

CAMARILLO SANITARY DISTRICT  
VENTURA COUNTY  
CALIFORNIA  
(A Subsidiary District of the City of Camarillo)  
DISTRICT OFFICE  
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This OPERATIONS CODE, which relates to the operations of the Camarillo Sanitary District and matters incidental thereto, was adopted by Ordinance No. 7 as the general regulations of the Camarillo Sanitary District as provided in Section 6491.1 of the Health & Safety Code of the State of California, thereby consolidating and revising Ordinance Nos. 1 and 6 and amendments thereto and repealing said ordinances. Excepted from this Operations Code is prior Ordinance No. 5 and any resolutions passed by the Camarillo Sanitary District concerning General Obligation and/or Revenue Bonds. Such ordinances and resolutions remain in effect.

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CHAPTER I  
GENERAL PROVISIONS

**1000. TITLE**

These General Regulations shall be known as the Camarillo Sanitary District Operations Code.

**1001. CONTINUATION OF EXISTING LAW**

The provisions of this code which are substantially the same as existing regulations, shall be construed as restatements and continuations, and not as new enactments.

**1002. PENDING PROCEEDINGS**

Any action or proceeding commenced before this Code takes effect and any right accrued is not affected by this Code, but all procedures thereafter taken therein shall conform to the provisions of this Code.

**1003. DELEGATION OF POWER**

Whenever a power is granted to or a duty is imposed upon a public officer, the power may be exercised or the duty may be performed by a deputy of the officer or by a person authorized, pursuant to law, by the officer, unless this Code or the Health and Safety Code of this State expressly provides otherwise.

**1004. TENSE**

The present tense includes the past and future tenses; and the future, the present.

**1005. GENDER**

The masculine gender includes the feminine and neuter.

**1006. GIVING NOTICE**

Unless expressly provided otherwise, any notice required to be given to any person by any provision of this Code may be given by mailing notice, postage prepaid, addressed to the person to be notified at his residence or principle place of business in this State. The affidavit of the person who mails the notice, stating the facts of such mailing is prima facie evidence that the notice was thus mailed.

**1007. CONSTITUTIONALITY**

If any provision of this Operations Code or the application thereof to any person or circumstance is held invalid, the remainder of the Code or application of such provision to other persons or circumstances shall not be affected thereby.

**1008. CONFLICT WITH STATE CODES**

Any provision in this Operations Code that is in conflict with the provisions of the State Health and Safety Code or Streets and Highways Code or Governmental Codes or Elections Code, due to revisions made in said codes, shall be automatically superseded by the provisions in said code

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until such time as this Operation Code can be revised.

**1009.** The adoption of this Code shall be entered in the minutes of the Board and shall be published once in a newspaper published in the District.

**1010. APPEALS (Ord. 79, 10/24/07)**

- A. General Procedure: Any person seeking to appeal a decision of the District Manager or District Engineer or such official's designee, including a decision granting or denying an application for a permit, revoking a permit, or ordering the correction of a violation of this Operations Code, may appeal such decision in the manner provided by this section.
- B. Effective Date of Decision: Decisions of the District Manager or District Engineer or such official's designee under this Operations Code will be final 15 calendar days following the date of the decision unless an appeal is timely filed as provided in this section.
- C. Form of Appeal: An appeal must:
  - 1. be in writing on a form provided by the District;
  - 2. identify the decision to which the appeal relates;
  - 3. be filed with the District prior to the decision to which the appeal relates becomes final; and
  - 4. be accompanied by any processing fee established by the Board.
- D. Stay of Proceedings: The timely filing of a complete appeal will stay the decision to which the appeal relates pending final action by the Board or hearing officer.
- E. Hearing Procedure:
  - 1. The District will expeditiously schedule a hearing before the Board or a hearing officer, as applicable, not later than 45 days after a timely and complete notice of appeal is received by the District.
  - 2. The District will give written notice of the time and place of the hearing to the appellant; provided, however, the hearing may be held after such 45-day period upon the request or concurrence of the appellant.
  - 3. At least five days prior to the hearing, the District must provide the appellant with a copy of all documentation to be presented to the Board or hearing officer.
  - 4. At the hearing, the appellant will be given the opportunity to testify and present relevant witnesses and evidence concerning the decision being appealed.
  - 5. After considering all of the relevant evidence and testimony at the hearing, the Board or hearing officer must issue a written decision on the appeal stating the reasons for such decision no later than 30 days following the completion of the hearing. The decision of the Board or hearing officer will be final.

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- F. Judicial Review: Any person dissatisfied with the final action taken by the Board or hearing officer may seek judicial review of such decision under California Code of Civil Procedure section 1094.5.

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CHAPTER II  
DEFINITIONS

**2000. DEFINITIONS.** The following words and phrases, whenever used in this code, will have the following meanings, unless from the text a different meaning is construed:

ACREAGE means the gross acres of a parcel or real property after existing improved streets are deducted.

APPLICANT means the person applying for a sewer or plumbing permit and owns the land, or is the owner's authorized representative, to be served by the sewer for which a permit is requested.

ASSESSOR means the Ventura County Assessor.

ASSISTANT SECRETARY means the City Clerk of the City of Camarillo.

BOARD OR DISTRICT BOARD means the governing body of the Camarillo Sanitary District.

BOARD MEMBER OR DIRECTOR means any elected officer of the District.

BUILDING means any structure used for human habitation or a place of business, recreation or other purpose containing sanitary facilities.

BUILDING SEWER means that portion of any sewer beginning at the plumbing or drainage outlet of any building or industrial facility and running to the property line or to a private sewage disposal system.

CHAIRMAN means the presiding officer of the District Board.

CONNECTOR means any owner or renter of any premises connected to the sewer system.

CONTRACTOR means an individual firm, corporation, partnership or association duly licensed by the State of California to perform the type of work to be done under a permit.

COUNTY means the County of Ventura.

DESIGNATED FOOD SERVICE FACILITY Repealed. (CSD Ord. 81, 5/2010) See section 16010

DISTRICT means the Camarillo Sanitary District.

DISTRICT COUNSEL means the Counsel of the District.

DISTRICT MANAGER, DISTRICT ENGINEER OR DISTRICT MANAGER-ENGINEER means the person appointed by the Board to administer and enforce the rules and regulations of the District.

DOMESTIC SEWAGE means a combination of liquids or water carrying human waste, laundry water and kitchen waste from residential, business or institutional buildings.

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DWELLING UNIT means fixture units tabulated in accordance with section 402, Table 4-1 of the California Plumbing Code, 2001 Edition; twenty-five (25) fixture units equal one dwelling unit.

FOG Repealed. (CSD Ord. 81, 5/2010) See section 16010

FOOD SERVICE ESTABLISHMENT means a facility discharging kitchen or food preparation wastewaters such as restaurants, motels, hotels, cafeterias, delicatessens, butcher shops, bakeries, hospitals, schools, bars or any other, similar, facilities requiring a grease trap.

FRONTAGE means the distance in feet that a parcel of land runs along on existing street.

GREASE INTERCEPTOR/GREASE TRAP (CSD Ord. 81, 5/2010) See section 16010

HEALTH DEPARTMENT means State or County Health Department.

INDUSTRIAL SEWAGE means a combination of liquid or water-carried waste resulting from a manufacturing process employed in industrial establishments (including the washing, cleaning or drain water from such process). This includes laundry water from commercial establishments.

INSPECTOR means the Inspector acting for the Board and may be the District Engineer or Inspector appointed by the Board.

INSTALLER means any person who installs main or branch sewers within the District for connection to the District sewerage system.

INTERCEPTOR Repealed. (CSD Ord. 81, 5/2010) See section 16010

INTERFERENCE means the interruption or inhibition of wastewater treatment processes or operations; acts or discharges that can cause damage to the sewer system; or any violation of a Privately Owned Treatment Work's ("POTW") National Pollution Discharge Elimination System ("NPDES") permit. Without limitation, the term includes interfering with sewage sludge use or disposal under applicable federal, state, or local laws and regulations, and any federal or state Sludge Management Plan regulating the disposal or use methods implemented by the sewer system.

LATERAL SEWER means the portion of sewer connecting a building sewer to the main public sewer.

LOCAL AGENCY means the public entity having jurisdiction over a street or private property.

MAIN SEWER means a public sewer designated to accommodate more than one lateral sewer.

OUTFALL SEWER means a sewer extending from the lower end of the collection system to a point of final disposal.

PERMIT means any written authorization required pursuant to this or any other regulation of District for the installation of any sewage works.

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PERSON means any individual, firm, company, partnership, association, private corporation, public municipal corporation, the United States of America, the State of California, political subdivision or governmental agency.

PLUMBING SYSTEM means all plumbing fixtures and traps, or soil, waste, special waste and vent pipes and all sanitary sewer pipes within a building and extending to the building sewer connection three (3) feet outside the building wall.

PREMISES means any lot, parcel of land, building or establishment.

PRIVATE SEWER means a sewer serving an independent sewage disposal system not connected with a public sewer and which accommodates one or more buildings or industries.

PUBLIC SEWER means a sewer lying within a public way or easement and which is controlled by or under the jurisdiction of the District.

SANITARY SEWER means a sewer which carries sewage and to which storm, surface and ground waters are not intentionally discharged.

SECRETARY means the secretary of said District Board.

SERVICE CENTER means facilities that can introduce inert solids, petroleum products, flammable liquids, or similar substances into waters regulated by applicable federal and state regulations including, without limitation, car washes; motor vehicle repair facilities; boat or airplane storage yards; gasoline and diesel service stations; or any similar facility.

SEWER means a pipe or conduit for carrying sewage.

SEWERAGE SYSTEM means the collecting system of sewers, appurtenances, pumping stations, treatment works, means of disposal of effluent and sludge, and all other works necessary to complete the collection, treatment and disposal of sewage.

SIDE SEWER means the sewer line beginning at the foundation wall of any building and terminating at the main sewer and includes the building sewer and lateral sewer together.

STATE WATER QUALITY CONTROL BOARD is the Water Quality Control Board of the State of California.

STORM WATER is rain water, surface water, ground water, roof runoff, sub-surface drainage, cooling water or unpolluted industrial process waters.

STREET means any public highway, road, street, avenue, alley way, public place, public easement or right-of-way.

SUBSIDIARY DISTRICT is a District of limited powers in which the City Council of the City shall be designated as ex officio the Board of Directors of such a Subsidiary District.

TAX COLLECTOR is the Tax Collector of Ventura County, California.

TREASURER, DEPUTY TREASURER AND ASSISTANT TREASURERS are those individuals



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appointed by the Board of Directors to sign checks on behalf of the District.

UNIT is one unit is equal to 360 gallons per day, or 48 cubic feet per day.

WATER RECLAMATION PLANT means any arrangement of devices and structures used for treating sewage.

