the City, and must have the authority to carry out the requirements of the Recycled Water User's Guide and Recycled Water Use Permit, including the operations and maintenance of the on-site recycled water system and prevention of potential hazards.

### **14-25.080 Operation and maintenance of customer equipment.**

Each customer will be required to operate and maintain the on-site recycled water system in accordance with the Recycled Water User's Guide and Recycled Water Use Permit.

Notwithstanding compliance with this section, the City reserves the right to take any action necessary with respect to the operation of the customer's recycled water system to safeguard public health.

### **14-25.090 Backflow prevention on recycled water systems.**

The City reserves the right to require a backflow prevention device on the customer's recycled water system if it is determined that there is a backflow hazard on site. If a backflow device is required, it must be properly maintained by the customer, inspected quarterly and tested at least annually. All required tests must be submitted to the City in accordance with the City backflow prevention program.

# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

### **14-16.100 Entry upon customer's premises.**

As a condition of recycled water service for new customers and as a condition of continued recycled water service for existing customers, the customer will permit the City to enter upon the customer's property during the City's normal working hours, or in case of emergency at any time, to inspect the customer's on-site recycled water system for compliance with the provisions of this chapter.

### **14-25.110 Enforcement of recycled water use rules and regulations.**

The Director of Utilities may immediately terminate recycled water service to any customer who violates the provisions of this chapter.

In the alternative, the Director of Utilities may issue a written warning to anyone who violates the provisions of this chapter. If a customer does not correct the violation within 15 days of notification, or such other time as specified, the Director of Utilities may terminate recycled water service without further notice."

## **Section 9.**

### **Environmental Determination.**

The Council makes the following findings in support of adoption of this ordinance:

1. The Council hereby determines that the Santa Rosa Urban Recycled Water Ordinance is within the scope of the Program EIR for the Incremental Recycled Water Program (IRWP), and that the Santa Rosa Urban Recycled Water Ordinance was covered in the Program EIR for the purposes of CEQA (CEQA Guidelines, § 15168, subd. (c)(4)); and
2. The Council hereby adopts the "CEQA Findings of Fact for the Santa Rosa Urban Recycled Water Ordinance and Policies Project" attached to the Staff Report for this Agenda Item for the Santa Rosa Urban Recycled Water Ordinance, in accordance with Public Resources Code § 21081(a); and
3. The Council hereby adopts the "Statement of Overriding Considerations for the Santa Rosa Urban Recycled Water Ordinance and Policies Project" attached to the Staff Report for this Agenda Item for the Santa Rosa Urban Recycled Water Ordinance, in accordance with Public Resources Code § 21081(b); and
4. The Council hereby adopts the "August 2007 Mitigation and Monitoring Program for the Santa Rosa Urban Recycled Water Ordinance and Policies Project" attached to the Staff Report for this Agenda Item for the Santa Rosa Urban Recycled Water Ordinance, in accordance with Public Resources Code § 21081.6(a)(1); and
5. The custodian of the documents or other material which constitutes the record of proceedings upon which this ordinance is based is:

Glen Wright, Deputy Director Water Resources  
Santa Rosa Utilities Department  
69 Stony Circle  
Santa Rosa, CA 95401

## **Section 10.**

### **Severability.**

If any section, subsection, sentence, clause, phrase, or word of this ordinance is for any reason held to be invalid, the validity of the remaining portions of this ordinance shall not be affected.

# Appendix C: Water Retailer Municipal Codes

## City of Santa Rosa

### Section 11.

#### **Effective Date.**

This Ordinance shall be in full force and effect from and after the expiration of thirty (30) days from the date of its final passage.

### **IN COUNCIL DULY PASSED AND ADOPTED this 18th day of September, 2007.**

**AYES:** (6) Mayor Blanchard; Councilmembers Bender, Dean, Gorin, Jacobi, Sawyer

**NOES:** (0)

**ABSENT:** (1) Vice-Mayor Pierce

**ABSTAIN:** (0)

**ATTEST:** Susan Stoneman, City Clerk

**APPROVED:** Bob Blanchard, Mayor

**APPROVED AS TO FORM:** Brien Farrell, City Attorney



## Appendix C: Water Retailer Municipal Codes

### CITY OF ROHNERT PARK

#### ORDINANCE NO. 910

**AN ORDINANCE OF THE CITY OF ROHNERT PARK, CALIFORNIA, REPEALING RESOLUTION 2005-86 AND CHAPTERS 13.04, 13.44, 13.62 AND 13.66 OF TITLE 13 OF THE ROHNERT PARK MUNICIPAL CODE AND ADDING CHAPTERS 13.02, 13.03, 13.04, 13.05, 13.06 AND 13.44 TO TITLE 13 OF THE ROHNERT PARK MUNICIPAL CODE RELATING TO THE CITY'S POTABLE WATER, RECYCLED WATER AND SEWER SYSTEMS**

**WHEREAS**, the City owns and operates potable water and sewer systems and has recently accepted ownership of and operational responsibility for a recycled water system from the City of Santa Rosa; and

**WHEREAS**, the City is responsible for ensuring compliance with state and federal laws with respect to these systems for the preservation of public health and environmental quality; and

**WHEREAS**, in accordance with state law, the City establishes and administers rates, fees, and charges and bills customers for potable water, recycled water and sewer service; and

**WHEREAS**, the City's rules and regulations for its potable water system are currently set forth in Resolution 2005-86 and Chapters 13.04, 13.62 and 13.66 of the Title 13 of the Rohnert Park Municipal Code; and

**WHEREAS**, the City currently administers the recycled water system through various user agreements; and

**WHEREAS**, the City's policy for billing and collections for water and sewer bills is set forth in Chapter 13.44 of Title 13 of the Rohnert Park Municipal Code and billing for recycled water service is administered through various user agreements; and

**WHEREAS**, the City desires to better consolidate its policies and regulations for its water and sewer systems in order to facilitate compliance with state and federal laws and streamline administration of its potable water, recycled water and sewer systems; and

**WHEREAS**, nothing in this ordinance is intended to duplicate, contradict, or enter a field which has been fully occupied by state and federal law, including the Articles XIII C and D of the California State Constitution, the California Waterworks Standards and the Porter Cologne Water Quality Law.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ROHNERT PARK, CALIFORNIA**, does hereby ordain as follows:

#### **SECTION 1. FINDINGS**

The City Council finds that:

- A. A public meeting introducing the proposed amendments to the Municipal Code was held by the City Council on September 12, 2017.
- B. In accordance with CEQA Guidelines, Section 15061(b)(3), this is not a project subject to CEQA in that there is no possibility that the activity in question may have a significant effect on the environment.

# Appendix C: Water Retailer Municipal Codes

## City of Rohnert Park

### SECTION 2. REPEAL OF RESOLUTION 2005-86

Resolution 2005-86, a Resolution Adopting Rules and Regulations Regulating the Sale of Water in the City of Rohnert Park, is hereby repealed.

### SECTION 3. REPEAL OF CHAPTERS 13.04, 13.44, 13.62 AND 13.64 OF TITLE 13 OF THE ROHNERT PARK MUNICIPAL CODE

Chapter 13.04 – City Water System, Chapter 13.44 – Billing and Payment of Water and Sewer Charges, Chapter 13.62 – Water Waste Regulations, and Chapter 13.66 Water Shortage Contingency Plan, are hereby repealed.

### SECTION 4. ADOPTION OF CHAPTERS 13.02, 13.03, 13.04, 13.05, 13.06 AND 13.44 OF TITLE 13 OF THE ROHNERT PARK MUNICIPAL CODE

The City hereby adopts Section 13.02 – City Water System, Section 13.03 – City Recycled Water System, Section 13.04 – Cross Connection Control, Section 13.05 – Water Waste and Water Shortage Contingency Plan, Section 13.06 – Water and Recycled Water System – Violation and Enforcement and Section 13.44 – Water, Sewer and Recycled Water System – Service Charges, Billing and Collection, in substantially similar form as attached hereto and incorporated herein as Exhibit A.

### SECTION 5. ACTIONS TO EFFECTUATE AND CODIFICATION

The City Manager is hereby authorized and directed to take other actions on behalf of City, which are not expressly and specifically reserved for the City Council, to implement and effectuate this ordinance. The City Clerk is directed to codify this ordinance in a manner which best reflects the legislative intent of the City Council in enacting this ordinance. The City Clerk is directed to resolve any numbering conflicts accordingly.

### SECTION 6. SEVERABILITY

The City Council hereby declares that every section, paragraph, sentence, clause, and phrase of this ordinance is severable. If any section, paragraph, sentence, clause or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses, or phrases.

### SECTION 7. EFFECTIVE DATE

This ordinance shall go into effect thirty (30) days after its adoption and shall be published or posted as required by law.

[THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY.]

## Appendix C: Water Retailer Municipal Codes

### City of Rohnert Park

This ordinance was introduced by the Council of the City of Rohnert Park on Septen and adopted on September 26, 2017 by the following roll call vote:

AYES: Four (4) Councilmembers Ahanotu, Belforte, Call  
Mayor Mackenzie

NOES: None (0)

ABSENT: One (1) Vice Mayor Stafford

ABSTAIN: None (0)


CITY OF ROHNERT PARK

  
\_\_\_\_\_  
Jake Mackenzie, Mayor

ATTEST:

  
\_\_\_\_\_  
Caitlin Saldanha, Deputy City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michelle Marchetta Kenyon, City Attorney

# Appendix C: Water Retailer Municipal Codes

## City of Rohnert Park

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### Chapter 13.02 – City Water System

#### Sections:

#### 13.02.010 - Established.

There is established in the city a public water supply system to be known as the Rohnert Park potable water system which shall include all facilities for the production and distribution of water and all improvements, additions, extensions thereto.

#### 13.02.020 – Purpose.

The purpose of the Rohnert Park potable water system is to provide a source of water for the inhabitants of the city. Extension of water service beyond city limits shall only be permitted upon approval of the city council. The city council shall not approve the extension of water service unless it finds the city has sufficient water supply and sewer treatment capacity to accommodate its current customers and the growth anticipated per the General Plan.

