

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**
Adopted May 5, 2000
(Revised 7/1/2010)

ARTICLE I		
DEFINITIONS		2
ARTICLE II		
ADMINISTRATIVE PROCEDURES OF THE CAMP VERDE SANITARY DISTRICT		
SECTION 1.	POWERS AND DUTIES OF THE SANITARY DISTRICT BOARD	6
SECTION 2.	BOARD MEETINGS AND OPERATING HOURS OF THE DISTRICT	7
SECTION 3.	DISTRICT MANAGER	8
SECTION 4.	CONTRACT SPECIALISTS	9
SECTION 5.	VALIDITY OF POLICY AND PROCEDURES AND ENFORCEMENT	9
SECTION 6.	DISTRICT POLICY	9
	A. PERSONNEL POLICY	
	B. DRUG FREE POLICY – ZERO TOLERANCE	
	C. ANTI-DISCRIMINATION POLICY	
	D. ANTI-HARASSMENT POLICY	
	E. RIGHT-TO-KNOW HAZARD AWARENESS POLICY (OSHA)	
ARTICLE III		
OPERATIONAL PROCEDURES OF THE CAMP VERDE SANITARY DISTRICT		
SECTION 1.	DISTRICT AND CONSUMER RESPONSIBILITIES	13
SECTION 2.	REGULATION OF PRIVATE SEWAGE DISPOSAL SYSTEMS	15
SECTION 3.	PUBLIC SEWER USE AND CONNECTION PROCEDURE	16
	A. EXISTING DEVELOPED PROPERTIES	
	B. NEW DEVELOPMENTS	
SECTION 4.	FEES AND CHARGES	17
	A. CONNECTION FEES	
	B. INSPECTION FEES	
	C. NEW SUBDIVISION AND DEVELOPMENT FEES	
	D. PRELIMINARY AND FINAL PLAN CHECK FEES	
	E. MONTHLY USER FEES	
	F. SEPTAGE DUMPING	
	G. RECONNECTION CHARGES	
	H. ACCOUNT TRANSFER FEE	
	I. ANNEXATION FEE	
	J. SERVICE BY CONTRACT	
SECTION 5.	PRIOR AGREEMENTS	19
SECTION 6.	REMEDIES	19
ATTACHMENTS		
SECTION 1.	CONTRACTS	20
SECTION 2.	REGULATIONS	20
	A. Issuance of Permit to Connect to the Public Sewer	
	B. Septage/Sludge Receiving Regulation	
	C. Grease Regulation	
	D. Plan Review	
SECTION 2.	REGULATIONS	20
SECTION 3.	FEE SCHEDULES	22
SECTION 4.	TABLES	23
SECTION 5.	BOARD RESOLUTIONS	31

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

ARTICLE I

DEFINITIONS

ADMINISTRATIVE AUTHORITY means the individual official, Board, department or agency established and authorized by a state, county, city, or other political subdivision created by law to administer and enforce policy and rules adopted by such entities.

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

BOARD means the elected Board of Directors of the Camp Verde Sanitary District.

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 Sanitary District for work done under the direction of the District that benefits the District expend private funds or contributions. Offset or waiver of hookup fees if approved by the Board 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 District, other than a user.

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

DISTRICT means the Camp Verde Sanitary District.

DISTRICT ENGINEER is a contracted engineer working for the District.

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 Board for hookup connections, monthly service, inspections and such other charges permitted by statute.

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000

(Revised 7/1/2010)

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.

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

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 District.

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.

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 U.P.C.

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

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT
Adopted May 5, 2000
(Revised 7/1/2010)

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.

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
CAMP VERDE SANITARY DISTRICT
Adopted May 5, 2000
(Revised 7/1/2010)

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.

U.P.C. means the Uniform Plumbing Code as adopted and implemented by a jurisdiction.

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
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

ARTICLE II

ADMINISTRATIVE PROCEDURES OF THE CAMP VERDE SANITARY DISTRICT

The goal of the Camp Verde Sanitary District Board of Directors is to establish and implement Policies, Procedures, Rules and Regulations ("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.

SECTION 1. POWERS AND DUTIES OF THE CAMP VERDE SANITARY DISTRICT BOARD

A. The Board shall operate under ARS Title 48 Chapter 14, and other applicable statutes. In addition to the powers specifically granted, the Sanitary District may, acting through its Board of Directors:

- 1.** Construct, maintain and operate within or without the District a sewerage system and necessary sewage disposal and treatment plants.
- 2.** Construct, maintain and operate within or without the District garbage disposal and treatment plants for the treatment and disposal of garbage, trash, rubbish, sewage sludge and waste materials.
- 3.** Acquire in the name of the District 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 a sanitary district for the purpose of defraying expenses of work done under its direction may be expended by the District in compliance with the terms and conditions under which such funds are received, provided the terms and conditions meet the approval of the Board of Directors of the District and are within the scope of the statutory powers and duties of the District.
- 4.** Join with any other sanitary district, municipality, governmental agency or private entity in the construction, maintenance, operation or financing of a sewerage collection system or sewage disposal or treatment plant or garbage disposal or treatment plant, either within or without the District, but no sewage disposal or treatment plant or garbage disposal or treatment plant shall be constructed or maintained within an incorporated city or town or within one-half mile thereof without the consent of the governing body of the city or town, as evidenced by a duly adopted resolution of the governing body.
- 5.** Sell, lease or otherwise dispose of any property of the District or interest therein when such property is no longer required for the purposes of the District or when use of it may be permitted without interfering with the use to which it is put by the District.
- 6.** 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 or garbage disposal or treatment plant.
- 7.** Construct, maintain and operate pipelines, treatment, manufacturing and delivery facilities and other facilities necessary for purposes as described in paragraph 6, 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 effluent in a manner that it will discharge into existing watercourses or percolate into underground gravels and replenish water resources.
- 8.** Pay expenses incidental to the exercise of its powers.
- 9.** Employ sanitation experts, engineers, administrators, surveyors, counsel and other persons as are necessary in the exercise of its powers.
- 10.** Formulate and adopt rules governing installation, use and maintenance of private sewer disposal systems within District boundaries, whether on private land or public rights-of-way, and connections to the sewer lines of the District and connections without the limits of an incorporated city or town to sewer lines which connect to sewer lines of the District.

