

POLICIES, PROCEDURES, RULES AND REGULATIONS
 OF THE TOWN OF CAMP VERDE WASTEWATER
 DIVISION
 (EFFECTIVE JULY 1, 2018)

TABLE OF CONTENTS

ARTICLE I – DEFINITIONS..... 2

ARTICLE II - ADMINISTRATIVE PROCEDURES OF THE TOWN OF CAMP VERDE WASTEWATER DIVISION..... 7

 SECTION 1. POWERS AND DUTIES OF THE TOWN OF CAMP VERDE COUNCIL..... 7

 SECTION 2. TOWN COUNCIL MEETINGS AND OPERATING HOURS OF THE TOWN..... 9

 SECTION 3. WASTEWATER DIVISION MANAGER 9

 SECTION 4. CONTRACTS 10

 SECTION 5. VALIDITY OF POLICY AND PROCEDURES AND ENFORCEMENT 10

 SECTION 6. TOWN POLICY..... 10

ARTICLE III - OPERATIONAL PROCEDURES OF THE TOWN OF CAMP VERDE WASTEWATER DIVISION 12

 SECTION 1. TOWN AND CONSUMER RESPONSIBILITIES 12

 SECTION 2. REGULATION OF PRIVATE SEWAGE DISPOSAL SYSTEMS..... 15

 SECTION 3. PUBLIC SEWER USE AND CONNECTION PROCEDURE 16

 SECTION 4. FEES AND CHARGES 17

 SECTION 5. PRIOR AGREEMENTS 21

ARTICLE IV. REGULATIONS 21

 SECTION 1. PERMITS 21

 SECTION 2. TABLES..... 36

TABLE A - FIXTURE UNITS AS DETERMINED BY UPC..... 36

TABLE B - SEWAGE PRODUCING UNITS (SPU)..... 39

TABLE C - USER STRENGTH CHARACTERISTICS 40

TABLE D - SEWAGE GENERATION RATES 41

TABLE E CAPACITY OF GREASE INTERCEPTORS 42

 TOWN COUNCIL RESOLUTIONS FROM 1982 - SANITARY DISRICT POLICY CHRONOLOGY 43

Approved by Council 6-20-2018

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

ARTICLE I – DEFINITIONS

ADMINISTRATIVE AUTHORITY means the individual official, department or division established and authorized by the TOWN OF CAMP VERDE to administer and enforce policy and rules adopted by the TOWN OF CAMP VERDE TOWN COUNCIL

APPROVED AGENCY is an established and recognized agency regularly engaged in conducting tests or furnishing recognized services such as inspections.

AZDEQ. Arizona Department of Environmental Quality.

TOWN COUNCIL means the TOWN COUNCIL of the Town of Camp Verde.

B.O.D., Biochemical Oxygen Demand, means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five days at twenty degrees centigrade expressed in parts per million (PPM) in weight.

BUILDING DRAIN is that part of the lowest piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer beginning two (2) feet (.6m) outside the building wall.

BUILDING SEWER is that part of the horizontal piping of a drainage system which extends from the end of the building drain and which receives the discharge of the building drain and conveys it to a public sewer, private sewer, individual sewage disposal system, or other point of disposal.

CREDITS can be generated if individuals or companies owning property within the Town Boundaries for work done under the direction of the Town Council or authorized authority that benefits the Town expends private funds or contributions. Offset or waiver of hookup fees if approved by the Town Council can only reimburse credits.

CROSS CONNECTION is a connection between drinking (potable) water and an unsafe water supply.

CUSTOMER is a purchaser of services provided by the TOWN OF CAMP VERDE, other than a user.

DISCHARGE means the release of any wastewater or storm water into a Town sewer.

DIVISION means the Town of Camp Verde Wastewater Division.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

TOWN ENGINEER is an engineer working for the TOWN OF CAMP VERDE.

DOMESTIC SEWAGE means the liquid and waterborne wastes derived from the ordinary living processes, free from industrial wastes, and of such character as to permit satisfactory disposal, without special treatment into the public sewer or by means of a private sewage disposal system.

DRAINAGE SYSTEM means all the piping within public or private premises, which conveys sewage or other liquid wastes to a legal point of disposal, but does not include mains of a public sewer system or a public sewage treatment or disposal plant.

EFFLUENT is the wastewater or other liquid, raw, partially or completely treated, flowing from a basin, treatment process or treatment plant.

FEES are charges approved and published by the TOWN COUNCIL for hookup connections, monthly service, inspections and such other charges permitted by statute.

INDUSTRIAL WASTE means any and all liquid or water-borne waste from industrial or commercial processes, except domestic sewage.

INFLOW is water discharged into the sewer system from sources other than regular connections. This includes flow from yard drains, foundation drains and around manhole covers.

INFLUENT is the wastewater or other discharge, raw, partially or completely treated, flowing to a basin, treatment process or treatment plant.

INTERCEPTOR (CLARIFIER) is a device designed and installed so as to separate and retain deleterious, hazardous, or undesirable matter from normal wastes and permit normal sewage or liquid wastes to discharge into the disposal terminal by gravity.

LIEN is a charge, security or encumbrance upon real property.

LIQUID WASTE is the discharge from any fixture, appliance, or appurtenance in connection with a plumbing system, which does not receive fecal matter.

MANAGER means the administrator of the Town of Camp Verde Wastewater Division.

MOBILE HOME PARK SEWER is that part of the horizontal piping of a drainage system, beginning two (2) feet (.6m), downstream from the last mobile home site and conveys it to a public sewer, private sewer, individual sewage disposal system, or other point of disposal.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

NATURAL OUTLET means any outlet into a watercourse, ditch, or other body of surface or ground water.

O&M MANUAL is an operation and maintenance manual, which outlines procedures for operators to follow to operate and maintain a specific wastewater treatment plant and the equipment in the plant.

PERMIT is an official document or certificate issued by a governing authority authorizing performance of a specified activity, such as a building inspector approving specific construction.

PERSON means a natural person, his heirs, executor, administrators, or assigns and shall also include a firm, corporation, municipal or quasi-municipal corporation, or governmental agency. Singular includes plural, male includes female.

PRIVATE OR PRIVATE USE in classification of plumbing fixtures, applies to plumbing fixtures in residences and apartments.

PRIVATE SEWAGE DISPOSAL SYSTEM is a septic tank with the effluent discharging into a subsurface disposal field, into one or more seepage pits or into a combination of subsurface disposal field and seepage pit or of such other facilities as may be permitted under the procedures set forth in the UPC.

PRIVATE SEWER is a building sewer, which receives the discharge from more than one (1) building drain and conveys it to a public sewer, private sewage disposal system, or other point of disposal.

PROPERTY OWNER is any person, agent, firm or corporation having a legal or equitable interest in the property; the owner of record of real property with all the interest, benefits and rights inherent in the ownership of real estate.

PUBLIC OR PUBLIC USE in the classification of plumbing fixtures shall mean all buildings or structures that are not defined as private or private use.

PUBLIC SEWER means a common sewer directly controlled by public authority.

RECEPTOR is an approved plumbing fixture or device of such material, shape, and capacity as to adequately receive the discharge from indirect waste pipes, so constructed and located as to be readily cleaned.

SANITARY SEWER is a sewer intended to carry wastewater from homes, businesses, and industries. Storm water runoff should be collected and transported in a separate system of pipes.

SEPTAGE is the contents of a septic tank.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

SEPTAGE TREATMENT means the purification of septage by bacterial activity or other process.

SEPTIC TANK is a watertight receptacle which receives the discharge of a drainage system or part thereof, designed and constructed so as to retain solids, digest organic matter through a period of detention and allow the liquids to discharge into the soil outside of the tank through a system of open joint piping or a seepage pit meeting the requirements of the U.P.C. and ADEQ

SEWAGE means any liquid-borne waste, which contains animal or vegetable matter in suspension or solution. (Sewage may include chemicals in solution, and ground, surface, or storm water may be added as it is admitted to or passes through the sewers.) See wastewater.

SEWAGE DISPOSAL is the treatment and dispersal of sewage.

SEWAGE GAS is the mixture of gases, odors, and vapors found in a sewer.

SEWERAGE SYSTEM means the entire works required to collect, treat, and dispose of sewage, including the sewer system, pumping stations, and treatment plant.

SEWAGE TREATMENT means any process to which sewage is subjected to remove or alter its objectionable constituents by reduction in the organic and bacterial content, rendering it less offensive and dangerous.

SEWER means generally, an underground conduit in which waste matter is carried in a liquid medium; a pipeline in which sewage is conveyed.

SEWER APPURTENANCES mean manholes, sewer inlets, and other devices, constructions, or accessories related to a sewer system but exclusive of the actual pipe or conduit.

SEWAGE TREATMENT PLANT means structures and appurtenances that receive raw sewage and bring about a reduction in organic and bacterial content of the waste so as to render it less dangerous and less odorous.

SHALL is a mandatory term.

SLUDGE means the semiliquid settled solids from treated sewage.

SLUDGE TREATMENT means the purification of settled solids from treated sewage by bacterial activity or other process to obtain a saleable commodity such as fertilizer.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

SPECIAL WASTES are wastes, which require some special method of handling such as the use of indirect waste piping and receptors, corrosion resistant piping, sand, oil or grease interceptors, condensers, or other pretreatment facilities.

SPU (Sewage Producing Units) is a unit of measure that can be used to calculate charges for users.

STORM DRAIN OR STORM SEWER means a drain or a sewer conveying rainwater, subsurface water, condensate, or similar discharge, but not sewage or industrial waste, to a point of disposal.

SUMP is an approved tank or pit, which receives sewage, or liquid waste and which is located below the normal grade of the gravity system and which must be emptied by mechanical means.

UNSANITARY means conditions, which are contrary to sanitary principles or are injurious to health.

U.P.C. means the Uniform Plumbing Code as adopted and implemented by a TOWN OF CAMP VERDE.

USER means the person connected, or required to connect, to the sanitary sewer.

WASTEWATER is the used water and solids from a community that flow to a treatment plant. Storm water, surface water, and groundwater infiltration also may be included in the wastewater that enters a plant. (The term "sewage" usually refers to household wastes, but this word is being replaced by the term "wastewater".)

WATERCOURSE is a natural flow of water occurring either continuously or intermittently.

POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)

ARTICLE II - ADMINISTRATIVE PROCEDURES OF THE TOWN OF CAMP
VERDE WASTEWATER DIVISION

The goals of the Town of Camp Verde Council are to establish and implement Policies, Procedures, Rules and Regulations ("Policies") that will promote the economical and efficient operation of the Camp Verde sewerage system. To institute and implement plans for future growth.

