

Coastside County Water District

766 Main Street, Half Moon Bay, California

General Regulations Regarding Water Service

NOVEMBER 2006

General Regulations Regarding Water Service

TABLE OF CONTENTS

A. Application for Water Service 3

B. Water Service Deposit 3

C. Service Connection 3

D. Rates and Charges 4

E. Extensions and Water System Improvements 4

F. Service Control Valve 4

G. Second Dwelling Units in San Mateo County 4

H. Meter Error Relief/Meter Error Or Leak 6

I. Use of Hydrants 6

J. Bills and Payment 6

K. Termination of Service 6

L. Request for Reduction of Size of Existing Water Service Connection and Request for
Shut-off 7

M. Emergency Shut-Off 8

N. No Private Turn-On/No Unauthorized Connection 9

O. No Booster Device 9

P. Penalty for Violation 9

Q. Lien for Amount Due 10

R. Description of Service 10

S. Fire Protection Service Connections 11

T. Portable Meters 14

U. Transfer of Uninstalled Water Service Connection Rights 14

V. Transfer of Installed Water Service Connections Prohibited 17

W. Backflow and Cross-Connection Control 17

X. Severability 25

A. *Application for Water Service*

Before water shall be supplied to any premises, the owner or user shall make application to the District, which shall be in writing, contain the name and address of the applicant, his relation to the property as owner, agent, tenant or otherwise, a general description of the property, the name of the street upon which the property fronts, the official house number assigned to the property and the uses for which the water is required.

B. *Water Service Deposit*

A cash deposit of such amount as the General Manager estimates will equal the applicant's bill for an average billing period, but in the minimum amount established by the District's Rate and Fee Schedule shall be required. Said deposit may be applied, without notice, to the payment of any water bill or other indebtedness which may become past due and owing to the District. Such deposit shall be replenished if it has been applied to the payment of any bill or indebtedness to the District, and any such amount shall constitute an additional indebtedness. The General Manager may, in his or her sole discretion, require the amount of such deposit to be increased, if a customer's average water consumption charges exceed the amount of such deposit, or if payments are repeatedly delinquent, or for other good cause, as determined in the discretion of the General Manager, as a condition of continued service. Any portion of a deposit in the possession of the District when the closing bill is paid, less the amount of any outstanding indebtedness, shall be refunded to the customer. On order of the Board of Directors, a deposit may be refunded to the customer, or the amount thereof reduced. No interest shall be paid on any amount deposited with the District pursuant to these rules

C. *Service Connection*

1. Upon receiving the application of the owner or user, upon his compliance with the other provisions of this resolution, and in the event that a service connection and meter has been installed to serve the property for which application for water has been made, then and in that event the water shall be turned on and no connection fee charged. In the event no service connection or meter has been installed, a service connection fee shall be charged according to the District's Rate and Fee Schedule.
2. All service connections and meters shall be and remain the properties of the District and shall not be altered or moved by anyone other than an authorized employee of the District. A service connection is defined as an assembly consisting of the District-owned pipeline from the water main to the outlet side of the water meter, the meter box, fittings, and water meter.
3. Said meters and service connections shall be maintained, repaired and renewed by the District when rendered unserviceable through ordinary wear and tear; but in the event that any replacement, repair or adjustment of any water service or meter shall be made necessary by the act or negligence of the customer, his family or employee, any expense connected with said adjustment, renewal or repair shall be charged to and collected from the customer. The District shall not be responsible for open or faulty fixtures or for broken or damaged pipes beyond the District meter. The District

reserves the right to determine the minimum size meter which the applicant may install based on area of property, anticipated water consumption or other means.

D. Rates and Charges

The rate schedule for the various water services rendered by the District has been established by separate resolution. Rates shall be charged in accordance with the terms of the District's Rate and Fee Schedule Resolution as it now exists or hereafter may be amended.

E. Extensions and Water System Improvements

Regulations regarding extensions of service and water system improvements have been established by separate resolution. All extensions of service and water system improvements shall be accomplished in accordance with the terms of said resolution as it now exists or hereafter may be amended.

F. Service Control Valve

The owner of the property to be served shall install a control valve on the pipe between the District meter and the first fixture outlet on the premises. When old premises to which a service pipe has previously been connected are being altered, such control valve shall be installed by the owner of the property if such is not already provided. Where any owner to be served or being served has also a separate and different water supply connected with pipes served by those of the District, he must make suitable provisions whereby water from such separate and different supply may not enter the mains of the District. For such purpose he must install and maintain a double check valve connection according to a plan approved by and satisfactory to the District.

G. Second Dwelling Units in San Mateo County

The following policies and procedures shall apply in the portion of the District located within the unincorporated area of San Mateo County.

1. New Second Dwelling Units

- a. A customer who wishes to construct a new second dwelling unit in accordance with Chapter 22.5 of the San Mateo County Zoning Regulations and who wishes to provide water service to such unit shall submit an application to the District.
- b. The application shall consist of a copy of the application for a use permit and/or building permit submitted to the County and shall also include a list of all plumbing fixtures (showers, toilets, washing machines, etc.) existing within the main dwelling unit and proposed to be included in the new second dwelling unit. The applicant shall allow District employees to inspect the main dwelling to confirm the number of plumbing fixtures.