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT

Adopted May 5, 2000
(Revised 7/1/2010)

11. Require permits for any and all connections described by paragraph 10, and for installation and maintenance of private sewage disposal systems.
12. Formulate and adopt rules governing: a) the operation and utilization of the garbage disposal or treatment plants of the District. b) disposing of and using sewage sludge and other by-products of the sewage treatment process.
13. 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 District.
14. Bring an action for injunction or any other civil action against any person who violates this chapter or rules adopted pursuant to this chapter.
15. Develop, manage and enforce an on-site sewage disposal management plan.
16. Investigate and formulate rules governing effluent disposal by sanitary treatment and effluent disposal facilities in the District.
17. Sue and be sued.
18. Manage and conduct the business and affairs of the District, and do all other things incidental to exercising the powers granted by this article, including increasing or decreasing the number of Board members, as long as there are not less than three members.
19. The District hereby indemnifies and holds harmless, and agrees to defend, the individual members of the Board of Directors of Camp Verde Sanitary District from any and all claims, causes of action, or liabilities arising out of their actions, or non actions as past, present and future members of the Board of Directors of the Camp Verde Sanitary District.

B. The Board shall approve operating hours of the District, fee schedules, annual budget, positions, job descriptions, personnel policy and procedures, and operational procedures of the District.

C. The Board shall consult with its attorney as necessary.

SECTION 2. BOARD MEETINGS AND OPERATING HOURS OF THE DISTRICT

A. Board Meetings. The Camp Verde Sanitary District Board shall hold regular monthly meetings. Members of the Board or public can submit agenda items to the chairperson of the Board or to the District office 72 hours prior to the meeting. The agenda will be posted at the office of the District a minimum of twenty-four hours prior to the meeting, and in any other location approved, to ensure maximum feasible public participation. Special meetings and work sessions may be scheduled without amendment to the Policies but must be posted in accordance with the Open Meeting Law ARS §38-431.02A2. Minutes will be available to the Public when approved by the Board. Meeting tapes are destroyed 3 months following approval of the minutes.

B. Operating hours of the District. 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.

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT
Adopted May 5, 2000
(Revised 7/1/2010)

SECTION 3. DISTRICT MANAGER

- A.** There is hereby established the position of District manager. The manager shall have a fiduciary obligation to the Board, including, but not limited to, the duties of loyalty, obedience, and full disclosure; the duty to use skill, care and diligence; and the duty to account for all monies.
- B.** Qualifications for the position of manager shall be determined by the Board. The manager is a salaried employee. No person shall be employed or discharged as manager without the approval of the majority of the Board
- C.** The manager will make recommendations to the Board, and shall, under the direction and control of the Board, act as administrative authority of the District, enforcing the provisions of the policies as adopted or amended; conduct the day-to-day affairs of the District; supervise all employees of the District; and authorize emergency repairs necessary for the proper operation and maintenance of the sewerage system of the District, if required. The manager may authorize the spending of up to \$1,000.00, without prior approval of the Board, provided that money is available in the appropriate budget category for the current fiscal year, and the Board is informed of expenditures at the next regular meeting. The manager shall submit a written report to the Board at the regular meeting on the operations of the District, including progress of employees, as well as a monthly financial statement. Any items in the manager's report requiring Board action shall be agendized.
- D.** The manager shall prepare and submit to the Board, not less than sixty (60) days before the final date for submission, the annual budget for the District. The budget shall include income projections categorized by users, customers and tax levy income. The budget shall include 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. The manager shall be responsible for the timely publication and setting of the hearing required for the annual budget.
- E.** The manager shall monitor the sewerage system, including authorizing tests by approved agencies, as needed. The District 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 Board 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 Board changes to fees charged by the District. The manager shall have available a complete 2-part list separated into customers and users for the Board 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. The manager shall schedule public hearings and publish fee schedule changes in accordance with A.R.S. 48-2027H.
- G.** The manager shall make all tables, fees, resolutions, minutes, contracts and ordinances available for public inspection from the District clerk during operating hours of the District office.
- H.** The manager shall be instructed during a duly convened, regular or special, meeting of the Board. The manager may require any and all employees to attend regular or special meetings to address Board inquiries.

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

SECTION 4. CONTRACT SPECIALISTS

The Board shall issue a request for proposal (RFP) or a request for qualifications (RFQ) for the services of contract specialists, as may from time to time be required to conduct the business of the District.

Specialists may include, but are not limited to: an attorney for the District, an engineer, consultants, a CPA to review the accounts, records and books of the District or to conduct audits as required, specialty engineering such as GIS or review of plans, or financial advisors. No specialist shall be considered an employee of the District. Specialists shall report to the Board when requested at a regular or special meeting called for such purpose coordinating activities with the Chairman of the Board or designated Board member.

SECTION 5. VALIDITY OF POLICY AND PROCEDURES AND ENFORCEMENT

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

It is hereby declared to be the intention of the Board 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.

B. The Board hereby declares it may bring an action for injunction or any other civil action against any person who violates the District's Policies adopted pursuant to said powers. Any person found in violation of the Policies of the District will be served with a notice stating the nature of the violation and defining the time limit for compliance. Any person continuing to violate the Policies 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. DISTRICT POLICY

The Camp Verde Sanitary District has been in existence since 1972. The goal of the District as expressed through its Board of Directors 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 enables the District to attain this goal, working in close cooperation with the elected Board.

A. Personnel Policy

1. Hiring Practices

a) The District will provide job descriptions and pay ranges for each and every position within the District. When a position becomes available the District may select from in-house applicants or advertise to fill the position. The Board may establish interview criteria.

b) Advertising for contract specialists, who are not considered employees of the District, will be done through a request for proposal (RFP). Management will perform a background and reference check on all applicants, and will submit all proposals received to the Board with a recommendation based upon qualifications, references and background check.