SECTION 1. POWERS AND DUTIES OF THE TOWN OF CAMP VERDE
COUNCIL

A. The Town Council shall operate under ARS Title 48 Chapter 14, and other applicable statutes. In addition to the powers specifically granted, the Town Council may:

1. Construct, maintain and operate a sewerage system and necessary sewage disposal and treatment plants.
2. Construct, maintain and operate treatment plants for the treatment and disposal of sewage sludge and waste materials.
3. Acquire in the name of the Town any real or personal property or interest therein by gift, purchase, condemnation or otherwise, and own, control, manage or dispose of such property or interest when necessary or convenient of the purposes stated in paragraphs 1 and 2. Private funds or contributions received by the Wastewater Division for the purpose of defraying expenses of work done under its direction may be expended by the Town in compliance with the terms and conditions under which such funds are received, provided the terms and conditions meet the approval of the TOWN of Camp Verde Council.
4. Sell, lease or otherwise dispose of any property of Wastewater Division or interest therein when such property is no longer required for the purposes of the Division or when use of it may be permitted without interfering with the use to which it is put by the Division.
5. Sell, process, treat, deliver, provide, facilities for delivering or otherwise dispose of fertilizer or other by-product resulting from operation of a sewerage system or sewage disposal or treatment plant, sewage sludge disposal or treatment plant.
6. Construct, maintain and operate pipelines, treatment, manufacturing and delivery facilities and other facilities necessary for purposes as described in paragraph 7, or for the purpose of conserving and beneficially using sewage sludge and by-products recovered in sewerage operations by sale or disposition thereof for agricultural, residential, domestic or industrial purposes, or by discharge of water or

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

effluent in a manner that it will discharge into existing watercourses or percolate into underground gravels and replenish water resources.

7. Pay expenses incidental to the exercise of its powers.
8. Employ sanitation experts, engineers, administrators, surveyors, counsel and other persons as are necessary in the exercise of its powers.
9. Formulate and adopt rules governing installation, use and maintenance of private sewer disposal systems within Town boundaries, whether on private land or public rights-of way, and connections to the sewer lines of the Town and connections without the limits of an incorporated city or town to sewer lines which connect to sewer lines of the Town.
10. Require permits for any and all connections described by paragraph 11, and for installation and maintenance of private sewage disposal systems.
11. Formulate and adopt rules governing: a) the operation and utilization of the treatment plants of the Town. b) disposing of and using sewage sludge and other by-products of the sewage treatment process.
12. Enter into intergovernmental agreements pursuant to title 11, chapter 7, and article 3 with the Department of Environmental Quality for the department to provide technical and administrative services, collection of fees and cooperation in enforcing laws and rules of each party to the agreement concerning the design, construction, operation and maintenance of all existing and proposed on-site wastewater treatment facilities and private sewage disposal systems within the boundaries of the Town.
13. Bring an action for injunction or any other civil action against any person who violates this chapter or rules adopted pursuant to this chapter.
14. Develop, manage and enforce an on-site sewage disposal management plan.
15. Investigate and formulate rules governing effluent disposal by sanitary treatment and effluent disposal facilities in the Town.
16. The Town Council shall approve operating hours of the Town, fee schedules, annual budget, positions, job descriptions, personnel policy and procedures, and operational procedures of the Town.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

SECTION 2. TOWN COUNCIL MEETINGS AND OPERATING HOURS OF THE TOWN

- A. ALL TOWN OF CAMP VERDE SANITARY DISTRICT MEETINGS AND FUNCTIONS HAVE BEEN ASSUMED BY THE TOWN OF CAMP VERDE TOWN COUNCIL.
- B. Operating hours of the Wastewater Division Plant. Operations and oversight of the facilities is 24 hours per day, 365 days a year with operators available outside of normal business hours through emergency numbers.

SECTION 3. WASTEWATER DIVISION MANAGER

- A. The manager shall report to the Public Works Director and his Deputy.
- B. The manager is to function as the “Facility Responsible Operator” for reporting to AZDEQ. He must maintain proper level of certification to properly operate the plant.
- C. The manager will make recommendations to the Public Works Director, and shall, under the PUBLIC WORKS Director, act as administrative authority of the Wastewater Division, enforcing the provisions of the policies as adopted or amended; conduct the day-to-day affairs of the Wastewater Division; supervise all employees of the Wastewater Division; and authorize emergency repairs necessary for the proper operation and maintenance of the sewerage system of the Wastewater Division, if required.
- D. The manager shall prepare and submit to the PUBLIC WORKS DIRECTOR, the annual budget for the Wastewater Division. The budget shall include income projections and the recommendations of the manager concerning the proposed operation and maintenance of the sewerage system; proposed expenditures, capital or otherwise; and such other proposals bearing upon the proposed annual budget.
- E. The manager shall monitor the sewerage system, including authorizing tests by approved agencies, as needed. The WASTEWATER Division may require monitoring and laboratory analysis of a user or customer's discharge as provided in Article III, Section 1 of these rules and regulations. The manager, in the monthly operations report, shall inform the PUBLIC WORKS DIRECTOR of the necessity and extent of extraordinary treatment expense needed to properly operate and maintain the sewerage system.
- F. The manager shall recommend to the Town Council changes to fees charged by the Wastewater Division. The manager shall have available a complete 2-part list

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

separated into customers and users for the Council prior to annual review of fees or rate schedule. The manager may recommend criteria on which to base fee charges, which shall include consideration of income from customers that may be used to offset user expense, if not previously designated for a specific purpose.

G. The manager shall make all tables, fees, resolutions, minutes, contracts and ordinances available for public inspection from the Division clerk during operating hours of the Town office.

SECTION 4. CONTRACTS

The manager shall follow procedures outlined in the latest version of the Town Financial Operations Guide.

SECTION 5. VALIDITY OF POLICY AND PROCEDURES AND ENFORCEMENT

A. The Town Council shall adopt these Policies after review by the Town's Attorney and they shall supersede and replace any previously adopted Policies.

B. It is hereby declared to be the intention of the Town Council that the sections, paragraphs, sentences, clauses and phrases of these Policies shall be severable, and if a court of competent jurisdiction holds any provision of these Policies unconstitutional for any reason, such unconstitutionality shall not affect any of the remaining provisions of these Policies.

C. The Town Council hereby declares it may bring an action for injunction or any other civil action against any person who violates these pursuant to said powers. Any person found in violation of these will be served with a notice stating the nature of the violation and defining the time limit for compliance. Any person continuing to violate these beyond the time limit provided for in the Notice of Violation may be charged a penalty of up to \$500.00 for each day the violation continues.

SECTION 6. TOWN POLICY

The Town of Camp Verde Sanitary District has been in existence since 1972 with the Town of Camp Verde assuming control in July 2013 after passage by the voters. The goal of the Wastewater Division as expressed through its Town Council is to establish and implement Policies that will promote the economical and efficient operation of the Camp Verde sewerage system and to institute and implement plans and direction for future growth. Qualified personnel enable the Town to attain this goal, working in close cooperation with the elected Town Council.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

A. Personnel Policy

1. In addition to the requirement for all personnel of the Wastewater Division to follow the most recent adoption of the Town Personnel Policies

a) Subscriptions and Memberships. Any publications paid for by the Town shall remain the property of the Town and be incorporated in a reference library for the use of all employees. Memberships in organizations shall be held in the name and address of Camp Verde Wastewater Division and attendee designated by title, rather than by name to ensure continuity in membership.

b) Training. We learn through training, and no one ever reaches a point where further training is unnecessary, therefore the Town encourages and expects employees to constantly seek training that will generally increase their knowledge and ability to perform their work and take advantage of Town training programs, certification courses, correspondence courses, manufacturers' schools and jobbers' schools, when possible.

c) Uniforms. The Wastewater Division provides uniforms to all employees hired to work at the wastewater treatment plant. It is recommended that work clothes not be worn home to prevent the transmission of diseases to your family. It is the employee's responsibility to have their uniforms available on the specified day to be picked up by the uniform company for laundering. All uniforms must be returned to the Town before the employee's final check will be issued.

d) Vehicle. Employee duties may require the use of a vehicle provided by the Town for performing duties of the Wastewater Division. The chief operator shall be responsible for the operation, maintenance and repair of vehicles. The employee is responsible for changing the oil at normal intervals, keeping the tires properly inflated and scheduling necessary service and lubes.

B. Right to Know Hazard Awareness Policy (OSHA)

1. The Town will provide a reasonably safe place in which to work. Hazard awareness is the basic part of a Safety and Health Program. Employees or contractors are responsible to exercise safe and proper handling practices, primarily through reliance on Safety Data Sheets(SDS). Both Town and employees must work together to achieve the intent of this OSHA standard.

"The Right to Know" was established to give necessary information to employees to work safely with chemicals and their physical hazards. Most chemicals you will use or come in contact with are potentially hazardous. The majority of these pose physical hazards, such as:

a) flammable materials, which can cause burns;

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

- b) reactive materials, which can cause injury under the wrong conditions;
- c) corrosive materials which when splashed on your skin or eyes can cause injury; (Some corrosive materials come in such form as dust, mist, or fumes, which you can inhale or ingest.)
- d) toxic chemicals which can cause injury or illness by entering the body by way of the lungs as well as through the skin or being swallowed with food; (Industrial toxins can enter the body in this manner.)

Physical Agents: Are usually produced by machines or when two or more chemical agents are mixed.

Infectious Agents: Are living microbial materials, which can cause disease or create toxic waste or by-products. Infectious agents or hazards can be borne by the skin through cuts; also can be ingested on food.

The Town expects posting of Safety Data Sheets in the work area to show necessary administrative controls, personal protective devices (PPD), ventilation required in work areas and emergency care, if needed.

"The Right to Know" law is the knowledge of hazardous materials, and the care necessary to protect health and ensure safety, and is both the employee's responsibility as well as the employers. All supervisors are responsible for the Health and Safety in their work area, and will require fellow employees and people who enter their work area to observe established procedures

ARTICLE III - OPERATIONAL PROCEDURES OF THE TOWN OF CAMP VERDE WASTEWATER DIVISION

SECTION 1. TOWN AND CONSUMER RESPONSIBILITIES

A. TOWN REPONSIBILITIES

1. The Town shall enforce mandatory connections when the public sewer is available as required in these Policies.
2. If ADEQ or Environmental Services determines that a private sewage disposal system within the Town has failed that property owner shall be required to connect to the public sewer system. Abandonment of the private sewage disposal system will be done in accordance with the U.P.C. and ADEQ or Environmental Services regulations.
3. The Town requires any property not previously connected to the public sewerage system to connect upon change of ownership.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

4. The Town will issue a permit for connection to the sewer, which requires a clean-out opening to grade at property line for access from lateral to main on all new construction. The Town requires a back flows preventer at all times. The Town requires that installation of the line shall be done in accordance with the U.P.C. as approved by the Town of Camp Verde. The Town shall not be responsible for the installation, maintenance or inspection of the consumer's service line, piping, and apparatus or for any defects therein. Payment of appropriate permit, hookup and inspection fees shall be required before the sewer connection is approved.

5. In accordance with the EPA National Pretreatment Program (40 CFR 403). When the character of the sewage or industrial waste from any commercial, industrial or manufacturing plant, building or premises as approved by the Town of Camp Verde may be such that it imposes a burden upon the sewerage system of the Town, the Town shall require such users to dispose of such waste and prevent it from entering the system or to provide, at the user's expense, preliminary treatment including but not limited to installation of skimming tanks or grease traps that will reduce the characteristics of the sewage to acceptable levels. Any User adding waste that imposes a burden on the Plant can be subject to fines and fees to remedy the burden.

6. If the admission into the public sewerage system entails any waters or wastes determined by analysis to negatively impact the treatment process, then pretreatment by the user shall be required.