#### 13.02.030 – General Provisions.

- A. The city has the sole right supply water within its city limits. No person, firm, corporation or institution shall drill, construct or cause to be constructed any well within the city of Rohnert Park.
- B. The city council shall by resolution establish rates for the sale of water, connection fees, and any other such other fees, standards, rules and regulations as may be necessary for the administration and operation of the Rohnert Park city water system.
- C. The city will not be liable for interruption, shortage, or insufficiency of supply, or for any loss or damage occasioned thereby caused by accidents, or acts of God, fire, strikes, riots, war, power outages or any other causes.
- D. The city, whenever it shall find it necessary or convenient for the purpose of making repairs or improvements to its system, shall have the right to temporarily suspend delivery of water and it shall not be liable for any loss or damage occasioned thereby.
- E. Applications for water service will be made. Such application will signify the applicant's willingness and intention to comply with all regulations or rates duly adopted by the city, and to make payment for services rendered.
- F. All applicants for service connections or water service shall be required to accept such conditions of pressure and service as are provided by the distribution system at the location of the proposed service connection, and to hold the city harmless for any damages arising out of low pressure or high pressure conditions or interruptions in service.
- G. If application is made for service to property where no service connection has been installed, but a distribution main is adjacent to the property, the applicant, in addition to making application for service, shall comply with the regulations and standards governing the installation of service connections.
- H. No customer shall permit the use or resale of any of the water received.
- I. Representatives of the city shall carry proper identification upon exhibition of which, they shall have the right of ingress and egress to the customer premises as necessary

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to ensure the provision of water service and the protection of public health and safety.

### 13.02.040 – Ownership, Responsibility & Maintenance.

- A. The city owns all water distribution pipelines located in streets, highways, public ways, alleys, right-of-ways or easements which are used to serve the general public. When water distribution pipelines are planned to be extended, in accordance with Section 13.02.050, the owner of the lands upon which future pipelines are to be located, shall as a prerequisite to service grant easements unto the city for said purposes.
- B. The service connection including the meter and the meter box, whether located on public or private property, is the property of the city and no part of the cost thereof will be refunded to the applicant. The city reserves the right to repair, replace and maintain said service connections, as well as to remove them upon discontinuance of service.
- C. Water lines beyond the city's service connections belong to the property owner and must be maintained in proper condition by the property owner.
- D. The property owner, or designee, shall, at its own risk and expense, furnish, install and keep in good and safe condition all equipment that may be required for receiving, controlling, applying and utilizing water beyond the service connection.
- E. The city shall not be responsible for any loss or damage caused by the improper installation of such equipment beyond the service connection, or the negligence or wrongful act of the customer or of any of his tenants, agents, employees, contractors, licensees, or permittees in installing, maintaining, operating or interfering with such equipment installed beyond the service connection.
- F. The city shall not be responsible for damage to property caused by faucets, valves and other equipment that are open when water is turned on at the meter, either originally or when turned on after a temporary shutdown.
- G. The customer shall use all reasonable care to prevent damage to the meter or any other facilities loaned by the city that are used in furnishing the service from the time they are installed until they are removed. If meters or other facilities are damaged by the customer, the cost of making repairs shall be paid by the customer, except to the extent that the city caused or contributed to the damage.
- H. The customer shall be liable for any damage to the city-owned customer water service facilities when such damage is from causes originating on the premises by an act of the customer or his tenants, agents, employees, contractors, licensees or permittees, including the breaking or destruction of locks by the customer or others on or near a meter, and any damage to a meter that may result from hot water or steam from a boiler or heater on the customer's premises. The city shall be reimbursed by the customer for any such damage.

### 13.02.050 – Extension of Distribution Mains.

- A. Applications for extension of distribution mains shall be made. Such application will signify the applicant's willingness and intention to comply with all regulations or rates duly adopted by the city, and to make payment for services rendered.
- B. The extension of distribution mains may be accomplished by either the applicant



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or the city, but in all cases must be approved as to design and location by the city Engineer prior to installation. Where installation is made by the applicant, plans must be prepared by a licensed professional only, and the city will provide inspection services to assure installation according to approved plans. The cost of the extension shall be borne by the applicant. The cost of city inspection shall be borne by the applicant.

- C. When the city requires the installation of a water main which is larger than that necessary to serve the applicant, the city may, in its sole discretion, enter into an agreement with the applicant whereby the applicant shall recover the excess cost through a reimbursement arrangement. The reimbursement may be by way of credits against connection or capacity charges, to the extent allowed by state law, or from other persons at the time of connection to said main. The city may, at its sole discretion, contribute a portion of the costs of main extensions.
- D. Applicant shall guarantee all costs and charges specified herein prior to commencement of work. Such deposit or security shall be in an amount equal to the estimated cost together with any appropriate contingency, approved by the city engineer. If the applicant's guarantee is in cash, any cash balance remaining upon completion of the work shall be refunded to the applicant.

#### 13.02.060 – Installation of Service Connections.

- A. Water service connections will be installed in the size and at the location specified by the city. Service connections will be made only to property abutting on public streets, alleys, right-of-ways, or easements.
- B. Installation charges shall be in accordance with the rates established by the city's fee schedule.
- C. For multifamily residential and non-residential services connections, the applicant shall arrange for the installation of the water service connections by an approved contractor. Said installation will be in accordance with the standards set forth by the city and will be subject to city approval.

#### 13.02.070 – Meters.

- A. Meters are required for all users.
- B. For commercial and industrial development, separate meters shall be installed for each portion of the property that is or could be used or occupied by a different customer class.
- C. For all development, except single family residential development, irrigation water shall be separately metered.
- D. Meters will be installed at accessible locations at the curb, or at the property line, in accordance with the city's adopted standards. Owners shall be responsible for maintaining area around meter to provide adequate access.
- E. Upon installation, meters will become the property of the city. No rents or other charges will be paid by the city for a meter or other facilities, including housing and connections, located on a customer's premises.
- F. All meters may be sealed by the city at the time of installation, and no seal shall be altered or broken except by an authorized city employee.
- G. Meters or services moved for the convenience of the customer will be relocated at the customer's expense. Meters or services moved to protect the city's property

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will be moved at the city's expense.

- H. The cost of a change in the size of a meter on an existing service will be paid for by the customer.
- I. All meters will be tested prior to installation by the water meter manufacturer and no meter will be installed unless the accuracy is within one and one-half percent (1.5%) of being one hundred percent (100%) accurate.
- J. If a customer desires to have the meter serving their premises tested, the customer shall pay a meter check fee, as established by the city's fees schedule.
- K. If a meter tested at the request of a customer is found to be more than five percent (5%) slow, the city may bill the customer for estimated consumption. Such estimates will be made in Section 13.44.050 and will take into account the payments the customer has made.
- L. If a meter is found to be non-registering due to any cause, except the non-use of water, the charges for service will be based on the estimated consumption. Such estimates will be made in Section 13.44.050.

### 13.02.080 – Control Valve on the Customer Property.

The customer shall provide a valve on its side of the service installation as close as is practical to the meter location, street, highway, alley or easement in which the water main serving the customer's property is located, to control the flow of water to the piping on his premises. The customer shall not use the service curb stop to turn the water on and off for his convenience.

### 13.02.090 – Groundwire Attachments.

All persons are forbidden to attach any ground wire or wires to any plumbing which is or may be connected to a service connection or main belonging to the city. The city will hold the customer liable for any damage to its property occasioned by such ground wire attachments.

### 13.02.110 – Temporary Service.

- A. Temporary service may be provided from the potable water system through an approved hydrant meter, unless an alternative method is specifically approved by the city engineer.
- B. Applications for temporary water service will be made. Such application will signify the applicant's willingness and intention to comply with all regulations or rates duly adopted by the city, and to make payment for services rendered.
- C. The rates and meter rental fees for temporary water service, including any applicable deposits, shall be established as part of the city's rate schedule.
- D. All hydrant meters, or other forms of temporary connection, shall be installed by the city or a licensed contractor and shall be operated in accordance with instructions.
- E. The customer shall use all possible care to prevent loss or damage to the hydrant meter or to any other loaned facilities of the city which are involved in furnishing the temporary service from the time they are installed until they are removed.
- F. If the meter or any other equipment is lost, damaged or stolen, the meter rental fee, including any applicable deposit, shall be forfeited.
- G. Tampering with any fire hydrant for the unauthorized use of water there from, or for any





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other purpose is a misdemeanor, punishable by law and subject to the penalties outlined in Section 13.06.

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### Chapter 13.03 - City Recycled Water System

#### Sections:

#### 13.03.010 – Established.

There is established in the city a public recycled water supply system to be known as the Rohnert Park city Recycled Water System which shall include all facilities for the distribution of recycled water including all improvements, additions, extensions thereto.

#### 13.03.020 – Purpose.

The purpose of the Rohnert Park recycled water system to provide an alternative water supply source for the inhabitants of the city, in accordance with the city's agreement with its wholesale suppliers. The city shall not permit the extension of recycled water service beyond its limits.

#### 13.03.030 – General Provisions.

The Rohnert Park recycled water system shall be operated under the provisions of Section 13.02, which govern the Rohnert Park potable water system, except that the city council shall set applicable recycled water rates and connection fees through an approved form of a Recycled Water Agreement.

#### 13.03.040 – Definitions.

For the purposes of this chapter, the following words and phrases will have the meanings respectively ascribed to them in this section:

- A. "Approved uses" means the uses defined in the city's Recycled Water User's Guide or by state law as being approved for use of tertiary treated recycled water.
- B. "Customer," "Consumer," or "User" means a person or entity having a connection into the recycled water system or potable water system owned and operated by the city.
- C. "On-site recycled water system" means that portion of the recycled water system on the consumer's premises which begins at the coupling on the consumer's side of the water meter.
- D. "Potable water" means water which meets the federal, state and local standards for human consumption and is approved for human consumption.
- E. "Recycled water" means tertiary treated water which results from the treatment of wastewater, is suitable for direct beneficial use, and conforms to the definition of disinfected tertiary recycled water in accordance with state law.
- F. "Recycled Water Agreement" means the agreement between the city and the customer which grants permission to use recycled water and requires the customer to use recycled water in accordance with the rules, regulations and standards of the Recycled Water User's Guide and all applicable state and local rules and regulations.
- G. "Recycled Water User's Guide" means city's document which details the requirements of the state and local rules and regulations that apply to the design, installation, and operations and maintenance of the on-site recycled water system, including but not limited to the requirements of the California Code of Regulations, Title 22.