2. Probationary period, classification of employees, and working hours

a) The probationary period for each employee hired by the District is 90 days and is only required upon initial hiring. After 90 days all employees who work at least 30 hours per week become eligible for insurance and sick leave accrual. Paid holidays and other District benefits accrue as defined below. An employee may be terminated at the will of the District for any reason not expressly prohibited by law or public policy.

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000

(Revised 7/1/2010)

b) Different job situations and conditions require that flexible work hours may be needed to complete projects and/or provide services. Each workweek stands on its own and is a consecutive 168-hour (7-day workweek), controlling the number of hours an employee is permitted to work within the workweek. The workweek starts on Monday and ends on Sunday. Operations of the facilities are 24 hours per day. Conditions may require employees to be available for work at night, weekends and holidays on a rotating basis. Management will be responsible for scheduling employees to avoid overtime as much as possible.

c) A salaried employee as defined by job description is expected to work a minimum of forty (40) hours per week. Salaried employees will be paid for time off that is pre-approved by the Board. Salaried employees are not paid overtime under any circumstances.

d) An hourly full-time employee is expected to work forty (40) hours per week, and is considered a Nonexempt Employee covered by the Fair Labor Standards Act. All work performed over forty (40) hours will be compensated at the rate of time and one half of the hourly wage and must have prior approval from management. Overtime is not permitted without prior approval. Time cards or log must be turned in bi-weekly to the District office, including any sick leave, holiday or vacation time taken.

3. Salaries and wages

a) Individual salaries and wages for each employee are established within pay ranges defined for each job description. Adjustments, increases and other factors that have an effect on the employee's compensation are matter for discussion between the employee and management on a private and individual basis, not with other employees.

b) Wages are based on experience, promptness and productivity. Increases will be granted based on improvement and increases in these areas with respect to the value added to the District. The District's wage scale can continue to grow only if we provide first class service and high quality response to the customers and users within the District. Honesty is the only policy. Employees should turn in an hour's work for an hour's pay, realizing they have been hired with trust and confidence placed in them by management. Be alert to new ways to do an assigned job faster and better. The abilities of its employees directly relate to the budget required by the District to serve the community.

c) The rate of pay within a particular job description is based on merit rating. The supervisor continually evaluates performance and periodically employees may be considered for a change in pay rate. The merit rating is affected by such items as quantity and quality of work, self-improvement, and increased value on the job, general attitude, attendance and loyalty. Licenses, credentials or certifications may be essential for promotions as specified in job descriptions. It is the practice of the District to conduct annual reviews for all employees prior to the hearing and approval of the annual budget for the District. Any changes of pay rates must be approved by the Board and will become effective July 1, upon adoption of the annual budget.

4. District benefits, including eligibility and payment upon severance practice

The District believes benefits help to attract and keep quality people who do quality work. The Board reviews the benefit program regularly to keep it up-to-date. Changes to the benefit program will be posted in the District office and treatment plant, as well as included in the employee's paycheck at time of change.

a) FICA. For your retirement years, the District is required by law to participate in the Federal Insurance Contribution Act (Social Security). The employee contribution is automatically deducted from salary and wages. In addition, the District pays an amount, equal to the employee deduction, to your Social Security account.

b) Health Insurance. The District provides a group health insurance plan and pays 100% for the employee. The employee becomes eligible after successful completion of their probationary period. Dependant coverage is available and the responsibility of the employee through payroll deduction. The employee may elect to have cost of insurance excluded from gross income amounts as permitted by the IRS Code Sec. 28 USC 105(b).

c) Holidays. The District will observe six (8) holidays per year, as follows:
New Year's Day, Memorial Day, Independence Day, Labor day, Thanksgiving, Day after

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

Thanksgiving, Christmas Day and one (1) floating Holiday. If Holidays fall on Saturday or Sunday for which the employee is not scheduled to work, the employee will have the workday closest to the holiday off. (Friday for a Saturday, Monday for a Sunday holiday)

d) Pension Plan. The District may establish a pension plan provided the terms and conditions of such plan meet the approval of the Board of Directors of the District and are within the scope of the statutory powers of the District.

e) Sick Leave. Sick days accumulate at the rate of 3.08 hours per pay period (80 hours maximum per year). Any accrual of sick time shall not exceed a total of 160 hours. No accumulated sick days will be paid at time of severance, retirement or termination of employment. Sick leave includes immediate family medical activities and bereavement.

f) Subscriptions and Memberships. Any publications paid for by the District shall remain the property of the District and be incorporated in a reference library for the use of all employees. The public shall also have access to this library within normal working hours of the District. Memberships in organizations shall be held in the name and address of Camp Verde Sanitary District and attendee designated by title, rather than by name to ensure continuity in membership.

g) Training. We learn through training, and no one ever reaches a point where further training is unnecessary, therefore the District encourages and expects employees to constantly seek training that will generally increase their knowledge and ability to perform their work and take advantage of District training programs, certification courses, correspondence courses, manufacturers' schools and jobbers' schools, when possible. The District will reimburse the employee a portion to the full cost of a course, provided that management approved the course in advance and the employee satisfactorily completes it.

h) Travel. Reimbursable items are vehicle expenses, airfare, lodging, meals, etc. and require prior authorization by management.

i) Vacation. A full time employee must have successfully completed one year of employment before becoming eligible to use accrued vacation. Forty hours will become available one year from the hiring date and may be used any time thereafter as long as it is scheduled with management. Vacation time then will accumulate on a bi-weekly pay period basis according the following table:

<u>Years as a Continuous Employee</u>	<u>Annual Vacation Accrual</u>
1	40 Hours
2 - 10	80 Hours
11 or more	120 Hours

Management Positions:

<u>Years as a Continuous Employee</u>	<u>Annual Vacation Accrual</u>
1 - 5	80 Hours
6 or more	120 Hours

Vacation time is mandatory to provide an opportunity for relaxation. The manager shall be responsible for scheduling of vacation time. If job conditions prohibit the taking of vacation, the maximum allowed accrued vacation hours will be double the employee's annual accrual based on years of service. Any accumulated vacation not taken in excess of the specified hours will be lost.

j) Vehicle. Employee duties may require the use of a vehicle provided by the District for performing duties of the District. 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. The District will provide liability, property damage, and comprehensive insurance that extend to all uses that may be necessary for the normal conduct of District business. An employee must provide evidence of insurability to be added to the District's policy.

k) Worker's Compensation. As required by law, the District provides Workers' Compensation at its expense. Any employee injured in the performance of duties for the District shall report the injury to the District clerk at once.

