

PRIVATE PROPERTY PROGRAM QUESTIONNAIRE

Revised April 15, 2008

The Water Environment Federation® (WEF®), through its Collection System Committee (CSC), is interested in documenting information pertaining to successfully operating programs for work performed on the privately-owned portion of the wastewater lateral line; e.g., building service connection. We are collecting policy descriptions, enabling resolutions or ordinances, funding details, public education/information materials, standard design or construction details, etc., for programs that have proven to be successful. By participating in this questionnaire, you are agreeing that your information may be added to the Private Property Virtual Library (PPVL), an on-line database on WEF®'s website (www.wef.org/PrivateProperty). The PPVL is intended to be a resource for other wastewater utilities seeking information or advice about private property programs.

While we are interested in "planned" programs, we want to first concentrate on programs demonstrated to be effectively implemented. Planned programs will be included in the PPVL after the program has been implemented and actual experience with the program is available. Program descriptions of private lateral programs that were previously implemented, but considered "failed" or only "partially successful," will be included as a "lessons learned" component of the PPVL if the reasons for the problems with the program are identified.

When starting the PPVL program, the initial questionnaire was designed to be an "interview-type" questionnaire. This second version of the PPVL Questionnaire has been revised and re-formatted to serve as a "mail-out" questionnaire. Upon completion of the questionnaire by participating utilities, a CSC representative may, if needed, conduct a follow-up telephone interview to confirm or clarify the information provided.

1. General Information

Utility Name & Address: Costa Mesa Sanitary District 628 West 19th St
Utility Name Street Address

EPA Region 8 628 West 19th St Costa Mesa, CA 92627
(insert #) Mailing Address City, State and Zip Code

Contact Name & Details: Rob Hamers 714-293-2727
Contact Name Telephone Number

Robh2@cox.net www.cmsdca.gov
Contact Email Address Agency Website Address

Utility Characteristics: 116,700 Number of Customers (i.e., approximate population served)
35,000 Number of Taps (i.e., approximate number of connection points)
216 Total Miles of Public Sanitary Sewers (separated sewers and combined sewers)
0 Miles of Public Combined Sewers (sanitary only, not including storm sewers)
(Estimate % of system that is combined if total miles is unavailable or unknown)
Are basements (thus potential sump pump connections) typical in your area? ___ Yes No
(Check one)
Utility Type? ___ Government Special purpose district ___ Private utility ___ Other
(Check one)

2. Lateral Definition

Private Lateral Definition: _____ Building to ROW/Easement Line Only
(Check definition that applies.)

(Note if (& how) utility treats laterals in easements differently than laterals in ROWs)

Building To Tap on Sewer Main Line

_____ Other (Specify details) _____

(Note if (& how) utility treats residential building laterals differently than commercial building laterals – this may affect responses to subsequent questions)

Cleanouts: (Check all that apply.)	<u>Required</u>	<u>Usually Exists</u>	
	_____	_____	At building
	<u>X</u> _____	_____	At ROW
	_____	_____	At easement

When completing public sewer rehabilitation, does your utility include rehabilitation for the following elements?
(Check all that apply. If "Yes," define ownership.)

Lateral tie-in to public sewer (i.e., the sewer connection)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Public	<input type="checkbox"/> Private
Lower lateral (i.e., connection to the ROW)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Public	<input type="checkbox"/> Private
Upper lateral (i.e., ROW to the house)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Public	<input type="checkbox"/> Private

3. Private Property Program Description

Type of Private Property Program (check all that apply and describe program – try to be brief in program description, but add separate sheets/lines as needed). If your utility operates more than one private lateral program, it may be preferable to complete a separate questionnaire form (or Word file) for the remaining questions for each of those private lateral programs. (Note it is **not** necessary to complete each item under Question 3. For example, most utilities have some type of "New Connection Permitting" and "New Connection Enforcement Mechanisms." Only include those programs in this questionnaire if your utility has a particularly successful program that other utilities may want to emulate.)

Private Lateral Maintenance (e.g., cleaning, root control, etc.):

Please see the attached program documents outlining the CMSD program. The CMSD program reimburses the residential property owner 50% of their costs, up to \$1,800 paid to a parcel owner, for sewer lateral maintenance, repair, rehabilitation (including lining), replacement, or installation of a clean-out, once every five years.

Lateral Repair (e.g., point repairs, etc.):

See above.

Lateral Replacement:

See above.