- c. If the rated capacity of the existing service connection to the main dwelling unit is sufficient to meet the peak demand of the fixture units in both the main dwelling unit and the proposed new second unit, the District will require that a second meter be installed so that water used by the second unit can be metered and billed separately. The applicant must pay the applicable meter installation charge.
- d. If the rated capacity of the existing service connection to the main dwelling unit is not sufficient to meet the peak demand of the fixtures in both the main dwelling unit and the proposed new second unit, the District will require (1) that a separate service connection and a separate meter to the second unit be installed or (2) that the service connection be enlarged sufficiently to meet the peak demand from both units and a separate meter be installed for the second unit. The applicant in this case must pay the applicable transmission and storage fees for the new or enlarged service connection as well as the applicable meter installation charge.

2. *Existing Second Dwelling Units*

- a. An existing customer who wishes to "legalize" an existing second dwelling unit in accordance with Chapter 22.5 of the San Mateo County Zoning Regulations and who wishes to have water service continued to such unit on an approved basis, as required by Section 6429.2d.(3) of the San Mateo County Zoning Regulations, shall submit an application to the District.
- b. The application shall consist of a copy of the application for a Certificate of occupancy submitted to the County and shall also include a list of all plumbing fixtures existing within the main dwelling unit and the existing second dwelling unit. The applicant shall allow District employees to inspect both dwelling units to confirm the number of plumbing fixtures.
- c. If the rated capacity of the existing service connection to the main dwelling unit is sufficient to meet the peak demand of all plumbing fixtures in both dwelling units, the District will require that a second meter be installed, unless physical constraints make such installation impossible or economically unreasonable, so that water use by the second unit can be metered and billed separately. The applicant must pay the applicable meter installation charge. If physical limitations prevent installation of a second meter, the owner of the main dwelling unit will be charged two base charges on his or her water bill.
- d. If the rated capacity of the existing service connection to the main dwelling unit is not sufficient to meet the peak demand of all plumbing fixtures in both dwelling units, the District will require a second meter be installed, as provided in 2 (c) above, and, in addition, will require the applicant to provide the District with a written statement acknowledging that water using fixtures were installed on the premises in excess of the rated capacity of the existing service connection without notice to or approval of the District and waiving any claim the applicant may have against the District for inadequate water pressure or service. This statement shall be on a form provided by the District.

H. Meter Error Relief/Meter Error or Leak

Any customer that receives an unusually high water bill may request that the District test the meter through which water is being furnished to determine if it is leaking or incorrectly registering. If the Manager determines that the unusually high bill is attributable to a leak or other circumstance that exists on the customer's side of the meter, it shall remain the responsibility of the customer. If the meter is found to be leaking or incorrectly recording water usage, the meter shall be properly adjusted or replaced, and the water bill for the current month shall be adjusted accordingly. In rare cases, if a customer presents clear and convincing evidence satisfactory to the Manager that a leak was caused by circumstances beyond the customer's control and could not have been avoided by the exercise of reasonable care, and that appropriate measures have been taken to prevent similar future occurrences, then relief from an unusually high bill may be granted in the discretion of the Manager, provided that the amount of relief shall not exceed 25% of the difference between the amount of the high bill and the amount of the average of the prior years' bills, or \$500.00, whichever amount is less. The Manager's determination shall be final and not appealable to the Board of Directors.

I. Use of Hydrants

Fire hydrants connected to the main of the District are provided for the sole purpose of being used to furnish water to fight fires, shall be opened and used only by persons to fight fires and shall be opened and used only by persons authorized by the District in writing, the Half Moon Bay Fire District hereby being so authorized. In the event that the District authorizes one other than the Half Moon Bay Fire District to use any such hydrants or any other hydrant of the District for the purpose of securing water, said person shall furnish a deposit fixed by the District Manager sufficient to cover any water used or damage to the temporary meter connection from such fire hydrant or other hydrant at the time of the granting of such permission.

J. Bills and Payment

1. All water services are metered and all meters are read on a bi-monthly basis.
2. Bills are rendered bi-monthly and are mailed approximately ten (10) days after meter reading date.
3. Periodic bills are due and payable on presentation. Twenty (21) days will be allowed after bills are mailed before the bill becomes delinquent.

K. Termination of Service

1. The District shall notify all customers whose bills are delinquent: (1) that their service is subject to termination if the amount past due, plus a late fee in such amount as may be established by the District's Rate and Fee Schedule, is not paid within ten (10) days of mailing of the delinquency notice (the "Initial Notice"); and (2) that if the

correctness of the bill is disputed, a meeting with the General Manager or his designee to resolve the dispute may be requested.

2. If the amount past due, plus late fees, have not been paid ten (10) days after the notice referred to above is mailed, and the customer has not within that time indicated to the District that the bill is disputed, a final forty-eight (48) hour notice of termination shall be posted at the property receiving service and, if the amount past due and all late fees are not paid upon expiration of the forty-eight (48) hour final notice period, the service shall be discontinued.
3. If, within the ten day period referenced in Section 1, above, the District is notified of a dispute as to the bill, the General Manager or his designee shall investigate the matter and meet with the customer if desired. Service shall not be discontinued pending the outcome of this review. If the customer does not pay the amount determined to be due by the later to occur of: five days after notice of the General Manager's determination, or fifteen (15) days after the Initial Notice, service may be discontinued.
4. Amortization of an amount found to be due and owing shall be permitted only if the customer demonstrates that he or she is unable to pay the full amount immediately without undue personal hardship. Amortization, if permitted, shall not exceed four (4) months. All current bills must be paid in full together with the share of the amortized past due amount. Amortization shall apply only to residential customers.
5. Service will not be terminated for failure to pay amounts due on Saturdays, Sundays, legal holidays or other times when the District business office is not open to the public.
6. A charge of twenty dollars (\$20.00) is made for renewals for discontinued service unless renewal of service is made before or after normal business hours or on Saturdays, Sundays or holidays, in which event the service renewal charge shall be fifty dollars (\$50.00), or such other amount as is specified in the District's Rate and Fee Schedule.