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

I) Remedies. Training and Travel. Employee may apply to the Board for consideration of modification of travel and training policy on an individual basis.

B. Drug Free Policy

All newly hired employees must successfully pass a drug test before employment begins. All employees are subject to random drug tests at discretion of the manager.

The District is committed to programs that promote safety in the work place, employee health and well being and public confidence. Because of the stringent laws governing the possession and consumption of alcoholic beverages and/or illegal substances and because these substances are a major deterrent to efficiency, safety, and good working conditions, the District prohibits alcoholic beverages and/or illegal substances in the work place at any time, unless prescribed by a physician. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place, and shall be cause for immediate termination. Similarly, reporting to work under the influence of alcohol and/or illegal substances shall be cause for immediate termination.

C. Anti-Discrimination Policy

The District is committed to applying the principles of state and federal anti-discrimination laws to give equal opportunity for all persons contracted, seeking employment or employed without regard to race, color, religion, sex, age, national origin or disability. Consideration of contractor(s) or employees will be based solely upon a firm(s) or an individual's qualifications for the position being filled. Any programs or advertising sponsored by the District will be conducted without regard to race, color, religion, sex, age, national origin or disability.

D. Anti-Harassment Policy

The District maintains a work place free of harassment and intimidation. Harassment shall include, but not be limited to, unwarranted actions that adversely impact an employee's ability to perform the duties of his or her position. The working environment shall be free of sexually oriented innuendoes.

E. Right to Know Hazard Awareness Policy (OSHA)

The District 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 Manufacturer's Safety Data information (M.S.D.). Both District 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;
- 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.

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT
Adopted May 5, 2000
(Revised 7/1/2010)

The District expects posting of M.S.D.'s in the work area to show:

- necessary administrative controls
- necessary protective devices PPD
- necessary ventilation required in work areas
- necessary 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 CAMP VERDE SANITARY DISTRICT

SECTION 1. DISTRICT AND CONSUMER RESPONSIBILITIES

A. DISTRICT RESPONSIBILITIES

1. The District shall enforce mandatory connections when the public sewer is available as required in these Policies.
2. The District will issue a permit to connect to the public sewer, which shall be valid for six months if ADEQ or Environmental Services determines that a private sewage disposal system within the District has failed. 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 District requires any property not previously connected to the public sewerage system to connect upon change of ownership.
4. The District 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 District may require a back flows preventor if the upstream manhole is higher than finished floor elevation. The District 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 District 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 hookup and inspection fees shall be required before the sewer connection is approved.
5. 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 District, the District shall require such users to dispose of such waste and prevent it from entering the system or to provide, at the users 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.
6. If the admission into the public sewerage system entails any waters or wastes determined by analysis to negatively impact the treatment process pretreatment by the user shall be required.
7. If industrial wastes are to be discharged to the public sewerage system the District requires the owner to comply with the regulations of ADEQ, including compliance with the Industrial Cost Recovery System of the Federal EPA regulations. The District 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 District to test and analyze characteristics of water and waste. If no control manhole is available in existing development, the nearest downstream manhole from the point of connection will be used for sampling and measuring.
8. The District will deposit with the Yavapai Country Treasurer all monies collected from user charges. There will be separate warrant accounts kept for debt service and for expenditures for

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

operation, maintenance and replacement of the sewerage system. Further the District will use all revenues from the sale of treatment-related by-products to offset the cost of the sewerage system operation and maintenance, reducing user charges proportionately for all users when applicable. The District will use revenues from septage receiving less cost of treatment required for acquisition of assets and other capital expenses and may offset operation and maintenance with any excess revenues not previously designated.

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

10. The District may discontinue sewer access to prevent fraud or abuse, because of owners willful disregard of or refusal to comply with Policies. The District 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 District sewerage system. Any person who causes damage to the District's sewerage system shall be liable to the District 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.

(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 apparatus 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 District will report violations to the appropriate administrative authority.

6. The user, if required to provide preliminary treatment of any waters or waste,

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT
Adopted May 5, 2000
(Revised 7/1/2010)

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. The District must approve such facilities prior to installation. The appurtenances may become the responsibility of the District if an easement is approved by the Board and recorded to the District.

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. 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. If the private sewage disposal system has been reported to the District as being in violation of rules or regulations of an approved agency and a public sewer is available, the owner shall abandon the private sewage disposal system in accordance with standards established by ADEQ and connect to the public sewerage system within six months. Existing private residential septic systems within the District not in violation of local, county, state or federal regulations may be permitted to continue so long as such systems are not contrary to the requirements specified in these Policies

C. It shall be mandatory that when a public sewer is available a direct connection shall be made immediately:

1) If a building permit is applied for in which the value of the construction activity exceeds five thousand dollars (\$5,000.00) or a permit allows replacement of a mobile home.

2) If improvements made to the property require the private sewage system to be expanded in any way.

3) If the property is sold.

D. All connections to the District sewerage system shall be made pursuant to the Policies of the District, 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.

E. Connection to the Camp Verde Sanitary District sewerage system must be done within six months of public sewer becoming available.