_____ I/I Control (Specify type; e.g., cleanout caps, sump pump disconnect, downspout/yard drain disconnect, backflow preventer installation, etc. If basements are typical in area, where are building owners directed to connect the foundation or tile drain lines that have to be disconnected?):

N/A

_____ Lateral Reconnects (Specify conditions; e.g., when utility relocates main, etc. Specify special situations; e.g., sewers under building(s) requiring building plumbing changes or extensive lateral relocation):

N/A

_____ Lateral Inspections (Specify conditions; e.g., point of sale, special utility project, etc.):

N/A

_____ New Connection Permitting (e.g., special coordination with Building Codes, etc.). Be sure to specify type and amount of fees imposed:

New tie-ins to sewer main are required to prepare plans for approval and pay a \$320 plan check and inspection fee.

_____ New Connection Enforcement Mechanisms:

Permits are required for connections to CMSD sewer mains. CMSD rules and regulations specify penalties for violators.

4. Program Implementation (duplicate [copy and paste] Question 4 for **each** section completed in Question 3 above)

Implementation Date: 8/2007 Why implemented? _____
(e.g., consent order/decreed, reduce CSOs/SSOs, obtain capacity to alleviate sewer moratorium, more cost-effective than "old" program, etc.)

Program was voluntarily established in order to encourage sewer lateral maintenance and decrease private property spills.

Ongoing Program? Or End Date: _____ Why Ended? _____

What Legal Authority was Required to Implement the Lateral Program? _____ Resolution
(Check all that apply. If possible, attach an electronic [pdf] copy for the PPVL. Scan hard copy if necessary.) Ordinance
_____ State Enabling Legislation
_____ Other (Specify) _____

5. Program Funding (duplicate [copy and paste] Question 5 for **each** section completed in Question 3 above)

Who Pays: _____ Utility _____ Property Owner _____ Other (Specify): _____
(Check all that apply. "Other" could include grants, loans, low & moderate income programs, block development grants, etc.)

Funding Description: Program funding of \$200,000 per year (\$150,000 for reimbursements and \$50,000 for Staff time) is collected as part of the yearly sewer charges.

Describe any special programs to assist customers who may have difficulty paying the required fees.

Eligible Customers: _____ Low income _____ Senior citizens _____ Other (Specify): _____
(Check all that apply.)

Special Funding Description: N/A

6. Program Construction (duplicate [copy and paste] Question 6 for **each** section completed in Question 3 above)

Who Does the Work: _____ Utility Internal Forces _____ Utility Selects & Pays Contractor
 _____ Property Owner _____ Property Owner But Only From Utility List
 _____ Other (Specify:) _____

Construction Description: The property owner is responsible for hiring and paying the contractor; CMSD reimburses the Property owner upon completion.

Construction Details: Are standard details/specifications used? Yes No _____
(If possible, attach electronic [pdf] copies for PPVL.)

Describe/List Details: Developing standards for 2-way clean out; otherwise, 2007 CPC applies.

7. Public Education/Information Program

How is Lateral Program Publicized? _____ Door hangers _____ Bill stuffers
(If possible, attach electronic [pdf] copies for the PPVL.) _____ Meetings _____ Brochures
 _____ Customer Specific (e.g., provide property owner with CCTV still shot of lateral interior, field mark/locate [flag or cone] problem, provide picture of field location in case flag or cone is removed, etc.)
 _____ Other. Specify _____

Additional Description of Material(s): CMSD promotes the program on the CMSD website, in newsletters, other agency Publications, at events such as the chamber of commerce meetings, city council meetings, etc.

8. Lessons Learned

What Would You Do Differently? Program is very successful and greatly appreciated by residents.

9. Performance Indicators

What Performance Measures Are/Were Used? _____
(e.g., plant flow reduction, CSO/SSC reduction, basement backup reduction, service call (roots, etc.,) reduction, sewer moratorium lifted, etc.,) Describe results of Lateral Program on those performance measures:

CMSD maintains spreadsheets of applicants showing type of problem, work performed, reimbursement amount, etc.

The large number of applicants is a primary measure of success. The average residential reimbursement is approximately

\$1200, equating to 315 applicants over a 2.5 year program period.

10. General Questions for Possible Future PPVL Inclusion

If your utility is responsible for complying with NPDES MS4 requirements, is there an associated private property effort underway? (Check one.) **Not responsible.** _____ Yes _____ No _____ Planned

Do you have private pump stations connected to your system?
(Check all that apply.)