L. Request for Reduction of Size of Existing Water Service Connection and Request for Shut-off

1. Request for Reduction of Size of Existing Water Service Connection.

- a. The owner of an improved parcel of property with an existing water service connection of three quarters of an inch (3/4") or larger may request that the District approve a reduction in the size of the existing water service connection. The request shall be on an application form

provided by the District and shall be accompanied by the applicable fee for processing such applications.

b. The owner shall authorize a representative of the District to physically inspect the property to determine whether the peak supply capacity of the requested smaller water service connection is sufficient to meet the peak demand of all plumbing fixtures installed at the property.

c. The General Manager is delegated full authority to act on requests for reductions in connection size. However, he may approve such a request only if he is satisfied that the peak capacity of the requested smaller water service connection is sufficient to meet the peak demand of all plumbing fixtures installed at the property.

d. The property owner shall pay to the District the actual cost of changing the water meter to a smaller size. In addition, the property owner shall be solely responsible for changing the plumbing at the meter box at the owner's side of the connection.

e. If a well exists on the property, the owner shall install, or have installed, an approved backflow prevention device at the premises prior to the installation of a smaller water service connection.

f. The water service capacity originally assigned to the parcel of property shall remain assigned to the property. The property owner, or subsequent property owners, may request that the original water service capacity be restored to the property. Such request shall be authorized by the District upon payment by the applicant of the applicable fees and rates in effect at the time the request is made.

g. This section of the District's General Regulations does not authorize the transfer of all or any part of the capacity originally assigned to a parcel to be transferred to a different parcel upon approval of a request for connection downsizing.

2. *Request for Shut-Off.*

The District will shut-off water service to a premise upon request by the person in whose name the account is maintained. At the same time a reading of the meter will be taken and a closing bill rendered. The bi-monthly service charge shall apply, whether water is used or not, until the District has shut-off service.

M. Emergency Shut-Off

The District shall have the right to turn off the water from the mains or pipes of the system in case of emergency without notice. The customer shall shut off all lawn sprinklers or any steady flow of water he may be using whenever a large fire occurs in any portion of the District or at the request of the District.

N. No Private Turn-On/No Unauthorized Connection

1. It shall be unlawful for any person to turn on water after the same shall be turned off as herein provided. A twenty-five dollar (\$25.00) penalty may be imposed for each violation of this provision.
2. It shall be unlawful for any person to connect to the District's water pipes without authorization or consent from the District and without paying the full lawful charge therefore. Any person who commits, solicits, aids or abets such unauthorized connection may be liable for a civil penalty of \$1,000 and criminal penalties, or both.

Additionally, the District shall have the right to refuse future connection to the District's water pipes to any person who violates this provision.

Any water meter that has been altered, tampered with, or bypassed so as to cause no measurement or inaccurate measurement of water service will create an inference that this provision has been intentionally violated.

O. No Booster Device

The District hereby prohibits the attachment of any booster pump to a service on the customer's side of the meter and the use of any other method whereby the customer's share of available water through the main to which the meter is attached is increased beyond the amount which would otherwise normally be delivered through such meter without written permission of the District.

P. Penalty for Violation

For the failure of the customer to comply with all of this resolution or with the terms of any other ordinance, resolution or order of this District fixing rates and charges, a penalty for the violation of which has not heretofore been specifically fixed, the customer's service shall be discontinued and water shall not be supplied such customer until he shall have complied with the ordinance, resolution or order which he has violated or, in the event that he cannot comply with said ordinance, resolution or order, until he shall have satisfied the District that in the future he will comply with all the rules and regulations established by this resolution and with all rates and charges of this District. In addition thereto, he shall pay the District a sum to be fixed by the District for renewal of his service.

Q. Lien for Amount Due

Water delivered to real property by the District shall be deemed an improvement to said real property, and the legal charge therefore shall constitute a lien thereon which shall only be discharged by payment thereof. All delinquent and unpaid charges that remain delinquent and unpaid for a period of sixty (60) days or more on July 1st on each year shall be satisfied in the manner provided for by Sections 31701, 31701.5 and 31701.6 of the California Water Code, as said provisions now exist or hereafter may be amended.

R. Description of Service

1. Supply

The District will endeavor to furnish, so far as is reasonably possible, but cannot guarantee, a continuous supply of water to the customer at a reasonable pressure at the District's water meter, and will endeavor to avoid any shortage or interruption in water service.

In the event that the District is unable to provide satisfactory water service by reason of insufficient or high pressure, inadequate volume of water or intermittent supply, the District shall not be liable to any customer for any damage or inconvenience that may occur as a result thereof. The District reserves the right to implement temporary emergency shut downs of the system due to operational difficulties, natural catastrophes and other causes which may prevent the provision of water service. The District, whenever it shall find it necessary or convenient for the purpose of making repairs or improvements to its system shall have the right temporarily to suspend delivery of water and it shall not be liable for any loss or damage occasioned thereby. Repairs or improvements will be implemented as rapidly as is practicable and, so far as possible, at such times as will cause the least inconvenience to the customer. Whenever possible, and as time permits, all customers affected will be notified prior to such shutdowns.

