

## 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](http://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: Wichita Water Utilities \_\_\_\_\_ 715 W Harry \_\_\_\_\_  
Utility Name Street Address

EPA Region \_\_\_\_\_ 715 W Harry \_\_\_\_\_ Wichita, KS 67213 \_\_\_\_\_  
(insert #) Mailing Address City, State and Zip Code

Contact Name & Details: Bill Perkins \_\_\_\_\_ 316-268-4073 \_\_\_\_\_  
Contact Name Telephone Number  
[bperkins@wichita.gov](mailto:bperkins@wichita.gov) \_\_\_\_\_ [www.wichita.gov](http://www.wichita.gov) \_\_\_\_\_  
Contact Email Address Agency Website Address

Utility Characteristics: 450,000 \_\_\_\_\_ Number of Customers (i.e., approximate population served)  
120,000 \_\_\_\_\_ Number of Taps (i.e., approximate number of connection points)  
2020 \_\_\_\_\_ 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? X\_\_ Yes \_\_\_ No  
(Check one)  
Utility Type? X\_\_ 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)

X \_\_\_\_\_ 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.)    Required    Usually Exists

\_\_\_\_\_    \_\_\_\_\_    At building

\_\_\_\_\_    \_\_\_\_\_    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)     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.):

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

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\_\_\_\_\_ Lateral Replacement:

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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?):

Sump Pump Inspection program. One sump pump inspector doing door to door checks and working with property owners to reroute sump pump discharges to yard/grassy areas.

Two person I&I crew doing smoke testing, dye testing, and other work to identify sources of I&I for removal.

Backflow Preventer Installation policy and procedure which will be attached to this questionnaire.

Flow Monitoring done in part to identify areas of inflow or infiltration for further inspection and for hydraulic modeling.

        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):

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

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

Permitting is through the City's Office of Central Inspection with a \$30 inspection fee. Open cut lateral installations or replacements are among the work of drain layers that is inspected by plumbing inspectors

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New Connection Enforcement Mechanisms:

City ordinance, Title 16.

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I&I Control

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

Implementation Date: mid-90's\_ Why implemented? Reduce SSO's and basement backups\_\_\_\_\_  
(e.g., consent order/decreed, reduce CSOs/SSOs, obtain capacity to alleviate sewer moratorium, more cost-effective than "old" program, etc.)

\_\_\_\_\_

\_\_\_\_\_

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) \_\_\_\_\_

See Title 16-04 Sections 16.04.290 – 330.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

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\_\_\_\_\_

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**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:)                    \_\_\_\_\_

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Construction Description: The property owner is responsible for completing any changes to the sump discharge or other such items. Utility responsible for inspection. Utility crews routinely take care of small items such as missing cleanout caps without charge.

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

Describe/List Details: \_\_\_\_\_

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New Connection Permitting

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

Implementation Date: \_\_\_\_\_ Why implemented? Infrastructure records, construction standards, and billing \_\_\_\_\_  
(e.g., consent order/decreed, reduce CSOs/SSOs, obtain capacity to alleviate sewer moratorium, more cost-effective than "old" program, etc.)

\_\_\_\_\_

\_\_\_\_\_

Ongoing Program?  \_\_\_\_\_ Or End Date: \_\_\_\_\_ Why Ended? \_\_\_\_\_

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\_\_\_\_\_

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) \_\_\_\_\_

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**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: Inspection costs are covered by the permit fee that the drain layer pays to the City and recoups from the property owner. \_\_

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\_\_\_\_\_

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: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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**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: Property owner hires a professional drain layer licensed by the City and the inspection is done by inspectors employed with the City. \_\_\_\_\_

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

Describe/List Details: \_\_\_\_\_

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**7. Public Education/Information Program**

How is Lateral Program Publicized? \_\_\_\_\_ Door hangers \_\_\_\_\_ Bill stuffers  
(If possible, attach electronic [pdf] \_\_\_\_\_ Meetings \_\_\_\_\_ Brochures  
copies for the PPVL.) \_\_\_\_\_ 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.)  
X\_\_\_\_\_ Other. Specify \_\_\_\_\_

Additional Description of Material(s):Every chance we get. Customers are notified about sump pump inspections and smoke testing in person or by door hangar. We include information as part of talks to various neighborhood groups. We do handouts at civic functions such as home shows, garden shows, festivals, etc along with information about FOG. We end property owners letters with still shots from CCTV when roots or other problems can be seen in their lateral from the public sewer. \_\_\_\_\_

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**8. Lessons Learned**

What Would You Do Differently? \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
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**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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_ 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  Yes  No

Only if backups appear uncontrollable and fit policy criteria  Yes  No

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

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### 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](mailto: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: April 12, 2009 \_\_\_\_\_  
Date

Utility Assigned to: Aaron Witt \_\_\_\_\_  
PPVL Committee Member Name  
\_\_\_\_\_  
Date

Questionnaire Review: June 23, 2009 \_\_\_\_\_  
Date

List of Attached Materials: (Compile from Questionnaire)	Backwater Valve Policy _____ Name or Description of Material	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No File Received
	<u>Title 16-04</u> _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Utility Follow-Up: Bill Perkins \_\_\_\_\_ 316-268-4073 \_\_\_\_\_  
(If required) Utility Contact Name Contact Details (telephone # or email address)  
July 15, 2009 \_\_\_\_\_  
Date PPVL Committee Member Name (If different)

Questionnaire Revision: July 15, 2009 \_\_\_\_\_ Bill Perkins/Aaron Witt \_\_\_\_\_  
(If required) Date Name of Person Revising Questionnaire

List of Attached Materials: \_\_\_\_\_  Yes  No  
(If different) \_\_\_\_\_  Yes  No  
\_\_\_\_\_  Yes  No  
\_\_\_\_\_  Yes  No  
\_\_\_\_\_  Yes  No

Questionnaire Acceptance: July 21, 2009  
Date  
Laurie Chase  Yes  No  
PPVL Committee Member Name Uploaded to PPVL Website