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#### 13.03.050 – Regulatory Authority and Requirement to Connect.

- A. The State of California has declared that the use of potable water for non-potable uses is a waste or unreasonable use of water if recycled water is available.
- B. All new applicants for water service whose properties may be served by recycled water, shall connect their property to recycled water service for those uses for which the use of potable domestic water would be deemed a waste or unreasonable use of water as specified in Division 7, Chapter 7, of the California Water Code (Section 13550 et. seq.) and the state and local regulations promulgated pursuant thereto.
- C. All customers are liable for the cost of connecting plumbing at the point of connection as determined by the city and any costs of making private plumbing and irrigation systems conform to state health standards.
- D. Failure of a new customer to accept service of recycled water when it is made available, where use of potable water would otherwise be deemed a waste or unreasonable use of water, shall be grounds for termination of the customer's potable water service.
- E. Failure of a recycled water customer to comply with the conditions specified for its use shall be deemed a violation and shall be subject to enforcement as outlined in Section 13.06.

#### 13.03.060 – Recycled Water Users Guide.

The city will at all times have a Recycled Water User's Guide which will be prepared, maintained and updated by the city engineer, or designee. The purpose of the Recycled Water User's Guide is to detail the requirements of the following rules and regulations as they apply to the city Recycled Water System, this chapter, the California Code of Regulations Title 22, and other State and local rules and regulations related to the use of recycled water as they may be adopted or changed from time to time.

#### 13.03.070 – Recycled Water Agreement.

The city will enter into Recycled Water Agreement with each recycled water customer, which grants permission to use recycled water and requires the customer to use recycled water in accordance with the rules, regulations and standards of the Recycled Water User's Guide and all applicable State and local rules and regulations.

#### 13.03.080 – Designation of Site Supervisor.

Each customer shall designate a Site Supervisor for each site covered by a Recycled Water Agreement. The Site Supervisor must serve as a liaison with the city, and must have the authority to carry out the requirements of the Recycled Water User's Guide and Recycled Water Agreement including the operations and maintenance of the on-site recycled water system and prevention of potential hazards.

#### 13.03.090 – Operation and Maintenance of Customer Equipment.

Each customer is required to operate and maintain the on-site recycled water system in accordance with the Recycled Water User's Guide and Recycled Water Agreement.

Notwithstanding compliance with this section, the city reserves the right to take any action necessary with respect to the operation of the customer's recycled water system to safeguard public health.

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### 13.03.100 – Backflow Prevention on Recycled Water Systems.

The city reserves the right to require a backflow prevention device on the customer's recycled water system if it is determined that there is a backflow hazard on-site. If a backflow device is required, it must be properly maintained by the customer, inspected quarterly and tested at least annually. All required tests must be submitted to the city in accordance with the city backflow prevention program.



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### Chapter 13.04 - Cross Connection Regulations

#### Sections:

#### 13.04.010 – Purpose.

This chapter provides for a reasonable and effective means of protecting the city potable water system, and where appropriate its recycled water system, from backflow, in compliance with the California Code of Regulations, Title 17, Division 1, Chapter 5.

#### 13.04.020 - General Provisions.

- A. It is the customer's responsibility to protect the water quality in its system when the city requires a backflow prevention assembly to protect the public system.
- B. New potable water service connections shall be installed and existing potable water service connections shall be upgraded to conform to these requirements.
- C. Wherever backflow protection has been found necessary on a water supply line entering a customer's premises, then any and all water supply lines from the city's mains entering such premises, buildings, or structures shall be protected by an approved backflow prevention assembly.
- D. The provisions and requirements of this chapter are the minimum requirements. Where this chapter imposes a greater restriction than is imposed or required by other laws, rules, regulations, standards or ordinances, of or applicable to the city, the provisions of this chapter shall control and be applied; where such other laws, rules, regulations, standards or ordinances are more restrictive, they shall control and be applied.

#### 13.04.030 – Definitions.

- A. "Approved" means accepted by the city as meeting applicable specifications or as suitable for the proposed use.
- B. "Approved Device" means a backflow-prevention device which is manufactured in full conformance with the standards established by the American Water Works Association (AWWA) and has completely met the laboratory and field performance specifications of the Foundation for Cross-Connection Control and Hydraulic Research (FCCC&HR) of the University of Southern California.
- C. "Auxiliary Water Supply" means any water supply on or available to premises other than potable water supplied by the city potable water system.
- D. "AWWA Standard" means a standard developed and approved by the American Water Works Association.
- E. "Backflow" means the flow of water or other liquids, mixtures or substances, under positive or reduced pressure from the customer's system into the city potable water system.
- F. "Backflow Prevention Assembly" means an assembly or means designed to prevent backflow or back-siphonage. Backflow prevention assemblies included the following devices:
  - a. "Air Gap Separation (AG)" which is a physical break between the service connection and a receiving vessel on the customer's system, where all piping between the service connection and the receiving vessel is entirely visible and the air-gap separation is greater than one-inch and at least double the diameter of the supply pipe, measured vertically from the flood rim of the customer's



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- receiving vessel to the supply pipe from the service connection.
- b. "Reduced Pressure Principle Backflow Prevention Assembly (RP)" is an assembly consisting of two independently operating check valves with an automatically operating differential relief valve located between the two checks, a tightly closing shut-off valve on each side of the check valve assembly, and properly located test cocks for the testing of each check valve and the relief valve.
  - c. "Double Check Valve Assembly (DC)" is an assembly of two independently operating, spring loaded check valves with tightly closing shut-off valves on each side of the check valve assembly and properly located test cocks for the testing of each check valve.
- G. "Backpressure" means a condition in which the owner's system pressure is greater than the city water system pressure.
- H. "Back-Siphonage" means the flow of water or other liquids, mixtures or substances from the customer's system into the city potable water system caused by a reduction or loss of pressure within the city potable water system.
- I. "Certified tester" means:
- a. A person who is certified by the city to perform testing of backflow prevention devices, who has completed training and received certification by an AWWA sponsored backflow device testing certification program or the University of Southern California Backflow Prevention Device Testing School and who possesses a valid city business license.
  - b. A service representative of the manufacturer of the backflow-prevention device approved by the Engineer and possessing a valid city business license.
  - c. All City personnel, as authorized by the Engineer.
- J. "City": means the city of Rohnert Park, California.
- K. "City Potable Water System" means the potable water distribution system owned and operated by the city, including the service connection to a potable water main.
- L. "Contamination" means an impairment of the quality of the water supply of the city potable water system by sewage, industrial fluids or waste liquids, compounds or other materials to a degree which creates an actual hazard to the public health through poisoning or through the spread of disease.
- M. "Cross-connection" means an unprotected actual or potential connection between the city potable water system and any source or system within a customer's premises and/or customer's system which contains water or any substance that is not or cannot be approved as a potable water supply. Bypass arrangements, jumper connections, removable sections, swivel and changeover devices, or other devices through which backflow or back-siphonage could occur, shall be considered to be cross-connections.
- N. "Customer" or "User" means any person obtaining water from the city water supply system.
- O. "Customer's System" means the potable water piping system located immediately downstream from a meter.
- P. "Degree of Hazard" means the potential risk to public health and the adverse effect of the hazard upon the potable water system.
- Q. "Engineer" means the city engineer of the city, or a designee.
- R. "Health Agency" means the California Division of Drinking Water.

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- S. "Local Health Agency" means the Sonoma County Department of Health.
- T. "Owner" means any person, who has legal title to, or a right to the use or occupancy of, a property.
- U. "Nonpotable Water" means water which is not safe for human consumption.
- V. "Person" means any individual, partnership, company, public or private corporation, political subdivision or agency of the United States State of California or other governmental entity.
- W. "Pollutant" means a foreign substance that, if permitted to get in the public water system, will degrade its quality so as to constitute a moderate hazard, or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonable affect such water for domestic use..
- X. "Potable water supply: means a water supply which, according to recognized standards and the public health authority having jurisdiction, is safe for human consumption.
- Y. "Pollution" means an impairment of the quality of the potable water supply of the city.
- Z. "Premises" means a piece of land together with such buildings and appurtenances located thereon.
- AA. "Recycled Water" means water which, as a result of treatment of waste, is suitable for uses other than potable use.
- BB. "Service Connection" or "User Connection" means the water piping system and/or meter connecting the city potable water system to the customer's system.

#### 13.040.040 - Requirements for Backflow Prevention Devices.

- A. To comply with the California Code of Regulations, the city requires the installation of approved backflow prevention assemblies or air gaps, by and at the expense of the Owner, when the degree of hazard in the customer's system so warrants, as solely determined by the city.
- B. Backflow prevention devices or air-gaps of a type, manufacture and design approved by the Engineer shall be installed by the customer on the customer's system in a location approved by the Engineer in the following described categories:
  - a. Premises having an auxiliary water supply;
  - b. Premises and/or customer's systems within which any substance is handled under pressure or any other fashion that, in the opinion of the Engineer, could potentially permit backflow or back-siphonage into the city potable water system, including water that originated from the city water system;
  - c. Premises and/or customer's systems which have more than one service connection and which, in the opinion of the Engineer, contain cross-connections or the potential for cross-connections which could result in the pollution or the contamination of the city potable water system in the event of backflow or back-siphonage;
  - d. Premises and/or customer's systems which, in the opinion of the Engineer, contain cross-connections or the potential for cross-connections which could result in the pollution or contamination of the potable city water system in the event of backflow or back-siphonage;
  - e. Premises and/or customer's systems where, in the opinion of the Engineer, the potential for contamination is such as to require an air-gap separation system;
  - f. Premises having a gray water use system as defined by California Code of

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- Regulations, Title 24, Part 5; and
- g. Premises having a recycled water system as defined by the State of California Code of Regulations, Title 22, Division 4, Chapter 3.
  - h. On tank trucks and spray tanks of 49 gallons or more, that will connect to the city's system.
  - i. All temporary water cross connections, including but not limited to the use of fire hydrants or blow-offs for construction water, flushing lines, or similar purposes.

### 13.04.050 - Ownership of Backflow Devices.

Backflow-prevention devices and air-gaps shall be and remain the property of the customer.