WATER RECLAMATION SUPERINTENDENT or SUPERINTENDENT means the person designated by the District Manager to oversee the day-to-day operations of the District and the enforcement of this Operations Code and any other rules and regulations of the District. (CSD Ord. 78, 10/24/07)

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CHAPTER III  
ORGANIZATION

**3000. ORGANIZED**

The CAMARILLO SANITARY DISTRICT is a Subsidiary District organized in 1955 under the Sanitary District Act of 1923 of the State of California.

**3001. DISTRICT BOARD**

The City Council of the City of Camarillo is ex officio the Board of Directors of the Camarillo Sanitary District. The Board consists of five Directors including the Chairman.

**3002. ELECTION OF DIRECTORS**

City Council Elections are held in even numbered years pursuant to the California Election Laws. The election of three Councilpersons was held in 1966 and will be held every fourth year thereafter. The election of the other two Councilpersons was held in 1968 and will be held every fourth year thereafter.

**3003. BOARD MEETINGS**

Regular Board Meetings will normally be held on the second and fourth Wednesday of each month at 5:00 p.m., in the Council Chambers of the City Hall, 601 Carmen Drive, Camarillo, California. Special meetings will be held as called by the Board. Public notice shall be given of all special meetings and changes in regular meetings.

**3004. APPOINTED POSITIONS**

The following positions have been established and are to be filled by appointment by the District Board. Appointees shall hold office at the pleasure of said Board and shall receive compensation for their services in accordance with the schedule approved by said Board.

- A. District Counsel - Whose duties shall be as prescribed by said Board and the State of Health and Safety Code.
- B. District Manager - Whose duties shall be as prescribed by said Board and by this Code, said duties shall include, without being limited to, the supervision of all administrative and technical matters relative to operation, maintenance and repairs of the sewage works of the District. In addition, the supervision of the preparation of all plans and specifications for District projects, and the checking of all plans and specifications prepared by an installer's engineer. The District Manager shall perform the functions of Treasurer.
- C. Finance Director - Whose duties shall be as prescribed by the Board and the District Manager.
- D. Assistant District Manager - Whose duties shall include, without being limited to, assisting the District Manager in his duties as set forth above.
- E. Assistant Secretary - Whose duties shall be as prescribed by the Board and the District Manager.

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**3005. CONTRACT FOR CONSTRUCTION, MAINTENANCE OR REPAIR WORK**

Expenditures for District projects, if under Five Thousand (\$5,000) dollars, may be awarded by negotiation without being publicly advertised; if over said amount, the District shall publish a notice requesting bids therefore by publication once a week for two consecutive weeks in a newspaper of general circulation within the District. The notice shall state the time and place for receiving and opening of sealed bids, and describe in general terms the work to be done. The Board may award a contract, as specified in the notice to bidders, to the lowest responsible bidder or reject bids and re-advertise. If no bids are received, the Board may negotiate a contract or order the work done by day work. The Board may, by passing a Resolution by a Four-Fifths vote, expend any sum for emergency work without complying with the above. (H & S 6515 - 6515.5)

**3006. FEES**

The District Board may, by an order approved by a Two-Thirds vote, prescribe, revise and collect fees, tolls, rates, rentals, service charges or other charges for services and facilities furnished by it in connection with its sanitation or sewerage system. (H & S 6520.5)

**3007. VIOLATIONS AND INSPECTION OF SAME**

In order to effect its powers, the Board or its representatives may enter upon private property for the purpose of inspection of sanitary facilities, and may terminate service to property in which a violation of any rule or regulation is found to exist.

Prior to termination of service, however, the District Board shall notify, in writing, the owner and tenant of such property that service is intended to be terminated and conduct a hearing thereon as herein provided. Such notice shall be mailed to the owner at the address shown on the records of the Assessor, or as known to the Clerk, and a copy shall be delivered to the tenant or posted conspicuously on the property. The notice shall state the date the District Board shall hold a hearing upon such intended termination. Such hearing shall not be less than ten days subsequent to giving notices as herein required. (H & S 6523.2)

**3008. ASSESSMENT DISTRICT**

The Board may, as provided in Section 3010, order the construction of sewers, treatment works, other sanitary disposal systems, and storm water collection and disposal systems and appurtenances, and appurtenant work in the whole or any portion of the streets, and may acquire property, easements, and right-of-way therefore, and may provide that the cost shall be assessed upon the fronting lots or lands to benefit thereby. (H & S 6540)

**3009. ASSESSMENT PROCEEDINGS**

Proceedings for assessment districts shall be in accordance with one or more of the following acts: The Improvement Act of 1911, the Street Opening Act of 1903, the Improvement Bond Act of 1915, and the Municipal Improvement Act of 1913. (H & S 6541)

**3010. BOND ELECTIONS**

The Board may order a bond election to acquire, construct, reconstruct, alter, enlarge, lay, renew, replace, maintain and operate sewerage works, etc. Said elections to be conducted in accordance with the provisions of the State Health and Safety Code. (H & S 6610 et seq)

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**3011. TAXES**

The Board may levy taxes on all property within the District for the purposes of:

- A. To pay the principal and interest of any or all bonds issued by the District;
- B. to raise money to acquire, construct, reconstruct, alter, enlarge, lay, renew, replace, maintain and operate sewerage works, etc.;
- C. to pay any lawful claims against the District;
- D. to pay the running expenses of the District. (H & S Division 6, Part 1, Chapter 7)

**3012. COLLECTION OF TAXES**

Taxes shall be collected with the general taxes of the County and shall be collected at the same time and in the same manner as County taxes are collected. (H & S 6786)

**3013. DISTRICT FUNDS**

District money shall be deposited with the County Treasurer in the following funds:

- A. Revenue Bond Fund (7002)
- B. G. O. Bond Fund (7004)

District money shall be deposited in the following funds in a designated bank:

- A. Fixed Asset Fund (7000)
- B. Maintenance & Operation Fund (7001)
- C. Grant Construction Fund (7005)
- D. Trust Fund (9321)

**3014. DISBURSEMENT OF FUNDS**

Funds shall be disbursed by Warrant signed by the Treasurer or Deputy Treasurer and countersigned by an Assistant Treasurer. Except as otherwise provided by law, no Warrant shall be drawn or evidence of indebtedness issued unless there be at the time sufficient money in the Treasury legally applicable to the payment of the same.

**3015. OUTFALL AND SEWAGE TREATMENT**

The Board shall provide for outfall and sewage treatment as may be necessary to effectuate this Ordinance by construction of outfall and treatment plant facilities, or by agreement as user or as joint owner with other County or City agencies, or a combination of both, as it may deem to be in the best interests of the District.

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**3016. DISTRICT ZONES**

The area of the Camarillo Sanitary District, including its future service area, is hereby divided into Zones, as delineated on the District Zone Map herein.

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EXHIBIT A  
CAMARILLO SANITARY DISTRICT

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CHAPTER IV  
GENERAL REGULATIONS

ARTICLE 1  
GENERAL REQUIREMENTS & PROCEDURES

**4100. DISPOSAL OF WASTES**

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

**4101. TREATMENT OF WASTES REQUIRED**

It shall be unlawful to discharge to any stream or water course, any sewage, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with provisions of this Code.

**4102. UNLAWFUL DISPOSAL**

Except as herein provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, seepage pit or other facility intended or used for the disposal of sewage.

**4103. OCCUPANCY PROHIBITED**

No building, industrial facility or other structure shall be occupied until the owner of the premises has complied with all rules and regulations of the District.

**4104. SEWER REQUIRED**

All new buildings within the District shall connect to the District sewer system and all land development projects shall include provisions for future buildings to connect to the District sewer system. An individual side sewer shall be provided for each building, except when a building is located in the rear of another building on an interior lot, permission may be granted by the District to connect both buildings to the same side sewer, provided the buildings are under the same ownership and it would not be possible for the buildings to become vested under separate ownership.

Connection to the proper public sewer shall be made in accordance with the provisions of this Code within thirty (30) days after date of official notice to do so.

**4105. CLEANOUTS**

All side sewers shall be provided and maintained with a cleanout, raised to grade at the point where the building sewer joins the lateral sewer. All cleanouts shall meet the Standard Specifications of the District and shall be maintained water tight.

**4106. PLUMBING TOO LOW**

In all buildings in which there are plumbing fixtures at an elevation too low to permit drainage by gravity, from said fixtures to the public sewers, the sewage from said fixture shall be lifted by

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artificial means and discharged to the public sewer at the owner's expense. In all buildings where the floor elevation is below the rim elevation of the nearest upstream manhole, provisions for a backflow protective device shall be made in accordance with Section 4110. A backflow protective device shall also be installed in side sewers wherever and whenever the District may deem advisable.

**4107. MAINTENANCE OF SIDE SEWER**

Side sewers shall be maintained by the owner of the property served thereby.

**4108. MANHOLES AND SEWER CONSTRUCTION**

Any person who undertakes to pave, resurface, regrade or do any work on any street that contains District sewers shall not cover up or conceal any manhole, or structure, or their covers; every care must be used to protect them. In the event said work results in damage to or a change of grade in the area of the manhole or structure, the person performing the work shall be responsible, at his own expense, for repairing or modifying the manhole or structure to meet the new grade. Before any work is performed to District manholes or structures, the District Manager shall be contacted and all work shall be done under the direction of the District Manager and in accordance with District standards.

No person shall construct a building sewer, lateral sewer or make a connection with any public sewer without first obtaining a written permit from the District and paying all fees and connection charges as required.

**4109. SEPTIC TANK**

Permission may be granted by the District for a septic tank to be constructed to serve a building that is located in an area where sewers are not available. This permission will not overrule negative action for septic tank installation by the Health Department or Water Quality Control Board. (See Chapter V, Article 6)

**4110. SEWAGE BACKFLOW PROTECTIVE DEVICES**

To assist in the protection of health and property, the District shall require a backflow valve or overflow device to be installed in the house sewer serving any building where the lowest floor elevation (containing plumbing fixtures) will be less than one (1) foot above the rim of the upstream manhole or flushing inlet.

When an overflow device is installed, the elevation of discharge of said installation shall be at least one (1) foot below the lowest floor elevation (containing a plumbing fixture).

Type of backflow device to be installed shall be approved by the District.

**4111. VIOLATION UNLAWFUL**

Except as this Operations Code may otherwise permit, following the effective date of this Operations Code, it shall be unlawful for any person to connect to the Camarillo Sanitary District sewerage facilities except in the manner provided by this Operations Code. Any person violating the provisions of this Operations Code shall be deemed guilty of a misdemeanor and shall, upon conviction thereof, be punished by a fine not to exceed \$100 or by imprisonment in the County



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Jail of Ventura County, California, not to exceed one month, or by both such fine and imprisonment. (H & S 6523)

All persons shall be held strictly responsible for any and all acts of agents or employees done under the provision of this Code or any other rule or regulation of the District. Upon being notified by the Manager of any defect arising in any sewer or of any violation of this Code, the person or persons having charge of said work shall immediately correct the same.