2. Quality of Water:

The District will endeavor to supply safe and potable water at all times; provided, however, the District specifically disclaims and gives no warranty, express or implied, as to merchantability, fitness for purpose, chemical composition, quality or any other matter of water supplied. The District assumes no responsibility for loss or damage, including but not limited to personal injury, property damage and loss of profits, because of the lack of merchantability, fitness for purpose, chemical composition or quality of water supplied. The District shall not be responsible for any loss or damage arising from leaks, breaks or corrosion in or to District facilities or non-District facilities as a result of the quality of water supplied.

3. Pressure:

Certain areas of the District have high pressure in the water distribution lines. Customers in such areas must install and maintain a pressure regulator in their water service line on their property prior to its entering a structure. The District assumes no liability for damage to property or injury to persons if such a device is not installed and properly maintained by the customer.

S. Fire Protection Service Connections

1. Definitions

a. **Fire Protection Service Connection:** A service connection which is utilized solely for fire protection and through which no water usage occurs except for fire fighting purposes. The service connection consists of the District-owned pipeline from the water main (or other District-owned pipeline) to the outlet side of the gate valve downstream of the detector check device. Fire protection devices which may be connected to a fire protection service connection are fire sprinklers, standpipes and privately-owned fire hydrants.

b. **Fire Protection Agency:** The Half Moon Bay Fire Protection District, the agency responsible for fire protection within the service area of the District.

c. **Detector Check Device:** An assembly consisting of a water meter and check valve which is utilized to measure the amount of water flowing through the fire protection service connection and to prevent flow of water in a reverse direction through the service connection.

d. **Applicant:** The person requesting installation of a fire protection service connection. The applicant shall be the owner of the parcel of land for which the fire protection service connection is being requested except as otherwise permitted by the District.

2. General Installation Requirements for Fire Protection Service Connections

a. Each service connection shall be installed with a minimum of one detector check device.

b. Each parcel of land shall be provided with a minimum of one detector check device.

c. Installation shall be in accordance with District Standard Installation Details. For installation requirements which differ from these standards, service connection design will be performed by the District Engineer, and the engineering costs incurred by the District will be billed to the applicant.

d. Installation shall normally be within a public right of way with the detector check device located adjacent to the applicant's property line as approved by the District. Service connection components located on private property shall be located within an easement approved by and granted to the District prior to installation.

e. Construction shall be performed by a contractor selected by the applicant, except that at locations where the District is installing a water service connection it will also install the fire protection service connection and charge the applicant the actual cost of the fire protection service connection installation on a time and materials basis (District installation will be limited to sizes 3/4 inch through 1-1/2 inch). Construction shall be in conformance with District ordinances, resolutions, policies, procedures, standards, and rules and regulations.

f. The applicant is solely responsible for obtaining all permits required for the project and complying with all federal, state, county and municipal laws, ordinances and regulations.

g. The applicant is solely responsible for determining that the installation meets the fire service requirements of the Fire Protection Agency.

h. The applicant shall pay all project costs including District design, inspection and administration; construction; tests; permits; and other applicable charges and deposits imposed by the District and other agencies.

i. The applicant shall pay all costs of damage to the District distribution system or other District and private property caused by the applicant's contractor. The District reserves the right to perform repair work with its own personnel or by a contractor hired by the District, and to charge the applicant the costs of the repair work.

j. The fire protection system piping shall be in conformance with State and local cross connection requirements. Where required, the applicant shall install a backflow prevention device as required by cross connection regulations. No fire pumps shall be connected to the fire protection system piping without the written approval of the District.

3. Sizing of Fire Protection Service Connections

a. Each service connection shall be sized to provide adequate fire protection service in conformance with the requirements of the Fire Protection Agency. The applicant is solely responsible for determining that the installation meets these requirements. The size of service connections shall be determined by the procedure described below:

b. Step 1. The applicant or the applicant's fire protection consultant shall obtain from the District available information regarding water service capabilities at the location of the proposed service connection for design of the fire protection system. A copy of the water distribution system map is available for review or purchase at the District office. Static pressure at existing fire hydrants is available or may be obtained. Flow data for some existing fire hydrants is also available.

c. Step 2. The applicant shall submit the fire protection system design to the Fire Protection Agency for approval. The applicant shall obtain from the Fire Protection Agency a letter to the District stating the approved fire flow requirements including, but not limited to, fire flow rate and water pressure.

d. Step 3. The applicant shall file an application with the District (Application for Fire Hydrant or Detector Check Assembly Installation) complete with the required information regarding water service requirements. The size of the service connection shall be (1) as stated in the letter from the Fire Protection Agency, or (2) as determined by the District to meet the fire flow requirements as stated in the letter from the Fire Protection Agency.

4. Procedure for Processing Applications for Fire Protection Service Connections

a. Following receipt of the application, the District will analyze the project requirements. The District by letter will forward to the applicant copies of the applicable installation details and list of approved materials, and it will authorize the applicant to proceed with the construction work.

b. Construction shall be performed by a contractor selected by the applicant. The contractor shall hold a valid contractor's license in the State of California for performing underground water pipeline work.

c. The contractor shall provide notice to the District a minimum of 72 hours before beginning construction. Inspection of the work shall be performed by the District, and no work shall be backfilled until it has been inspected and found acceptable by the District. Prior to final acceptance, leakage testing shall be satisfactorily completed by the contractor.

d. Connections to District Water Mains. Unless otherwise permitted to the District, all connection to District water mains shall be "hot-tap" connections of the type not requiring the water main to be taken out of service. Contractors shall be permitted to perform "hot-tap" operations as follows:

(1) 1-1/2 Inch and Smaller. Any contractor possessing a valid contractor's license for underground water pipeline work will be permitted to perform "hot-tap" operations for taps within this size range.