### 13.04.060 - Type of Protection Required.

The type of backflow protection required shall be commensurate with the degree of hazard that exists on the customer's premises. The minimum types of backflow protection required to protect the public water supply, at the customer's water connection to premises with varying degrees of hazard are given in Table 1. The Owner may choose a higher level of protection than required by the city. Situations which are not covered in Table 1 shall be evaluated on a case by case basis and the appropriate backflow protection shall be determined by the Engineer.



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**TABLE 1**  
**TYPE OF PROTECTION REQUIRED**

Degree of Hazard	Minimum Level of Backflow Prevention
<b>A Sewage and Hazardous Substances</b>	
Premises where the public water system is used to supplement the recycled water supply	AG
Premises where there are wastewater pumping and/or treatment plants and there is no inter-connection with the potable water system. This does not include a single family residence that has a sewage lift pump.	AG <sup>1</sup>
Premises where recycled water is used and there is no interconnection with the potable water system.	AG <sup>1</sup>
Premises where hazardous substances are handled in any manner in which the substances may enter a potable water system. This does not include a single family residence that has a sewage lift pump	AG <sup>1</sup>
Premises where there are irrigation systems into which fertilizers, herbicides, or pesticides are, or can be, injected	RP
<b>B Auxiliary Water Supplies</b>	
Premises where there is an unapproved auxiliary water supply which is interconnected with the public water system.	AG <sup>2</sup>
Premises where there is an unapproved auxiliary water supply and there are no interconnections with the public water system	RP <sup>3</sup>
<b>C Fire Protection Systems</b>	
Premises where the fire system is directly supplied from the public water system and there is an approved auxiliary water supply on or to the premises (not interconnected).	DC
Premises where the fire system is supplied from the public water system and interconnected with an unapproved auxiliary water supply	AG <sup>1</sup>
Premises where the fire system is supplied from the public water system and where either elevated storage tanks or fire pumps which take suction from the private reservoirs or tanks are used.	DC
<b>D Premises where entry is restricted so that inspections for cross-connections cannot be made with sufficient frequency or at sufficiently short notice to assure that cross-connections do not exist.</b>	RP
<b>E Premises where there is a repeated history of cross-connections being established or re-established</b>	RP
<b>F In the case of tankers and spray tanks of 49 gallons or more, including but not limited to fire.</b>	AG/RP
<sup>1</sup> An RP may be provided in lieu of an AG if approved by the city and the health agency	
<sup>2</sup> A RP or DC may be provided in lieu of an AG if approved by the city and the health agency.	
<sup>3</sup> A DC may be provided in lieu of a RP if approved by the city and the health agency.	

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### 13.04.070 – Installation of Backflow Devices.

- A. New Service Connections.
  - a. At the time of application for potable water service, the Engineer will review said application to determine the need for a backflow-prevention device or air-gap. If the Engineer determines that a backflow-prevention device or air-gap is required, it shall be the customer's responsibility at customer's expense to provide for installation of an approved backflow-prevention device or air-gap in accordance with city standards and at a location approved by the Engineer.
  - b. Installation of a backflow-prevention device or air-gap, where required by the city, shall be a condition of city potable water service and meter installation.
- B. Existing Service Connections without Backflow- Prevention Devices or Air-Gaps. The city may inspect the premises of existing customers which, in the opinion of the Engineer, may require a backflow-prevention device or air-gap. If the Engineer determines that a backflow-prevention device or air-gap is required, the installation of an approved device or air-gap shall be a condition of continued potable water service from the city potable water system to the premises and/or customer's systems.
- C. Upgrading of Existing Backflow-Prevention Devices or Air-Gaps. An existing backflow-prevention device or air-gap which, in the opinion of the Engineer, is a non-approved device or air-gap that does not provide adequate protection for the degree of potential hazard from the backflow or back-siphonage from a premises and/or customer's systems, shall be upgraded at the customer's expense.

### 13.04.080 - Testing, Maintenance and Repair of Backflow Devices.

- A. The customer on any premises where backflow-prevention devices are installed shall be responsible for maintenance and repair of the devices. The customer shall at all times maintain the devices in proper working order as a condition of continued city potable water service.
- B. Customers' backflow-prevention devices shall be inspected and tested by a certified tester at least once a year. Where the Engineer determines that there is a potential for backflow or back-siphonage, the Engineer may require inspection and testing of the backflow-prevention devices at more frequent intervals. Inspections and tests shall be at the customers' expense.
- C. Backflow-prevention devices which fail to pass inspection or testing by a certified tester shall be repaired within 30 days after notification of test results.
- D. Repairs and satisfactory retest of devices by a private certified tester shall be documented and submitted on a form provided by the city.



# Appendix C: Water Retailer Municipal Codes

## City of Rohnert Park

### Chapter 13.05 - Water Waste and Water Shortage Contingency Plan

#### Sections:

#### 13.05.010 - Purpose.

The purpose of this chapter is to promote the efficient use of the water and recycled water supply provided by the city; to eliminate the intentional or unintentional waste of water when a reasonable alternative solution is available; to prohibit the use of equipment that is wasteful and to outline the city's policy with respect to water shortages.

The provisions of this chapter shall apply to all persons, customers, and property served by the city.

#### 13.05.020 - Nonessential uses.

No customer of the city shall use or permit the use of city potable or recycled water supply for the following nonessential uses:

- A. The washing of sidewalks, walkways, driveways, parking lots and other hard-surfaced areas by direct hosing, except as may be necessary to properly dispose of flammable or other dangerous liquids or substances, wash away spills that present a trip and fall hazard, or to reduce or eliminate materials dangerous to the public health and safety.
- B. The escape of water through breaks or leaks within the customer's plumbing or private distribution system for a period of time greater than seventy-two hours after discovery of the break or leak or receipt of notice from the city.
- C. Irrigation in a manner or to an extent which allows excessive runoff of water or unreasonable over-spray of the areas being watered.
- D. Washing cars, boats, trailers or other vehicles and machinery directly with a hose not equipped with a shutoff nozzle.
- E. Water for non-recycling decorative water fountains.
- F. Water for single pass evaporative cooling systems for air conditioning in all connections installed after the effective date of this chapter, unless required for health or safety reasons.
- G. Water for new non-recirculating conveyor car wash systems.
- H. Water for new non-recirculating industrial clothes washing systems.

#### 13.05.030 - Water Shortage Contingency Plan.

The city will at all times have a Water Shortage Contingency Plan which will be prepared, maintained and updated by the city engineer, or designee. The Water Shortage Contingency Plan shall, at a minimum, be reviewed every five years in association with the approval of the city's Urban Water Management Plan.

The purpose of the Water Shortage Contingency Plan is to detail the voluntary and mandatory actions that the city will require to respond to water shortages caused by drought or other natural or manmade disaster. The Water Shortage Contingency Plan shall comply with State and local rules and regulations related to drought and water shortages as they may be adopted or changed

# Appendix C: Water Retailer Municipal Codes

## City of Rohnert Park

from time to time.

### 13.05.040 - Exempt Water Uses.

All water use associated with the operation and maintenance of fire suppression equipment or employed by the city for water quality flushing and sanitation purposes shall be exempt from the provisions of this chapter.

### 13.05.050 – Exceptions.

Any customer of the city may make written application for an exception to the requirements of this chapter. Said application shall describe in detail why applicant believes an exception is justified based on unique hardship or circumstances. Generalized economic hardship alleged to result from the provisions of this chapter shall not be a reason for granting an exception.

- A. The city manager may grant exceptions for use of water otherwise prohibited by this section, upon finding and determining that failure to do so would cause an emergency condition affecting the health, sanitation, fire protection or safety of the applicant or public; or, cause a unique, unnecessary and undue hardship on applicant or the public.
- B. The decision of the city manager may be appealed to the city council by submitting a written appeal to the city clerk within fifteen calendar days of the date of the decision. If the exception is granted by the city council on appeal, the city council may impose any conditions it determines to be just and proper. Exceptions granted by the city council shall be prepared in writing and the city council may require the exception be recorded at applicant's expense.

# Appendix C: Water Retailer Municipal Codes

## City of Rohnert Park

### Chapter 13.06 - Water and Recycled Water Systems - Violations and Enforcement

#### Sections:

#### 13.06.010 – Violation – General Provisions.

It is unlawful for any person, firm, corporation or institution to make or cause to refuse to comply with the provisions of Chapters 13.02 through 13.05 of this Municipal Code, governing the operation and use of the Rohnert Park city potable and recycled water systems.

#### 13.06.020 – Violation - Tampering with City Property.

- A. It is unlawful for any person, firm, corporation or institution to make or cause to be made any connection with or to the city water system or recycled water system unless authorized by the city.
- B. No one except an employee or representative of the city shall at any time in any manner operate the curb or main valves, or remove and/or tamper with locking devices of the city's system; or interfere with meters or their connections, street mains or other parts of the water system.
- C. Penalty for tampering:
  - i. First Offense: \$ 500.00
  - ii. Second Offense: \$1,000.00
  - iii. Third Offense: \$1,000.00
  - iv. Subsequent Offenses: \$1,000.00

#### 13.06.030 - Violation – Termination of Service.

- A. The city may terminate water and/or recycled water service to a customer for noncompliance with Section 13.02 through 13.05 of this Municipal Code and any other adopted ordinances, rules and regulations of the city, if the customer fails to comply within five (5) days after receiving written notice of the city's intention to discontinue service.
- B. The city may terminate water and/or recycled water service immediately and without notice to the customer when the customer's noncompliance constitutes an immediate danger to the health, safety and welfare of the public and/or to the operation, maintenance, or costs of operation and maintenance of the city's water or recycled water systems.
- C. The city may refuse to furnish water and/or recycled water and may terminate water and/or recycled water service to any premise where apparatus, appliances, or equipment using water and/or recycled water furnished by the city are dangerous, unsafe, or not in conformity with any laws, ordinances and/or rules of the city, county, state or federal government.
- D. The city may refuse to furnish water and/or recycled water and may terminate water and/or recycled water service to any customer whose current demand greatly exceeds past averages or seasonal use, and where such current demand threatens the public health, safety of welfare and the city's ability to provide service to one or more other customers.

