

RESOLUTION NO. 2323

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE UPDATED SEWER SERVICE LATERAL REPAIR
AUTHORIZATION AND REIMBURSEMENT POLICY**

WHEREAS, The Leucadia Wastewater District (LWD) Board of Directors adopted a Private Lateral Repair Authorization and Reimbursement Policy on July 9, 2008; and,

WHEREAS, LWD owns and operates public sewer facilities for the benefit of its customers and general public; and

WHEREAS, LWD is required to implement regulations, programs and other activities to prevent sewer spill overflows; and

WHEREAS, privately owned sewer service laterals that are not properly maintained create risk of sewer spill overflows and harm to public sewer facilities; and

WHEREAS, the Board of Directors of LWD (Board) previously appropriated funding to partially reimburse property owners for the cost of repairing private sewer service laterals (Reimbursement Funds); and

WHEREAS, the attached Sewer Service Lateral Repair Authorization and Reimbursement Policy updates and clarifies the rules necessary to implement a reimbursement program,

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the revised Sewer Service Lateral Repair Authorization and Reimbursement Policy and authorizes the General Manager to take all actions necessary to carry out its provisions; and
2. The Board of Directors' authorization is limited to expenditure of Reimbursement Funds it has approved and appropriated; and,
3. This Resolution supersedes Resolution No. 2194.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held February 12, 2020 by the following vote:

AYES: Omsted, Hanson, Sullivan, and Kulchin

NOES: None.

ABSENT: Juliusen

ABSTAIN: None.

Donald United Ash
Allan Juliussen, President

ATTEST:



Paul J. Bushee, Secretary/Manager

(SEAL)

LEUCADIA WASTEWATER DISTRICT
SEWER SERVICE LATERAL REPAIR AUTHORIZATION
AND REIMBURSEMENT POLICY

Ref: 20-6917

1. Purpose

This policy sets forth the rules governing the Leucadia Wastewater District's (District) reimbursement program for qualified sewer service lateral (Sewer Lateral) repairs.

2. Overview

- a. Public Health and Environmental regulations specifically prohibit sanitary sewer overflows (SSO's) and require agencies that own and operate Public Sewer Systems to proactively implement programs and other activities that prevent SSO's.
- b. A Sewer Lateral is the sewer pipeline that extends from the plumbing of a building to the Public Sewer System, including portions that extend across other properties and/or public rights-of-way and the saddle, wye, or other physical connection to the Public Sewer System. It is the responsibility of the property and/or building owner to maintain the Sewer Lateral in a free flowing, obstruction free, and water-tight condition.
- c. Sewer Laterals that convey sewage to the Public Sewer System represent a significant percentage of a community's overall sewer infrastructure. In order to achieve the District's goal of preventing SSO's, it is important to ensure Sewer Laterals are properly maintained.
- d. Infiltration and Inflow from Sewer Laterals, especially those constructed from vitrified clay pipe segments, often account for more than half of the total stormwater and groundwater conveyed by the Public Sewer System. This excess water, which takes up capacity in both the Public Sewer System and at the wastewater treatment plant, has the potential to cause SSO's. Additionally, obstructions (such as plant roots which may grow into the Public Sewer System from a lateral) can damage and obstruct the sewer collection system, potentially causing a SSO.
- e. This policy is intended to increase both Public Sewer System reliability and public awareness for the proper maintenance and repair of Sewer Laterals by providing funds to help ensure that defective or broken Sewer Laterals are repaired in a timely manner by licensed plumbers or contractors.

3. Qualified Sewer Lateral Repairs

- a. Reimbursement is authorized for the following Sewer Lateral work:
 - i. Repair or replacement of a Sewer Lateral.
 - ii. Installation of a Sewer Lateral liner and/or top hat.
 - iii. Installation or replacement of an authorized backwater valve.
- b. Reimbursement is not authorized for the following work:

- i. Any work on the portion of the Sewer Lateral that is located within, or underneath, the building.
- ii. Installation of a new Sewer Lateral for a remodel, new construction or first-time connection to the Public Sewer System.
- iii. General maintenance, such as cleaning or inspections, not being done as part of an authorized repair.