(2) 2 Inch and Larger. All "hot-tap" operations for taps 2 inch size and larger shall be performed only by District-approved contractors. A list of approved contractors may be obtained from the District.

e. After satisfactory completion of all work, the District will refund any remaining portion of the applicant's deposit after deducting all District cost. If District costs are higher than the applicant's deposit, the applicant shall pay this additional amount prior to acceptance of the project by the District and before use of the fire service connection facilities.

5. Ownership and Maintenance Responsibilities of Facilities

a. The District shall own and maintain the service connection pipeline from the water main (or other District-owned pipeline) to the detector check device. The applicant will, upon request, execute and deliver a deed or other document conveying title to this pipeline to the District.

b. The applicant shall own and maintain the detector check device and all downstream piping, appurtenances, and fire protection facilities. No water usage will be permitted except for fire fighting purposes. Following notification by the District of water usage being registered on the meter for non-firefighting purposes, the owner shall perform the required repair work to the fire protection system to stop all unauthorized water usage. No additional connections or modifications shall be permitted to the privately-owned fire protection facilities without the written approval of the District. Any such additional connections or modifications shall be in conformance with District rules and regulations including the installation of a separate detector check device for each separate parcel of land.

T. Portable Meters

Portable meters may be issued in the discretion of the General Manager to accommodate construction related activities carried out within the District and for other purposes when good cause is shown. All portable meters shall be issued on a temporary basis only and may be recalled by the General Manager at any time. The General Manager shall designate the hydrants to which portable meters may be attached.

U. Transfer of Uninstalled Water Service Connection Rights

1. All water service connection rights that have not been physically installed are issued for use at specific property described in the application for such connections and/or in contracts for the purchase of such connections. In all cases, the transfer of all or a portion of water service connection rights shall comply with all of the requirements of this section. In no case shall water service connection rights be transferred until the District has approved the transfer in writing.
2. In order to obtain approval for the transfer of uninstalled water service connection rights, the owner(s) of the property to which the connection rights are assigned must submit an application on a form prescribed by the District. Transfer Application forms will be provided by the District. Complete applications will contain all of the following information:

- a. Identification of the property to which the connection rights were originally assigned, by Assessor's Parcel Number, lot and block number, and street address;
- b. Identification of the number and size of the existing service connection rights;
- c. Identification of the number and size of service connection rights requested for transfer to other property. Service connection rights to be transferred must be in standard sizes of physical connections, e.g. 5/8" (20 gpm), 3/4" (30 gpm), 1" (50 gpm); Transfers of partial capacity (less than 20 gpm) must result in capacity that equates to a standard size connection.
- d. Identification of the property to which the service connection rights are to be transferred, by Assessor's Parcel Number, lot and block number, and street address ("transferee property"). If the applicant proposes to transfer service connection rights from more than one transferor property or to more than one transferee property, a separate application must be completed for each physically separate transferor and transferee property.
- e. Evidence of the current ownership of both properties, and evidence that all persons having any ownership interest in both properties (1) consent to the transfer of the service connection rights, and (2) acknowledge that the property will no longer be entitled to water service or, as the case may be, will be entitled to fewer connections, once the connection rights are transferred. Also, all parties holding a recorded security interest in the applicant's property or the connection rights must be disclosed and evidence of their approval of the transfer must accompany the application;
- f. Documentation from the planning agency of the City of Half Moon Bay or the County of San Mateo, as applicable, establishing that the property to which the service connection rights are proposed to be transferred is potentially developable;
- g. An acknowledgement that, if a water distribution pipeline does not serve the new location, the cost of the required pipeline extension will be paid by the applicants;
- h. Applicable fees for service connection transfers, and for service connection and meter removal and installation, if applicable.
- i. In the case of requests to transfer service connection rights from a parcel which was included in an assessment district formed by the District to finance the construction of the Crystal Springs Water Supply Project, the applicant must provide the following:
 - (1) Evidence that the assessment levied on the property from which the service connection rights are to be transferred has been paid;
 - (2) Evidence that the property from which the service connection rights are to be transferred has not previously been included as a part of a recorded parcel map or final subdivision map which the

District has signed, or for which the District has signed a subdivision agreement, or furnished a will serve commitment letter to a governmental agency, unless all parcels on the map will continue to have the right to a water service connection after the transfer.

- j. A document, suitable for recording, and signed by all owners of the property notifying prospective purchasers that, as the case may be, all or a portion of the service connection rights have been transferred to another property and that the subject property is not entitled to water service through the service connection or, as the case may be, is entitled to reduced capacity, and authorizing the District to record the document.
3. Requests for Transfers of Service Connection Rights will not be approved in any of the following cases:
 - a. If the property to which the service connection rights were originally assigned is included in an assessment district formed by the District in connection with the construction of the Crystal Springs Water Supply Project, unless the owners of the property furnish all of the evidence and documents required by Section U.2.i.
 - b. If the service connection was for a land use classified as a “priority use” by the City of Half Moon Bay or San Mateo County Local Coastal Plan unless the use at the proposed new location also constitutes a priority land use, unless otherwise approved by said agencies.
 - c. If the transferee property is outside the District’s boundaries.
 - d. If the transferee property is not developable, as determined by the City of Half Moon Bay or County of San Mateo, as applicable.
 4. Requests to transfer service connection rights that comply with this Section shall be approved by the General Manager. An applicant may appeal the General Manager’s decision denying a transfer application to the Board of Directors. All appeals shall be in writing, and shall contain a brief explanation of the basis for the appeal. To be considered, appeals must be received at the District office within ten calendar days of the date that notice of denial is deposited in the United States Mail. In exceptional cases, the Board of Directors may approve a transfer which does not meet the requirements of Section U.3 or which is not accompanied by all of the materials specified in subsection U.2, other than those required by Subsection U.2.h, which must be provided in all cases. In such exceptional cases, the application shall be accompanied by evidence that the transfer shall result in a specific public benefit which justifies the transfer and which, as a whole, will result in the preservation of water resources (such as evidence that the transfer will facilitate the preservation of property from which the connection rights will be transferred as permanent open space).