F. 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 Board.

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

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 owner's 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 District'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 District.
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 District 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 District to insure compliance with the Policies of the District. 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 District at the same time they are submitted to the Town of Camp Verde 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 District prior to occupancy.
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 Board, the owner at no cost to the District may convey all such sewer lines to the District, upon the recording of easements necessary to insure a public right of way along all sewers to be maintained and operated by the District.
3. Where any person incurs costs for line extension, which would potentially benefit other users within the District they may recoup some of their costs in the following manner: It is the policy of the District 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 District'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 District and approved by the District's Board of Directors, 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 District's wastewater collection system bears to the land within the District that could reasonably connect to the system through such privately financed sewer line. The payment will be made to the District 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 District Board for twenty (20) years after the line is constructed. After the twenty (20) year time limit the District will retain all further payments. Nothing in this policy statement shall be construed to bar the District from

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

offsetting any moneys received from the Additional Party or Parties against any delinquent sewer service charges or special assessments owed to the District by the private party or parties that financed the sewer line.

4. Back flows preventors, other than U.P.C. requirements, may be required by the District, at the owners expense, when dictated by conditions of the existing sewer line.
5. 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 District.

SECTION 4. FEES AND CHARGES

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

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 District, or other unusual costs as approved by the Board.

B. INSPECTION FEES

An inspection fee shall be charged by the District to cover actual District costs for inspecting the connections of any improvements to the sewerage system of the District. This inspection fee shall be payable in addition to the connection fee as described above. If said the Town of Camp Verde under a building permit does inspection this fee is waived.

C. NEW SUBDIVISION AND DEVELOPMENT FEES

1. Connection fees required for residential subdivisions, business, industrial, or other non-residential uses shall be due and payable at the time of execution of the written agreement for sewer service between the owner and the District.
2. If the District requires a pipe size greater than necessary to serve the development, the District 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 District 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 District 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 District.

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. 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 per occurrence or 1-1/2% 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

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

period thereafter that the bill remains delinquent.

3. The District 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 District shall provide written notice to the owner of the property and shall include a notice of an opportunity for a hearing before the Board of Directors 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 District 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 District shall add all costs incurred by the District 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 Board in public hearing and published as required by Statute. Users will be notified in 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 District prior to dumping at District 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.

3. Rates are as established in the fee schedule of the District.

4. Customers will follow the septage receiving regulation provided to them by the District or will have dumping privileges suspended.

G. RECONNECTION CHARGES

Whenever the District 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 addendum Section 4. The District 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.

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 District of the change and pay an account transfer fee, if applicable.

I. ANNEXATION FEE

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

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT

Adopted May 5, 2000
(Revised 7/1/2010)

J. SERVICE BY CONTRACT

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

SECTION 5. PRIOR AGREEMENTS

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

SECTION 6. REMEDIES

Any user or customer who objects to the billing procedures or Policies of the District and fails to resolve such complaint with management of the District may request a hearing from the Board at the next regularly scheduled Board meeting.

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
 CAMP VERDE SANITARY DISTRICT
 Adopted May 5, 2000
 (Revised 7/1/2010)

ATTACHMENTS

SECTION 1. CONTRACTS (on file in Administration Office)

<u>SERVICE PROVIDED</u>	<u>PROVIDER</u>	<u>TERM OF CONTRACT</u>
Attorney for the District	The Ledbetter Law Firm, P.L.C. 1003 North Main St Cottonwood, AZ 86326 (928) 649-8777	Open
IGA	Town of Camp Verde	Open
IGA	Yavapai County	Open
IGA	Yavapai Apache Nation Attorney for the Nation P.O. Box 1188 2400 W. Datsi Street Camp Verde, AZ 86322	Expires July 2034
Private Road Special Use Permit FS-2700-4c ID RED0130 Use Code 753	USFS Verde Ranger District P.O. Box 670 Camp Verde, AZ 86322 (928) 567-4121 FAX (928) 567-4057 Judy Adams, Coconino Ranger District (928) 282-2014	Expiration date 12/31/2014
Special Use Permit Operation and Maintenance Of a sewer force main pipeline ID RED0068 Use Code 343	USFS Verde Ranger District Camp Verde, AZ 86322	Expiration date 12-31-2014

SECTION 2. REGULATIONS

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 District 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 administrative authority or b) be required by an administrative authority to connect to the sewer.

3. Allowable Discharges

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.

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000

(Revised 7/1/2010)

All parties receiving a permit for connection to the public sewer shall provide to the District 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 District, in accordance with District 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 District 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 administrative authority.

7. Course of Construction and Usage

The permittee shall be solely responsible for and shall defend, indemnify and save harmless the District from and against any and all claims, costs, damages, or expenses the District 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

All construction, under this permit, is subject to the Policies of the District. 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 preventors if required by the District, 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 District, 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 District 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 District shall immediately become due and payable upon revocation.

B. Septage/Sludge Receiving Regulation (Revised 3-10-04)

1. No septage or sludge will be received from any individual or company without an open account or other financial arrangements with the District.
2. At the beginning of each and every calendar year a copy of the WAS analysis report for material being delivered to the CVSD WWTP as provided to ADEQ for the BioHazards Annual Report (AAC-18-9-1005) shall be provided to the District. 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.
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

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

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 District. This includes, but is not limited to animal by-products, 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 Regulation (Adopted 9/10/03)

In accordance with Article III Section 1.A.5 and Article III Section 1.B.5&6

1. CVSD 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 District will be issued a Notice of Violation. This notice will give the facility owner three (3) consecutive days from the inspection date to resolve the violation and call the Camp Verde Sanitary District 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 will be assessed until the facility is brought into compliance.

4. If CVSD 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 will 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 CVSD personnel present.

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

D. PLAN REVIEW

When an Engineer is used to review plans the District will bill the applicant at cost for each set of plans and for each revision. A one time late fee of \$5.00 or late charge equal to 1-1/2% of the unpaid balance whichever is greater shall be added monthly to all delinquent accounts. Property of owners notified of collection status will be liened by the District per Article III, Section 4. E. 3. of the rules.