7. If industrial wastes are to be discharged to the public sewerage system, the Town requires the owner to comply with the regulations of ADEQ including compliance with the Industrial Cost Recovery System of the Federal EPA regulations. The Town requires control manholes for sampling and measuring of such industrial wastes. These shall be installed and maintained by the owner, at his expense, for the Town to test and analyze characteristics of water and waste.

8. The Town shall insure that any connections to the public sewerage system do not adversely impact the discharge permit issued to the Town.

9. The Town may discontinue sewer access to prevent fraud or abuse, because of owner's willful disregard of or refusal to comply with Policies. The Town will institute legal remedies for nonpayment of amounts due.

B. CONSUMER RESPONSIBILITIES

1. When public sewer is available all properties shall connect to the public sewerage system.

2. No person shall maliciously, willfully or negligently break, damage or destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is part of the Town sewerage system. Any person who causes damage to the

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

Town's sewerage system shall be liable to the Town for all costs incurred to correct the damage. The definition of damage may include but is not limited to repairs, additions, and spillage of sewerage and illegal discharges.

3. No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof run-off, sub-surface drainage, cooling water, or industrial process waters to any sanitary sewer.

4. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

a) Any liquid or vapor having a temperature higher than 140 degrees F which will accelerate the biodegradation of wastes and thereby the formation of hydrogen sulfide in the sewer system or inhibit biological activity in the wastewater treatment facilities.

b) Any water or waste which may contain more than 25 milligrams per liter of non-biodegradable oils of mineral or petroleum origin or 100 parts per million by weight of fat, oil or grease.

c) Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.

d) Any garbage that has not been properly shredded.

e) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, rocks, 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 system.

f) Any water or wastes having a pH 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/or personnel of the sewerage works.

g) Any water or wastes containing a toxic or poisonous substance in sufficient quantity to constitute a hazard to humans or animals, or create any hazard to receiving waters of the sewerage system.

h) Any water or wastes containing suspended solids of such character and quantity that requires unusual attention or expense to handle at the treatment plant.

i) Any noxious or malodorous gas or substance which either singly or by interaction with other wastes, is capable of creating a hazard to life, or preventing human entry into manholes for their maintenance and repair or capable of creating a public nuisance.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

j) Any substance whose physical, chemical or electrical properties might be such as to interfere with any phase of the operation of the sewerage system.

5. The user shall install all grease, oil, sand, lint interceptors or traps as required. These apparatuses shall be maintained by the owner, at his expense to be in a continuously maximal operational condition in accordance with the manufacturer's instructions. The Division will report violations to the appropriate administrative authority.

6. The user, if required to provide preliminary treatment of any waters or waste, shall maintain such appurtenances continuously in satisfactory and effective operation at his expense.

7. If connection to the sewerage system requires a lift station or other special facility, these shall be installed in accordance with specifications of a licensed engineer, at the expense of the owner, unless otherwise agreed to in a Development Agreement. The Town must approve such facilities prior to installation. The appurtenances may become the responsibility of the Town if an easement is approved by the Town Council and recorded to the Town.

8. The user's lines shall be installed in such manner as to prevent cross connection between potable drinking water and the sewer lines.

9. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit.

SECTION 2. REGULATION OF PRIVATE SEWAGE DISPOSAL SYSTEMS

When a public sewer is available, the owner of the property obtaining permits for new construction shall connect to the sewer. In the event public sewer is not available the following applies to private sewage disposal systems:

A. The property owner shall obtain a permit for installation of a septic tank from the administrative authority. The user of any septic tank or other private means of sewage disposal is responsible for installation, maintenance and operation. All private sewage disposal systems will meet the requirements of the appropriate administrative authority.

B. It shall be mandatory that when a public sewer is available a direct connection shall be made within six (6) months.

C. All connections to the Town sewerage system shall be made pursuant to the Policies of the Town, in compliance with the U.P.C. and ADEQ regulations and be subject to the payment of all appropriate fees before the sewer connection is approved.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

D. If a user believes that the requirement for connection under any of the above conditions creates an undue hardship, that person may appeal to the Town Council.

SECTION 3. PUBLIC SEWER USE AND CONNECTION PROCEDURE

A. EXISTING DEVELOPED PROPERTIES

In addition to the Policies outlining consumer responsibilities and regulations for issuance of a permit to connect to public sewer, the following conditions apply to existing properties:

1. Building or house sewer connections on the owner's premises shall be so arranged as to provide service to one lot. If additional service is required, it will be considered as a separate and individual account. Any existing private sewage disposal systems shall be abandoned in accordance with the U.P.C. and Environmental Services (ADEQ) regulations.
2. The owners house or building service line, sewer connection and appurtenances shall be installed and maintained by the owner, at the owner's expense, in a safe and efficient manner and in accordance with the Town's policies and procedures and in full compliance with the U.P.C. and regulations of ADEQ
3. Any connection from the owner's property to the public sewerage manhole or interceptor line is the responsibility of the owner, subject to approval of the Town.
4. No building sewer will be connected to the building connection until all appropriate fees have been paid and the connection has been inspected and approved by the Town or other appropriate administrative authority.

B. NEW DEVELOPMENTS

In addition to the Policies outlining consumer responsibilities and the regulations contained in the issuance of permit to connect to the public sewer, the following conditions apply to all new developments, subdivisions, non-residential facilities, condominiums and apartments.

1. All property owners seeking to develop or improve any real property through the construction of any improvements greater in density and use than a single-family dwelling shall obtain a joint construction and operation permit. Copies of plans submitted to the Town of Camp Verde must be submitted to the Wastewater Division to insure compliance with the Sewer Policies. Monthly user fees will be calculated from the UPC discharge tables. In the case of new subdivisions, the preliminary plans for the subdivision must be submitted to the Town for approval. Upon construction and sale, it is the owner/agent's responsibility to inform the buyer that they must establish an account with the Town prior to occupancy.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

2. It shall be the responsibility of the owner to provide, construct and maintain all sewer lines connecting the improvements located on the property to the existing public sewerage system, including the construction of new collector sewers, both on and offsite. If stipulated by the Town Council, the owner at no cost to the Town may convey all such sewer lines to the Town, upon the recording of easements necessary to insure a public right of way along all sewers to be maintained and operated by the Town.

3. Where any person incurs costs for line extension, which would potentially benefit other users within the Town they may recoup some of their costs in the following manner: It is the policy of the Town to require the payment by the owner (the 'Additional Party or Parties') of each lot or parcel of such lot or parcel's proportionate share of the costs of eight inch in diameter or larger sewer lines that have been paid for and constructed by other private parties and connected to the Town's wastewater collection system (the "System"). Such payments from the Additional Party or Parties are to be based on the actual costs paid by the private party(ies) to construct such line, as are on file with the Town and approved by the Town's Town Council, prior to the additional party's connection to the System through such privately financed line. Such payments shall be based on the ratio that the lot or parcel to be connected to the Town's wastewater collection system bears to the land within the Town that could reasonably connect to the system through such privately financed sewer line. The payment will be made to the Town for the benefit of the person(s) or entities that financed the line at the time the Additional Party or Parties apply to connect to the System, and for the payment of such amount to the private party, upon approval of the Town Council for twenty (20) years after the line is constructed. After the twenty (20) year time limit the Town will retain all further payments. Nothing in this policy statement shall be construed to bar the Town from offsetting any moneys received from the Additional Party or Parties against any delinquent sewer service charges or special assessments owed to the Town by the private party or parties that financed the sewer line.

4. Back flows preventers, are required by the Town, at the owner's expense.

5. New connections require SDR26 piping with Bell and Spigot type connections. Commercial lines are to use 6 inch lines to connect to the sewer system.

6. No building sewer will be connected to the public sewer until all fees have been paid and the connection has been inspected and approved by the Town.

SECTION 4. FEES AND CHARGES

The fees for permits for private sewage disposal systems or to connect to the sewerage system of the Town are reviewed and published annually by the Town Council and are found in attachments to these Policies. Fees may include, but are not limited to the following:

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

A. CONNECTION FEES

All fees are payable at the time of application for the joint use and connection permit. These fees apply toward repair, replacement or the expansion of the sewerage system of the Town, or other unusual costs as approved by the Town Council.

B. INSPECTION FEES

An inspection fee shall be charged by the Town to cover actual costs for inspecting the connections of any improvements to the sewerage system of the Town. This inspection fee shall be payable in addition to the connection fee as described above. Re-inspection will be charged for multiple visits if needed to correct mistakes at current inspection fee rate.

C. NEW SUBDIVISION AND DEVELOPMENT FEES

1. Connection fees required for residential subdivisions, business, industrial, or other nonresidential uses shall be due and payable at the time of execution of the written agreement for sewer service between the owner and the Town.

2. If the Town requires a pipe size greater than necessary to serve the development, the Town shall credit against the connection fee, an amount equal to the difference in cost between the oversized facility and the facility that would be required by the development. In no event shall this authorize a cash payment from the Town to the owner.

3. Acceptance of any proposed agreement for sewer service pursuant to the provisions of paragraphs 1 and 2 above is conditioned upon the feasibility of providing sewer service as may be determined by an engineering review.

D. PRELIMINARY AND FINAL PLAN CHECK FEES

1. Should the Town require an engineer's plan review for preliminary and/or final plans, the applicant will pay for this fee.

2. Such fees shall be paid prior to the connection to the system and shall be separately charged and collected for each set of plans submitted to the Town.

E. MONTHLY USER FEES

1. A monthly service charge for use of the sewerage system, including operation, maintenance, repair and replacement of the treatment plant, shall be paid for all properties connected to the public sewer. The monthly sewer charge shall commence upon inspection and acceptance of the sewer connection for residential or other uses, and is calculated in accordance with UPC Discharge Capacity Tables.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

The property owner shall be billed and is responsible for the payment of all monthly charges for all units located upon his property.

2. Monthly charges are for calendar months and will be billed on or before the 25th of each calendar month. Such charges will be delinquent if not paid by the 10th of the following month. A one-time late fee of 5 dollars per occurrence or 1-1/2⁰/0 of the unpaid balance whichever is greater will be added to any bill that remains delinquent for 30 days, and a like surcharge will be added for each 30-day period thereafter that the bill remains delinquent.

3. The Town may file a lien on property for the nonpayment of user fees for services provided to the property if the fees are delinquent for more than ninety days. At least thirty days before filing the lien, the Town shall provide written notice to the owner of the property and shall include a notice of an opportunity for a hearing before the Town Council or their designated agent. The notice of lien shall be personally served on the property owner or mailed by certified mail to the property owner's last known address or to the address to which the most recent property tax assessment was mailed. The unpaid user fees are a lien on the property from the date of recording in the office of the County Recorder in which the property is located until the fees and all costs are paid. A sale of the property to satisfy a lien assessed pursuant to this section shall be made on a judgment of foreclosure and order of sale. The Town may bring an action to foreclose the lien in the Superior Court in the County in which the property is located any time after recording. Failure to foreclose the lien does not affect its validity. The recorded unpaid user fees are prima facie evidence of the truth of all matters recited in the recording and of the regularity of all proceedings before the recording. The Town shall add all costs incurred by the Town including interest, attorney fees and costs in filing and enforcing the lien, to the unpaid user fees, and the costs are a liability of the property owner payable from the proceeds of the sale. Prior assessment of unpaid user fees pursuant to this section does not bar a subsequent assessment pursuant to this section, and any number of liens on the same parcel of property may be enforced in the same action.