Continued habitation of any building or continued operation of any industrial facility in violation of the provisions of this Code or any other rule or regulation of the District is hereby declared to be a public nuisance. The District may cause proceedings to be brought for the abatement of the occupancy of the building or industrial facility during the period of such violation.

**4112. AUTHORITY TO DISCONNECT**

In the event of a failure to pay the charges as provided in the Operations Code for sewer service, the Manager is authorized to disconnect the services. When service has been disconnected as provided, the Manager may estimate the cost of disconnection and reconnection to the system, and such user shall deposit the cost, as estimated, of disconnection and reconnection before such user is reconnected to the system. The Manager shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.

During the period of such disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the District shall cause proceedings to be brought for the abatement of the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, there is to be paid to the District a reasonable attorney's fee and cost of suit arising in said action.

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

**4113. ADJUSTMENTS AND EXCEPTIONS**

The District Board hereby retains the right to grant adjustments and exceptions to the provisions of this Operations Code in order to vary and modify the strict application thereof in cases in which there are practical difficulties or unnecessary hardships in the way of such strict application. Application for any adjustment or exceptions shall be made to the District Board in the form of a written application.

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ARTICLE 2  
PURCHASING OF SUPPLIES AND EQUIPMENT

**4200. ADOPTION OF PURCHASING SYSTEM**

In order to establish efficient procedures for the purchase of supplies and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is adopted.

**4201. CENTRALIZED PURCHASING DIVISION**

There is created a centralized purchasing function in which is vested authority for the purchase of supplies and equipment.

**4203. PURCHASING OFFICER**

There is created the position of purchasing officer who shall be the District Manager. The purchasing officer may delegate duties to other employees to carry out. The duties of purchasing officer may be combined with those of any other office or position. The purchasing officer shall have the authority to:

- A. Purchase or contract for supplies and equipment required by the District in accordance with purchasing procedures prescribed by this Article, such administrative regulations as the purchasing officer shall adopt for the internal management and operation of the purchasing division and such other rules and regulations as shall be prescribed by the Board of Directors or the District Manager;
- B. Negotiate and recommend execution of contracts for the purchase of supplies and equipment;
- C. Act to procure for the District the needed quality in supplies and equipment at least expense to the District;
- D. Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases;
- E. Prepare and recommend to the Board of Directors rules governing the purchase of supplies and equipment for the District;
- F. Prepare and recommend revisions and amendments to the purchasing rules;
- G. Keep informed of current developments in the field of purchasing, prices, market conditions and new products;
- H. Prescribe and maintain such forms as are reasonably necessary for the operation of this Article and other rules and regulations;
- I. Supervise the inspection of all supplies and equipment purchased to insure conformance with specifications;

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- J. Recommend the transfer of surplus or unused supplies and equipment as needed; and
- K. Maintain an approved vendors list, vendors catalog file and records needed for the efficient operation of the purchasing division.

**4204. PURCHASING REGULATIONS**

The purchasing officer shall be responsible for determining that the regulations and procedures in Sections 4205 through 4211 are carried out.

**4205. EXEMPTIONS FROM CENTRALIZED PURCHASING**

The District Manager may authorize, in writing, the District to purchase specified supplies and equipment independent of the purchasing division, but he shall require that such purchases be made in conformity with the procedures established by this article and shall further require periodic reports from the District on the purchases made under such written authorization.

**4206. ESTIMATES OF REQUIREMENTS**

The District shall file detailed estimates of its requirements in supplies and equipment in such manner, at such time, and for such future periods as the purchasing officer shall prescribe.

**4207. REQUISITIONS**

The District shall submit requests for supplies and equipment to the purchasing officer by standard requisition form or by other means as may be established by the purchasing rules, policies and regulations.

**4208. PURCHASE ORDERS**

Purchases or supplies and equipment shall be made only by purchase orders. Except as otherwise provided herein, no purchase order shall be issued unless the prior approval of the purchasing officer or his designated representative has been obtained.

**4209. ENCUMBRANCE OF FUNDS**

Except in cases of emergency, the purchasing officer shall not issue any purchase order for supplies or equipment unless there exists an unencumbered appropriation in the fund account against which said purchase is to be charged.

**4210. INSPECTION AND TESTING**

The purchasing officer shall, in his discretion, inspect supplies and equipment delivered to determine their conformance with the specifications set forth in the order. The purchasing officer shall have authority to require chemical and physical tests or samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with specifications.

**4211. BIDDING**

Purchases of supplies and equipment shall be by bid procedures pursuant to Sections 4212

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through 4227. Bidding may be dispensed with only under conditions stated in Section 4228.

**4212. FORMAL (SEALED) BID PROCEDURES**

Except as otherwise provided herein, purchases of supplies and equipment of an estimated value greater than five thousand dollars shall be awarded to the lowest responsible bidder pursuant to the formal bid procedure hereinafter prescribed.

**4213. NOTICE INVITING FORMAL BIDS**

Notices inviting formal bids shall include a general description of the article or service desired and shall state where bid documents and specifications may be secured and the time and place for opening bids.

**4214. PUBLISHED NOTICE FOR FORMAL BIDS**

Notices inviting formal bids shall be published at least ten days prior to the date of opening of the bids. Notices shall be published at least once in a newspaper of general circulation in the District.

**4215. APPROVED VENDORS LIST**

The purchasing officer shall also solicit formal sealed bids from responsible suppliers whose names are on the approved vendors list, or who have made written request that their names be added thereto.

**4216. BULLETIN BOARD NOTICE**

The purchasing officer shall advertise the pending formal purchases by posting a notice on the public bulletin board at the District offices.

**4217. BIDDER'S SECURITY**

In cases where deemed necessary by the purchasing officer, formal bids shall be accompanied by security, either cash, cashier's check, certified check or surety bond, in a sum equal to ten percent of the total aggregate of the bid, and shall be designated in the notice inviting bids. Bidders shall be entitled to return of bid security provided, however, that a successful bidder shall forfeit his bid security upon his refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the District is solely responsible for the delay in executing the contract. The Board of Directors may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder who is willing to execute the contract or may reject all bids and readvertise.

**4218. OTHER FORMAL BOND REQUIREMENTS**

The Board of Directors shall have authority to require a faithful performance bond or other bonds before entering into a contract. If bonds are required, the form and amount thereof shall be designated in the Notice Inviting Bids.

**4219. FORMAL BID OPENING PROCEDURE**

Sealed bids shall be submitted to the Assistant Secretary and shall be identified as "bids" on the

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envelope. The purchasing officer or designee shall publicly open all bids at the time and place stated in the public notices. A tabulation of all bids received shall be available for public inspection in the purchasing office during regular business hours for a period of not less than thirty calendar days after the bid opening.

**4220. REJECTION OF FORMAL BIDS**

In its discretion, the Board of Directors may reject any and all bids presented and may cause readvertising for bids pursuant to the procedure herein above prescribed. However, when all bids exceed the authorized budgeted amount, the District Manager may authorize rejection of all bids and authorize rebidding based upon the original specifications or as they may be modified, in accordance with procedures prescribed herein.

**4221. AWARD OF FORMAL BID CONTRACTS**

Except as otherwise provided herein, formal bid contracts shall be awarded by the Board of Directors to the lowest responsible bidder. The determination of "lowest responsible bidder" shall be at the discretion of the Board of Directors pursuant to findings and recommendations presented by the purchasing officer at the time of award of contract.

**4222. TIE FORMAL BIDS**

If two or more formal bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of readvertising for bids, the Board of Directors may in its discretion, accept the one it chooses or accept the lowest bid made by and after negotiation with the tie bidders at the time of the bid opening or award of contract.

**4223. NO FORMAL BIDS**

When no formal bids or responsive bids are received, the purchasing officer is authorized to negotiate for written proposals and his recommendation shall be awarded in accordance with applicable provisions prescribed herein.

**4224. OPEN MARKET OR INFORMAL BID PROCEDURE**

Purchases of supplies and equipment of an estimated value in the amount of ten thousand dollars or less may be made by the purchasing officer in the open market pursuant to the procedure prescribed in Sections 4225 through 4227 and without observing the procedure prescribed in Sections 4212 through 4223 provided, however, all bidding may be dispensed with for purchases of supplies and equipment having a total estimated value of less than one thousand dollars.

**4225. MINIMUM NUMBER OF INFORMAL BIDS**

Open market purchases shall, whenever possible, be based on at least three informal bids, and shall be awarded to the bidder offering the most advantageous bid to the District after consideration of price, quality, durability, servicing, delivery time, standardization, and other factors.

**4226. NOTICE INVITING INFORMAL BIDS**

The purchasing officer shall solicit informal bids by written requests to prospective vendors or by

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telephone or public notice posted on a public bulletin board at the District offices.

**4227. RECORD OF INFORMAL BIDS**

The purchasing officer shall keep a written record of all open market purchases and informal bids for a period of one year. This record, while so kept, shall be open to public inspection.

**4228. EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENT**

Notwithstanding any provision of this article to the contrary, the competitive bidding procedures and requirements may be dispensed with in any of the following instances:

- A. When the estimated amount involved is less than one thousand dollars;
- B. When the commodity can be obtained from only one vendor;
- C. The District Manager may authorize the purchase of materials, supplies, equipment and services where an emergency is deemed to exist and it is determined that service involving the public health, safety, or welfare would be interrupted if the normal procedure were followed. All emergency purchases, which would otherwise require formal bidding procedures, made pursuant to this section shall be submitted to the Board of Directors for ratification at the next regular Board of Directors meeting after the purchase is authorized;
- D. The Board of Directors may authorize the execution of contracts for personal services, for professional and consultant services, and for other, non-public projects and for contractual services without observing the bidding procedures provided herein where the amount of the contract exceeds the value of ten thousand dollars;
- E. The District Manager is authorized to enter into contract for personal services, for professional and consulting services and for other contractual services without observing the bidding procedure provided herein where the amount of the contract does not exceed the amount of ten thousand dollars provided there exists and unencumbered appropriation in the fund account against which said expense is to be charged; and
- F. Any agreement involving acquisition of supplies, equipment or service entered into with another governmental entity.

**4229. REGULATIONS REGARDING SELECTION OF CONTRACT SERVICES**

The Board of Directors may, by resolution, prescribe procedures, rules and regulations governing the solicitation, selection and award of proposals or bids for the furnishing of personal services or professional or consulting services or for other contractual services, the contracts for which may be awarded without observing the bidding procedures provided for in this article. Such procedures, rules and regulations shall have as one purpose the obtaining of contractual services of the highest quality together with cost effectiveness.

**4230. SURPLUS SUPPLIES AND EQUIPMENT**

The District shall submit to the purchasing officer, at such times and in such forms as he shall prescribe, reports showing all supplies and equipment which are no longer used or which have become obsolete and worn out.

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**4231. SURPLUS SUPPLIES - TRADE-INS**

The purchasing officer shall have authority to exchange for or trade in on new supplies and equipment all supplies and equipment which cannot be used by any department or which have become unsuitable for District use.