SECTION 3. FEE SCHEDULE

Residential Connection Fees

Single family residence	\$1750.00
Multiple family residence	\$1750.00 per residential unit
New Residential Subdivisions	\$1750.00 per lot

Commercial Connection Fees

Hotels, motels, resorts, lodges, hospitals nursing homes and supervisory care facilities (Rooms equipped with kitchen facilities shall be treated as single-family residential units.)	\$350.00 per room \$1750.00 per room
Retail	\$.25 per square foot, \$1750 minimum

Office	\$.50 per square foot, \$1750 minimum
Restaurant, Bar	\$30.00 per seat

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
 CAMP VERDE SANITARY DISTRICT
 Adopted May 5, 2000
 (Revised 7/1/2010)

Warehouse, Manufacturing	\$.25 per square foot, \$1750 minimum
DEVELOPMENT FEE:	
Residential	\$1000.00 per acre
Commercial	\$1250.00 per acre
INSPECTION FEES:	
Single family residence	\$80.00
All other	\$100.00 per hour; 2 hour minimum
MONTHLY USER FEES	
Single family residence, Apartments	\$1.75 per UPC discharge fixture unit, \$45 maximum
Commercial	\$ 2.50 per UPC discharge fixture unit
Other users	\$ 2.50 per UPC discharge fixture unit

ACCOUNT TRANSFER FEE:
 Whenever there is a material change in responsibility for paying a sewer service or user fee, the newly responsible party will pay a \$35.00 account transfer fee.

RETURN CHECK FEE
 Whenever a check is returned to the District for Not Sufficient Funds (NSF) a fee of \$25.00 will be charged.

RECONNECTION FEE:
 If disconnected for non-payment of user fees a charge of \$100.00 shall be added to any account reconnected for service. Additionally, the District may require a deposit to be paid in advance of reconnection of not more than one (1) year user fee.

ANNEXATION FEES
 The property owner/entity requesting annexation will pay costs incurred by the District.

SEPTAGE FEES Effective May 22, 2010

Septage, Sewage, Port-a-Potty	\$.15 per gallon
WAS	\$.20 per gallon
Septic Tank and Vault contents for users within the current District	\$.01 per gallon*

(This vault fee will only apply until the user is connected to the CVSD sewer system.))

SECTION 4. TABLES

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

Table A is based on fixture units as determined by the UPC and shall be used to compute user charges based on actual fixtures in use, with a monetary value assigned per unit. **Table B** – Sewage Producing Units (SPU), **Table C** - User Strength Characteristics and **Table D** - Estimated Sewage Generation Rates. Extreme values were not included in the data compiled.

TABLE A – FIXTURE UNITS AS DETERMINED BY UPC

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised 7/1/2010)

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	
Clothes washers*	2	sinks, and wash fountains (2" waste)	3
Dental units or cuspidors	1	Sinks, flushing rim, clinic	6
Drinking fountains	1	Sinks, service	3
Floor drains	2	Urinals, pedestal, trap arm only	6
Interceptors* for grease, oil, solids, etc.	3	Urinals, stall, separate trap	2
Interceptors* for sand, auto wash, etc.	6	Urinals, wall-mounted, blowout, Integral trap, trap arm only	6
Laundry tubs	2	Urinals, wall-mounted, wash down, Or siphon jet, integral trap	2
Mobile home park traps (1/per trailer)	6	Urinals, wall-mounted, washout, Separate trap (2" waste)	2
Receptors* (floor sinks), indirect waste		Wash basins, in sets	2
Receptors for refrigerators, coffee urns		Wash basins (lavatories) single	1
Water stations, etc.	1	Water closet,* private installation	4
Receptors,* indirect waste receptors for		Water closet, public installation	6
Commercial sinks, dishwashers, air- washers, etc.	3		
Shower, single stalls	2		
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.

Discharge Capacity Table For Intermittent Flow Only

GPM	(L/s)		
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 L/s) shall be determined by the Administrative Authority			

Residential fixture units will be valued at \$1.75 per unit.

Commercial fixture units will be valued at \$2.50 per unit.

TABLE B – SEWAGE PRODUCING UNITS (SPU)

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised July 1, 2010)

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:

<u>CATEGORY</u>	<u>DEFINITION</u>
Single family residences, condominiums and townhouses, apartments, trailer parks	.7 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
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 speced.

TABLE C – USER STRENGTH CHARACTERISTICS

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000
(Revised July 1, 2010)

Standard Classifications	Characteristic Strength	
	B.O.D. (ppm)	SS (ppm)
Average Residential (can vary depending on average water use per capita)	175 & up	175 & up
Auto Steam Cleaning	1,150	1,250
Bakery, Wholesale	1,000	600
Bars, without dining facilities	200	200
Car Wash	20	150
Department & Retail Stores	150	150
Hospital & Convalescent	250	100
Hotel, with dining facilities	500	600
Hotel, without dining facilities	310	120
Industrial Laundry	670	680
Laundromat	150	110
Commercial Laundry	450	240
Markets, with Garbage Disposals	800	800
Mortuaries	800	800
Professional Office	130	80
Repair Shop & Service Stations	180	280
Restaurant	1,000-1,200	600
School and College	130	100
Soft Water Service	3	55
Septage	5,400	12,000

TABLE D – SEWAGE GENERATION RATES

<u>Description</u>	<u>GPD/UNIT</u>
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)	35
24-hour (per seat)	50
Bar/Cocktail Lounge (per seat)	20
Short Order/Take Out (per seat)	2

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT

Adopted May 5, 2000

(Revised July 1, 2010)