4. A fee will be charged for Not Sufficient Funds (NSF) returned checks.

5. All fees are reviewed annually by the Town Council in public hearing and published as required by Statute. Users will be notified by June of any changes, which will be effective July 1.

F. SEPTAGE DUMPING

1. Any individual, owner or company shall establish a customer account with the Town prior to dumping at Town facilities.

2. This account will be billed on or before the 10th of each month and shall be due and payable by the 25th of that month.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

3. Rates are as established in the fee schedule of the Town.
4. Customers will follow the septage receiving regulation provided to them by the Town or will have dumping privileges suspended.

G. DISCONNECTION/RECONNECTION

Whenever the Town shall have disconnected any sewer service on unoccupied property for failure to pay, the property shall not be reconnected to the sewerage system until all delinquent sewer charges are paid in full, including a reconnection charge as set forth in Town adopted Fee Schedule. The Town may additionally require a deposit to cover future sewer services in an amount not to exceed one years-estimated sewer charges before the property is reconnected to the public sewer. All labor, material and equipment costs incurred to disconnect and reconnect shall be billed to the owner in addition to the delinquent sewer charges and reconnection charge, and deposit.

The Wastewater Division may cutoff service to the property for the nonpayment of user fees for services provided after ninety (90) days. At least thirty days before terminating services, the Town shall provide written notice to the owner of the property and shall include a notice of an opportunity for a hearing before the Town Council or their designated agent. Upon receiving direction to shut off services; the Wastewater Division with an escort if needed; provided by the Town Marshal Office; will disconnect, block or impede sewer flow. They will also notify Yavapai County and the Town Building Inspectors of the lack of habitability of the structure. Water service may be disconnected at this time to ensure no overflow of sewage.

A disconnect fee will be charged to the account at that time. If water is turned off a reconnection fee may be applied by the water company. If a business or residence is unable to pay for the services already received, then they have an opportunity upon receipt of the written notice to setup a repayment schedule with the Town Finance Director.

It is a Crime Against Property to tamper or remove a utility service lock. Any tampering or removal of the locking device may result in criminal charges.

H. ACCOUNT TRANSFER FEE

Whenever there is a material change in responsibility for paying a sewer service fee, the newly responsible party shall notify the Town of the change and pay an account transfer fee, if applicable.

I. ANNEXATION FEE

Any property owner who wishes to annex property to the Town to acquire sewer service shall pay the costs of annexation incurred by the Town. The owner of

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

property to be annexed must comply with all statutory requirements. All other tax assessments for Operation and Maintenance, connection fees and monthly user fees will be in accordance with the Policies of the Town.

J. SERVICE BY CONTRACT

Any property owner or entity that wishes to connect to the Town of Camp Verde Sanitary sewerage system, and is located outside the Town boundaries can make application to the Town Council for a service contract. Cost of connection to the sewerage system is the responsibility of the owner/entity and all fees of the Town shall apply as outlined in the fee schedule of the Town. In addition, the monthly user fee for each property will be increased to include the tax levy amount paid by like properties within the Town.

SECTION 5. PRIOR AGREEMENTS

The Town may have pre-existing agreements, which address the reservation of capacity in the Town's treatment works, or charges to be collected by the Town in providing wastewater treatment services or reserving capacity.

ARTICLE IV. REGULATIONS

SECTION 1. PERMITS

A. ISSUANCE OF PERMIT TO CONNECT TO THE PUBLIC SEWER

1. Joint Construction and Operation permit

A permit shall be a joint construction and operation permit, unless otherwise determined by special conditions, provided that the permittee complies with the Policies of the Town and all ordinances and laws of local, state and federal authorities.

2. Building Permit Requirement

Parties applying for a connection permit shall have a) a valid building permit from the Town or b) be required by the Town to connect to the sewer.

3. Allowable Discharges

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

Discharges into the sewerage system constructed under this permit shall consist of sanitary sewage only. The permittee is advised that a proposed system is constructed, operated and maintained at the sole risk of the permittee.

4. Adequacy of Design

The adequacy of the design or the materials used shall rest solely with the permittee, and the issuance of a permit shall not relieve permittee of responsibility, nor constitute a waiver of any other applicable requirements. All parties receiving a permit for connection to the public sewer shall provide to the Town upon completion of the installation, a copy of reproducible "as built" plans and specifications, and additionally, one set of blueprints for the sewer system installed in accordance with the plans and specifications as originally submitted, or amended.

5. Costs

The sewerage system or facilities, for which the permit is issued connecting to the public sewer, shall be constructed, operated and maintained at no cost to the Town, in accordance with Town rules and regulations. The permittee agrees to pay all costs of the joint construction and use permit at time of application. Further, in the event payment is not made the permittee understands that the Town will not approve connection to the sewerage system and will record a lien against the interest of the permittee in the property or improvement affected by this permit, and that said lien shall be foreclosed in the same manner as a mechanics or material lien.

6. Change of Use

The owner or occupant of any building served under this permit shall not cause or permit a change of use without obtaining written permission from the Town.

7. Course of Construction and Usage

The permittee shall be solely responsible for and shall defend, indemnify and save harmless the Town from and against any and all claims, costs, damages, or expenses the Town may suffer or incur, sustain or become liable for on account of any injury to, or death of, any person or persons, or any damage to, or destruction of, any real or personal property that may be caused by the construction, use, state of repair, operation and maintenance of the proposed facilities arising out of or in consequence of the issuance of this permit.

8. Construction Inspection

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

All construction, under this permit, is subject to the Policies of the Town. A 48-hour notice is requested for all inspections. All sewer construction from property line to public sewer, including the cleanout required at property line, and back flows preventers if required by the Town, shall be inspected and approved by the administrative authority prior to the backfilling.

9. Third Parties

This permit does not grant the right or authority to the permittee: a) to construct or encroach upon any other parties, b) to construct outside of the annexed boundaries of the Town, c) to assign or transfer this permit.

10. Expiration

This permit shall expire if construction has not started within one (1) year from the date of issue, unless the administrative authority has granted an extension.

11. Revocation

The Town relies upon the statement and representations made by the permittee or agent. Any incorrect statements or representations shall be cause for revocation of this permit. All amounts due the Town shall immediately become due and payable upon revocation.

B. SEPTAGE/SLUDGE RECEIVING

1. No septage or sludge will be received from any individual or company without an open account or other financial arrangements with the Town.

2. At the beginning of each and every calendar year a copy of the WAS analysis report for material being delivered to the plant as provided to ADEQ for the BioHazards Annual Report (AAC-18-9-1005) shall be provided to the Town. Without this report on file, the operator may pull a sample and hold it until the copy of the report has been received. Failure to submit the report may result in suspension of dumping privileges for the generator.

3. The operator may require additional testing and sampling at his discretion, but not less than once a year.

4. All septage or sludge received shall be discharged under the direct supervision of the operator on duty.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

5. All septage or sludge shall be manifested as to the quantity, origin and nature of the load, signed and dated by the generator.

6. Inadequate paperwork or discrepancies between the generator manifest and the hauler receipt will be grounds for rejection of load.

7. A wastewater classifier test strip may be used to determine possible impact on the treatment process. A strip test will be used if the operator has questions as to the nature of the load or has concerns that the content of the load can contaminate the system or a sample may be retained and preserved for future testing should an upset to the system occur. Any costs of test and/or analysis reports will be the responsibility of the generator.

8. No toxic or hazardous waste will be accepted as stated in the Rules and Regulations, Policies and Procedures of the Town. This includes, but is not limited to animal byproducts, petroleum-based products or grease trap contents. (See Grease regulation).

9. Haulers or generators not observing the septage/sludge receiving regulation, depending on the severity of the infraction as determined by the operator, may have dumping privileges suspended.

10. If at any time there is a compromise in the performance of the treatment system, all septage or sludge receiving will be discontinued until such time as the system has recovered.

C. GREASE

1. General

Traps, Interceptors and Separators shall be provided to prevent the discharge of oil, grease, sand and other substances harmful or hazardous to the building drainage system, the public sewer, the private sewage disposal system or the sewage treatment plant or processes.

Traps, Interceptors and Separators shall be installed:

- a) at new facilities
- b) at existing facilities, not equipped with a Trap, Interceptor or Separator, when additions, alterations or remodel are done which increase servicing volume, seating capacity, changes to the menu, etc.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

c) at existing facilities, equipped with a Trap, Interceptor or Separator when additions, alterations or remodel are done which increase servicing volume, seating capacity, changes to the menu, etc.

d) at existing facilities not equipped with a Trap, Interceptor or Separator, which has caused a blockage or is contributing to FOG build-up in a Town Sewer system.

2. Grease interceptors and automatic grease removal devices required.

a) A grease interceptor or automatic grease removal device shall be required to receive the drainage from fixtures and equipment with grease-laden waste located in food preparation areas, such as in restaurants, hotel kitchens, hospitals, school kitchens, bars, factory cafeterias and clubs. Fixtures and equipment shall include service/mop sinks, pot sinks, pre-rinse sinks; soup kettles or similar devices; work stations; floor drains or sinks into which kettles are drained; automatic hood wash units and dishwashers without pre-rinse sinks. Grease interceptors and automatic grease removal devices shall receive waste only from fixtures and equipment that allow fats, oils or grease to be discharged. Where lack of space or other constraints prevent the installation or replacement of a grease interceptor, one or more grease interceptors shall be permitted to be installed on or above the floor and upstream of an existing grease interceptor.

b) Construction

All Traps, Interceptors and Separators shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. Traps, Interceptors and Separators shall be watertight, and equipped with easily removable covers. Covers shall be gastight and watertight.

c) Cleaning & Maintenance

Cleaning and maintenance must be performed when total volume of captured oil, grease and solids material displaces more than 25 percent of the total volume of the Trap, Interceptor or Separator or when the pH of a sample taken from the effluent side of the interceptor drops below 5.0 or when odor generation becomes a health issue or when the Town inspection determines a cleaning is necessary.

d) Maintenance Records

All Traps, Interceptors and Separators shall be maintained by the user in efficient operating condition at all times. Written records and documentation of all cleaning,

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

repair, calibration, and maintenance shall be maintained at the facility for a minimum of three (3) years and be made available upon request.

e) Maintenance Inspection

All Traps, Interceptors and Separators shall be inspected by the Town of Camp Verde during normal working hours. Inspection results shall be made available to person, firm or corporation in reasonable charge of the Traps, Interceptors and Separators. Town of Camp Verde staff shall require correction in order to enforce the Town of Camp Verde pretreatment regulations.

f) Skimming

Skimming, decanting or discharging of removed waste or wastewater back into any Traps, Interceptors and Separators or any appurtenance of the wastewater collection system is strictly prohibited.

g) Pumping

All oil, sand and grease Interceptors shall be pumped out or cleaned out completely not less than once every 90 calendar days. Grease traps must be cleaned out completely not less than once every 30 calendar days. Traps and interceptors shall be cleaned more frequently when necessary or required.