**4232. SURPLUS SUPPLIES - SALE**

The purchasing officer shall also have authority to dispose of surplus supplies or equipment by auction or by sale or otherwise after receiving bids or proposals which, in his judgment, provide the maximum return to the District.

**4233. JOINT PURCHASING AGREEMENTS**

Whenever the Board of Directors finds that the public interest and convenience so require, the District Manager may enter into joint purchasing agreements for the acquisition of District supplies and equipment with any other public agency. Purchasing agreements may be made by the purchasing officer when the administering agency has made their purchases in a competitive manner and provided that such agreements are authorized by the laws of the State of California.

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ARTICLE 3  
ANNEXATION REQUIREMENTS

**4300. CONDITIONS**

As a condition to annexation to the District, the owners of property petitioning for annexation shall, as a condition precedent thereto, pay to the District the following sums:

- A. Processing Costs - The actual cost of preparation of maps, legal descriptions, publication charges, and any and all other direct charges applicable to the annexation;
- B. Fees - Amounts fixed by the Board as contribution of such areas annexed toward the costs of the District's then existing sewage collection and treatment system.

**4301. PAYMENT OF PROCESSING COSTS AND FEES**

The fees (4300b) shall be paid prior to the issuance of a permit as called for in Section 8100 of Chapter VIII.

**4302.** In addition to the requirement of payment of fees prior to issuance of a District permit, a further requirement shall be the necessity of paying all fees prior to the issuance of a City of Camarillo Building Permit, or the approval by the City of Camarillo of a final tract map, or approval by the City of Camarillo of any other form of map or description for a development which requires sewer service.

**4303. ADJUSTMENT OF COSTS AND FEES**

The District Board reserves the right to adjust the above costs and fees or provide for additional terms and conditions at or before any meeting or public hearing on any annexation.



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CHAPTER V  
CONSTRUCTION OF SEWERS

ARTICLE 1  
GENERAL REGULATIONS

**5100. CONTRACTOR'S REGISTRATION**

It shall be unlawful for any person to install or construct any sewer for connection to, or make connection to, the District sewer system in a street within the District, who is not a master plumber or contractor, whichever is applicable, licensed under the State Contractor's License Law. All such contractors must register with the District Manager prior to commencing or carrying out any such work within the District.

**5101. CONTRACTOR'S INSURANCE**

All such contractors shall file with the District Manager:

- A. Public Liability and Property Damage Insurance - Certificate of Public Liability Insurance in the amount of Three Hundred Thousand and (\$300,000) Dollars/Five Hundred Thousand (\$500,000) Dollars, and Property Damage Insurance in the amount of One Hundred Thousand (\$100,000) Dollars, each accident, and Two Hundred Thousand (\$200,000) Dollars aggregate and an Endorsement naming the District, local agencies and others as by Board policy, as additional insured. The foregoing amounts are minimum and may be increased by the Board.
- B. Worker's Compensation Insurance - Compensation Policy.
- C. Effective Period - Insurance to be maintained in effect for a minimum of one year after acceptance of work.

**5102. FAITHFUL PERFORMANCE, LABOR AND MATERIALS, AND MAINTENANCE BONDS**

All contractors or installers shall file with the District Manager a Faithful Performance Bond and a Labor and Materials Bond, each in the amount of 100% of the contract for District-let jobs and 100% of the District Engineer's estimate for installer-let contracts. Bonds to be on forms provided or approved by District. Bonds to remain in effect for a minimum of one year after acceptance of work and will not be cancelled or released by the District until a Maintenance Bond in an amount of 25% of the contract is posted with the District.

**5103. COMPLIANCE WITH LOCAL REGULATIONS**

Any person(s) constructing a sewer within a public way or easement shall comply with all State, County, City or District laws, ordinances, rules and regulations pertaining to the cutting of pavement, opening, barricading, lighting and protecting of trenches, backfilling and repaving thereof and shall obtain all permits and pay all fees required by the department having jurisdiction prior to the issuance of a permit by the District.

The applicant shall maintain such barriers, lights and signs as are necessary to give warning to the public at all times that a sewer is under construction and of each dangerous condition to be

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encountered as a result thereof.

He shall also likewise protect the public in the use of the sidewalk against any such conditions in connection with the construction of the sewer. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be reinstalled in a manner satisfactory to the District.

**5104. INSPECTIONS**

No sanitary sewer construction work shall be conducted within the Sanitary District without the presence of the District Engineer or his representative, unless permission has been granted to proceed in his absence.

No construction shall be covered until it has been inspected and approved by the District Engineer. After approval, the contractor shall backfill trench without delay and restore surface to original condition. Construction that has been covered without approval of the District shall, at the District's request, be uncovered for inspection. In all cases where inspection is required, the contractor shall give at least two (2) working days advance notice to the District Engineer stating the time when work will start.

**5105. RESPONSIBILITY FOR DEFECTS**

All persons performing work connected with this District shall be held strictly responsible for any and all acts of agents, subcontractors, and employees in connection with said work.

Said person, upon being notified in writing by the District Manager of any defects arising from construction or of any violation of the provisions of this Operations Code, shall take immediate steps to correct such defect or violation.

**5106. CONDEMNED WORK**

When any work has been inspected and the work condemned and no certification of said satisfactory completion given, a written notice to that effect shall be given, instructing the owner of the premises, or the agent of such owner, to repair the sewer or other work authorized by the permit in accordance with the ordinances, rules and regulations of the District.

**5107. LIABILITY**

The District, its officers, and employees shall not be liable for personal injury or loss of life or damage to any property consequent to the performance of any of the herein or hereinafter described work by any such contractor, installer, or applicant for sewer service. The contractor, installer or applicant shall save the District, its officers and employees free and harmless for any such liability imposed by law upon the District, its officers and employees, including all costs, expenses, fees and interest incurred to legal defense of any action to enforce such liability or in the enforcement of this provision. Contractor, installer, or applicant shall be solely liable for any defects in the performance of his work, or any failure which may develop therein.

**5108. STANDARD SPECIFICATIONS AND DETAIL**

The District has adopted Standard Specifications and Details for all construction of sewers and appurtenances, which is on file in the office of the District Manager. Said Standard Specifications and Details are hereby referred to and made a part of this Operations Code by reference.

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**5109. PLANS, PROFILES AND SPECIFICATIONS REQUIRED**

The application for a permit for public sewer construction shall be accompanied by complete plans, profiles, and specifications, complying with all applicable ordinances, rules and regulations of District prepared by a Registered Civil Engineer showing all details of the proposed work, based on an accurate survey of the ground. The application, together with the plans, profiles and specifications, shall be examined by the engineer who shall within ten (10) days, approve them as filed or require them modified as he deems necessary for proper installation.

"As Built" drawings showing the actual location of all mains, structures, Y's, laterals, and cleanouts shall be filed with the District before final acceptance of the work.

**5110. COMPLETION OF SEWER REQUIRED**

Before any acceptance of any sewer line by the District prior to the admission of any sewage into the system, the sewer line shall be tested and shall be completed in full compliance with all requirements of the Standard Specifications and Details and to the satisfaction of the engineer.

**5111. MASTER PLAN**

The District has adopted an official Master Plan for trunk systems within the District, which is on file in the office of the District Manager. Said Master Plan is hereby referred to and made a part of this Operations Code by reference.

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ARTICLE 2  
CONSTRUCTION OF SEWERS BY OTHERS IN NEW  
DEVELOPMENTS WHERE SEWERS DO NOT EXIST

**5200. AUTHORIZATION**

To construct sewers and connect to the sewer system must be obtained from the District.

**5201. REQUEST FOR AUTHORIZATION**

Is to be made in the Office of the District Manager. All construction shall be in accordance with the Standard Specifications and Master Plan of the District.

**5202. PLANS, PROFILES AND SPECIFICATIONS**

Shall be prepared at the expense of the installer by a Civil Engineer licensed in the State of California and shall be approved by the District Board.

**5203. PAYMENT OF FEES**

An installer shall pay in advance all necessary plan checking and inspection fees. The District shall have the right to charge and the installer shall pay, the necessary administrative, engineering and legal fees incurred by the District for work performed.

**5204. CONTRACT FOR CONSTRUCTION**

The installer shall call for his own bids, and let his own contracts, but he shall not let any such contracts until after receiving written approval of the plans and specifications from the District.

**5205. AGREEMENT**

An installer shall, prior to construction, enter into an agreement with the District covering, but not limited to, the following:

- A. Construction of sewers in accordance with approved Plans and Specifications.
- B. Obtaining the necessary rights-of-way and easements, and granting same to District.
- C. Payment for all costs involved due to said construction.
- D. Transfer of Title to all sewers and appurtenances to District.
- E. Indemnification of the District per Section 5107.
- F. Bonds in accordance with Section 5102.
- G. Payment of all fees, including plan checking and inspection.
- H. Other items that individual conditions may dictate.

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**5206. LATERAL SEWERS**

Must be constructed to serve each parcel of land or building in the development. House sewers shall not be connected to these lateral sewers until permits for connection have been issued by the District Manager.

**5207. OVERSIZE AND OFF-DEVELOPMENT SEWERS**

Main sewers shall be a minimum of eight (8) inches in diameter. Developer will be responsible for construction of on-site and off-site sewers of sufficient size to serve the development. In accordance with the approved Master Plan, District may require Developer to install sewers of a greater diameter and/or greater length than are necessary to serve the development. In that case, developer will be eligible for reimbursement of additional costs resulting from District's requirement.

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ARTICLE 3  
CONSTRUCTION OF SEWERS BY DISTRICT-LET CONTRACT

**5300. AUTHORITY**

Sewers may be constructed by District-Let Contract when in the opinion of the Board, it would be in the best interest of the District to do so.

**5301. PLANS, PROFILES AND SPECIFICATIONS**

Shall be prepared by a Registered Civil Engineer and approved by the District Engineer.

**5302. CONTRACT**

For construction shall be let in accordance with the provisions of this Code (see Section 3005).

**5303. CONTRACTOR SHALL FILE**

At the time required in the Specifications for said job, the following:

- A. Insurance in accordance with Section 5101.
- B. Bonds in accordance with Section 5102.
- C. Fully executed contract.

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ARTICLE 4  
CONSTRUCTION OF LATERAL SEWERS WHERE MAIN OR  
SUB-MAIN SEWERS EXIST

**5400. APPLICATION**

For a lateral sewer to be constructed, application shall be made at the office of the District Manager by the property owner or his agent.

**5401. CONSTRUCTION**

The District may allow an installer to construct lateral sewers to existing main or branch sewers to serve parcels in or adjacent to a new development when installer is also constructing main or branch sewers within a new development in accordance with Article 2 of Chapter V of this Code. In constructing and connecting lateral sewers to a main or branch sewer which exists in the street, an encroachment permit will be required from either the City or the County, depending on the location of the particular sewer.

**5402. FEES**

For a lateral sewer shall be paid at the time application is made. (see Chapter VIII).