**SECTION 5. BOARD 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 Boundaries (Bashas' – Outpost Mall 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
Resolution 1988-200	Call for Election November 8, 1988
Resolution 1988-300 September 1, 1988	Formation of Assessment District No. 1988-1(Improvement Bond in the amount of \$144,900).
Amendments to Rules and Regulations October 19, 1988	User fees and notification, monthly service charge established, disposal of revenues from sale of treatment-related by-products to O&M Effective January 1, 1989
Resolution 1988-500 December 21, 1988	Authorizing the District Manager to file an application for a CDBG for the purpose of paying assessments and hook-up costs of low to moderate income persons in the new Townsite Project area
Resolution 1989-101 February 9, 1989 March 15, 1989	Yaqui Circle properties to conform to Yavapai County Flood Control Ordinance, improvements existing prior to February 15, 1989 not impacted

**POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000

(Revised July 1, 2010)

Resolution 1989-300 June 8, 1989	Ordering Improvements for Assessment District 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
Resolution 1989-1100 November 22, 1989	Bonds Issuance of \$144,900.00 Principal Amount
Resolution 1989-1400 November 22, 1989	Execution and delivery of a water or sewer system grant agreement
Resolution 1990-100 January 17, 1990	Relieving Verde Ditch Company and its Board of Commissioners of any 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 1990-100A March 21, 1990	Repeal of Resolution 1990-100 and restatement of Verde Ditch Criteria
Resolution 1990-200 March 21, 1990	Credits established for existing septic tank systems for commercial 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 June 20, 1990	Changes in policy regarding multi-user rental buildings. 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 November 21, 1990	Amendment of resolution 1989-1100 of November 22, 1989 re: improvements.
Amendments to Rules and Regulations December 19, 1990	Hook-up fees for churches between October 11, 1990 and October 10, 1991 set at \$500.00 Non-user monthly fees required 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
CAMP VERDE SANITARY DISTRICT**

Adopted May 5, 2000

(Revised July 1, 2010)

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 I-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 District 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 (TCV Resolution 2000-435)
Resolution 2000-3 February 14, 2000	Reaffirming the Boards Position as stated in Resolution 1996-1 regarding the dissolution of the CVSD and Acquisition by the TCV
Resolution 2000-4 April 20, 2000	Declaring the Policies, Procedures, Rules and Regulations (Policies) a public record

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT

Adopted May 5, 2000

(Revised July 1, 2010)

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/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 ordering the improvement done as described in Resolution of Intention 2001-4.
Ordinance 2002-1 January 9, 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 2002-1 May 29, 2002	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 2003-1 June 24, 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 2003-2 District, November 12, 2003	A Resolution of the Board of Directors of the Camp Verde Sanitary Yavapai County, Arizona authorizing adoption of a deferred compensation plan for employees.

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT

Adopted May 5, 2000

(Revised July 1, 2010)

- Resolution 2004-1 A Resolution of the Board of Directors of the Camp Verde Sanitary District,
January 14, 2004 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.
- Resolution 2004-2 A Resolution of the Board of Directors of the Camp Verde Sanitary District,
January 14, 2004 Yavapai County, Arizona declaring territory annexed to Camp Verde Sanitary District [Billy-Mary Miller]
- Resolution 2004-3 A Resolution of the Board of Directors of the Camp Verde Sanitary District,
February 11, 2004 Yavapai County, Arizona declaring territory annexed to Camp Verde Sanitary District [Verde Sol Aire]
- Resolution 2004-4 Resolution declaring the result of, and adopting a certificate of canvass
May 26, 2004 of the special bond election held on May 18, 2004, and ordering the recording of such certificate.
- Resolution 2004-5 Resolution of the Board of Directors of Camp Verde Sanitary District of
June 9, 2004 Yavapai County, Arizona, ordering the Improvement Described in Resolution No. 2001-4 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 Board 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 Camp Verde Sanitary District, Yavapai County,
Arizona, June 29, 2004 Adopting District Rates and Fees.
- Ordinance No 2004-1 An Ordinance of the Camp Verde Sanitary District, Camp Verde, Arizona,
June 29, 2004 June 29, 2004 amending the previously enacted Policies, Procedures, Rules and Regulations of the Camp Verde Sanitary District, made a public record in April 2000 and fixing the effective date thereof.
- Resolution 2004-7 A Resolution of the Camp Verde Sanitary District Board of Directors,
June 29, 2004 Yavapai County, Arizona, Adopting the Budget for Fiscal Year 2004-2005 and Certification of Levy.
- Resolution 2004-8 Adopting Resolution of the Profit Sharing Plan (and Trust, if applicable)
ABANDONED effective November 24, 2003, establishing limitations of contributions, and
January 12, 2005 designating contribution procedure.
- Resolution 2004-9 A Resolution of the Camp Verde Sanitary District Board of Directors,

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT

Adopted May 5, 2000

(Revised July 1, 2010)

- July 1, 2004 Camp
Verde, Arizona, Calling an Election November 2, 2004 to Fill Two
Vacancies of the Board of Directors.
- Resolution 2004-10 A Resolution declaring territory annexed to Camp Verde Sanitary
August 6, 2004 District – (Ruth Davidson)
- Resolution 2004-11 A Resolution declaring territory annexed to Camp Verde Sanitary
August 10, 2004 District – (Ken and Kae Stokes)
- Resolution 2004-12 A Resolution declaring territory annexed to Camp Verde Sanitary
August 10, 2004 District – (Dale Stone)
- Resolution 2005-1 A Resolution of the Camp Verde Sanitary District Board of Directors
January 12, 2005 calling a bond election May 17, 2005
- Resolution 2005-2 A Resolution amending the District's 401A Plan. (Replacement of
March 9, 2005 Resolution 2004-8 dated June 29, 2004 never adopted - abandoned
January 12, 2005)
- Resolution 2005-3 A Resolution approving the form of a ground lease, a lease-purchase
April 13, 2005 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 A Resolution declaring the result of, and adopting a Certificate Of
Canvass May 25, 2005 of the Special Bond Election held on May 17, 2005, and ordering
the recording of such certificate.
- Resolution 2005-5 A resolution of the Camp Verde Sanitary District, Yavapai County,
Arizona, June 13, 2005 adopting District rates and fees.
- Resolution 2005-6 A resolution of the Camp Verde Sanitary District Board of Directors,
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 Camp Verde Sanitary District, Camp Verde, Arizona,
June 13, 2005 amending the previously enacted Policies, Procedures, Rules and
Regulations of the Camp Verde Sanitary District, 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
District June 30, 2005 on dissolution of the District.
- Resolution 2006-1 A Resolution of the Camp Verde Sanitary District, Yavapai County,
Arizona, June 28, 2006 adopting District rates and fees.
- Resolution 2006-2 A Resolution of the Camp Verde Sanitary District Board of Directors,