3. Self-Cleaning

Establishments electing to become Grease Trap Self-cleaning Operators shall petition for approval from the Town prior to removing grease from their own grease trap(s) provided:

a) The grease trap is no larger than fifty (50) gallons/one hundred (100) pounds in liquid/operating capacity;

b) Approved on-site material disposal methods are implemented (e.g. absorb liquids into solid form and dispose into trash and or filtration process;

c) Grease trap waste is placed in a leak proof, sealable container.

d) Detailed records on the activities are maintained.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

4. Self-Cleaning Record Keeping

Self-cleaners shall adhere to all the requirements for procedures and detailed record keeping outlined in the Town of Camp Verde approved method Standard Operating Procedure (SOP) for Self-Cleaning. A maintenance log shall be kept by self-cleaning operators that indicates, at a minimum, the following information:

- a) A thirty (30) day cleaning cycle is being maintained;
- b) Date the grease trap was serviced;
- c) Name of the person or company servicing the grease trap;
- d) Waste disposal method used;
- e) Amount of grease (in gallons) removed and disposed of;
- f) Signature of the designated RESPONSIBLE PARTY after each cleaning that certifies that: all grease was removed and disposed of properly; the grease trap was thoroughly cleaned; and all parts were replaced and in operable condition.

5. Violations

Violations incurred by grease trap self-cleaners shall will be subject to enforcement action and removal from the self-cleaning program. Should the Town of Camp Verde inspector determine that the required Self Cleaning procedures are not being followed as required per Town of Camp Verde SOP, the facility shall must then contract out the device to be cleaned by a Yavapai County licensed and Town of Camp Verde approved waste hauler.

6. Cleaning Frequency

All grease interceptors shall be pumped out and/or cleaned out completely not less than once every 90 calendar days using a Yavapai County licensed waste hauler. Grease traps must shall be pumped and cleaned every 30 days. Traps and interceptors shall also be cleaned more frequently when the Town inspector determines it necessary or required.

- a) Any person who owns or operates a grease trap of 50 gallons in liquid/operating capacity or less, may petition the Town of Camp Verde Wastewater

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

Division, in writing, for a modification from the ordinance required 30-day cleaning schedule to a 60 or 90-day maximum timeframe.

b) A documentation process of the trap shall be required prior to granting any extension. The trap cleaning extension can be rescinded during the inspection process should the inspector determine the device has fallen out of compliance.

7. Use

Traps, Interceptors and Separators shall be single user only. When an interceptor can be safely used by multiple user (e.g. food courts), multiple users may be allowed when approved by the Town of Camp Verde. Multiple facilities operated by the same person, firm or corporation may be allowed to connect to a single Interceptor when approval from the Town of Camp Verde. The person, firm or corporation in reasonable charge of the Trap, Interceptor or Separator shall take any and all steps necessary to assure adequacy which includes repair, modification or replacement.

8. Sizing

All Traps shall be properly sized in accordance with UPC.

9. Size Modification

Modifying the size of any Trap shall only be done when sizing allows the modification per UPC. Modifying the size of any Trap shall not be done without the approval of the Town of Camp Verde.

10. Domestic Wastewater

Domestic wastewater shall not be discharged to the Interceptor.

11. Minimization Plan

All facilities required to install and operate a Trap, Interceptor or Separator shall develop and implement a Waste Minimization Plan pertaining to the disposal of grease, oils, and food bearing wastes.

12. Best Management

All establishments requiring a Trap, Interceptor or Separator shall adopt BMP's (Best Management Practices) for handling sources of floatable oils, fat or grease

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

originating within their facility. Proof of employee training in BMP's shall be shown to the Town of Camp Verde Wastewater Department upon request.

13. Wastewater Temperature

Discharge of wastewater with temperatures in excess of 140 degrees F. or pH of less than 5.0 to any grease control device, including grease traps and grease interceptors, is prohibited.

14. Other Fixtures

Toilets, urinals, and other similar fixtures shall not discharge through a Grease Interceptor.

15. Approval.

The size, type and location of each interceptor and of each separator shall be designed and installed in accordance with the manufacturer's instructions and the requirements of this section based on the anticipated conditions of use. Wastes that do not require treatment or separation shall not be discharged into any interceptor or separator.

D. Minimization Program

The applicant shall establish and submit a written Minimization Plan (maintenance program) outlining specific methods (Best Management Practices) the facility will use on a daily basis to reduce the discharge of oil and grease as well as solids from entering the interception device and ultimately, the Town sewer system. This plan shall be acceptable to and approved by the Town of Camp Verde Wastewater Division. The approved document shall accompany the permit application.

1. Discharge Permit

This document will be used in lieu of a discharge permit to assist with enforcing all Town codes, policies and regulations.

E. Grease interceptors

1. Location

All interceptors shall be approved and shall be located to be readily and easily accessible for cleaning and inspection.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

2. Food waste grinders

Where food waste grinders connect to grease interceptors, a solids interceptor shall separate the discharge before connecting to the grease interceptor. Solids interceptors and grease interceptors shall be sized and rated for the discharge of the food waste grinder. Emulsifiers, chemicals, enzymes and bacteria shall not discharge into the food waste grinder.

3. Grease interceptors and automatic grease removal devices not required.

A grease interceptor or an automatic grease removal device shall not be required for individual dwelling units or any private living quarters.

4. Hydro-mechanical Grease Interceptors, Fats, Oils and Greases Disposal Systems and Automatic Grease Removal Devices Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be sized in accordance with ASME A112.14.3, ASME A112.14.4, ASME A112.14.6, CSA B481.3 or PDI G101. Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be designed and tested in accordance with ASME A112.14.3, ASME A112.14.4, CSA B481.1, PDI G101 or PDI G102. Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be installed in accordance with the manufacturer's instructions. Where manufacturer's instructions are not provided, hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be installed in compliance with ASME A112.14.3, ASME A112.14.4, ASME A112.14.6, CSA B481.3 or PDI G101.

This section shall not apply to gravity grease interceptors.

5. Grease interceptors shall have the grease retention capacity indicated in Table E for the flow-through rates indicated.

6. Rate of flow controls.

Grease interceptors shall be equipped with devices to control the rate of water flow so that the water flow does not exceed the rated flow. The flow-control device shall be vented and terminate not less than 6 inches (152 mm) above the flood rim level or be installed in accordance with the manufacturer's instructions.

F. Automatic grease removal devices.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

Where automatic grease removal devices are installed, such devices shall be located downstream of each fixture or multiple fixtures in accordance with the manufacturer's instructions. The automatic grease removal device shall be sized to pretreat the measured or calculated flows for all connected fixtures or equipment. Ready access shall be provided for inspection and maintenance.

G. Oil separators required.

At repair garages, car-washing facilities, at factories where oily and flammable liquid wastes are produced and in hydraulic elevator pits, separators shall be installed into which all oil-bearing, grease-bearing or flammable wastes shall be discharged before emptying into the building drainage system or other point of disposal. Exception: An oil separator is not required in hydraulic elevator pits where an approved alarm system is installed.

1. Separation of liquids.

A mixture of treated or untreated light and heavy liquids with various specific gravities shall be separated in an approved receptacle.

2. Oil separator design.

Oil separators shall be listed and labeled, or designed in accordance with UPC.

3. General design requirements.

Oil separators shall have a depth of not less than 2 feet (610 mm) below the invert of the discharge drain. The outlet opening of the separator shall have not less than an 18-inch (457 mm) water seal.

4. Garages and service stations.

Where automobiles are serviced, greased, repaired or washed or where gasoline is dispensed, oil separators shall have a capacity of not less than 6 cubic feet (0.168 m³) for the first 100 square feet (9.3 m²) of area to be drained, plus 1 cubic foot (0.28 m³) for each additional 100 square feet (9.3 m²) of area to be drained into the separator. Parking garages in which servicing, repairing or washing is not conducted, and in which gasoline is not dispensed, shall not require a separator. Areas of commercial garages utilized only for storage of automobiles are not required to be drained through a separator.

H. Sand interceptors in commercial establishments.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

Sand and similar interceptors for heavy solids shall be designed and located so as to be provided with ready access for cleaning, and shall have a water seal of not less than 6 inches (152 mm).

I. Laundries.

Laundry facilities not installed within an individual dwelling unit or intended for individual family use shall be equipped with an interceptor with a wire basket or similar device, removable for cleaning, that prevents passage into the drainage system of solids 1/2 inch (12.7 mm) or larger in size, string, rags, buttons or other materials detrimental to the public sewage system.

J. Bottling establishments.

Bottling plants shall discharge process wastes into an interceptor that will provide for the separation of broken glass or other solids before discharging waste into the drainage system.

K. Slaughterhouses.

Slaughtering room and dressing room drains shall be equipped with approved separators. The separator shall prevent the discharge into the drainage system of feathers, entrails and other materials that cause clogging.

L. Venting of interceptors and separators.

Interceptors and separators shall be designed so as not to become air bound where tight covers are utilized. Each interceptor or separator shall be vented where subject to a loss of trap seal.

M. Access and maintenance of interceptors and separators.

Access shall be provided to each interceptor and separator for service and maintenance. Interceptors and separators shall be maintained by periodic removal of accumulated grease, scum, oil, or other floating substances and solids deposited in the interceptor or separator.

N. Periodic Inspection

All Traps, Inceptors and Separators shall be subject to periodic inspections by the Town of Camp Verde Wastewater Department during normal operating hours. These inspections can be based on an annual inspection or when a complaint is

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

registered with the Town regarding a grease-removal device. Should the inspection of any Trap, Interceptor or Separator indicate a violation of any item in (1) thru (4) below, the person, firm or corporation in reasonable charge shall to bring the device into compliance within the timeframe noted on the Notice of Violation, but not longer than 14 calendar days. (1) If 25% of the interceptor is full; both surface (oil and grease) and bottom (solids). (2) When OSHA (Occupational, Safety and Health Administration) atmospheric levels of Hydrogen Sulfide limits have been exceeded – “Short Term Exposure Limit” (STEL) of 15 ppm over a 15-minute time-weighted average. When the “Immediately Dangerous to Life and Health” (IDLH) level is 100 ppm or above, immediate action shall be performed to return the level of Hydrogen Sulfide to safe and acceptable limits. If the violation cannot be immediately resolved, all use of the Trap, Interceptor or Separator shall cease until compliance is obtained. (3) When pH in the effluent chamber falls below 5.0 – which is an unhealthy anaerobic interceptor condition.

O. Enforcement

Regular maintenance of a Trap, Interceptor or Separator is required. The person, firm or corporation in reasonable charge shall receive a Notice of Violation when any Trap, Interceptor or Separator falls into noncompliance. Violations shall be resolved within the time-frame stated on the Notice of Violation. Violations not resolved within the time-frame stated on the Notice of Violation shall be subject to Town of Camp Verde Code, Article 1, Section 8, and shall be referred to the Town Prosecutor for resolution.

P. Maintenance

Any Trap, Interceptor or Separator not adequately maintained to prevent floatable oils, fat or grease from entering the sewerage system or produce excessive odors shall be in violation of Town codes and ordinances.