Private Pump Stations (e.g., apartment complexes, industries, etc.) Yes _____ No

Residential Connections (e.g., grinder pumps, low pressure systems, etc.) _____ Yes _____ No

Do you install backflow preventers after a Sanitary Sewer Overflow (SSO) or "basement backup" occurs?
(Check all that apply.)

Required by our insurance company _____ Yes _____ No

Only if requested by the customer _____ Yes _____ No

Routinely installed as a utility "best management practice" _____ Yes _____ No

Do not install any backflow preventer; **Required by Plumbing Code;** _____ Yes _____ No

How do you control I/I at the connection point between the public system and the private system? Describe.

The connection point is simply a section of pipe and there is no I/I at this point due to the use of CMSD Standard

Drawings for connections.

11. Follow-Up Electronic Submittal

After completing this questionnaire, please email the completed Word file to Laurie Chase, PPVL Chair, at

laurie.chase@stantec.com

Please be sure to attach electronic files (pdf versions are preferred, but not required) for any materials that other utilities could use as an example or a starting point to implement their own program.

WEF@ CSC Use Only

PPVL Questionnaire Received: _____
Date

Utility Assigned to: _____
PPVL Committee Member Name
_____ Date

Questionnaire Review: _____
Date

List of Attached Materials: (Compile from Questionnaire)	_____	_____ Yes _____ No
	Name or Description of Material	File Received
	_____	_____ Yes _____ No
	_____	_____ Yes _____ No
	_____	_____ Yes _____ No
	_____	_____ Yes _____ No

Utility Follow-Up:
(If required)

_____	Utility Contact Name	_____ Contact Details (telephone # or email address)
_____	Date	_____ PPVL Committee Member Name (If different)

Questionnaire Revision:
(If required)

_____	Date	_____ Name of Person Revising Questionnaire
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List of Attached Materials: (If different)	_____	_____ Yes _____ No
	_____	_____ Yes _____ No
	_____	_____ Yes _____ No
	_____	_____ Yes _____ No
	_____	_____ Yes _____ No

Questionnaire Acceptance: _____
Date

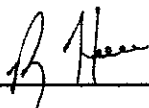
_____	PPVL Committee Member Name	_____ Yes _____ No
		Uploaded to PPVL Website



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Title:	<u>DISTRICT ENGINEER</u>	<u>COSTA MESA SANITARY DISTRICT</u>
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WEF Staff Coordinator:	Date Completed:
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RESIDENTIAL SEWER LATERAL AND CLEAN OUT FINANCIAL ASSISTANCE PROGRAM

Purpose: To assist and encourage residents to regularly clean and maintain their sewer lateral. Homeowners are responsible for the entire sewer lateral from the building to the point of connection (including the connection) with the District main line.

Why: To prevent sewer backups and spills. Sewer spills cause very expensive damage to the interior of a house and the environment, particularly the beaches.

What causes sewer spills: Laterals that are not regularly maintained become inoperable because tree roots enter the line and block the flow or misalign the pipe joints. Without regular maintenance, the damage becomes severe and excavation of the lateral is necessary. Regular maintenance will also remove other blockages including debris, rocks and grease.

Contribution by the CMSD: The CMSD will contribute 50% of the resident's costs up to a maximum of \$1,800 total per residential parcel as follows:

- Up to 50% of televising the lateral interior
- Up to 50% of cleaning the lateral
- Up to 50% of the cost of installing a clean out
- Up to 50% of lateral reconstruction costs

Effective Date of Program: Residents of the District performing work after July 15, 2007 are eligible for the program. The program is only available for residential property, not for commercial or industrial property.

How do I apply: Contact the Sanitary District at (949) 645-8400 X221

Program Limitations: Residents may only apply for participation in the program once every five years. The District Manager has discretion over all decisions. Residents must cooperate by adhering to the Program Requirements shown on the Application.



APPLICATION

RESIDENTIAL SEWER LATERAL AND CLEANOUT FINANCIAL ASSISTANCE PROGRAM

Property Address

City _____

Zip Code _____

Owner's First & Last Name

Owner's Phone Number

Owner's Address If Different from Property Address (Check mailed to this address)

Occupant's Name

Occupant's Phone number

Description of Sewer Lateral Problem (if known)

1. Receiving financial assistance requires **PRIOR APPROVAL OF THE WORK** by the District. A "before" video of the sewer lateral interior must be submitted **PRIOR** to the District granting approval of the work and an "after" video is required prior to reimbursement. **ALL REPAIR** work requires a **PERMIT** (NO COST if resident is eligible for the Sewer Lateral Assistance Program).