5. Written notice of transfer shall be provided to all agencies that have been furnished with a “will serve” letter issued by the District indicating that water service is available to the original property.

V. Transfer of Installed Water Service Connections Prohibited

All water service connections are issued for use at a specific property. No portion of an installed water service connection may be used at a specific property. No portion of an installed water service connection may be used at any property other than that at which it is installed.

W. Backflow and Cross-Connection Control

1. Cross-Connection Control – General Policy

a. **Purpose.** The purpose of this regulation is:

- i. To protect the public potable water supply of the Coastside County Water District from the possibility of contamination or pollution by isolating within the customer’s internal distribution system(s) or the customer’s private water system(s) such contaminants or pollutants that could backflow into the public water system; and,
- ii. To promote the elimination or control of existing cross connections, actual or potential, between the customer’s in-plant potable water system(s) and non-potable water systems, plumbing fixtures, and industrial piping systems; and,
- iii. To provide for the maintenance of a continuing program of cross-connection control that will systematically and effectively prevent the contamination or pollution of all potable water systems.

b. **Responsibility.** The General Manager or his or her designee (hereinafter “General Manager”) shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection. If, in the judgment of the General Manager, an approved backflow-prevention assembly is required (at the customer’s water service connection; or, within the customer’s private water system) for the safety of the water system, the General Manager shall give notice in writing to said customer to install such an approved backflow-prevention assembly(s) at specific location(s) on the customer’s premises. The customer shall immediately install such approved assembly(s) at the customer’s own expense; and, failure, refusal, or inability on the part of the customer to install, have tested, and maintain said assembly(s) shall constitute grounds for discontinuing water service to the premises until such requirements have been satisfactorily met.

2. **Definitions**

- a. **General Manager:** The General Manager is invested with the authority and responsibility for the implementation of an effective cross-connection control program and for the enforcement of the provisions of this regulation.
- b. **Approved:**
 - i. The term “approved” as herein used in reference to a water supply shall mean a water supply that has been approved by the State of California, Department of Health Services.
 - ii. The term “approved” as herein used in reference to an air gap, a double check valve assembly, a reduced pressure principle backflow prevention assembly or other backflow prevention assemblies or methods shall mean accepted by the State of California, Department of Health Services.
- c. **Auxiliary Water Supply:** Any water supply on or available to the premises other than the District’s approved public water supply. These auxiliary waters may include water from another purveyor’s potable water supply or any natural source(s), such as a well, spring, river, stream, harbor, and so forth; used waters; or industrial fluids. These waters may be contaminated or polluted, or they may be objectionable and constitute an unacceptable water source over which the District does not have sanitary control.
- d. **Backflow:** The undesirable reversal of flow of water or mixtures of water and other liquids, gases or other substances into the distribution pipes of the potable supply of water from any source or sources.
- e. **Backpressure:** Any elevation of pressure in the downstream piping system (by pump, elevation of piping, or steam and/or air pressure) above the supply pressure at the point of consideration which would cause, or tend to cause, a reversal of the normal direction of flow.
- f. **Backsiphonage:** Backflow caused by negative or reduced pressure in the supply piping.
- g. **Backflow Preventer:** An assembly or means designed to prevent backflow.
 - i. **Air gap.** A physical separation between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An “approved air gap” shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the vessel, and in no case less than 1 inch (2.54 cm).

- ii. **Reduced-pressure backflow prevention assembly.** The approved reduced-pressure principle backflow-prevention assembly consists of an assembly containing two independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and below the first check valve. The unit shall include properly located resilient seated test cocks and tightly closing resilient-seated shutoff valves at each end of the assembly. This assembly is designed to protect against a non-health (i.e., pollutant) or a health hazard (i.e., contaminant). This assembly shall not be used for backflow prevention of sewage or reclaimed water.
- iii. **Double check valve assembly.** The approved double check valve assembly consists of two independent acting, approved check valves, including tightly closing resilient seated shutoff valves attached at each end of the assembly and fitted with properly located resilient seated test cocks (See Specifications, Section 10 for additional details.) This assembly shall only be used to protect against a non-health hazard (i.e., pollutant).
- h. **Contamination:** An impairment of the quality of the potable water supply which creates an actual hazard to the public health through poisoning or through the spread of disease by sewage, industrial fluids, waste, etc.
- i. **Cross Connection:** Any unprotected actual or potential connection or structural arrangement between a public or a consumer's potable water system and any other source or system through which it is possible to introduce any used water, industrial fluid, gas, or substance other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel or change-over devices and any other temporary or permanent devices through which or because of which backflow can or may occur are considered to be cross-connections.
 - i. The term "direct cross connection" shall mean a cross connection which is subject to back-siphonage or back-pressure.
 - ii. The term "indirect cross-connection" shall mean a cross-connection which is subject to back-siphonage only.
- j. **Cross Connections—Controlled:** A connection between a potable water system and a non-potable water system with an approved backflow-prevention assembly properly installed and maintained so that it will continuously afford the protection commensurate with the degree of hazard.
- k. **Cross-Connection Control by Containment:** The installation of an approved backflow-prevention assembly at the water service connection to any customer's premises, where it is physically and economically unfeasible to find and permanently eliminate or control all actual or potential cross connections within the customer's water system; or it shall mean the installation of an approved backflow-prevention

assembly on the service line leading to and supplying a portion of a customer's water system where there are actual or potential cross connections that cannot be effectively eliminated or controlled at the point of the cross connection.