Q. Unsatisfactory Evaluations

Any facility with a Trap, Interceptor or Separator receiving more than one (1) unsatisfactory evaluation within a 90-day period shall be subject to penalties as stipulated in the Town of Camp Verde Fee Schedule or other corrective legal actions as provided for in the Town of Camp Verde Code Article 1 Section 8. This shall include having sewer service discontinued.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

R. Clearing Obstructions

The Town shall take appropriate action to clear any obstruction of a Town sewer that causes a sewer overflow. When the obstruction is found to be caused by an overburdened or non-maintained Trap, Interceptor or Separator, the person, firm or corporation in reasonable charge of the Trap, Interceptor or Separator shall receive a Notice of Violation and subject to appropriate enforcement actions as stipulated in the Town of Camp Verde Code Article 1 Section 8. Any establishments that continuously violates the Town's policies shall be subject to the penalties outlined in Town of Camp Verde Code, Article 1, Section 8. This shall include having sewer service discontinued.

S. Contain and/or Clean Up

Should the Town of Camp Verde find it necessary to contain and/or clean up a Sanitary Sewer Overflow caused by blockage of private or public sewer lateral or system, all associated cost shall be the responsibility of the person, firm or corporation in reasonable charge of the property.

T. Repairs or Replacements

When repairs or replacements are necessary to a Trap, Interceptor or Separator, all repairs or replacements shall be completed within the time frame stated on the Notice to Comply. The Town may authorize a time extension, not to exceed 30 days, for justifiable cause.

U. Grease Removal

The person, firm or corporation in reasonable charge shall remove and dispose of grease at a facility permitted to receive and process such waste. Cleaning frequencies shall be dependent on the amount of oil, grease or solids generated at each operation, the size of the grease trap or interceptor, and the approved Written Minimization Program, but not to exceed 30 day intervals for Traps and 90 day intervals for Interceptors. Traps and Interceptors shall be cleaned by a licensed contractor

1. Wastewater Division personnel will conduct a monthly inspection of all pretreatment facilities within the collection system.

2. Any facility found to be out of compliance with the Rules and Regulations of the Town will be issued a Notice of Violation. This notice will give

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION**
(EFFECTIVE JULY 1, 2018)

the facility owner three (3) consecutive days from the inspection date to resolve the violation and call the Town of Camp Verde Wastewater Division for a re-inspection.

3. If the required repairs have not been made and an inspection appointment made within the three-day time limit a \$500 per day fine may be assessed until the facility is brought into compliance.

4. If WASTEWATER DIVISION personnel are unable to gain access to the site for the inspection the facility will be considered to be in violation and the \$500 per day fine may be assessed immediately and continue until the facility has been inspected and found to be in compliance.

5. The owner will be responsible for all costs associated with the clean-up and removal of any debris. If debris must be cleaned from the lateral line it must be collected and removed at the nearest downstream manhole with WASTEWATER DIVISION personnel present.

6. Any inspection costs will be the responsibility of the owner.

V. Plan Review

When an Engineer is used to review plans the Town will bill the applicant at cost for each set of plans and for each revision. Property of owners notified of collection status will be liened by the Town per Article III, Section 4.

W. Failure to Connect

In accordance with Article III, Section 1 Town and Consumer Responsibilities when public sewer is available all properties shall connect to the public sewerage system. Failure to do so could result in any or all of the following:

1. An availability fee to be charged monthly at the rate of $\frac{1}{2}$ the maximum user fee or as set by Town of Camp Verde Fee Schedule.
2. A court case filed to obtain an injunction against the property owner. The property owner could also be liable for all of the Town's court costs.
3. Compulsory connection. The Town could connect the property to the collection system and abandon the septic tank. The costs for this would be added to the customer's monthly bill.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

SECTION 2. TABLES

The following Tables are provided for information only purposes to summarize mean values of the following:

TABLE A - FIXTURE UNITS AS DETERMINED BY UPC

Note: Unit equivalent of fixtures and devices not shown in this table shall be based on the rated discharge capacity in gpm (gallons per minute) as shown on discharge capacity table below.

Kind of Fixture	Units		Kind of Fixture	Units
Bathtubs	2		Sinks, bar, private	1
Bidets	2		Sinks, commercial or industrial, schools, etc. including dishwashers, wash up sinks, and wash fountains (2" waste)	3
Clothes washers*	2		Sinks, flushing rim, clinic	6
Dental units or cuspidors	1		Sinks, service	3
Drinking fountains	1		Urinals, pedestal, trap arm only	6
Floor Drains	2		Urinals, stall, separate trap	2
Interceptors* for grease, oil, solids, etc.	3		Urinals, wall-mounted, blowout, Integral trap, trap arm only	6
Interceptors* for sand, auto wash, etc	6		Urinals, wall-mounted, wash down, Or siphon jet, integral trap	2
Laundry tubs	2		Separate trap (2" waste)	2

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

Mobile home park traps (1/per trailer)	6		Wash basins, in sets	2
Receptors* (floor sinks), indirect waste receptors for refrigerators, coffee urns Water stations, etc.	1		Wash basins (lavatories) single	
Receptors,* indirect waste receptors for Commercial sinks, dishwashers, air-washers, etc.	3		Water closet,* private installation	4
Shower, single stalls	2		Water closet, public installation	6
Sinks, bar, commercial (2" waste)	2			
Sinks, and or dishwashers (residential)	2			

*The size and discharge rating of each indirect waste receptor and each interceptor shall be based on the total rated discharge capacity of all fixtures, equipment, or appliances discharging therein to, based on discharge capacity table below

Drainage piping serving batteries of appliances capable of producing continuous flows shall be adequately sized to provide for peak loads. Clothes washers in groups of three (3) or more shall be rated at six (6) units each. Water closets shall be computed as six (6) fixture units if determining septic tank size.

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

TABLE A - FIXTURE UNITS AS DETERMINED BY UPC (Continued)

Discharge Capacity Table for Intermittent Flow Only

GPM (Lis)			
Up to 7-1/2	(Up to .47)	Equals	1 Unit
8-15	(.50 to .95)	Equals	2 Units
16-30	(1 to 1.89)	Equals	4 Units
31 to 50	(1.95 to 3.15)	Equals	6 Units
Over 50 gals. Per minute (3.15 us) shall be determined by the Administrative Authority			

**POLICIES, PROCEDURES, RULES AND REGULATIONS
OF THE TOWN OF CAMP VERDE WASTEWATER
DIVISION
(EFFECTIVE JULY 1, 2018)**

TABLE B - SEWAGE PRODUCING UNITS (SPU)

Sewage Producing units are defined as a unit loading on the sewerage collection, treatment and reuse system composed of flow, organic loading and suspended solids, categorized as follows:

CATEGORY	DEFINITION
Single family residences, condominiums/apartments and townhouses	1.0 per residential unit
Hotels, motels, resorts, lodges, nursing homes and supervisory care facilities	1.0 unit per room and 1.0 unit per washing machine
RV Park / Trailer Park	.5 per residential unit
RV Dumping Stations	8 units per RV dump station or 2 units per 100 gallons of metered water per day
Commercial offices, business and stores	1.0 unit per bathroom, and 1.0 unit per sink in barbershops or beauty salons, or 1.0 unit per 200 gallons of metered water per day
Restaurants	1.0 unit per 20 meals served per day, based on audited data, or 1.0 per 45 gallons of metered water per day
Laundromats	1.0 unit per washing machine, or 1.0 unit per 8 washes based on audited data
Schools	1.0 unit per stool, shower or washing machine, or 1.0 unit per 70 gallons of metered water per day
Gas Stations and Car Washes	1.0 unit per stall, bay and restroom, or 1.0 unit per 100 gallons of metered water per day
The SPU can represent a fraction of the total loading on the system, and can be defined for each category of user. If a category does not exist, the number of SPU's are based on projected flow for the fixtures in the application as designed and specified.	

**POLICIES, PROCEDURES, RULES AND
REGULATIONS OF THE TOWN OF CAMP VERDE
WASTEWATER DIVISION**

(Revised 7/1/2017)

TABLE C - USER STRENGTH CHARACTERISTICS

	Characteristic Strength	Suspended Solids (ppm)
Standard Classifications	B.O.D. (ppm) SS (ppm)	
Average Residential (can vary depending on average water use per capita)	175 & up	1 ,250
Auto Steam Cleaning	1,150	600
Bakery, Wholesale	11000	200
Bars, without dining facilities	200	150
Car Wash	20	150
Department & Retail Stores	150	100
Hospital & Convalescent	250	600
Hotel, with dining facilities	500	120
Hotel, without dining facilities	310	680
Industrial Laundry	670	110
Laundromat	150	240
Commercial Laundry	450	800
Markets, with Garbage Disposals	800	800
Mortuaries	800	80
Professional Office	130	280
Repair Shop & Service Stations	180	600
Restaurant	1 ,000-1 ,200	100
School and College	130	55
Soft Water Service	3	55
Septage	5400	12000

**POLICIES, PROCEDURES, RULES AND
REGULATIONS OF THE TOWN OF CAMP VERDE
WASTEWATER DIVISION**

(Revised 7/1/2017)

TABLE D - SEWAGE GENERATION RATES

Description	GPD/UNIT
Dwelling Units — Residential (Single Family)	250
Overnight Accommodations	
Hotels/Motels/Lodges (room)	125
Trailer Park/Recreational with sewer (space)	175
Medical Care Facilities	
Hospital (bed)	324
Convalescent care home (bed)	100
Schools	
Elementary (student)	15
Middle School/High School (student)	25
Commercial (Miscellaneous)	
Shops/Offices (sq. ft.)	0.1
Service Station (pump)	200
Laundries (machine)	300
Factory (person)	25
Theatres (seat)	3
Bowling Alley (lane)	75
Assembly Hall/Banquet Room (seat)	2
Swimming Pool (swimmer)	10
Restaurants	
Average Full Service (per seat) 24-hour (per seat)	35
Bar/Cocktail Lounge (per seat)	50
Short Order/Take Out (per seat)	20

**POLICIES, PROCEDURES, RULES AND
REGULATIONS OF THE TOWN OF CAMP VERDE
WASTEWATER DIVISION**

(Revised 7/1/2017)

TABLE E CAPACITY OF GREASE INTERCEPTORS

TOTAL FLOW-THROUGH RATING (gpm)	GREASE RETENTION CAPACITY (pounds)
4	8
6	12
7	14
9	18
10	20
12	24
14	28
15	30
18	36
20	40
25	50
35	70
50	100
75	150
100	200

For SI: 1 gallon per minute = 3.785 L/m, 1 pound = 0.454 kg.

a. For total flow-through ratings greater than 100 (gpm), double the flow-through rating to determine the grease retention capacity (pounds).