APPLICATION (CONTINUED)

2. Video of the sewer lateral interior **MUST** have the date shown on the screen and a footage counter. The video must include the entire lateral line (house to main in the middle of the street). The camera must be moved through the line at a uniform rate but in no case at a speed greater than 30 feet per minute. The camera should be stopped for a minimum of 5 seconds at broken sections, root intrusion, misaligned joints or other defects. The District reserves the right to request a re-video of any video not sufficiently clear enough to determine need for lateral repair.
3. Cleanouts shall be installed just inside the private property line at the right-of-way, unless another location is approved by the District.
4. Inspection of the work by the District is required. Call (949) 645-8400 at least two (2) hours in advance to schedule inspections. **Work must be completed within six months.**
5. If it is determined from television inspection that the homeowner's lateral line is defective, it is recommended the owner solicit bids from at least three licensed plumbing contractors to ensure a fair competitive bid (C-42 or A for work in public right of way or C-36 for work on private property).
6. District Staff will review lateral inspection tapes within five (5) working days of receipt. Videos will be held at the District office for fifteen (15) days after reimbursement for pick up by property owner. Tapes not claimed will be destroyed.

As the owner of the above listed property, I agree to indemnify, defend and hold the Costa Mesa Sanitary District and its officers employees and agents harmless from any and all claims or liability arising out of the, work performed and actions taken in connection with the Sewer Lateral Repair Program.

Property Owner Signature

Date

VHS/DVD Pick Up by (First & Last Name)

Signature & Date

RESOLUTION NO. 2007-742

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COSTA MESA SANITARY DISTRICT ESTABLISHING A
SEWER LATERAL ASSISTANCE PROGRAM**

WHEREAS, the District is under an order of the State Water Resources Control Board's Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2006-0003; and

WHEREAS, part of said Order requires that the District prevent Sanitary Sewer Overflows (SSOs) and enact legal authority to enforce the District's laws regarding the same; and

WHEREAS, District has enacted regulations requiring private property to connect to the District's sewer; and

WHEREAS, sewer laterals are the private property owner's responsibility; and

WHEREAS, the Board has therefore determined that a public purpose would be served by providing such a program; and

WHEREAS, the Board has determined in District Operations Code Section 7.03.040 to set forth the details of the sewer lateral assistance program in a resolution;

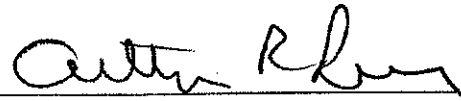
NOW, THEREFORE, the Board of Directors of the Costa Mesa Sanitary District does hereby RESOLVE to make the following findings:

1. That a sewer lateral assistance program is hereby established.
2. That the total amount available for said program shall be set aside each year and may be revised during the year based on the District's needs. Said money shall not be considered to be in a "fund" that cannot be used for other purposes if necessary but represents the District's attempt to adequately establish money for said purposes.
3. That based on estimates of CCTV video costs and the cost of installation of two-way clean outs on the sewer lateral, the District hereby establishes a subsidy of up to \$1,800 per unit for the cost of such work.
4. The District may establish priority areas for said subsidies based on the District's needs.
5. The District may require competitive bidding or proposals to ensure that the District provides the greatest amount of benefit to the greatest amount of people.

6. The District shall require documentation and inspection by District personnel to ensure that the work occurred.

7. The District Sewer System Committee, District Engineer/Manager and Assistant Manager may establish working procedures to implement this program.

PASSED AND ADOPTED by the Board of Directors of the Costa Mesa Sanitary District at a regular meeting thereof held on the 13th day of September 2007.



President



Secretary

STATE OF CALIFORNIA)
COUNTY OF ORANGE)SS
CITY OF COSTA MESA)

I, Joan Revak, Clerk of the Costa Mesa Sanitary District, hereby certify that the above and foregoing Resolution No. 2007-742 was duly and regularly passed and adopted by said Board of Directors at a regular meeting thereof held on the 6th day of August 2007

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Costa Mesa Sanitary District, this 13~~th~~ day of September 2007.



Clerk of the Costa Mesa Sanitary District