1. **Hazard, Degree of:** The term "degree of hazard" is derived from an evaluation of the potential risk to public health and the adverse effect of the hazard upon the potable water system.
 - i. **Hazard—health.** An actual or potential threat of contamination of a physical or toxic nature to the public potable water system or to a consumer's potable water system that would be a danger to health.
 - ii. **Hazard—plumbing.** An internal or plumbing-type cross connection in a consumer's potable water system that may be either a pollutional or contamination type hazard. This includes but is not limited to cross-connections to toilets, sinks, lavatories, wash trays and lawn sprinkling systems. Plumbing type cross-connections can be located in many types of structures including homes, apartment houses, hotels and commercial or industrial establishments. Such a connection, if permitted to exist, must be properly protected by an appropriate type of backflow prevention assembly.
 - iii. **Hazard—pollutional.** An actual or potential threat to the physical properties of the water system or the potability of the public or the consumer's potable water system but which would not constitute a health or system hazard, as defined. The maximum degree of intensity of pollution to which the potable water system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances.
 - iv. **Hazard—system.** An actual or potential threat of severe damage to the physical properties of the public or the consumer's potable water system or of a pollution or contamination that would have a protracted effect on the quality of the potable water in the system.
- m. **Industrial Fluids:** The term "industrial fluids" shall mean any fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration which would constitute a health, system, or pollutional or plumbing hazard if introduced into an approved water supply. This may include, but not be limited to: polluted or contaminated used waters; all types of process waters and "used waters" originating from the public potable water system which may deteriorate in sanitary quality; chemicals in fluid form; plating acids and alkalies; circulated cooling waters connected to an open cooling tower and/or cooling waters that are chemically or biologically treated or stabilized with toxic substances; contaminated natural waters such as from wells, springs, streams, rivers, bays, harbors, seas, irrigation canals or systems, etc.; oils, gases, glycerine, paraffins,

caustic and acid solutions and other liquid and gaseous fluids used industrially, for other processes or for fire fighting purposes.

- n. **Pollution:** The presence of any foreign substance in water that tends to degrade its quality so as to constitute a non-health hazard or impair the usefulness of the water.
- o. **Water—Potable:** Any public potable water supply which has been investigated and approved by the State of California, Department of Health Services, and which is operating under a valid permit.
- p. **Water—Non-potable:** Water which has not been approved for human consumption by the State of California, Department of Health Services.
- q. **Service Connection:** The terminal end of a service connection from the public potable water system, that is, where the water purveyor loses jurisdiction and sanitary control over the water at its point of delivery to the customer's water system. If a meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the meter.
- r. **Water—Used:** Any water supplied by a water purveyor from a public potable water system to a consumer's water system after it has passed through the point of delivery and is no longer under the sanitary control of the water purveyor.

3. ***Requirements***

a. **Water System.**

- i. The water system shall be considered as made up of two parts: the District's system and the customer's system.
- ii. District's system shall consist of the source facilities and the distribution system, and shall include all those facilities of the water system under the complete control of the District, up to the point where the customer's system begins.
- iii. The source shall include all components of the facilities utilized in the production, treatment, storage, and delivery of water to the distribution system.
- iv. The distribution system shall include the network of conduits used for the delivery of water from the source to the customer's system.
- v. The customer's system shall include those parts of the facilities beyond the termination of the utility distribution system that are utilized in conveying District-delivered potable water to points of use.

b. Policy.

- i. No water service connection to any premises shall be installed or maintained by the District unless the water supply is protected as required by state laws and regulations and this regulation. Service of water to any premises shall be discontinued by the District if a backflow prevention assembly required by this regulation is not installed, tested, and maintained, or if it is found that a backflow-prevention assembly has been removed, bypassed, or if an unprotected cross connection exists on the premises. Service will not be restored until such conditions or defects are corrected.
- ii. The customer's system should be open for inspection at all reasonable times to authorized representatives of the District to determine whether cross connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known, the General Manager shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with state statutes relating to plumbing and water supplies and the regulations adopted pursuant thereto.
- iii. An approved backflow-prevention assembly shall be installed on each service line to a customer's water system at or near the property line or immediately inside the building being served; but in all cases, before the first branch line leading off the service line wherever the following conditions exist:
 1. In the case of premises having an auxiliary water supply that is not or may not be of safe bacteriological or chemical quality and that is not acceptable as an additional source by the General Manager, the public water system shall be protected against backflow from the premises by installing an approved backflow-prevention assembly in the service line, appropriate to the degree of hazard.
 2. In the case of premises on which any industrial fluids or any other objectionable substances are handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises by installing an approved backflow-prevention assembly in the service line, appropriate to the degree of hazard. This shall include the handling of process waters and waters originating from the District's system that have been subject to deterioration in quality.
 3. In the case of premises having (1) internal cross connections that cannot be permanently corrected and controlled, or (2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not

dangerous cross connections exist, the public water system shall be protected against backflow from the premises by installing an approved backflow-prevention assembly in the service line.