**POLICIES, PROCEDURES, RULES AND
REGULATIONS OF THE TOWN OF CAMP VERDE
WASTEWATER DIVISION**

(Revised 7/1/2017)

**TOWN COUNCIL RESOLUTIONS FROM 1982 - SANITARY DISTRICT
POLICY CHRONOLOGY**

<u>RESOLUTION</u>	<u>DESCRIPTION</u>
Resolution May 25, 1982	Canvass of Special Bond Election to issue and sell general obligation bonds in the amount of \$195,000.
Resolution No. 83-14	Resolution authorizing and providing for the issuance and sale of bonds authorized at Special Bond Election held May 18, 1982.
Resolution No. 83-15	Amendment to Resolution No. 83-14. Replaced bonds with single temporary improvement bond in the amount of \$95,000. To avoid further delay in bond transactions, permanent bonds to be issued upon completion of the printing process.
Resolution March 26, 1986	Authorizing the hiring of Toci, Murphy & Beck
Resolution March 26, 1986	Authorizing Samuel R. Streichman to execute necessary legal documents to conclude settlement negotiations with Adam, Hamlyn & Anderson
Resolution April 15, 1986	Annexing Additional Land into the Camp Verde Sanitary District (Bashas' - Outpost Mal Development Group)
Resolution November 13, 1986	Canvassing the Results of the Camp Verde Sanitary District Board Member Election
Resolution October 21, 1987	Authorizing Filing Application for a Federal Grant for Publicly Owned Wastewater Treatment Works and Providing Certain Assurances
Ordinance 1988-100 May 18, 1988	An ordinance establishing rates and charges, creating and regulating the use and construction of sewers to the District collection system

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
TOWN OF CAMP VERDE WASTEWATER DIVISION

(Revised 7/1/2017)

- Resolution 1988-200 Call for Election November 8, 1988
Formation of Assessment Town No. 1988-1 (Improvement
Resolution 1988-300 Bond in the amount of \$144,900).
September 1, 1988
- Amendments to Rules and Regulations
October 19, 1988 User fees and notification, monthly service charge established, disposal
Effective January 1, 1989
Authorizing the District Manager to file an application for a
Resolution 1988-500 CDBG for the
December 21, 1988 purpose of paying assessments and hook-up costs of low to moderate Income persons in the new Townsite Project area
- Resolution 1989-101 Control
February 9, 1989 Yaqui Circle properties to conform to Yavapai County Flood
Ordinance, improvements existing prior to February 15, 1989
not
March 15, 1989 impacted
- Resolution 1989-300 June 8, 1989 Ordering Improvements for Assessment Town 1988-1
- Resolution 1989-400 July 10, 1989 Ordering the Publication and Posting of an Amended Advertisement for Proposals and Notice of the Passage of the Resolution Ordering the Improvement and Inviting Sealed Proposals for CVSD Assessment District 1988-1
- Resolution 1989-600 September 26, 1989 Approving an Amended Assessment Diagram of CVSD Assessment District 1988-1 and Approving an Assessment and Warrant
- Resolution 1989-700 September 26, 1989 Fixing the Time and Place to Hear and Pass on Assessments for Assessment District 1988-1
- Resolution 1989-910 Amending Resolution 1989-900 Consolidating, Reassigning and Omitting Various Assessments
- Resolution 1989-1000 November 22, 1989 Authorizing and providing for the incurrence of indebtedness for Assessment District 1988-1

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
TOWN OF CAMP VERDE WASTEWATER DIVISION

(Revised 7/1/2017)

- Resolution 1989- Bonds Issuance of \$144,900.00 Principal Amount
1100 November 22,
1989
- Resolution 1989- Execution and delivery of a water or sewer system grant
1400 November 22, agreement
1989
- Resolution 1990-100 Relieving Verde Ditch Company and its Board of
Commissioners of any
January 17, 1990 Liability regarding occurrences during Construction of sewer
lines within the Ditch right-of-way and also regarding any
future contamination of Ditch water from spills of sewage by
breakage of the sewer line
- Resolution 1990-1
OOA Repeal of Resolution 1990-100 and restatement of Verde Ditch
March 21, 1990 Criteria
- Resolution 1990-200 Credits established for existing septic tank systems for
commercial
March 21, 1990 business operators who hook up to the Camp Verde Sanitary
District system during the first Year following construction of
the Townsite project
- Resolution 1990-300 Call for Election November 6, 1990
- Resolution 1990-500 Changes in policy regarding multi-user rental buildings.
June 20, 1990 The owner of real property shall be responsible for payment of
all service charges, unless by agreement, he has provided the
District access to the individual sewer connections.
- Resolution 1990-600 Amendment of resolution 1989-1100 of November 22, 1989
November 21, 1990 re: improvements.
- Amendments to Hook-up fees for churches between October 1 1 , 1990
Rules and and October 10, 1991 set at \$500.00 Non-user monthly fees
Regulations required
December 19, 1990 as of October 11, 1991; standard hook-up fee at time of actual
hook-up
All waivers of fees as a result of the Townsite Sewer Project shall
expire on October 10, 1991

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
TOWN OF CAMP VERDE WASTEWATER DIVISION**

(Revised 7/1/2017)

Resolution 1991-100 January 8, 1991	Revocation of Resolution 1989-1400 and Reauthorizing the Execution and Delivery of a water or sewer system grant agreement
Resolution 1991-200 January 8, 1991	Amendment to Resolution 1989-1000 increasing the amount of the grant to \$433,700
Resolution 1991-300 February 8, 1991	Requesting Yavapai County to appoint John Thomas Taylor III to fill the remainder of Board Member John Crane who resigned 12/19/90
Resolution 1992-100	Approving the 1-17/SR-260 Interchange Annexation Boundary Change Impact Study, and Authorization to Circulate Petitions
Resolution 1993-1 December 1, 1993	Resolution and Order of Change of Sanitary District to include new territories
Resolution 1995-100 December 6, 1995	Redeeming the Remainder of the CVSD Sewer Improvement Bonds in the Principal amount of \$95,000, dated June 1, 1983, maturing on July 1, in the years 1996 through and including 2002
Resolution 1996-1 May 1, 1996	Resolution clarifying the Board's position regarding the dissolution of the Sanitary District. Not interested in dissolving the District.
Letter of Intent September 8, 1997	Conveyance of Easement from Paul Webb to CVSD within existing Verde Ditch Easement.
Resolution 1998-1 April 15, 1998	A Resolution to provide sanitary sewer service to Harvard Investments, upon purchase of Webb properties — 50,000 gallons per day of existing capacity.
Resolution 1998-2 August 12, 1998	A Resolution changing availability date and capacity to Harvard Investments amending Resolution No. 1998-1.
Resolution 1999-1 January 17, 1999	Amendment to Resolution Nos. 1998-1 and 1998-2 changing the date of formation of the Improvement Town to 1/1/2000 and availability dates and capacity to Harvard Investments.
Resolution 1999-2 May 12, 1999	A resolution concerning conditions of construction of a sanitary sewer collection system within the Verde Ditch maintenance easement
Resolution 2000-1 February 9, 2000	Agreement between CVSD and Camp Verde Water System, clarifying certain terms and conditions of the 1972 Agreement between parties
Resolution 2000-2 February 2000	Ordering Annexation of certain real properties
Resolution 2000-3	(TCV Resolution 2000-435)

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
TOWN OF CAMP VERDE WASTEWATER DIVISION

(Revised 7/1/2017)

February 14, 2000 Reaffirming the Boards Position as stated in Resolution 1996-1
Resolution 2000-4 regarding the dissolution of the CVSD and Acquisition by the
TCV
April 20, 2000 Declaring the Policies, Procedures, Rules and Regulations
(Policies) a public record

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
TOWN OF CAMP VERDE WASTEWATER DIVISION**

(Revised 7/1/2017)

Ordinance 2000-1 May 10, 2000	Adopting the Policies, Procedures, Rules and Regulations of the CVSD and Providing Penalties for Violation
Resolution 2000-5 June 29, 2000	Calling an election November 7, 2000 to fill two vacancies on the Board of Directors
Resolution 2001-1 January 10, 2001	A Resolution ordering and calling an election to be held in and for CVSD of Yavapai County, Arizona on May 15, 2001
Resolution 2001-2 April 2, 2001	A Resolution of the Governing Body of the CVSD Arizona, designating either the Chairman or the Secretary of Treasurer to Declare Official Intent on behalf of the District with Respect to Reimbursement from proceeds of Tax-Exempt Bonds to Issued in the future pursuant to Treasury Regulations Section 1.150-2
Resolution 2001-3 May 24, 2001	Canvass of Special Bond Election to issue and sell General Obligation Bonds in the amount of \$250,000 or to enter into a loan repayment agreement with WIFA. Also to enter into a loan repayment agreement with WIFA in the amount not to exceed \$350, 000
Resolution 2001-4 October 23, 2001	Resolution of Intention to improve the District's treatment plant and sewer lines by construction of improvements in three (3) contracts.
Resolution 2001-5 December 3, 2001	Resolution of Intention to improve the District's treatment plant and sewer lines by construction of improvements in three (3) contracts.
Ordinance 2002-1 January 9, 2002	Resolution ordering the improvement done as described in Resolution of Intention 2001-4.
Resolution 2002-1 May 29, 2002	An ordinance of the Camp Verde Sanitary District, Camp Verde, Arizona amending the previously enacted Policies, Rules and Regulations of the Camp Verde Sanitary District, made a public record in April 2000 and fixing the effective date thereof.
Resolution 2003-1 June 24, 2003	A Resolution of the Board of Directors of the Camp Verde Sanitary District, Yavapai County, Arizona authorizing a utility agreement with the State of Arizona Department of Transportation for construction of a bridge sleeve, relocation of a lift station, and other pipelines in conflict with ADOT's project.
Resolution 2003-2 Town, November 12, 2003	A Resolution of the Board of Directors of the Camp Verde Sanitary District Yavapai County, Arizona authorizing signature of a letter agreement with Chester-Campbell, L.L.C. to allow a field correction, if possible, for a temporary/permanent easement, and declaring an emergency.
Resolution 2004-1	A Resolution of the Board of Directors of the Camp Verde Sanitary

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
TOWN OF CAMP VERDE WASTEWATER DIVISION

(Revised 7/1/2017)

January 14, 2004 Yavapai County, Arizona authorizing adoption of a deferred compensation plan for employees.

A Resolution of the Board of Directors of the Camp Verde Sanitary District, Yavapai County, Arizona ordering and calling an election to be held in and for Camp Verde Sanitary District of Yavapai County, Arizona, on May 18, 2004.