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT

Adopted May 5, 2000

(Revised July 1, 2010)

June 28, 2006 and	Yavapai County, Arizona, adopting the budget for fiscal year 2006-2007 Certification of Levy.
Resolution 2006-3 July 26, 2006	A Resolution of the Camp Verde Sanitary District Board of Directors, Yavapai County, Arizona, authorizing a loan agreement with WIFA.
Resolution 2006-4	Number not used.
Resolution 2006-5 December 13, 2006	A Resolution of the Camp Verde Sanitary District Board of Directors, Yavapai County, Arizona, adopting the amendment of the EBS contract.
Resolution 2006-6 December 31, 2006	A Resolution of the Camp Verde Sanitary District Board of Directors, Camp Verde, AZ ordering the posting of bid acceptance.
Resolution 2007-1 March 14, 2007	A Resolution of the Camp Verde Sanitary District Board of Directors, Yavapai County, Arizona, accepting the Main line in Verde Cliffs.
Resolution 2007-2	A Resolution of the Board of Directors of the Camp Verde Sanitary District, approving assessment diagram for Camp Verde Sanitary District 2001 Camp Verde Sanitary District Plant and Collection Line Project.
Resolution 2007-3	A Resolution Of The Board Of Directors Of The Camp Verde Sanitary District ordering execution and recording of an assessment and warrant; setting the date for hearing on the assessment, ordering mailing and publication of notices of hearing on the assessment, charging the district 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.
Resolution 2007-4	A Resolution Of The Board Of Directors Of The Camp Verde Sanitary District, Authorizing Investment In Local Government Investment Pool (LGIP).
Resolution 2007-5 June 11, 2007	A Resolution Of The Board Of Directors Of The Camp Verde Sanitary District, Authorizing Officers/Agents To Deposit, Transfer And Withdraw Monies In The Local Government Investment Pool.
Resolution 2007-6 June 11, 2007	A Resolution Of The Board Of Directors Of Camp Verde Sanitary District Of Yavapai County, Arizona, Approving The Assessment For The 2001 Camp Verde Sanitary District Plant And Collection Line Project.
Resolution 2007-7 June 11, 2007	A Resolution Providing For The Issuance And Sale Of \$4,044,000 In Aggregate Principal Amount Of Camp Verde Sanitary District Of Yavapai County, Arizona, Improvement Bonds , Series 1, To United States Department Of Agriculture, Rural Utilities Service; Prescribing Terms And Provisions Of The Bonds; Making Certain Tax Covenants; Authorizing

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT

Adopted May 5, 2000

(Revised July 1, 2010)

The Acceptance Of A Grant From The United State Department Of
Agriculture And Authorizing The Execution And Delivery Of A Grant
Agreement.

- Resolution 2007-8
June 11, 2007 A Resolution Providing For The Issuance And Sale Of \$597,500 In
Aggregate Principal Amount Of Camp Verde Sanitary District Of Yavapai
County, Arizona, Improvement Bonds, Series 2, To United States
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 States Department Of
Agriculture And Authorizing The Execution And Delivery Of A Grant
Agreement.
- Resolution 2007-9
June 11, 2007 A Resolution Of The Board Of Directors Of The Camp Verde Sanitary
District
Of Yavapai County, Arizona Authorizing The Prepayment In Full Of The
Existing Lease-Purchase Agreement Between The District And Zions
Bank, N.A. Pertaining To The Wastewater Treatment Plant.
- Resolution 2007-10
June 11, 2007 A Resolution Of The Board Of Directors Of The Camp Verde Sanitary
District
Of Yavapai County, Arizona Authorizing The Execution, Delivery And
Performance Of An Escrow Agreement Between Koch Financial
Corporation, The District And The Bank Of New York Trust Company,
N.A.
- Resolution 2008-1 A Resolution Of The Board Of Directors Of The Camp Verde Sanitary
District Of Yavapai County, Arizona Annexing Contiguous Areas Into
This Sanitary District.
- Resolution 2008-2 A Resolution Of The Board Of Directors Of The Camp Verde Sanitary
District 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
To This Sanitary District And Have Accepted Assessments Heretofore
Levied Against Such Parcels; And Confirming The Boundaries Of Such
Designated Area.
- Resolution 2008-3 Resolution Of The Board Of Directors Of The Camp Verde Sanitary
District, Authorizing Application For Wifa Technical Assistant Grant
- Resolution 2008-4 A Resolution Of The Board Of Directors Of The Camp Verde Sanitary
District, Authorizing Officers/Agents To Deposit, Transfer And Withdraw
Monies In The Local Government Investment Pool.
- Resolution 2008-5 Resolution Of The Board Of Directors Of The Camp Verde Sanitary
District, Authorizing Bank Accounts At National Bank

POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE
CAMP VERDE SANITARY DISTRICT

Adopted May 5, 2000

(Revised July 1, 2010)

- Resolution 2008-6 Resolution Ordering And Calling A Special Election To Be Held In And For Camp Verde Sanitary District Of Yavapai County, Arizona, On November 4, 2008.
- Resolution 2008-7 A Resolution Of The Governing Body Of The Camp Verde Sanitary District, Arizona, Declaring The District's Official Intent With Respect To Reimbursement From Proceeds Of Tax-Exempt Bonds Or Other Tax-Exempt 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.
- Resolution 2009-2 A 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.