# Appendix C: Water Retailer Municipal Codes

## City of Rohnert Park

### 13.06.040 – Violation – Additional Remedy.

- A. Any violation of Sections 13.02 through 13.05 of this Municipal Code and any other adopted ordinances, rules and regulations of the city shall be enforced as an infraction in accordance with Chapter 1.24 of this Code. Every day any violation of this chapter continues is a separate offense.
- B. As an additional remedy, the violation of any provision of this chapter by any person who has received more than one written warning to refrain from the same or any other violation under this chapter in one calendar year shall be deemed and is declared to be a public nuisance and may be subject to abatement in accordance with Chapter 1.24 of this Code.

### 13.06.050 – Violation – Appeal.

Any person or customer of the city may make a written appeal of any alleged violation of Chapters 13.02 through 13.05 of this Municipal Code in accordance with procedures outlined in Chapter 1. 25 of this Code.



# Appendix C: Water Retailer Municipal Codes

## City of Rohnert Park

### Chapter 13.44 – Water, Sewer and Recycled Water Service Charges, Billing and Collection

#### Sections:

#### 13.44.010 - Purpose and Authority.

This chapter establishes the rules and regulations for billing and collection of water, sewer and recycled water service charges including, but not limited to, requirements for security deposits, and maintenance of service, customer responsibilities, prohibited acts and penalties, adjustments of billings, and service discontinuance.

#### 13.44.020 –Definitions.

For the purposes of this chapter the following words and phrases shall have the meanings respectively ascribed to them in this section.

- A. “Billing period” means the period of time between meter readings for which a customer is billed.
- B. “Charge” or “rate” means the amount of money to be paid by the person liable to the city for potable, recycled water, and sewer services.
- C. “Customer” or “consumer” means any persons liable for a connection into the potable water, recycled water or sewer systems.
- D. “Permanent water service” means the installation of a permanent (non-temporary) city water meter in an approved water meter box accompanied by a request to the city by the property owner, agent, or tenant to establish a permanent connection for service by the potable water system or recycled water system.
- E. “Potable water system” means the system of pipelines, pump stations and appurtenances owned and operated by the city and which delivers water for human consumption.
- F. “Recycled water system” means the system of pipelines, pump stations and appurtenances owned and operated by the city and which delivers, for approved uses, non-potable tertiary treated recycled water as defined by State law.
- G. “Fixed monthly service charge” means the fixed charge to be paid by persons liable for each and every connection to and/or use of the city recycled water, potable water and/or sewer system based upon the size of the water meter. This includes both fixed charges dedicated to system operations and fixed charges dedicated to capital replacement or reserves.
- H. “Service or water service” means a connection through which potable or recycled water is supplied or is available to a person from and out of the potable or recycled water system owned and operated by the city.
- I. “Service lateral” means that portion of the potable or recycled water system which extends from the city water main to the coupling immediately beyond the meter box on the consumer’s premises.
- J. “Sewer cap” means sewer charges for customers based on metered consumption of water as determined by averaging usage during winter billing periods occurring during the months of December through February and in accordance with policies, rules, or regulations approved by the city council.



# Appendix C: Water Retailer Municipal Codes

## City of Rohnert Park

### 13.44.030 - Water, Recycled Water and Sewer - Rates for Service.

- A. The city council shall adopt water and sewer rates by Resolution. Water and sewer rates may include both fixed and variable components in order to allow the city to recover its costs for the provision of service. Water and sewer service charges are separately stated and billed upon the same bill.
- A. The city council shall impose recycled water rates through agreement. Recycled water rates shall generally conform to the policies of the Santa Rosa Subregional System, the city's recycled water producer. Recycled water services charges may be billed with water and sewer service charges or may be separately billed.
- B. Water Shortage Charges - At any time the city council declares a water shortage emergency and implements water rationing stages 2, 3 or 4 pursuant to its current, adopted urban water shortage contingency plan, any water shortage rates structure, adopted by the city council will be applied to all potable water accounts.

### 13.44.040 - Charges for New Installations, Meters and Special Charges.

In addition to its rates for service, the city council, by Resolution, may adopt uniform installation charges for all new services and connections, including the cost of meters and special charges for special services rendered. Such charges may be amended and varied from time to time; provided, that all such charges shall reasonably reflect the total actual cost and expense of the service performed or materials supplied.

### 13.44.050 – Charges when Meter Is Inoperative.

If a meter fails to register due to any cause except the nonuse of potable or recycled water, the charge for potable or recycled water will be estimated based on previous consumption for a comparable period or by such other method as is determined by the city. In the preparation of such averaged bills, due consideration will be given to fluctuations caused by seasonal changes or any interruption to the service known to have occurred.

### 13.44.060 – Charges for Vacant Premises.

If a property is vacant, the fixed component of the water and sewer service charge will be billed to the property owner.

### 13.44.070 – Application for Service and Deposit Required.

- A. All customers must apply for service in order to establish a water, recycled water or sewer service account. Applications may be made in person, over, the phone, by email, through an online system or by any other method designated and approved by the city.
- B. Applications may be made by either property owners or tenants and all applicants are liable for the city's charges for service.
- C. As part of the application, property owners and occupants are required to provide a deposit in the amount set by the city manager. The deposit required of tenants shall not exceed that allowed under Public Utilities Code Section 10009.6.
- D. Deposits made by property owners are refundable after the expiration of one year if the property owners' account has not been in arrears during the first year of said deposit. If the service is discontinued in less than one year, the deposit will be applied to the account to offset any outstanding amount due. Credit balances after all charges have been invoiced will be refunded.

## Appendix C: Water Retailer Municipal Codes

### City of Rohnert Park

- E. Deposits made by other than property owners shall be applied on account upon termination of service. Credit balances, of more than ten (10) dollars, after all charges have been invoiced will be refunded. Credit balances of less than ten dollars will be retained by the city.
- F. Regardless of the customers' payment history, the city may require a new deposit before rendering service to the same customer at a new service address.
- G. Any deposit eligible for refunding and uncalled for within five (5) years from the date when made will become the property of and be retained by the city.

#### 13.44.080 – Application for Service – Person with Outstanding Bills

When an application for potable, recycled water or sewer service is made by an applicant who was responsible for and failed to pay all bills for service previously rendered, regardless of location or when incurred, the city may refuse to furnish service to such applicant until the outstanding bills are paid and may require additional deposit, in an amount set by the city Manager.

#### 13.44.090 – Bills - Generally

- A. Bills for water and sewer service to residential, commercial, institutional and industrial accounts will be rendered bi-monthly in arrears unless otherwise provided by agreement.
- B. Bills for recycled water service will be rendered in accordance with the Recycled Water Agreement.
- C. If the total period of service is less than the billing period, the period of service will be prorated and the service charge adjusted accordingly.
- D. Bills for service to all accounts are due and payable upon presentation. Payments may be made in any manner designated and approved by the city.
- E. Bills become delinquent twenty days after they have been presented to the customer.
- F. A fee of twenty-five dollars (\$25.00) will be charged to customers for bill payments returned, from any method of payment.

#### 13.44.100 – Bills - Refunds

- A. Whenever the amount of any water, recycled water or sewer service charge has been overpaid, or paid more than once, or has been erroneously or illegally collected or received by the city, it may be refunded as provided in this section.
- B. The claimant or his or her guardian, conservator, executor or administrator must submit a written application to the city's finance director, on a form provided by the city, within six months of the alleged overpayment or erroneous or illegal collection. The application must clearly establish claimant's right to the refund by written records.
- C. Upon receipt of the claim, the city will evaluate the request and provide a written evaluation of its analysis, including any refund due, within sixty days.
- D. Any customer aggrieved by the city's decision with respect to its refund request, may appeal to the city manager by filing a notice of appeal with the city clerk, within fifteen days of the finance director's decision. The city manager will render a written decision within sixty days of the filing of the appeal. The findings of the city manager shall be final. Any amount found to be due shall be immediately due and payable upon the service of notice.

# Appendix C: Water Retailer Municipal Codes

## City of Rohnert Park

- E. The submission of a written claim as set forth in Chapter 2.44 shall be a prerequisite to a suit challenging a city decision made pursuant to this chapter.
- F. The filing of a claim on behalf of a class or group of property owners is not permitted.

### 13.44.110 - Delinquent Bills – Courtesy Notice

- A. Courtesy notices will be sent out to those accounts whose balance is past due. If payment is not received within ten (10) days from the date of the courtesy notice, a shut-off notice will be mailed.

### 13.44.120 - Delinquent Bills – Service Disconnections

- A. Five (5) days will be allowed after the shut-off notice is mailed before service is disconnected for non-payment.
- B. When water, recycled water or sewer service is disconnected for nonpayment, the city may demand the full amount of both delinquent and current bills be paid in full, and the same shall be paid in full before service is restored.
- C. To re-establish credit, a customer may be required to pay all back bills up to the time service was discontinued. The customer will also be required to pay reconnection charges as established by the city council.

### 13.44.130 – Delinquent Bills – Authority to Assess Penalties

The city council may by resolution prescribe penalties or charges to be assessed against delinquent accounts and shall have the power and authority to enforce collection thereof.

### 13.44.140 – Delinquent Bills – Collection Agency Charges

If, in an effort to collect a delinquent bill, the city uses the services of a collection agency, any and all collection agency fees shall be passed on to the delinquent customer.

### 13.44.150- Delinquent Bills – Property Owner Liability and Lien

Regardless of the whether the customer is the property owner or a tenant, by the adoption of a resolution, the city council may declare that delinquent charges and penalties for water, recycled water or sewer service, when recorded shall constitute a lien upon real property served after notice and hearing as in Section 13.44.150

### 13.44.160 Delinquent Bills – Formal Notice and Hearing

- A. On or before the fifteenth day of June of each year the city council shall hold a hearing to determine the amount of the delinquent charges and penalties for sewer and water service. Notice of hearing shall be given by the city clerk and shall contain a copy of the proposed resolution, state the time and place for a hearing on the proposed resolution, and provide that any person interested may appear at the hearing and be heard as to the charges and penalties.
- B. The notice shall be published at least once each week for two weeks prior to the hearing in a newspaper published in the city. The first publication shall be at least fifteen days prior to the date of the hearing.
- C. At the time and place fixed in the notice of hearing, the city council shall hold the hearing. At the hearing, any person interested may appear and be heard on the matters set forth in the notice. At the hearing the city council may change or modify



## Appendix C: Water Retailer Municipal Codes

### City of Rohnert Park

the charges and penalties; provided, however, that no charge or penalty shall be increased from that set forth in the proposed resolution unless notice of intention to make said increase shall be published at least once or posted at least ten days prior to the hearing on the proposed charge.