POLICIES, PROCEDURES, RULES AND REGULATIONS OF
THE TOWN OF CAMP VERDE WASTEWATER DIVISION

(Revised 7/1/2017)

- June 29, 2004 June 29, 2004 amending the previously enacted Policies, Procedures, Rules and Regulations of the Town of Camp Verde Wastewater Division, made a public record in April 2000 and fixing the effective date thereof.
- Resolution 2004-7 A Resolution of the Camp Verde Town of Camp Verde Council , Yavapai
- June 29, 2004 County, Arizona, Adopting the Budget for Fiscal Year 2004-2005 and Certification of Levy.
Adopting Resolution of the Profit Sharing Plan (and Trust, if applicable)
- Resolution 2004-8 effective November 24, 2003, establishing limitations of contributions, and
- ABANDONED designating contribution procedure.
- January 12, 2005
- Resolution 2004-9 A Resolution of the Camp Verde Town of Camp Verde Council, Camp Verde, Arizona, Calling an Election November 2, 2004 to Fill Two Vacancies of the Town Council .
A Resolution declaring territory annexed to Camp Verde
- July 1, 2004
- Resolution 2004-10 Sanitary
- August 6, 2004 Town — (Ruth Davidson)
A Resolution declaring territory annexed to Camp Verde
- Resolution 2004-11 Sanitary
- August 10, 2004 Town — (Ken and Kae Stokes)
2004-2 of the Town Council of the Camp Verde Sanitary January 14, 2004 Town, Yavapai County, Arizona declaring territory annexed to Town of Camp Verde Wastewater Division [Billy-Mary Miller]

POLICIES, PROCEDURES, RULES AND REGULATIONS OF
THE TOWN OF CAMP VERDE WASTEWATER DIVISION

(Revised 7/1/2017)

- Resolution 2004-3 A Resolution of the Town Council of the Camp Verde Sanitary
February 11, 2004 Town,
Yavapai County, Arizona declaring territory annexed to Town
of Camp Verde Wastewater Division [Verde Sol Aire]
- Resolution 20044
May 26, 2004 Resolution declaring the result of, and adopting a certificate of
canvass of the special bond election held on May 18, 2004, and
ordering the recording of such certificate.
- Resolution 2004-5
June 9, 2004 Resolution of the Town Council of Town of Camp Verde
Wastewater Division of
Yavapai County, Arizona, ordering the Improvement Described
in Resolution No. 20014 and Ordering the Posting and
Publication of
Notices of Passing of this Resolution and Inviting Sealed Bids
from
Persons Interested in Constructing the Improvement; Delegating
to the Town Council Chair the Determination as to the Date to
Receive Bids and When to Publish and Post the Notice of the
Passage of the Resolution Ordering the Improvement and
Inviting Sealed Bids; and Repealing any Portion of Resolution
2001-5 that is in Conflict with this Resolution.
- Resolution 2004-6 A Resolution of the Town of Camp Verde Wastewater Division,
Yavapai County,
Arizona, June 29, 2004 Adopting Town Rates and Fees.
- Ordinance No 2004-1 An Ordinance of the Town of Camp Verde Wastewater
Division, Camp Verde, Arizona,

POLICIES, PROCEDURES, RULES AND REGULATIONS OF
THE TOWN OF CAMP VERDE WASTEWATER DIVISION

(Revised 7/1/2017)

- 2004-12
August 10, 2004 declaring territory annexed to Camp Verde
Sanitary
- Resolution 2005-1 Town — (Dale Stone)
January 12, 2005 A Resolution of the Camp Verde Town of Camp Verde
Council calling a bond election May 17, 2005
- Resolution 2005-2
March 9, 2005 A Resolution amending the Town's 401A Plan.
(Replacement of Resolution 2004-8 dated June 29, 2004
never adopted - abandoned January 12, 2005)
- Resolution 2005-3
April 13, 2005 A Resolution approving the form of a ground lease, a lease-
purchase agreement and a deed of trust with Zion's First
National Bank, Salt Lake City, Utah and authorizing the
execution and delivery of the ground lease, lease-purchase
agreement, deed of trust and related documents; and authorizing
expenditures to purchase land from the United States Forest
Service.
- Resolution 2005-4
May 25, 2005 A Resolution declaring the result of, and adopting a Certificate of
Canvass of the Special Bond Election held on May 17, 2005, and
ordering the recording of such certificate.
- Resolution 2005-5
Arizona, June 13, 2005 A resolution of the Town of Camp Verde Wastewater Division,
Yavapai County,
adopting Town rates and fees.
- Resolution 2005-6 A resolution of the Camp Verde Town of Camp Verde
Council , Yavapai June 13, 2006 County, Arizona, adopting the budget for
fiscal year 2005-2006 and Certification of Levy.
- Ordinance 2005-1 An ordinance of the Town of Camp Verde Wastewater Division,
Camp Verde, Arizona,
June 13, 2005 amending the previously enacted Policies, Procedures, Rules and
Regulations of the Town of Camp Verde Wastewater Division, made a public record
in
April 2000 and fixing the effective date thereof.
- Resolution 2005-7 Resolution stating the present position of the Camp Verde
Sanitary
Town June 30, 2005 on dissolution of the Town.

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF
THE TOWN OF CAMP VERDE WASTEWATER DIVISION**

(Revised 7/1/2017)

Resolution 2006-1 A Resolution of the Town of Camp Verde Wastewater Division,
Yavapai County,

Arizona, June 28, 2006 adopting Town rates and fees.

Resolution 2006-2 A Resolution of the Camp Verde Town of Camp Verde
Council , June 28, 2006 Yavapai County, Arizona, adopting the budget for
fiscal year 2006-2007 and Certification of Levy.

Resolution 2006-3 2006-6

December 31 , 2006

July 26, 2006

Resolution 2007-1 March 14, 2007

Resolution 2006-4

Resolution 2007-2

Resolution 2006-5

December 13,
2006

Resolution 2007-3

A Resolution of
the Camp Verde
Town of Camp
Verde Council ,
Yavapai County,
Arizona,
authorizing a
loan agreement
with WIFA.

Resolution 2007-4

Number not
used.

Resolution 2007-5
June 11, 2007

of the Camp Verde Town of Camp Verde Council ,
Camp
Verde, AZ ordering the posting of bid acceptance.

A Resolution of
the Camp Verde
Town of Camp
Verde Council ,
Yavapai
County,
Arizona,
adopting the
amendment of
the EBS
contract.

A Resolution of the Camp Verde Town of Camp Verde Council
, Yavapai County, Arizona, accepting the Main line in Verde
Cliffs.

A Resolution of the Town Council of the Town of Camp Verde
Wastewater Division, approving assessment diagram for Town
of Camp Verde Wastewater Division 2001 Town of Camp Verde
Wastewater Division Plant and Collection Line Project.

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF
THE TOWN OF CAMP VERDE WASTEWATER DIVISION**

(Revised 7/1/2017)

- | | |
|--|---|
| <p>A Resolution Of The Town Council Of The Town of Camp Verde Wastewater Division ordering execution and recording of an assessment and warrant; setting the date for hearing on the</p> | <p>assessment, ordering mailing and publication of notices of hearing on the assessment, charging the Town with the responsibility for making demands for cash payments of the assessment, nominating a person to collect the cash payments and ordering the execution of the demands for cash payments and mailing of such demands in the manner prescribed by law.</p> |
| <p>Resolution 2007-6
June 11, 2007</p> | <p>A Resolution Of The Town Council Of The Town of Camp Verde Wastewater Division, Authorizing Investment In Local Government Investment Pool (LGIP).</p> <p>A Resolution Of The Town Council Of The Town of Camp Verde Wastewater Division, Authorizing Officers/Agents To Deposit, Transfer And Withdraw Monies In The Local Government Investment Pool.</p> <p>A Resolution Of The Town Council Of Town of Camp Verde Wastewater Division Of Yavapai County, Arizona, Approving The Assessment For The 2001 Town of Camp Verde Wastewater Division Plant And Collection Line Project.</p> |
| <p>Resolution 2007-7
June 11, 2007</p> | <p>A Resolution Providing For The Issuance And Sale Of \$4,044,000 In Aggregate Principal Amount Of Town of Camp Verde Wastewater Division Of Yavapai County, Arizona, Improvement Bonds , Series 1 , To United States</p> |
| <p>Resolution 2007-8
June 11, 2007</p> | <p>Department Of Agriculture, Rural Utilities Service; Prescribing Terms And Provisions Of The Bonds; Making Certain Tax Covenants; Authorizing The Acceptance Of A Grant From The United State Department Of Agriculture And Authorizing The Execution And Delivery Of A Grant Agreement.</p> <p>A Resolution Providing For The Issuance And Sale Of \$597,500 In Aggregate Principal Amount Of Town of Camp Verde Wastewater Division Of Yavapai County, Arizona, Improvement Bonds, Series 2, To United States Department Of Agriculture, Rural Utilities Service; Prescribing Terms And Provisions Of The</p> |

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
TOWN OF CAMP VERDE WASTEWATER DIVISION

(Revised 7/1/2017)

Bonds; Making Certain Tax Covenants; Authorizing The
Acceptance Of A Grant From The United States Department Of
Agriculture And Authorizing The Execution And Delivery Of A
Grant

- Ag reement.
- 2007-9 Of The Town Council Of The Camp Verde Sanitary
Town
- June 11, 2007 Of Yavapai County, Arizona Authorizing The Prepayment In
Full Of The Existing Lease-Purchase Agreement Between The
Town And Zions Bank, N.A. Pertaining To The Wastewater
Treatment Plant.
- Resolution 2007-10 A Resolution Of The Town Council Of The Camp Verde
Sanitary
Town
- June 11, 2007 Of Yavapai County, Arizona Authorizing The Execution,
Delivery And Performance Of An Escrow Agreement Between
Koch Financial Corporation, The Town And The Bank Of New
York Trust Company, N.A.
- Resolution 2008-1 A Resolution Of The Town Council Of The Town of Camp
Verde Wastewater Division Of Yavapai County, Arizona
Annexing Contiguous Areas Into This Sanitary Town.
- Resolution 2008-2 A Resolution Of The Town Council Of The Camp Verde
Sanitary
Town of Yavapai County, Arizona Enlarging The Boundaries
Of The
Designated Area Created By Resolution 2001-4 To Include
Additional
Parcels Of Land For Which The Owners Have Petitioned To Be
Annexed

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
TOWN OF CAMP VERDE WASTEWATER DIVISION

(Revised 7/1/2017)

To This Sanitary Town And Have Accepted Assessments
Heretofore Levied Against Such Parcels; And Confirming The
Boundaries Of Such Designated Area.

- Resolution 2008-3 Resolution Of The Town Council Of The Camp Verde Sanitary
Town, Authorizing Application For Wifa Technical Assistant
Grant
- Resolution 2008-4 A Resolution Of The Town Council Of The Town of Camp
Verde Wastewater Division, Authorizing Officers/Agents To
Deposit, Transfer And Withdraw Monies In The Local
Government Investment Pool.
- Resolution 2008-5 Resolution Of The Town Council Of The Town of Camp Verde
Wastewater Division, Authorizing Bank Accounts At National
Bank
- Resolution 2008-6 Resolution Ordering And Calling A Special Election To Be
Held In And For Town of Camp Verde Wastewater Division
Of Yavapai County, Arizona, On November 4, 2008.
- Resolution 2008-7 A Resolution Of The Governing Body Of The Camp Verde
Sanitary
Town, Arizona, Declaring The Town's Official Intent With
Respect To
Reimbursement From Proceeds Of Tax-Exempt Bonds Or Other
TaxExempt Loans To Be Issued Or Incurred In The Future
Pursuant To Treasury Regulations Section 1.150-2
- Resolution 2008-8 A Resolution Declaring The Result Of, And Adopting A
Certificate Of Canvass Of The Special Election Held On
November 4, 2008, And Ordering The Recording Of Such
Certificate.
- Resolution 2009-1 A Resolution Authorizing The Execution, Delivery And
Performance
Of A Loan Agreement With The Water Infrastructure Finance Authority
Of Arizona And Approving Related Documents.

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
TOWN OF CAMP VERDE WASTEWATER DIVISION

(Revised 7/1/2017)

2009-2A Resolution Authorizing Valic Retirement Plan Termination.

Resolution 2009-3 A Resolution Approving The Form And Authorizing The
Execution And Delivery Of An Amendment To And
Restatement Of Intergovernmental Agreement With The Town
Of Camp Verde, Arizona, And A Loan
Agreement With The Water Infrastructure Finance Authority Of Arizona.