

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: The Water Works and Sewer Board of the

City of Prichard, AL
Utility Name

125 East Clark Avenue
Street Address

EPA Region 4 _____
(insert #)

125 East Clark Avenue
Mailing Address

Prichard, AL 36610
City, State and Zip Code

Contact Name & Details:

Paul B. David
Contact Name

251-457-8896
Telephone Number

pbdpaws@aol.com
Contact Email Address

NA
Agency Website Address

Utility Characteristics:

25,000 Number of Customers (i.e., approximate population served)

7,000 Number of Taps (i.e., approximate number of connection points)

150 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.)

Laterals in easements are considered the responsibility of the homeowner.

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

_____ Building To Tap on Sewer Main Line

_____ Other (Specify details) _____

No difference

(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
	_____	<u> x </u>	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) Yes No Public Private

Lower lateral (i.e., connection to the ROW) Yes No Public Private

Upper lateral (i.e., ROW to the house) Yes No Public 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.):

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

Laterals are identified by a combination of flow metering and smoke testing. The Board acquires permission from the property owner to enter the property and makes the repair using their own personnel and equipment. The Board has a contract to line laterals but rarely utilizes this option.

Lateral Replacement:

If laterals are determined to in such poor condition that they are beyond point repair(s), the Board will replace the lateral from the sewer to the building. The Board does not go past the outside walls of the home.

x _____ 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?):

Replacing clean-out caps is one of the most common improvements the Board makes. This is a prevalent problem in the City. Because there are few, if any, basements, sump pumps are rarely an issue. Few cases of private inflow have been found. The most common source of inflow is connections from catch-basins made by City personnel (the Board and the City are separate entities).

_____ 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):

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

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

_____ New Connection Enforcement Mechanisms:

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

Lateral Repairs, Lateral Replacement, I/I Control (the same information below applies to each program)

Implementation Date: 11/3/03 Why implemented? Consent Decree
(e.g., consent order/decreed, reduce CSOs/SSOs, obtain capacity to alleviate sewer moratorium, more cost-effective than "old" program, etc.)

Ongoing Program? Y 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) _____

Ordinances were already in place. The Board developed legal forms for property owners to sign before entering or working on private property.

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

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

Funding Description: Funding has been entirely provided by the Board, either out of savings, operating revenues, or bond funds.

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

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

Special Funding Description: _____

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

Lateral Repairs, Lateral Replacement, I/I Control (the same information below applies to each program)

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

Construction Description: Work is generally minor requiring only a small backhoe and/or manual labor. Note that the I/I investigation and identification of defects were completed by a private contractor.

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

Describe/List Details:

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): Customers whose laterals were identified to be defective were approached by a representative of the Board who described the work that needed to be done, why, and worked with the property owner to schedule a time that was convenient. This individual also obtained the necessary paperwork to work in private property.

8. Lessons Learned

What Would You Do Differently? Focus staff from the beginning on prioritizing smaller, easier to address defects first with high potential (low hanging fruit) to reduce infiltration instead of completing work orders in the order that they came in. Over a year was lost to relatively ineffective work due to a lack of prioritization. _____

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:

Two items were primarily tracked to determine success: 1. the number of private side defects addressed within each of the Board's 52 sewersheds, and 2. reduction in wet weather flows/peaks. The ultimate measure of success was the State's review and approval of the plan and implementation.

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.) _____ Yes x 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 x No
Residential Connections (e.g., grinder pumps, low pressure systems, etc.) _____ Yes x 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 x No
Only if requested by the customer _____ Yes x No
Routinely installed as a utility "best management practice" _____ Yes x No
Do not install any backflow preventer _____ Yes _____ No

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

Strong construction documents and inspection is the primary method.

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

List of Attached Materials: (If different)	_____	_____ Yes _____ No
	_____	_____ Yes _____ No
	_____	_____ Yes _____ No
	_____	_____ Yes _____ No

_____ Yes No

Questionnaire Acceptance:

Date

_____ Yes No
PPVL Committee Member Name Uploaded to PPVL Website