**5403. LOCATION**

Lateral sewers will be terminated at the property line at the location, whenever possible, established by the owner or his agent.

**5404. NOTICE**

The District Manager shall be notified at least ten (10) days in advance of the time installation is required.

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ARTICLE 5  
CONSTRUCTION OF SEPTIC TANK

**5500. PERMIT**

When it has been determined by the District Manager that sewers are not available to serve a given premise which is within the District's service area, the owners may request that a permit be issued granting District approval to the construction of a septic tank to serve said premise.

**5501. CONDITIONS**

For granting permission to construct a septic tank shall include:

- A. Consent by owner to future formation of an assessment district to construct sewers to serve said property.
- B. Agree to connect said premises to the District sewer system, at such time as it is available, when directed to do so by the Board.
- C. Agree to construct septic tank and appurtenances in accordance with requirements of the Regional Water Pollution Control Board, County Health Department, and County or City Building Department.
- D. The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the District.

**5502. FEES**

Any applicable fees shall be as determined by the District and based on District costs for processing application and performing inspection.



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CHAPTER VI  
USE OF SEWERS

**6000. SEPARATION OF WASTE**

It is unlawful for any person to cause or permit:

- A. Storm water to be discharged into the sanitary system of the District;
- B. Domestic or industrial sewage to be discharged into any storm water system within the District.

**6001. USE OF SEWERS FOR OTHER THAN DOMESTIC SEWAGE**

Permission to discharge into the sanitary sewer system of the District anything but domestic sewage will be granted only in accordance with and in consideration of the conditions of each case, and shall be subject to reasonable rules, regulations and requirements to prevent excessive alkalinity or acidity of the effluent or excessive discharge of organic or inorganic substances in solution or in suspension whether liquid, semi-solid or solid.

**6002. PROHIBITED WASTE**

Except as hereinafter provided, no persons shall discharge or cause to be discharged any of the following described waters or wastes to any sanitary sewer:

- A. Any liquid and/or pulp being residue resulting from reducing of lemons, oranges or other citrus fruits to the juice state;
- B. Any liquid or vapor having a temperature higher than 150OF;
- C. Any water or waste which may contain:
  - 1. Floatable grease, oil or fat of animal or vegetable origin in excess of 50 parts per million by weight;
  - 2. Floatable grease, oil or fat of mineral origin in excess of 15 parts per million by weight;
  - 3. Dispersed grease, oil or fat in excess of 600 parts per million by weight;
- D. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, vapor or gas;
- E. Any garbage that has not been properly shredded;
- F. Any ashes, cinders, pulp, sand, cement, mud, straw, shavings, metal, glass, rags, feathers, tar, asphalt, resins, plastics, wood, animal hair, paunch manure, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewerage system;

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- G. Any waters or wastes having a pH factor lower than 5.5 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewerage system;
- H. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals or create any hazard in the receiving waters of the sewage treatment plant or any other part of the sewerage system;
- I. Any waters or wastes containing suspended solids or soluble solids of such character and quality that unusual attention or expense is required to handle such material at the sewage treatment plant;
- J. Any noxious or malodorous gas or substance capable of creating a public nuisance;
- K. Radioactive wastes;
- L. Any water or wastes containing dissolved sulfides in excess of one (1) part per million;
- M. Unscreened Industrial Wastes - screen size shall be as determined necessary by the District Engineer;
- N. Septic tank sludge or effluent;
- O. Brine from home regenerated water softeners not in compliance with Chapter 7.8 of the State of California Health and Safety Code.

**6003. CONDITION TO USE SEWER**

As a condition of maintaining any connection for a lateral or other sewer line to the District's sewerage system, the users of the District sewerage system and all future applicants for permission to connect, shall be required to prevent the discharge of the prohibited substances under Section 6002 into the laterals or other sewer lines connected with the District sewerage system and all such users shall take reasonable and necessary measures, as may from time to time be prescribed by the Board of Directors of the Camarillo Sanitary District, to make effective enforcement of this prohibition.

**6004. DISCONNECTION FROM SEWER**

In the event a lateral or other sewer line connected with the District's sewerage system is found to be accepting any of the prohibited substances under Section 6002, said lateral or other sewer lines may be subject to immediate disconnection from the District's sewerage system.

When service has been disconnected, the Manager may estimate the cost of disconnection and reconnection to the system, and such user shall deposit the cost, as estimated, of disconnection and reconnection before such user is reconnected to the system.

None of the foregoing shall be construed as prohibiting the District from declaring violations of any part of Chapter VI, Section 6002, a misdemeanor, punishable by a fine not to exceed One Hundred (\$100) Dollars and/or imprisonment not to exceed thirty (30) days.

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**6005. NOTE**

Any requirement imposed by the Los Angeles Regional Water Control Board that is greater than or in addition to the above shall be controlling requirement.

**6006. WASTE CONDITIONS REQUIRING SPECIAL APPROVAL**

The admission into sanitary sewers of any waters or wastes having any of the following characteristics shall be subject to the review and approval of the District Manager.

- A. A 5-day biochemical oxygen demand greater than 300 parts per million by weight; or
- B. Containing more than 350 parts per million by weight of suspended solids; or
- C. Containing any quantity of substances having the characteristics described in Section 6002; or
- D. Having an average daily flow greater than two percent (2%) of the average daily sewage flow of the District; or
- E. Having a peak flow greater than two percent (2%) of peak daily sewage flow of the District.

**6007. AUTHORITY TO REQUIRE PRELIMINARY TREATMENT**

Where necessary in the opinion of the District Manager, the owner shall provide, at owner's expense, such preliminary treatment as may be necessary to:

- A. Reduce the biochemical oxygen demand to 300 parts per million and the suspended solids to 350 parts per million by weight.
- B. Reduce objectionable characteristics or constituents to within the maximum limits provided for in Section 6002.
- C. Control the quantities and rates of discharge of such waters or wastes.

**6008.** Repealed. (CSD Ord. 81, 5/2010)

**6009. PRELIMINARY TREATMENT**

Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for approval by the District Engineer, and no construction of such facilities shall commence until said approvals are obtained in writing.

Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

**6010. CONTROL MANHOLE**

When required by the District, the owner of any property discharging industrial wastes shall install a suitable control manhole in the portion of the side located on private property to facilitate observation, sampling, and measurement of the wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the

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District Manager. The manhole shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is herein above made shall be determined in accordance with "Standard Methods for the Examination of Water and Sewage" and shall be determined at the control manhole provided for above, or upon suitable samples taken at said control manhole.

In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the side sewer is connected.

**6011. SPECIAL HANDLING OF INDUSTRIAL WASTES**

No statement contained in this chapter shall be construed as preventing special agreement or arrangement between the District and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the District for treatment subject to payment therefore, by the industrial concern.

**6012. CONNECTION OF SWIMMING POOLS AND EQUIPMENT**

It shall be unlawful for any person to discharge the contents of a swimming pool into a sanitary sewer except in the manner specified herein. The size of pipe carrying discharge water shall not be larger than two (2") inches and shall not be under a head to exceed twenty (20') feet. If the water is discharged by pumping, the rate of flow shall not exceed one hundred (100) gallons per minute. Each swimming pool discharging to a sanitary sewer shall be equipped with an approved separator to preclude any possibility of a backflow of sewage into the swimming pool or piping system.

**6020.** Repealed. (CSD Ord. 81, 5/2010)

**6022.** Repealed. (CSD Ord. 81, 5/2010)

**6024.** Repealed. (CSD Ord. 81, 5/2010)

**6026.** Repealed. (CSD Ord. 81, 5/2010)

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CHAPTER VII  
SEWER SERVICE CHARGES

**7000. ESTABLISHMENT OF SEWER SERVICE RATES**

Sewer service rates are hereby levied and assessed upon each service connection which discharges sewage that ultimately passes through the sewer system ("System") of the District.

Pursuant to Section 5470 et seq., of the Health and Safety Code (hereafter "Act") and other applicable laws, the owner or occupant of each service connection shall pay applicable charges in the manner and amounts hereafter described. In each instance where the property owner resides on the property, the service account shall be in the name of the property owner.

**7001. RATES AND CHARGES. (Ord. 94, 5/25/22)**

Section 7001 of Chapter VII of the Camarillo Sanitary District's Operations Code is hereby amended to read as follows:

"RATES AND CHARGES. The rates and charges of the District are as follows:

I. RESIDENTIAL

A. Monthly Service Charges

Residential Group	Effective 7/1/2022 Monthly Rate
Single Family	\$ 59.23
Individual Condo/Cluster Housing	\$ 40.97
Duplex/Triplex	\$ 40.97
Multi-family (per dwelling)	\$ 40.97
Mobile Home	\$ 23.05
Age Restricted* / Low-Income Senior**	\$ 23.05
Outside CSD – SFR	\$ 74.66

\* Dwelling units that are deed restricted to only allow occupants to be 55 years or older.

\*\* The Qualified Low-Income Senior Rate is available only to those persons who meet the qualifications set forth in the resolution of the City of Camarillo establishing water service charges and a Senior Qualifying Rate. The Qualified Low-Income Senior Rate is also available to those qualified persons who are served by a domestic water purveyor other than the City of Camarillo provided that such water purveyor agrees to make available, without cost to the Camarillo Sanitary District, monthly water consumption figures of the account seeking the Qualified Low Income Senior Rate so that the District can determine that the residents meet the qualifications required for the continued granting of the Qualified Low-Income Senior Rate.

B. The charge for all residential users outside the boundaries of the District will be 125% (1.25 times) of the applicable charge set forth in subsection A above.

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II. NON-RESIDENTIAL

A. Monthly Service Charges

Meter Size	Effective 7/1/2022 Monthly Rate
¾	\$ 34.55
1"	\$ 75.11
1 ½"	\$ 142.77
2"	\$ 223.92
3" and over	\$ 413.27

B. Commodity Charges

Strength Ratings	Per hundred cubic foot of water consumption per month
Low Strength Commercial Uses Including: Barber/Beauty Shop Department Retail Store General Commercial Laundry & Dry Cleaners Professional Office Office Building Warehouse Airport	\$ 4.33
Medium Strength Commercial Uses Including: Auto Repair/Auto Sales Bar without dining facility Bowling Alley Car Wash Hotel without dining facility Laundromat Service Station Shopping Center	\$ 5.33
High Strength Commercial Uses Including: Bakery Bakery with deli Hotel with dining facility Restaurant Bar with dining facility	\$ 6.21
Other Uses Including: Church/School Hospital/Convalescent Public/City Industrial	\$ 4.33 \$ 4.33 \$ 4.33 \$ 6.21

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Special Users:

“Special User” means any commercial or industrial establishment that cannot be classified in any other category based on its individual flow and strength characteristics. The District Manager will determine the special user charge.

- C. The charge for all non-residential users outside the boundaries of the District will be 125% (1.25 times) of the applicable charge set forth in subsections A and B above.