- D. At the conclusion of the hearing, the city council may determine that the charges and penalties are not discriminatory or excessive, comply with the law, and adopt said resolution as proposed or modified.
- E. One of the modifications of the resolution may be the finding and determination by the city council that the amount of the charge and penalty shall be placed on the tax roll. If such finding and determination is made by the city council, the city clerk shall forward the amount fixed by the city council to the Sonoma County tax collector for placement on the tax roll next succeeding the hearing.

#### 13.44.170 – Charges as Lien

Charges for potable or recycled water service and all penalties thereon, when confirmed by the city as provided in this chapter, shall constitute a lien upon the real property served and such lien shall continue until the charge and all penalties are fully paid or the property is sold therefore. The lien shall be prior to all other liens recorded after the lien for potable or recycled water charges is recorded as herein provided. In addition, the city council may authorize the Finance Director to place the lien on the tax roll of the property served.

#### 13.44.180 - Recordation of lien.

The lien provided for in this chapter shall attach and be entitled to priority as of the time the finance director records the list of delinquent unpaid charges and penalties with the county recorder. Each recorded lien shall state the amount of each charge and the penalty, a description of the real property upon which the same is a lien, and the name of the city of Rohnert Park to which the same is payable. A list of all delinquent charges shall be recorded annually, but no delay or informality in recording them shall invalidate the lien or any unpaid charge or any subsequent act or proceeding.

#### 13.44.190 - Separate remedies.

As separate, distinct, and cumulative remedies for the collection of said charges and penalties, the city shall use a collection agency or bring an action in court to collect the unpaid charge and all penalties. In the event of court action, reasonable attorney's fees may be awarded the city. In the event a collection agency is used, reasonable collection agency fees may be added to the unpaid charge.

# APPENDIX D

## Cross Connection Control Testing

### CROSS CONNECTION CONTROL TESTING PROCEDURE FOR ON-SITE RECYCLED WATER SYSTEMS

In the Regional System service area, the following method is used for conducting a Cross-Connection control test on all sites where both recycled water and potable water are intended to be used in separate piping systems. A certified AWWA Cross-Connection Control Specialist must perform the test.

#### CROSS CONNECTION CONTROL TEST PART I:

For new recycled water systems not yet connected to the recycled water main, all cross-connection testing shall only use potable water for testing the recycled water system and the potable water system. No recycled water is allowed for use in cross connection testing.

The potable water system shall be activated and pressurized. The recycled water irrigation system shall be shut down at its point of connection and depressurized — this is usually done by manually bleeding an irrigation control valve and/or quick-coupling valve that is located at the lowest point of elevation in the irrigation system.

1. The potable water system shall remain pressurized for a minimum period of time specified by the Cross-Connection Specialist while the irrigation system is depressurized. The minimum period of time the recycled water irrigation system is to remain depressurized shall be determined on a case by case basis, taking into account the size and complexity of the potable water and recycled water irrigation systems.
2. All recycled water irrigation control valves and quick-coupling valves, and any site features that are approved to be supplied with recycled water from the on-site irrigation system (such as decorative fountains) shall be tested and inspected for flow. If the recycled water system has been truly shut down at its point of connection, then continuous flow from any part of the recycled water system — irrigation system or decorative fountains, etc. — indicates a Cross-Connection.
3. All potable water fixtures (interior and exterior) — faucets, hose bibs, drinking fountains, toilets and urinals, supply lines to decorative fountains, etc. — shall be tested and inspected for flow. No flow from any potable water outlet indicates that it may be connected to the recycled water irrigation system.
4. If no Cross-Connections are discovered, proceed to the second part of the test. If any Cross-Connections are found, they must be disconnected, and the site must be re-tested by an AWWA Cross-Connection Specialist per these procedures.

#### CROSS CONNECTION CONTROL TEST PART II:

1. The potable water system shall be shut down at its point of connection (usually the meter) and depressurized. In the case of a potable water system in a multi-story building, the potable water system pressure may be reduced by the amount deemed necessary by the Cross-Connection Specialist and monitored with a gauge installed at a low point of elevation in the potable water system.
2. The recycled water irrigation system shall then be activated and pressurized.
3. The recycled water irrigation system shall remain pressurized for a minimum period of time specified by the Cross-Connection Control Specialist while the potable water system is depressurized (or, in the case of a multi-story building potable water system, remains in a state of reduced pressure). The minimum period of time the potable water system is to remain depressurized shall be determined on a case by case basis.



## Appendix D: Cross Connection Control Testing

4. All potable water fixtures (interior and exterior)—faucets, hose bibs, drinking fountains, toilets and urinals, supply lines to decorative fountains, etc.—shall be tested and inspected for flow. Some flow may occur from water breaking loose from an air lock in an overhead water line. The amount of flow to cause a concern is a judgment call by the Cross-Connection Specialist. If the potable water system has been truly shut down at its point of connection, then continuous flow from any part of the potable water system (that is beyond the drainage generated by an air lock breaking free) indicates a Cross-Connection. In the case of a potable water system in a multi-story building, the testing of all fixtures may be used in combination with a pressure gauge (mentioned in no. 1. above), or the pressure gauge may be used instead of the testing of all fixtures. If the potable water system has been truly shut down at its point of connection, then an increase in the potable water system pressure viewed at the gauge over a period of time specified by the Cross-Connection Specialist indicates a Cross-Connection.
5. All recycled water irrigation control valves and quick-coupling valves, and any other site features that are approved to be supplied with recycled water from the on-site irrigation system (such as supply lines to decorative fountains) shall be tested and inspected for flow. No flow from a recycled water irrigation control valve, quick-coupling valve, or any other recycled water fixture indicates that it may be connected to the potable water system.
6. If no Cross-Connections are discovered, then the potable water system shall be re-pressurized. If any Cross-Connections are found, they must be disconnected, and the site must be re-tested by an AWWA Cross-Connection Specialist per these procedures.

The certified AWWA Cross-Connection Specialist responsible for completing the above test must indicate the results on a Water Recycling Cross-Connection Certification Form and return it to your Water Retailer. Contact your Water Retailer for detailed information on how to obtain and submit the completed form.

# Appendix E

## Standard Forms

### CITY OF SANTA ROSA

# CITY OF SANTA ROSA

## CROSS CONNECTION TEST NOTIFICATION

48-Hour Minimum Notice



### Owner's Representative (New/Retrofit Contractor/ Shutdown Coordinator)

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

### ITEMS TO BE COMPLETED BY OWNER REPRESENTATIVE

SITE NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

PROPOSED TEST DATE AND TIME: \_\_\_\_\_

#### NOTICES SENT TO:

☐ CITY OF SANTA ROSA: RECYCLED WATER PROGRAM  
TEL. 707-543-4200/ FAX 707-543-3937

☐ TENANT \_\_\_\_\_  
NAME/ PHONE

☐ OWNER \_\_\_\_\_  
NAME/ PHONE

☐ INSPECTOR \_\_\_\_\_  
NAME/ PHONE

☐ ACCOUNT HOLDER \_\_\_\_\_  
NAME/ PHONE

☐ ON-SITE SUP. \_\_\_\_\_  
NAME/ PHONE

### ITEMS TO BE COMPLETED BY CITY OF SANTA ROSA

USER NUMBER: \_\_\_\_\_

#### NOTICES SENT TO:

☐ CITY WATER DEPARTMENT  
707-588-3936 FAX

☐ LAGUNA TREATMENT PLANT  
FAX 707-543-3399 FAX

### ITEMS TO BE COMPLETED BY CROSS-CONNECTION SPECIALIST

Cross Connection Specialist \_\_\_\_\_

Company Name: \_\_\_\_\_

Specialist Name: \_\_\_\_\_

Phone/ FAX/Mobile: \_\_\_\_\_

☐ Specialist's information faxed to Owner's Representative

☐ Fax information to City of Santa Rosa: Recycled Water Program FAX 707-543-3937



# CITY OF SANTA ROSA



## APPLICATION FOR RETROFIT TO RECYCLED WATER SERVICE AND FOR RECYCLED WATER USE PERMIT

### Applicant Information

APPLICANT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

\_\_\_\_\_ SITE ADDRESS: \_\_\_\_\_

BILLING ADDRESS (IF DIFFERENT): \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER'S NAME (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OWNER TELEPHONE: \_\_\_\_\_ OWNER EMAIL: \_\_\_\_\_

### Proposed Recycled Water Use

☐ LANDSCAPE IRRIGATION

APPROX AREA \_\_\_\_\_ DEDICATED IRRIGATION METER (Y/N) \_\_\_\_\_

☐ INDUSTRIAL USE \_\_\_\_\_ TYPE OF USE \_\_\_\_\_

### Site Supervisor Information

SITE SUPERVISOR NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

\_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### For City of Santa Rosa Use Only

RRG ACCOUNT NO.: \_\_\_\_\_ METER NO.: \_\_\_\_\_

RELATED ACCOUNT NO(S): \_\_\_\_\_

RELATED METER NO(S): \_\_\_\_\_

ANTICIPATED DATE OF CONNECTION TO RECYCLED WATER: \_\_\_\_\_

By signing this Application, Applicant agrees to use recycled water for approved uses in accordance with this application and requests the City begin preparation of retrofit plans for the above site. The undersigned has been provided a copy of the City of Santa Rosa Recycled Water User's Guide and agrees to use recycled water per the rules and regulations contained in the Recycled Water User's Guide, Recycled Water Use Permit, Santa Rosa City Code Chapter 14, and California Code of Regulations Title 22 and Title 17 as they exist now or may be amended or revised in the future. The undersigned has been provided information on the current adopted rates for recycled water use and agrees to pay all bills for recycled water use. The undersigned is the owner of the property or authorized agent representing the property owner.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_