- iv. The type of protective assembly required under subsections 3.b.iii.1 through 3.b.iii.3 shall depend upon the degree of hazard that exists as follows:
 1. In the case of any premises where there is an auxiliary water supply as stated in subsection 3.b.iii.1 of this section and it is not subject to any of the following rules, the public water system shall be protected by an approved air-gap separation or an approved reduced-pressure principle backflow-prevention assembly.
 2. In the case of any premises where there is water or substance that would be objectionable but not hazardous to health, if introduced into the public water system, the public water system shall be protected by an approved double check valve backflow prevention assembly.
 3. In the case of any premises where there is any material dangerous to health that is handled in such a fashion as to create an actual or potential hazard to the public water system, the public water system shall be protected by an approved air-gap separation or an approved reduced-pressure principle backflow prevention assembly. Examples of premises where these conditions will exist include sewage treatment plants, sewage pumping stations, chemical manufacturing plants, hospitals, mortuaries, and plating plants.
 4. In the case of any premises where there are “uncontrolled” cross connections, either actual or potential, the public water system shall be protected by an approved air gap separation or an approved reduced-pressure principle backflow prevention assembly at the service connection.
 5. In the case of any premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete in-plant cross-connection survey, the public water system shall be protected against backflow from the premises by either an approved air-gap separation or an approved reduced-pressure principle backflow-prevention assembly on each service to the premises.
 6. In the case of any premises where, in the opinion of the General Manager, an undue health threat is posed because of the presence of extremely toxic substances, the General Manager may require

an air gap at the service connection to protect the public water system. This requirement will be at the discretion of the General Manager and is dependent on the degree of hazard.

- v. Any backflow-prevention assembly required herein shall be a model and size approved by the General Manager.
 1. The term “approved backflow-prevention assembly” shall mean an assembly that has been manufactured in full conformance with the standards established by the American Water Works Association titled: AWWA C510-92—Standard for Double Check Valve Backflow-Prevention Assembly, and AWWA C511-92—Standard for Reduced-Pressure Principle Backflow-Prevention Assembly, and have met completely the laboratory and field performance specifications of the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California established by “Specification of Backflow-Prevention Assemblies”—Sec. 10 of the most current issue of the *Manual of Cross-Connection Control*.
 2. Said AWWA and FCCHR standards and specifications have been adopted by the General Manager.
 3. Final approval shall be evidenced by a “Certificate of Approval” issued by an approved testing laboratory certifying full compliance with said AWWA standards and FCCHR specifications.
 4. The following testing laboratory has been qualified by the General Manager to test and approve backflow prevention assemblies:

Foundation for Cross-Connection Control and Hydraulic Research
University of Southern California
KAP-200 University Park mc-2531
Los Angeles, CA 90089-2531
 5. Testing laboratories, other than the laboratory listed above, will be added to an approved list as they are qualified by the General Manager.
 6. Backflow preventers that may be subjected to backpressure or backsiphonage that have been fully tested and have been granted a certificate of approval by said qualified laboratory and are listed on the laboratory’s current list of approved backflow-prevention assemblies may be used without further testing or qualification.

- vi. It shall be the duty of the customer—user at any premises where backflow-prevention assemblies are installed to have certified inspections and operational tests made at least once per year. In those instances where the General Manager deems the hazard to be great enough; certified inspections may be required at more frequent intervals. These inspections and tests shall be at the expense of the water user and shall be performed by District personnel, or by a certified tester approved by the General Manager. It shall be the duty of the General Manager to see that these tests are made in a timely manner. The customer—user shall notify the General Manager in advance when the tests are to be undertaken so that an official representative may witness the tests if so desired. These assemblies shall be repaired, overhauled, or replaced at the expense of the customer—user whenever said assemblies are found to be defective. Records of such tests, repairs, and overhaul shall be kept and made available to the General Manager.
- vii. All presently installed backflow prevention assemblies that do not meet the requirements of this section but were approved assemblies for the purpose described herein at the time of installation and that have been properly maintained, shall, except for the inspection and maintenance requirements under subsection vi., above, be excluded from the requirements of these rules so long as the General Manager is satisfied that they will satisfactorily protect the District’s system. Whenever the existing assembly is moved from the present location, requires more than minimum maintenance, or when the General Manager finds that the maintenance constitutes a hazard to health, the unit shall be replaced by an approved backflow-prevention assembly meeting the requirements of this section.

X. *Severability*

If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions of the Resolution. The Board of Directors of the COASTSIDE COUNTY WATER DISTRICT hereby declares that it would have passed this Resolution by section, subsection, clause and phrase thereof, irrespective of the fact that any one or more other sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Derivation Table

A	Res. 437
B	Res. 437, Res. 552, Res. 658, 2004-13
C	Res. 437, Res. 730
D	Res. 437
E	Res. 437
F	Res. 437
G	Res. 536, Res. 673, Res. 713, Res. 730
H	Res. 437, Res. 658, Res 2006-23
I	Res. 437
J	Res. 552
K	Res. 552, Res. 652, Res. 658, 2004-13
L	Res. 850
M	Res. 437
N	Res. 437, Res. 825
O	Res. 437
P	Res. 437
Q	Res. 437
R	Res. 713
S	Res. 831
T	Res. 554
U	Res. 702, Res. 705, Res. 717, Res. 858, Res. 881, Res. 2001-08, Res. 2002-17, Res. 2003-19
V	Res. 855, Res. 881, Res. 910, Res. 2001-08
W	Res. 880, Res. 2001-08 (Appealed section) - - New Section Incorporated with Res. 2004-15
X	Res. 437