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III. TRUST DEPOSITS

- A. All sewer customers will be required to place a trust deposit with the District in order to establish sewer service as follows:

Customer Class	Trust Deposit
Individually Metered Residential	\$25.00
Individually Metered Condos	\$20.00 per living unit
Duplex/Triplex	\$15.00 per living unit
Master Metered Multi-Family	\$15.00 per living unit
Mobile Homes	\$15.00 per living unit
Qualified Low-Income Senior	Based on amount for non-discounted Customer Class as shown above
Commercial/Industrial	1.25 times the expected monthly bill, rounded to the nearest \$5.

- B. After 12 months of satisfactory payment history, the deposit will be returned to the customer in the form of a credit to the customer's account.
- C. In the event that the customer discontinues service, the deposit will be used toward any outstanding balance on the account and any remaining portion of the deposit will be returned to the customer.
- D. In the event of discontinuance of service for non-payment or in the event of a habitually delinquent account, the Director of Finance may require a deposit of up to two times the average monthly bill."

**7002. SEWER SERVICE CONNECTION OUTSIDE OF DISTRICT BOUNDARIES**

The District Manager shall provide, by appropriate agreement, for the provision of sewer service to service connections located outside the boundaries of the District, which discharge sewerage that ultimately passes through the System. The District Manager shall provide for the collection of a surcharge for such services from each service connection, at the rate of 125% of the rate for service connections located within the City.

Before being served by the District, each Out-of-District customer or premise shall be required to obtain a connection permit, pay line extension fees and connection fees in the amount required by this Operations Code and enter into an Out-of-District Service Agreement with the District.

**7003. OBLIGATION TO PAY CHARGES. DELINQUENCIES. COLLECTION. PENALTIES AND INTEREST.**

- A. **Obligation to Pay.** The Charges for each service connection as applied shall be the obligation of the Owner or Customer who occupies the property upon which the service connection has been established; and
- B. **Charges When Delinquent.** If for any reason the Owner and/or Customer fails to pay the charges due for each service connection on or before the nineteenth (19th) day following billing of the same by the City, as of that date the Charges shall be deemed delinquent.
- C. **Delinquent Charges. Penalties.** Penalties shall be imposed upon all delinquent charges as follows:



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1. Basic Penalty. A basic penalty of ten percent (10%) of total delinquent charges applicable to each service connection, shall be imposed as of the date of such delinquency; and
  2. Additional Penalties. An additional penalty of ten percent (10%) shall be imposed on the total delinquent charges on each billing date upon which the charges remain unpaid; and
  3. Limit of Penalty. The total penalty imposed hereby shall not exceed 100% of the total of any such delinquent account.
- D. Collection of Certain Delinquent Charges. As of June 1st of each calendar year commencing on June 1st 1995, the District Manager shall cause to be prepared a complete list of such delinquent charges applicable to the service connection where the Owner thereof is the customer, for the period ending on April 30th of each calendar year. A notice shall be given, at least 45 days prior to the public hearing, of such delinquencies to the Owner of the service connection to which each such delinquency relates. The Board shall schedule a noticed public hearing for its second meeting in June of each calendar year, commencing June 1995, at which time delinquent charges together with penalties thereon, shall be ordered collected by placement of the same on the equalized assessment roll for the fiscal year commencing on the July 1st following the conduct of such hearing. Thereafter, the delinquent charges, together with penalties thereon, shall be collected in the same manner, by the same persons, and at the same time as, together and not separately from, general taxes collected on behalf of the District and other taxing authorities. The provisions of the subsection (d) shall only be applicable to delinquent charges where the customer is the land owner.
- E. Civil Debt. All charges and penalties imposed pursuant to this Chapter, VII, shall be deemed to be civil debts owed to the District by the customer as to the service connection to which such charges and penalties apply.

**7004. CHARGES. NEW CONSTRUCTION.**

When a building is constructed upon a premise to which this Chapter applies, which premise has not theretofore been subject to the payment of charges pursuant to this Chapter VII, Charges shall be imposed upon the owner or occupant of such premise as of the effective date of the issuance of a Certificate of Occupancy by the City of Camarillo.

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CHAPTER VIII  
PERMITS AND FEES

ARTICLE 1  
CONNECTION PERMIT

**8100. CONNECTION PERMIT**

No one shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance or perform any work on any plumbing or drainage system without first obtaining a written permit from the District.

**8101. CONNECTION PERMIT FEES**

Each connector shall pay fees as follows:

- A. Residential permit fee: No septic tank abandonment - \$110; which fee shall include the inspection of the connection of the house sewer to the lateral sewer;
- B. Residential permit fee: Septic tank abandonment - \$170; which fee shall include the inspection of the connection of the house sewer to the lateral sewer and the inspection of the abandonment of the septic system;
- C. Additional Residential Inspection Fee - \$110; which fee shall include the inspection of the connection of the sewer line from the main sewer to the property line;
- D. Backflow Protective Device Inspection Fee - \$2; providing a backflow protective device is required to be installed in accordance with Section 4110 of the operations code; and
- E. Commercial/Industrial permit fee - \$110 per first 30 feet and \$.50 per linear foot thereafter; which fee shall be for inspection of the sewer installation.

**8102. PUBLIC AND PRIVATE SEWER CONSTRUCTION FEE**

Each permittee/developer shall pay fees as follows:

- A. Plan Check: A fee of 2% of the amount of the estimated of cost shall be paid to the district for reviewing plans and specifications, and issuing a permit; and
- B. Inspection Fee: A fee of \$50 per 100 lineal feet of sewer main for inspecting the installation of sewer mains and laterals.

**8103. DISPOSITION OF CONNECTION PERMIT FEES**

District Manager shall deposit all said fees with the Treasurer in the Maintenance and Operating Fund of the District.

**8104. OUTSIDE SEWERS**

Permission shall not be granted to connect any lot or parcel of land outside the District to any public sewer in or under the jurisdiction of the District, unless a permit therefore is obtained. The applicant shall first enter into a contract in writing whereby he shall bind himself, his heirs, his

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successors and assigns to abide by all ordinances, rules and regulations in regard to the manner in which such sewer shall be used, the manner of connecting therewith, and the plumbing and drainage in connection therewith.

**8105. PERMIT OPTIONAL**

The granting of such permission for an outside sewer in any event shall be optional with the Board.

**8106. SPECIAL OUTSIDE AGREEMENT**

Where special conditions exist relating to an outside sewer, they shall be the subject of a special contract between the applicant and the District.

**8107. STREET EXCAVATION PERMIT**

A separate permit must be secured from the District or any other authority having jurisdiction thereover by owners or contractors intending to excavate in public ways for the purpose of installing sewers or making sewer connections.

**8108. TIME LIMIT ON PERMITS**

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

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ARTICLE 2  
CONNECTION CHARGES

**8200. CAPACITY FEE (Ord 95, 12/14/22)**

- A. All new industrial, commercial and residential development in the District must pay a capacity fee prior to connection to the system.
- B. The applicable capacity fees are as follows:

Water Meter Size	Capacity Fee
¾" (Single Family = 1 EDU)	\$4,231
1"	\$4,231 x No. EDUs
1 ½"	\$4,231 x No. EDUs
2"	\$4,231 x No. EDUs
3"	\$4,231 x No. EDUs
4"	\$4,231 x No. EDUs
6"	\$4,231 x No. EDUs
8" and larger	case-by-case
2 <sup>nd</sup> residential unit using a service lateral common to main residence	case-by-case
One Equivalent Dwelling Unit (EDU) = 189 gallons per day indoor water use	

**8202. USE OF FEES**

The capacity fee may be used by the District as reimbursement for past capital costs or set aside in a fund to be used for the purpose of capital improvements, including financing. Any interest earned on the fee must be used only for these purposes.

**8203. WAIVER OF FEES**

The Board of Directors may waive all or part of the capacity fee for low and moderate income housing upon the request of the developer. The Board of Directors may require that the developer enters into an appropriate agreement with the District guaranteeing the affordability and use of the housing units.

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**8204. CREDIT FOR PREVIOUS PAYMENTS**

- A. Any development located within any future assessment district which is assessed an amount to pay for the Capital Improvement Fee or the Trunk Sewer capacity fee shall be given credit against the appropriate capacity fee for the full amount of the assessment.
- B. Any development for which a fee has already been paid shall be entitled to credit for any fee not refunded.
- C. The burden shall be on the developer to prove to the satisfaction of the Manager of the District or his designee the amount of any fees previously paid.
- D. In the absence of specific instructions from the developer, the amount of credit due with respect to any development shall be spread on an equal share of the EDUs within the development.

**8205. ADJUSTMENT OF FEES**

- A. A developer may apply to the District for a reduction or adjustment of the Capital Improvement Fee or the Trunk Sewer capacity fee, or waiver of the capacity fees, based upon the absence of any reasonable relationship between the impacts of the development upon the Treatment Plant capacity or Trunk Sewer capacity, the needs of the development, and the amount of the fees charged.
- B. If in the opinion of the Manager of the District, or his designee, either fee is not reasonable related, such fee may be adjusted in accordance with the best available information and professional engineering practices.
- C. The burden shall be on the developer to prove the unreasonableness of the fee to the satisfaction of the District Manager or his designee.

**8206. ESCALATION OF FEE**

- A. The Capital Improvement Fee and the Trunk Sewer capacity fee shall be adjusted each year in accordance with the Engineering News Record Construction Cost Index for March of each year.
- B. In addition to Subsection A, the Board may adjust the capacity fees at any time it deems necessary due to a change in circumstances including but not limited to a change in the EDUs, a change in financing costs, a change in project construction costs, or a change in needed capital improvements.

**8207. USE OF FEES**

- A. The Capital Improvement Fee shall be set aside by the District in a fund to be used solely for the purpose of the capital improvements, including financing, needed to upgrade the Treatment Plant in order to increase capacity as specified in the Wastewater Treatment System Master Plan and the FRA Report, as the same may be added to or amended from time to time. All interest earned on the fee shall also be used only for the purpose specified

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herein.

- B. The Trunk Sewer capacity fee shall be set aside by the District in a fund by zone to be used solely for the purpose of increasing the capacity in the trunk sewer for each zone as specified in the ASL Update and the FRA Report, as the same may be added to or amended from time to time. All interest earned on the fee shall also be used only for the purpose specified herein.

**8208. WAIVER OF FEE**

The Board of Directors may waive all or part of either fee for low and moderate income housing upon the request of the developer. The Board of Directors may require that the developer enter into an appropriate agreement with the District guaranteeing the affordability and use of the housing units.

**8209. RETURNED BANK ITEM CHARGES**

Any person issuing a check or other type of payment to the District for sewer service charges which is not honored for any reason by the bank upon which it is drawn shall pay an additional service fee of Twenty-Five Dollars (\$25.00) to the District.