# Appendix E

## Standard Forms

### CITY OF ROHNERT PARK

# CITY OF ROHNERT PARK

## RECYCLED WATER USE PERMIT APPLICATION



CITY OF ROHNERT PARK WATER RECYCLING PROGRAM APPLICATION FOR A RECYCLED WATER USE PERMIT		
<b>SITE WHERE USE IS PROPOSED</b>	<b>(City Use Only)</b>	
Name or Description:	Date Received / /	
	Date Distributed / /	
Location or Address:	Date of Determination / /	
	<input type="checkbox"/> Accepted <input type="checkbox"/> Returned <input type="checkbox"/> Rejected	
	Application Number:	
	Notes:	
<b>APPLICANT INFORMATION</b>		
Applicant is <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other (describe)		
Applicant's Name	Title	
Address	Telephone No.	
City	State	Zip
Owner's Name (if different)		
Contact Person	Telephone No.	
Address		
City	State	Zip
<b>CUSTOMER'S DESIGNATED RECYCLED WATER SUPERVISOR (See Note 1)</b>		
Relationship to Applicant: <input type="checkbox"/> Same <input type="checkbox"/> Partner <input type="checkbox"/> Permanent Employee <input type="checkbox"/> Other:		
Name	Title	
Business Address of Primary Work Station		
City	State	Zip
<b>The Customer's On-Site Recycled Water Supervisor must be reachable at all times in case of emergency. All numbers are for City use only.</b>		
Telephone number during regular business hours:		
EMERGENCY NUMBERS: <input type="checkbox"/> Evening:	<input type="checkbox"/> Message:	
	<input type="checkbox"/> Cellular:	
<b>PROPOSED RECYCLED WATER USES (Check all that apply)</b>		
<input type="checkbox"/> Landscape Irrigation Approx. area _____ (sq. ft.) <input type="checkbox"/> Ornamental Pond <input type="checkbox"/> Recreational <input type="checkbox"/> Construction		
<input type="checkbox"/> Agriculture Irrigation Approx. area _____ (sq. ft.) <input type="checkbox"/> Industrial <input type="checkbox"/> Toilet Flushing		
<input type="checkbox"/> Other (specify)		
Briefly describe the proposed use checked above. Include types of plants to be irrigated, industrial process served, etc.		
_____		
_____		
_____		
_____		
_____		



# CITY OF ROHNERT PARK

## RECYCLED WATER USE PERMIT APPLICATION



Site Name		Customer No.	
Address			
TYPE OF LAND USE ON SITE		GOVERNMENT AGENCIES WITH JURISDICTION (See Note 2)	
<input type="checkbox"/> Commercial / Retail <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Transportation <input type="checkbox"/> Mines, Quarries <input type="checkbox"/> Open Space <input type="checkbox"/> Undeveloped <input type="checkbox"/> School / Playground		<input type="checkbox"/> US Department of Agriculture <input type="checkbox"/> State Food and Drug <input type="checkbox"/> State Licensing & Certification <input type="checkbox"/> OSHPD (Office of Statewide Health Planning & Development) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
RECYCLED WATER DEMAND ESTIMATES		FIRE SUPPRESSION	
Estimated Annual Use <input type="checkbox"/> AcFt <input type="checkbox"/> Gallons		<input type="checkbox"/> Site Drawing (all projects)	
Peak Use in Gallons/Minute (GPM)		<input type="checkbox"/> Impoundment O&M Plan (if serving a reservoir or pond)	
Hours of Use		<input type="checkbox"/> Other:	
Days of Use			
<input type="checkbox"/> Dry Season Only <input type="checkbox"/> Year-round			
IS RECYCLED WATER TO BE PIPED OR USED WITHIN AN OCCUPIED BUILDING? <input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES, SEE THE DEPARTMENT OF DEVELOPMENT SERVICES TO OBTAIN A BUILDING PERMIT.)			
CUSTOMER'S ON-SITE RECYCLED WATER SUPERVISOR SIGNS		APPLICANT SIGNS	
I have read and understand the City of Rohnert Park's <i>Rules and Regulations for Recycled Water Users</i> . I will operate the recycled water system in compliance with all conditions of the Permit to Use Recycled Water.		I designate the named person as the User's On-Site Recycled Water Supervisor in accordance with the City of Rohnert Park's <i>Rules and Regulations for Recycled Water Users</i> . I am a principal owner of this site or a duly authorized representative and certify that the information contained in this application is true and correct to the best of my knowledge.	
Print _____		Print _____	
Signature _____		Signature _____	
Date _____		Date _____	
<p>Note 1: Customer's On-Site Recycled Water Supervisor: It is responsibility of the Customer to provide surveillance and supervision of the recycled water system in a way that assures compliance at all times with current regulations. In order to accomplish this, the Customer shall designate an On-site Recycled Water Supervisor (Customer Supervisor) to provide liaison with the City. This person may represent the owner, tenant, or property manager as appropriate; however, he/she must be a permanent employee responsible for the recycled water system at the site who is available at all times and has the authority to carry out any requirements of the Water Recycling Program.</p> <p>Refer to the "<i>Rules and Regulations for Recycled Water Customer</i>" Section 12.3 for more comprehensive description of the responsibilities of an on-site recycled water supervisor.</p> <p>Note 2: List those governmental entities that may have regulatory jurisdiction over the re-use site related to on-site water use, drinking water, food handling or public health issues.</p> <p>Copies: _____ Field Inspector                  _____ File (Original)</p>			



# CITY OF ROHNERT PARK

## CROSS CONNECTION TEST NOTIFICATION

48-Hour Minimum Notice



### Owner's Representative (New/Retrofit Contractor/ Shutdown Coordinator)

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

### ITEMS TO BE COMPLETED BY OWNER REPRESENTATIVE

SITE NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

PROPOSED TEST DATE AND TIME: \_\_\_\_\_

#### NOTICES SENT TO:

☐ CITY OF ROHNERT PARK: RECYCLED WATER PROGRAM ☐ TENANT \_\_\_\_\_  
TEL. 707-588-3300 / FAX 707-588-3333 NAME/ PHONE

☐ OWNER \_\_\_\_\_ ☐ INSPECTOR \_\_\_\_\_  
NAME/ PHONE NAME/ PHONE

☐ ACCOUNT HOLDER \_\_\_\_\_ ☐ ON-SITE SUP. \_\_\_\_\_  
NAME/ PHONE NAME/ PHONE

### ITEMS TO BE COMPLETED BY City of Rohnert Park

USER NUMBER: \_\_\_\_\_

#### NOTICES SENT TO:

☐ PUBLIC WORKS - UTILITIES  
707-588-3333 FAX

☐ Development Services - Engineering  
707-588-9292 FAX

### ITEMS TO BE COMPLETED BY CROSS-CONNECTION SPECIALIST

☐ Cross Connection Specialist \_\_\_\_\_

Company Name: \_\_\_\_\_

Specialist Name: \_\_\_\_\_

Phone/ FAX/Mobile: \_\_\_\_\_

☐ Specialist's information faxed to Owner's Representative

☐ Fax information to City of Rohnert Park: Recycled Water Program FAX 707-588-3333





## Improvement / Grading Submittal Sheet

FOR STAFF USE ONLY

### Address the submittal package to:

Administrative Assistant  
City of Rohnert Park  
Development Services - Engineering Division  
130 Avram Avenue  
Rohnert Park, CA 94928

Permit No.: \_\_\_\_\_  
Deposit Fee: \$ \_\_\_\_\_  
Received by: \_\_\_\_\_

Print clearly and legibly. Fill in all applicable sections. Only complete submittals will be accepted. Any questions, contact the Engineering Division at (707) 588-2232 or [engineering@rpcity.org](mailto:engineering@rpcity.org).

Description of work: \_\_\_\_\_

Work Site Address: \_\_\_\_\_

### Applicant / Permittee Information

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Engineer/Surveyor Information

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Contractor Information (Can be submitted at later date. Must be received prior to permit issuance.)

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Contractor License #: \_\_\_\_\_

This submittal package will include the review by the Engineering, Public Safety, Public Works, Planning and Building Divisions. All other submittals for review shall be by the applicant to the required agencies.

### Improvement/Grading Plans Checklist

- ☐ 8 Improvement/Grading Plans including Landscape Plans (cut and fill quantities must be on front page)
- ☐ 1 Electronic copy of plans in PDF Format
- ☐ 3 Engineer's Estimate of Project
- ☐ 1 City of Santa Rosa Storm Water Determination Form
- ☐ 1 \*Improvement/Grading Plan Check Initial Deposit Fee
- ☐ 1 Reimbursement Obligation

### Supplemental Items

- ☐ 2 Street Structural Calculations (if required)
- ☐ 2 Geotechnical Report/R-Value (if required)
- ☐ 3 Traffic Report (if required)
- ☐ 3 Noise Study (if required)
- ☐ 2 Soils Report (if required)
- ☐ 3 Arborist's Report (if trees removed)
- ☐ 1 Sewer Connection Calculations (if required)
- ☐ 1 Water Connection Calculation (if required)

### Recycled Water Connection Improvement Plans

- ☐ 2 Improvement Plans (using the Recycled Water Guidelines)
- ☐ 2 Engineer's Estimate

### Contractor

- ☐ 1 Proof of Rohnert Park Business License
- ☐ 1 Copy of Contractor State License
- ☐ 1 Copy of current insurance

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

### Notes:

1. \*Plan Check Initial Deposit Fee is due with the first submittal.
2. The submittal package will be rejected if incomplete.
3. Include this Submittal Sheet with your 1<sup>st</sup> submittal
4. Grading Permits are issued by the City Engineer's office on a City standard Building Permit form
5. After City Engineers initial review, an additional Inspection Initial Deposit fee will be collect. This fee will be based on 1.5% of applicant submitted Engineers Estimate (per Engineering Fee Schedule). Unused fees will be returned to applicant.
6. \*Time-and-materials charged against deposit (per Rohnert Park Municipal Code, Chapter 3.32).
7. If applicant has already submitted plans for a building permit, only 3 more sets of grading/improvement plans are required



**FOR OFFICE USE ONLY:**

Does this project require permanent storm water BMP's?

☐ Y ☐ N

Date Submitted: \_\_\_\_\_



Print Form

File No:	Quadrant
Related Files:	
Set:	
Department Use Only	

## 2017 Storm Water LID Determination Worksheet

**PURPOSE AND APPLICABILITY:** This determination worksheet is intended to satisfy the specific requirements of "ORDER NO. R1-2015-0030, NPDES NO. CA0025054 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT AND WASTE DISCHARGE REQUIREMENTS FOR DISCHARGES FROM THE MUNICIPAL SEPARATE STORM SEWER SYSTEMS." Additional design requirements imposed by Governing Agencies, such as local grading ordinances, CAL Green, CEQA, 401 permitting, and hydraulic design for flood control still apply as appropriate. Additionally, coverage under another regulation may trigger the requirement to design in accordance with the Storm Water LID Technical Design Manual.