4. Assistance Coverage and Limits

- a. District will provide reimbursement for up to ½ the cost of the qualified Sewer Lateral repairs, up to a maximum of \$3,000. Reasonable expenses shall include labor and materials.
- b. Reimbursements are on a first come, first serve, basis and approvals are solely at the discretion of the District's General Manager who shall consider the spirit and intent of this policy. The General Manager's determination of eligibility is final and binding.
- c. Reimbursement for qualified Sewer Lateral repairs shall only be made when/if appropriated funds from an approved District budget are available and pending final approval within 60 days of the Request.
- d. Reimbursement Requests that are not pre-authorized are presumptively not qualified for reimbursement but may be approved if the General Manager finds that the failure to obtain pre-authorization was reasonable given the facts and circumstances of the particular repair work.

5. Program Application Procedure

- a. The applicant must complete the following items in order to receive the reserved funds:
 - i. Pre-Authorization. Provide the District a completed Reimbursement Request (Attachment A - application) and a cost estimate from a licensed plumber or contractor before any work is performed. The District recommends to solicit for three (3) estimates to ensure costs are reasonable. The General Manager or his/her designee shall ensure application is complete, the work is eligible under the program and appropriated funds are available prior to pre-authorization.
 - ii. Once pre-authorized, the property owner may proceed with work and agrees to provide District staff 48 hours-notice so the site inspection may be scheduled. This step satisfies the requirement of the *Visual Verification by District Staff* (page 4 of application). For any dig and replace work, District staff is required to take photos of the repair prior to the backfill of the excavation(s).
 - iii. Once Sewer Lateral repair work is completed, the applicant provides the District:
 1. A completed *Certification from Licensed Plumber or Contractor* (page 4 of application).
 2. A final paid in full invoice.
 3. If applicable, a post repair video inspection for any liner or top hat work.
- b. Once necessary items are collected above, the District shall prepare the *Approval Form* (Page 5 of application) and the appropriate reimbursement in accordance with the limits defined above. The reimbursement may be adjusted as necessary to reflect actual eligible costs after all work is completed. A property owner is typically reimbursed 2 weeks after final approval.

Attachment A



LEUCADIA
WASTEWATER
DISTRICT

LEADERS IN
ENVIRONMENTAL
PROTECTION

SEWER SERVICE LATERAL REPAIR REIMBURSEMENT REQUEST

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APPLICANT INFORMATION

Property Owner

Tenant

Property Manager/Agent/Other

Phone: () _____ Alternate Phone: () _____

Home Cell Office

Name: _____

Address: _____

PROPERTY OWNER INFORMATION

***Please Note: Only complete this section if property owner is different from the applicant listed above.*

Phone: () _____ Alternate Phone: () _____

Home Cell Office

Name: _____

Address: _____

SEWER LATERAL REPAIR INFORMATION

Address of Repair: _____

Accessor's Parcel Number: _____

Repair Details: _____

Will a Backflow Device be installed? Yes: No:

(Backflow devices can protect the home from sewage coming back into their homes from the mainline, but generally require more frequent routine service)

Estimate of Total Cost for Repair: \$ _____

Estimate of Total Reimbursement Amount Requested (Maximum of \$3,000): \$ _____

LEUCADIA WASTEWATER DISTRICT

SEWER SERVICE LATERAL REPAIR REIMBURSEMENT REQUEST

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Property Owner/Tenant/Agent Initials: _____

Property Owner/Tenant/Agent acknowledge and agree to the following:

1. The sewer service lateral (Sewer Lateral) is that part of the sewer pipeline that extends from the plumbing of a building to the Leucadia Wastewater District (District) Public Sewer System, which is generally located in a public street or public sewer easement. The Sewer Lateral includes the physical connection (saddle, wye, etc.) to the Public Sewer System. The applicant is responsible for the construction and maintenance, at the applicant's expense, of the building sewer and the Sewer Lateral.
2. The District is providing a public service to assist in the prevention of sewer spill overflows by participating in the Sewer Service Lateral Repair Reimbursement Program (Program) to allow reimbursement to private parties for Sewer Lateral repairs completed by a licensed plumber or contractor. This Program will enhance the performance of the entire Public Sewer System and prevent environmental damage, while assisting District customers to meet their sewer obligations. **District will provide reimbursement for up to ½ of the repair costs, up to a maximum of \$3,000.**
3. To qualify for reimbursement, the work must be performed by a licensed plumber or contractor and verified by District staff using page 4 of this request within 60 days of submittal. An on-site verification must be scheduled by Applicant with District Staff to occur while work is in progress. The District is not inspecting the design or quality of the work and is not liable for defects. The District makes no guarantees regarding the quality of the work of the plumber, contractor or property owner.
4. Applicant will obtain any necessary Federal, State or local permits including any building or right of way permits, and will comply with all Federal, State or local laws.
5. Applicant will maintain Sewer Lateral and building sewer lines in proper working order at all times. Applicant will notify the District if any emergency occurs during Sewer Lateral repair work.
6. Applicant shall bear the entire repair costs of any and all public or public utility property damaged or destroyed by reason of any Sewer Lateral repair work done.
7. Reimbursement of funds is available on a first come, first serve basis, and Applicant will only receive reimbursement if funds are available, regardless of whether the work qualifies for such reimbursement.
8. Disbursement of the funds, to the extent that they are available, is solely at the discretion of the General Manager, who shall consider the spirit and intent of the Program as expressed by the District Board. The General Manager shall determine whether the Sewer Lateral repair work qualifies for reimbursement under the Program, and that determination is final and binding.
9. Applicant agrees to be solely responsible for the Sewer Lateral repair work for which funding is requested and to indemnify and hold the District harmless from any damages or claims arising from the work.

**LEUCADIA WASTEWATER DISTRICT
SEWER SERVICE LATERAL REPAIR REIMBURSEMENT REQUEST**

PROPERTY OWNER/TENANT/AGENT CERTIFICATION

I certify that the information on this request is true and correct and that I have read and agreed to all of the above statements. If signed by tenant/agent, tenant/agent certifies that the property owner provided authority to sign on behalf of the property owner:

Signature of Property Owner/Tenant/Agent: _____

Date of Request: _____

PRE-AUTHORIZATION

The Application for Reimbursement set forth above is pre-approved. The District has reserved funds sufficient to pay for this request, pending completion of the Sewer Lateral repair work and submittal of all other items required by the District and completion of the Certification and Verification within 60 days of the date entered below. Please note that the final approval of the reimbursement request cannot be completed, and the funds cannot be released, until applicable items are submitted to the District.

District Employee: _____

Date: _____

**LEUCADIA WASTEWATER DISTRICT
SEWER SERVICE LATERAL REPAIR REIMBURSEMENT REQUEST**

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CERTIFICATION AND VERIFICATION

Applicant Name: _____

Development Project Address: _____

Development Project APN: _____

Total Repair Costs as indicated on attached estimate: \$ _____

Total Amount of Reimbursement Requested: \$ _____

VISUAL VERIFICATION BY DISTRICT STAFF

I have viewed the Sewer Lateral repair work to confirm that the work was done and that the work qualifies for reimbursement under the District's Sewer Service Lateral Repair Reimbursement Program.

District Employee: _____

Date: _____

CERTIFICATION FROM LICENSED PLUMBER OR CONTRACTOR

I certify that I have completed the Sewer Lateral repair work at the following address:
_____. I also certify that I am a licensed plumber or contractor, that I am familiar with the standard specifications of Leucadia Wastewater District, and that all work met the specifications of the District.

Date work completed: _____

Invoice Number: _____

Total Cost of Repair: _____

Signature of Plumber/Contractor: _____ Date: _____

Plumber's/Contractor's License Number: _____

**LEUCADIA WASTEWATER DISTRICT
SEWER SERVICE LATERAL REPAIR REIMBURSEMENT REQUEST**

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APPROVAL

	Initials	Date
Reimbursement Request Received	_____	_____
Cert. from Plumber/Contractor Received	_____	_____
Final PAID Invoice Received	_____	_____
Post Liner Inspection Received (if applicable)	_____	_____
 District Verification that Work Qualifies under Program	_____	_____
 Applicant Name: _____		
 Amount Approved for Reimbursement: \$ _____		
 Check Issued on: _____		
By: <u>District General Manager</u>	Signature: _____	
	Date: _____	

REIMBURSEMENT ACCEPTANCE:

I certify that I have received the check listed above, as reimbursement under the Leucadia Wastewater District Sewer Service Lateral Repair Reimbursement Program. If signed by Agent, Agent also certifies authority to sign on behalf of the property owner:

Signature of Property Owner/Tenant/Agent: _____

Date: _____