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CHAPTER IX  
REIMBURSEMENT OF EXCESS COSTS

**9000. EXCESS COSTS**

Excess costs equal the sum of the following:

- A. Oversizing - As provided in Section 5207, the difference between the estimated cost of installing the size of line required to serve the installer's needs (12") and the actual cost of installing a larger line, where a line of greater than 12" required to serve the installer's needs, was installed by installer at the director of the District.
- B. Off-Tract - A pro rata share of the costs of installing all sewer lines and appurtenances beyond the property line of installer where sewer lines have been extended wholly outside the property of installer and are subject to probable future use by connectors other than installer.

**9001. APPROVAL OF EXCESS COSTS - CREDIT THEREOF TO REIMBURSEMENT ACCOUNT**

District shall have the right to audit the excess costs submitted by installer, and to approve for reimbursement only so much thereof as it determines to be just and reasonable. Such excess cost, if any, shall be computed when said line is completed by installer and accepted by District and said amount shall be credited in the name of the installer to the Installer's Reimbursement Account for the segment or segments of the sewerage system constructed by installer.

**9002. SOURCE OF REIMBURSEMENT FUNDS**

- A. Oversize (off-tract) - The District will deposit in the Installer's Reimbursement Account the excess costs involved in installing oversized lines as described in Section 9000(a).
- B. Off-Tract Sewers - Funds for reimbursement of off-tract sewers as described in Section 9000(b) are obtained from future connections to said sewers.

**9003. DISBURSEMENT FROM REIMBURSEMENT ACCOUNT**

Semi-annually, all fees credited to each installer's reimbursement account shall be disbursed to installers.

**9004. TERMINATION OF RIGHT TO REIMBURSEMENT**

The installer shall be carried on said Reimbursement Account until one of the following shall first occur:

- A. Total Reimbursement - Distribution to Installer of an amount equal to total excess costs approved by District;
- B. Expiration of Agreement - The lapse of ten (10) years from date of acceptance of Transfer of Title by District;

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- C. Withdrawal - The withdrawal of said sewer lines or of the property sewerred thereby from said Sanitary District.

Upon occurrence of (b) or (c) above, the District shall succeed to the reimbursement credit to the Installer, and shall be entitled to all payment due thereon.



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CHAPTER X  
LIABILITY AND ENFORCEMENT

**10000. LIABILITY**

The District and its officers, agents and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of the performance of any work by any such applicant. The applicant shall be answerable for and shall save the District and its officers, agents and employees harmless from any liability imposed by law upon the District or its officers, agents or employees, including all costs, expenses, fees and interest incurred in defending same or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of his work or any failure which may develop therein.

**10001. LIABILITY FOR VIOLATION**

Any person violating any of the provisions of the Operations Code of the District shall become liable to the District for any expense, loss or damage occasioned by the District by reason of such violation.

**10002. ENFORCEMENT**

- A. Any person found to be violating any provisions of this Operations Code shall be served by the Manager or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said time limit shall be not less than two (2) nor more than seven (7) working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provision of this Operations Code. Upon being notified by the Manager of any defect arising in any sewer or of any violation of this Code, the person or persons having charge of said work shall immediately correct the same.
- B. Continued habitation of any building or continued operation of any industrial facility in violation of the provisions of this Operations Code is hereby declared to be a public nuisance. The District may cause proceedings to be brought for the abatement of the occupancy of the building or industrial facility during the period of such violation.
- C. As an alternative method of enforcing the provisions of this Operations Code, the Manager shall have the power to disconnect the user or subdivision sewer system from the sewer mains of the District. Upon disconnection, the Manager shall estimate the cost of disconnection and reconnection to the system, and such user shall deposit the cost, as estimated, of disconnection and reconnection before such user is reconnected to the system. The Manager shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.
- D. During the period of such disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the District shall cause proceedings to be brought for the abatement of the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, there is to be paid to the District a reasonable attorneys' fee and cost of suit arising in said action.

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- E. The District hereby declares that the foregoing procedures are established as a means of enforcement of the terms and conditions of this Operations Code and not as a penalty.
  
- F. Section 6523 of the Health and Safety code of the State of California provides that the violation of an ordinance, rule or regulation of the District by any person is a misdemeanor punishable by fine not to exceed One Hundred (\$100) Dollars, imprisonment not to exceed one (1) month, or both. Each and every connection or occupancy in violation of this Operations Code shall be deemed a separate violation and each and every day or part of a day a violation of the Code continues shall be deemed a separate offense hereunder and shall be punishable as such.

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CHAPTER XI – CHAPTER XV  
INDUSTRIAL WASTE SUPPLEMENT

Chapters XI-XV (Sections 11001-15007) are attached to  
CSD Ordinance 96 Adopted June 14, 2023

CHAPTER XI:	ADMINISTRATION
CHAPTER XII:	DEFINITION
CHAPTER XIII:	GENERAL PROVISIONS
CHAPTER XIV:	QUALITY REQUIREMENTS
CHAPTER XV:	DETERMINATIONS AND CHARGES

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CHAPTER XVI  
FATS, OILS AND GREASE DISCHARGE REGULATIONS  
(CSD Ord. 81 - 5/2010)

**16010. DEFINITIONS**

When used in this chapter, the following words and phrases will have the meaning set forth in this section.

**BEST MANAGEMENT PRACTICES** means the schedule of activities, prohibition of practices, maintenance procedures and other management practices designed to prevent or reduce the introduction of FOG to the sewer system.

**DISCHARGER** means any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer. Discharger means the same as user.

**EFFLUENT** means any liquid outflow from a FSE that is discharged to the sewer system.

**FATS, OILS, AND GREASE ("FOG")** means any substance, such as a vegetable or animal product that is used in, or is a by product of, the cooking or food preparation process, and that turns or may turn viscous or solidifies with a change in temperature or other conditions.

**FOG CONTROL DEVICE** means any FOG interceptor, FOG trap or other mechanism, device, or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap or collect FOG prior to it being discharged into the sewer system. A FOG control device may also include any other proven mechanism to reduce FOG subject to the approval of the Manager.

**FOG CONTROL PROGRAM** means the FOG Control Program adopted by the Board setting forth, among other things, the Best Management Practices for FSEs and establishing appropriate standards and specifications for FOG control devices.

**FOG INTERCEPTOR** means a multi-compartment device that is constructed in different sizes and is generally required to be located, according to the California Plumbing Code, underground between a FSE and the connection to the sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next.

**FOG TRAP** means a FOG control device that is used to serve individual fixtures and have limited effect and is only used in situations where the use of a FOG interceptor or other FOG control device is determined to be impossible or impractical.

**FOG DISCHARGE PERMIT** means a permit issued by the District authorizing a permittee to discharge wastewater into the District's facilities or into sewer facilities that ultimately discharge into a District facility.

**FOOD GRINDER** means any device installed in the plumbing or sewage system for the purpose of grinding food waste or food preparation by-products for the purpose of disposing it in the sewer system.

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**FOOD SERVICE ESTABLISHMENT (FSE)** means a food facility as defined in the California Uniform Retail Food Facility Law (CURFFL), Health & Safety Code § 113789, and any commercial or public entity within the boundaries of the District, operating in a permanently constructed structure such as a room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG.

**INTERFERENCE** means the interruption or inhibition of wastewater treatment processes or operations; acts or discharges that can cause damage to the sewer system; violation of any waste discharge requirements; or any violation of a Privately Owned Treatment Work's ("POTW") National Pollution Discharge Elimination System ("NPDES") permit.

**MAJOR OPERATIONAL CHANGE** means a physical change or operational change causing generation of an amount of FOG that exceeds the current amount of FOG discharge to the sewer system by a FSE in an amount that alone or collectively causes or creates a potential for SSOs to occur.

**MANAGER** means the District's Manager or the Manager's designee.

**NEW CONSTRUCTION** means any structure planned or under construction for which a sewer connection permit is required.

**PERMITTEE** means a person who has been issued a FOG discharge permit by the District.

**16020. FOG DISCHARGE PROHIBITED**

No FSE may discharge or cause to be discharged into the sewer system FOG that may accumulate or cause or contribute to blockages in the sewer system or at the sewer system lateral that connects the FSE to the sewer system.

**16030. GENERAL FOG CONTROL DEVICE REQUIREMENTS**

- A. All FSEs must install a FOG control device that meets District standards and specifications.
- B. FOG control devices must be maintained in efficient operating condition in accordance with the FOG Control Program.
- C. All FOG removed from a FOG control device must be waste hauled periodically and disposed of at an approved location and in a proper manner.

**16040. FOOD GRINDERS PROHIBITED**

- A. No food grinder may be installed in the plumbing system of any new construction of a FSE.
- B. All food grinders must be removed from existing FSEs within the time period specified in the FSE's FOG discharge permit.

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**16050. FOG DISCHARGE PERMIT REQUIRED**

- A. Effective as of September 1, 2010, all FSEs must obtain a FOG discharge permit from the District at the time a FSE applies for or renews its annual business license from the City of Camarillo.
- B. No certificate of occupancy for any new construction or occupancy may be issued to a FSE unless the FSE has obtained a FOG discharge permit and fully complied with the provisions of this chapter.

**16060. FOG DISCHARGE PERMIT APPLICATION**

A FSE required to obtain a FOG discharge permit must complete and file with the District an application on a form prescribed by the District and must provide the District with such plans, information, and documents as the Manager determines is necessary and appropriate to properly evaluate the application. The applicable District permit fees must accompany the application. After evaluation of the application, the Manager may issue a FOG discharge permit, subject to the terms and conditions of this chapter.

**16070. FOG DISCHARGE PERMIT CONDITIONS**

A FOG discharge permit may be issued with any of the following conditions or limits as determined by the Manager:

- A. Limits on discharge of FOG and other priority pollutants.
- B. Requirements for proper operation and maintenance of FOG interceptors and other FOG control devices.
- C. FOG interceptor maintenance frequency and schedule.
- D. Requirements for implementation of Best Management Practices and installation of adequate FOG interceptor or FOG control devices.
- E. Requirements for maintaining and reporting status of Best Management Practices.
- F. Requirements for maintaining and submitting logs and records, including waste hauling records and waste manifests.
- G. Requirements to self-monitor.
- H. Requirements for the FSE to construct, operate and maintain, at its own expense, FOG control device and sampling facilities.
- I. Consent by the operator of the FSE for the District to inspect the FSE to confirm compliance with this chapter, and other applicable laws, rules and regulations.
- J. Prohibition on the use of chemicals, bacteria, or other agents that may dissolve FOG and allow it to enter into the District's sewer system.

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- K. Such additional conditions and requirements as determined to be reasonably appropriate by the Manager to protect the District's sewer system and to ensure compliance with this chapter.

**16080. FOG DISCHARGE PERMIT FEE**

The FOG discharge permit fee must be paid by the applicant in the amount established by Board resolution. Payment of the applicable permit fee must be received by the District prior to issuance of either a new permit or a modified permit. A permittee must also pay any delinquent District invoices in full prior to any permit modification.