### Part 1: Project Information

Project Name

Applicant (owner or developer) Name

Project Site Address

Applicant Mailing Address

Project City/State/Zip

Applicant City/State/Zip

Permit Number(s) - (if applicable)

Applicant Phone/Email/Fax

Designer Name

Designer Mailing Address

Designer City/State/Zip

Designer Phone/Email

### Type of Application/Project:

☐ Subdivision   
 ☐ Grading Permit   
 ☐ Building Permit   
 ☐ Hillside Development  
☐ Design Review   
☐ Use Permit   
☐ Encroachment   
☐ Time Extensions   
☐ Other : \_\_\_\_\_

### PART 2: Project Exemptions

1. Is this a project that creates or replaces *less than 10,000 square feet of impervious surface<sup>1</sup>*, including all project phases and off-site improvements?

☐ Yes    ☐ No

1 Impervious surface replacement, such as the reconstruction of parking lots or excavation to roadway subgrades, is not a routine maintenance activity. Reconstruction is defined as work that replaces surfaces down to the subgrade. Overlays, resurfacing, trenching and patching are defined as maintenance activities per section V1.D.2.b.

## 2017 Storm Water LID Determination Worksheet

2. Is this project a routine maintenance activity<sup>2</sup> that is being conducted to maintain original line and grade, hydraulic capacity, and original purpose of facility such as resurfacing existing roads and parking lots?

☐ Yes ☐ No

3. Is this project a stand alone pedestrian pathway, trail or off-street bike lane?

☐ Yes ☐ No

4. Did you answer "YES" to any of the questions in Part 2?

☐ **YES:** This project will *not* need to incorporate permanent Storm Water BMP's as required by the NPDES MS4 Permit. **Please complete the "Exemption Signature Section" on Page 4.**

☐ **NO:** Please complete the remainder of this worksheet.

**Part 3: Project Triggers****Projects that Trigger Requirements:**

Please answer the following questions to determine whether this project requires permanent Storm Water BMP's and the submittal of a SW LIDs as required by the NPDES MS4 Permit order No. R1-2015-0030.

1. Does this project create or replace a combined total of 10,000 square feet or more of impervious surface<sup>1</sup> including all project phases and off-site improvements?

☐ Yes ☐ No

2. Does this project create or replace a combined total of 10,000 square feet or more of impervious streets, roads, highways, or freeway construction or reconstruction<sup>3</sup>? ☐ Yes ☐ No

3. Does this project create or replace a combined total of 1.0 acre or more of impervious surface<sup>1</sup> including all project phases and off-site improvements? ☐ Yes ☐ No

4. Did you answer "YES" to any of the above questions in Part 3?

☐ **YES:** This project will need to incorporate permanent Storm Water BMP's as required by the NPDES MS4 Permit. **Please complete remainder of worksheet and sign the "Acknowledgement Signature Section" on Page 4.**

☐ **NO:** This project will *not* need to incorporate permanent Storm Water BMP's as required by the NPDES MS4 permit. **Please complete the "Exemption Signature Section" on Page 4.**

1 Impervious surface replacement, such as the reconstruction of parking lots or excavation to roadway subgrades, is not a routine maintenance activity. Reconstruction is defined as work that replaces surfaces down to the subgrade. Overlays, resurfacing, trenching and patching are defined as maintenance activities per section VI.D.2.b.

2 "Routine Maintenance Activity" includes activities such as overlays and/or resurfacing of existing roads or parking lots as well as trenching and patching activities and reroofing activities per section VI.D.2.b.

3 "Reconstruction" is defined as work that extends into the subgrade of a pavement per section VI.D.2.b.

**Part 4: Project Description**

1. Total Project area:  ☐ square feet  
☐ acres

2. Existing land use(s): (check all that apply)

☐ Commercial ☐ Industrial ☐ Residential ☐ Public ☐ Other

Description of buildings, significant site features (creeks, wetlands, heritage trees), etc.:

3. Existing impervious surface area:  ☐ square feet  
☐ acres

4. Proposed Land Use(s): (check all that apply)

☐ Commercial ☐ Industrial ☐ Residential ☐ Public ☐ Other

Description of buildings, significant site features (creeks, wetlands, heritage trees), etc.:

5. Proposed impervious surface area:  ☐ square feet  
☐ acres



**Acknowledgment Signature Section:**

As the property owner or developer, I understand that this project is required to implement permanent Storm Water Best Management Practices and provide a Storm Water Low Impact Development Submittal (SW LIDS) as required by the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit Order No. R1-2015-0030. \*Any unknown responses must be resolved to determine if the project is subject to these requirements.

\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Date**Exemption Signature Section:**

As the property owner or developer, I understand that this project as currently designed does not require permanent Storm Water BMP's nor the submittal of a Storm Water Low Impact Development Submittal (SW LIDS) as required by the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit\*. I understand that redesign may require submittal of a new Determination Worksheet and may require permanent Storm Water BMP's.

\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Date

\* This determination worksheet is intended to satisfy the specific requirements of "ORDER NO. R1-2015-0030, NPDES NO. CA0025054 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT AND WASTE DISCHARGE REQUIREMENTS FOR DISCHARGES FROM THE MUNICIPAL SEPARATE STORM SEWER SYSTEMS." Additional design requirements imposed by Governing Agencies, such as local grading ordinances, CAL Green, CEQA, 401 permitting, and hydraulic design for flood control still apply as appropriate. Additionally, coverage under another regulation may trigger the requirement to design in accordance with the Storm Water LID Technical Design Manual.

**Implementation Requirements:** All calculations shall be completed using the "Storm Water Calculator" available at: [www.srcity.org/stormwater/LID](http://www.srcity.org/stormwater/LID)

**Hydromodification Control/100% Volume Capture:** Capture (infiltration and/or reuse) of 100% of the volume of runoff generated by a 1.0" 24-hour storm event, as calculated using the "Urban Hydrology for Small Watersheds" TR-55 Manual method. This is a retention requirement.

**Treatment Requirement:** Treatment of 100% of the flow calculated using the modified Rational Method and a known intensity of 0.20 inches per hour.

**Delta Volume Capture Requirement:** Capture (infiltration and/or reuse) of the increase in volume of storm water due to development generated by a 1.0" 24-hour storm event, as calculated using the "Urban Hydrology for Small Watersheds" TR-55 Manual method. This is a retention requirement.



**City of Rohnert Park Development Services**  
**Acknowledgement of Reimbursement Obligation for**  
**Payment of Full Cost Recovery Fees for Application Processing and Inspection Services**  
(Not required for flat fee applications)

FOR CITY USE ONLY

Application #: \_\_\_\_\_

Deposit Amount \$ \_\_\_\_\_

Check # \_\_\_\_\_ Staff: \_\_\_\_\_

This Reimbursement Obligation is by and between \_\_\_\_\_, hereafter "Financially Responsible Party," and the City of Rohnert Park, hereafter "City."

Check here if Financially Responsible Party is the same as Applicant shown on the Application ☐

Check here if Financially Responsible Party is also Property Owner shown on the Application ☐

Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Title: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ City: \_\_\_\_\_

E-mail address \_\_\_\_\_ State, Zip \_\_\_\_\_

PROJECT NAME/DESCRIPTION: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

The Financially Responsible Party hereby represents that he/she ☐ personally owns the subject property, or ☐ is an entity authorized to install and maintain facilities for provision of utility, telecommunications, video, voice or data transmission service in the public street right of way, or ☐ is a duly authorized agent of the Owner with full authority to execute the Obligation on behalf of the Owner.

The Financially Responsible Party acknowledges and agrees to pay to the City an initial deposit which shall be placed in a refundable deposit account and shall be used to defray all processing costs incurred by the City that are associated with this project. Reimbursable costs include, but are not limited to, all items within the scope of the City's adopted Cost Recovery Ordinance (*Rohnert Park Municipal Code, Chapter 3.32 - Cost Recovery—Fee and Service Charge System*) as well as the actual and administrative costs of retaining professional and technical consultant services and any services necessary to perform functions related to review and processing of the application and monitoring of the work. The rate for such services will be established in a manner consistent with existing City practices.

Financially Responsible Party acknowledges and agrees that additional deposits may be required while the application is processed, in such amounts and at such times as the City deems necessary to cover the City's incurred and projected processing costs. If the processing costs exceed or are reasonably expected to exceed the initial or existing deposit, the City may request the Financially Responsible Party to pay additional funds to maintain a deposit account balance. Financially Responsible Party shall pay all requested additional deposits within ten (10) days of the date of a written request from City. City at its sole discretion may cease permit processing and suspend further activity on a project until all processing costs have been paid in full and/or all requested deposits are made. The payment and acceptance of requested deposits does not constitute an approval of permits, entitlements or authorizations to begin work.

Financially Responsible Party agrees to be jointly and severally liable with Property Owner for payment of all fees referenced above. The sale or other disposition of the property does not relieve the Financially Responsible Party of their obligation to maintain a positive balance in the deposit account, unless the City grants prior approval. Financially Responsible Party agrees to notify City in writing prior to any change in ownership or status of any option agreements and to submit a written request for withdrawal of the application or written assumption of the obligations under this agreement signed by the new owner or his/her authorized agent.

Withdrawal or denial of application does not relieve the Financially Responsible Party of their obligation to pay for costs incurred in connection with this application. The Financially Responsible Party shall be liable for and will pay all costs incurred for the project, up through the date of the written request for application withdrawal or date of denial, whether or not such work is complete and whether or not the costs have previously been billed.

Any funds remaining in the account after all associated processing activities have been completed shall be returned to the Financially Responsible Party.

Financially Responsible Party agrees to defend, indemnify, and hold harmless the City of Rohnert Park, its agents, officers, elected officials, employees, boards, and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, elected officials, employees, boards, and commissions. If for any reason, any portion of this indemnification is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the indemnification shall remain in full force and effect.

I have read and agree with all of the above.

Signature of Financially Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

v1 2013-02-11