**16090. FOG DISCHARGE PERMIT MODIFICATION**

- A. The terms and conditions of an issued FOG discharge permit may be modified by the District at any time based on:
1. The permittee's current or anticipated operating data;
  2. The District's current or anticipated operating data;
  3. Changes in the requirements of any regulatory agency which affect the District; or
  4. A determination by the Manager that such modification is appropriate to further the objectives of this chapter.
- B. A permittee may request a modification to the terms and conditions of an issued permit. The request must be in writing stating the requested change, and the reasons for the change. The Manager will review the request, make a determination on the request, and respond in writing.
- C. A permit will automatically be deemed revoked unless a permittee timely files an application for a modification of a permit with the District prior to the occurrence of any of the following:
1. Any sale, lease, or transfer of the premises for which the permit was issued.
  2. The permittee moves the FSE to a new location.
  3. There is a major operational change of the permittee.

**16100. NON-TRANSFERABILITY OF PERMITS**

- A. A FOG discharge permit issued under this chapter is for a specific FSE and for a specific operation, and creates no vested rights.
- B. No permittee may assign, transfer or sell any FOG discharge permit issued under this chapter nor use any such permit for or on any premises or for facilities or operations or discharges not expressly encompassed within the underlying permit.
- C. Any attempt to transfer a permit to a new owner or operator or to a new facility without prior approval by the District will be void.

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**16110. MULTIPLE FSES AT COMMERCIAL PROPERTIES**

For properties at which multiple FSEs are operated on a single parcel, each FSE operator is individually and separately responsible for installation and maintenance of the FOG interceptor serving the FSE and for compliance with this chapter. Furthermore, owners of commercial properties at which multiple FSEs are operated on a single parcel are responsible for ensuring FOG interceptor compliance by each FSE on the parcel. Such operators and property owners can comply with this chapter by installing and maintaining a FOG interceptor or FOG interceptors serving multiple FSEs upon approval by the Manager and on such terms and conditions that the Manager may establish.

**16120. IMPLEMENTATION OF BEST MANAGEMENT PRACTICES**

Each FSE must implement the Best Management Practices specified in the District's FOG Control Program in its operation to minimize the discharge of FOG to the sewer system.

**16130. MONITORING AND REPORTING CONDITIONS**

- A. FOG Discharge Monitoring and Reporting Requirements.
1. The Manager may require periodic reporting of the status of implementation of Best Management Practices.
  2. The Manager may require visual and other monitoring at the sole expense of the permittee to observe the actual conditions of the FSE's side sewer and sewer lines downstream.
  3. The Manager may require reports for self-monitoring of wastewater constituents and FOG characteristics of the permittee needed for determining compliance with the permit or this chapter. Monitoring reports of the analyses of wastewater constituents and FOG characteristics must be in a manner and form approved by the Manager and must be submitted upon request of the Manager.
  4. The Manager may require other reports such as compliance schedule progress reports, FOG control monitoring reports, and any other reports deemed reasonably appropriate by the Manager to ensure compliance with this chapter.
- B. Record Keeping Requirements - A permittee must keep on the applicable premises for which a FOG discharge permit is issued all documents identified by the District relating to its compliance with this chapter, including logs, receipts and invoices of all cleaning, maintenance, FOG removal from the FOG control device, disposal carrier, and disposal site location for at least three years. The permittee must, upon request, make such logs, receipts, and invoices available to any District representative or inspector. These records may include:
1. A logbook of FOG interceptor, or other FOG control device cleaning and maintenance practices.
  2. A record of Best Management Practices being implemented including employee training.



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3. Copies of records and manifests of wastehauling interceptor contents.
4. Records of sampling data and sludge height monitoring for FOG and solids accumulation in the FOG interceptors.
5. Any other information deemed appropriate by the Manager to ensure compliance with this chapter.

**16140. INSPECTION AND SAMPLING CONDITIONS**

- A. The District may inspect or order the inspection and sampling of any FSE's wastewater discharge to ascertain whether the requirements of this chapter and any applicable permit are being met.
- B. All FSEs must allow District personnel and representatives access to the FSE's premises, during normal business hours, for purposes of inspecting FOG control devices, and reviewing the manifests, receipts and invoices relating to the cleaning, maintenance and inspection of any FOG control device. No person may interfere with, delay, resist or refuse entrance to District representatives attempting to inspect any FSE or facility involved directly or indirectly with a discharge of wastewater to the District's sewer system.
- C. The Manager may order the placement on any FSE's premises or such other locations as determined by the Manager, such devices as are necessary to conduct sampling or metering operations. Where a FSE has security measures in force, the permittee must make necessary arrangements so that representatives of the District are permitted to enter without delay for the purpose of performing their specific responsibilities.

**16150. FALSIFYING INFORMATION OR TAMPERING WITH DEVICES**

No person may make any false statement, representation, record, report, plan or other document that is filed with the District, or to tamper with or alter, or knowingly render inoperable, any FOG control device, monitoring device, or method or access point required under this chapter.

**16160. NOTIFICATION OF EXCESSIVE FOG DISCHARGE OR SPILL**

- A. In the event a permittee is unable to comply with any permit condition due to a breakdown of equipment, accidents, or human error or the permittee has reasonable opportunity to know that its discharge will exceed the discharge provisions of its permit or this chapter, the permittee must immediately notify the District by telephone at the number specified in the permit.
- B. Confirmation of this notification must be made in writing to the District no later than five working days from the date of the incident. The written notification must state the date of the incident, the reasons for the discharge or spill, what steps were taken to immediately correct the problem, and what steps are being taken to prevent the problem from recurring.
- C. Such notification will not relieve the permittee of any expense, loss, damage or other liability which may be incurred as a result of damage or loss to the District or any other damage or loss to person or property; nor will such notification relieve the permittee of any other liability which may be imposed by this chapter or other applicable law.

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**16170. EMERGENCY SUSPENSION ORDERS, ABATEMENT ORDERS, AND LIABILITY FOR CLEANUP COSTS**

- A. Emergency Suspension Orders - The Manager may order the suspension of sewer service and water service if the Manager determines that such suspension is necessary in order to stop an actual or impending FOG discharge that presents or may present an imminent or substantial endangerment to the health and welfare of persons, or to the environment, or may cause SSOs, sewer blockages, interference to the District's sewer facilities, or may cause the District to violate any state or federal law or regulation. Any FSE notified of and subject to an emergency suspension order must immediately cease and desist the discharge of all wastewater containing FOG to the sewer system. Any FSE adversely effected by such a suspension order may appeal the order within 5 days of receipt of the order by filing a written appeal with the District setting forth all grounds of objection to the proposed order. The appeal procedure will be as set forth in Section 16180.C below, except that the hearing will be scheduled within 15 days of the District's receipt of the appeal. During the appeal process, the appellant must comply with the suspension order until the hearing officer has rendered a final decision on the appeal.
  
- B. Abatement Orders - Any FSE determined by the Manager to have contributed to a sewer blockage, SSO or any sewer system interference resulting from the discharge of wastewater or waste containing FOG, is hereby deemed a public nuisance and may be ordered by the Manager to immediately install, repair or replace a FOG interceptor or FOG control device, and may be subject to a corrective plan determined by the Manager as necessary to abate the nuisance and prevent any future health hazards created by sewer line failures and blockages, SSOs or any other sewer system interferences.
  
- C. Liability For Maintenance and Cleanup Costs - Any sewer blockage, including side sewer failure, SSO, or sewer system interference or maintenance caused individually or collectively by a FSE is the responsibility of the applicable property owner and the FSE. If the District must act immediately to contain and clean up a SSO caused by blockage of a private or public side sewer or serving a FSE, or at the request of the property owner or operator of the FSE, or because of the failure of the property owner or FSE to abate a condition causing immediate threat of injury to the health, safety, welfare, or property of the public, the District's costs for such abatement will be the responsibility of the property owner, the FSE, and the responsible officers or operators of the FSE. All such costs will constitute a debt to the District and become due and immediately payable upon the District's written request for reimbursement of such costs.

**16180. PERMIT REVOCATION**

- A. Revocation - The Manager may recommend revoking any FOG discharge permit when it is determined that a permittee has failed to comply with this chapter.
  
- B. Notice of Revocation - When the Manager has reason to believe that grounds exist for the revocation of a permit, the Manager may give written notice by certified mail to the permittee setting forth a statement of the facts and grounds supporting the proposed revocation. An order of permit revocation issued by the Manager will be final on the 15th day after it is mailed to the permittee, unless the permittee files a written appeal with the District setting forth all grounds of objection to the proposed order of revocation within such 15-day period.

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- C. Appeal Hearing - Upon receipt of a timely appeal, the District Secretary will schedule a hearing before a District designated hearing officer. No revocation will be final until a hearing on the proposed revocation has been held by the hearing officer. However, pending receipt of a written appeal or pending a hearing pursuant to an appeal, the District may take appropriate steps to prevent any further violations of this chapter as appropriate to the nature and extent of the alleged violations. The appeal hearing will be scheduled to occur within a reasonable period of time following the receipt of the request for a hearing not to exceed 30 business days unless consented to by the appellant. The permittee may present any evidence that would tend to show that the alleged violation did not occur. Formal rules of evidence will not apply and all relevant evidence will be admissible, unless a sound objection warrants its exclusion by the designated hearing officer. The decision of the hearing officer to uphold, modify, or reverse the revocation order will be final and conveyed in writing to the appellant within five business days of the hearing. If the hearing officer grants the appeal, the appeal fee will be refunded.
- D. Effect of Revocation.
1. Upon an order of revocation becoming final, the permittee will lose all rights to discharge any wastewater containing FOG directly or indirectly to the District's sewer system.
  2. Any owner or responsible management employee of the permittee will be bound by the order of revocation.
  3. The Manager may cause the disconnection or blockage of the sewer service connection of any permittee whose permit has been revoked. All costs for such physical termination must be paid by the permittee.
  4. Any future application for a discharge permit at any location within the District by a person associated with an order of revocation will be considered by the District and may constitute grounds for denial of a new permit.

**16190. TERMINATION OF SERVICE**

- A. The District, by order of the Manager, may physically terminate sewer service and cause the termination of any water service to any FSE, as follows:
1. Upon an emergency suspension order or revocation of a permit; or
  2. Upon the failure of a person not holding a valid discharge permit to immediately cease the discharge, whether direct or indirect, to the District's sewer facilities after the notice and a reasonable opportunity to comply with this chapter.
- B. All costs for physical termination of services must be paid by the owner or operator of the FSE or permittee as well as all costs for reinstating service.
- C. During the period of such disconnection, habitation of such premises will constitute a public nuisance and the District may cause proceedings to be brought for the abatement of the occupancy of such premises during the period of such disconnection. In such event, and as a condition of reconnection, the owner or operator of such premises must reimburse the District for all reasonable attorney's fees and costs of suit arising such

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abatement action.

**16200. VIOLATIONS**

Violations of this chapter are subject to the procedures, penalties and remedies set out in this chapter in addition to any other penalties or remedies available to the District under this code or applicable law.