

# **POLICY & PROCEDURES**

## **Section 2823**

### **Engineering Division of Public Works**

#### **Private Sanitary Program**

##### **(Residential Private Property Sanitary Inflow/Infiltration Reduction Fund)**

###### **1.0 PURPOSE:**

To describe the standard policies followed by the Engineering Division of Public Works in regard to the Private Sanitary Program administration.

###### **2.0 ORGANIZATIONS AFFECTED:**

This policy applies to all City of West Allis Departments, boards, commissions and the general public.

###### **3.0 POLICY:**

It is the policy of the Engineering Division to follow a uniform policy in administering the Private Sanitary Program.

###### **4.0 REFERENCES:**

Section 1.060, City of West Allis Revised Municipal Code.

###### **5.0 PROCEDURES:**

###### **5.1 RESPONSIBILITY**

The Engineering Division shall be responsible for administering the City's Private Sanitary Program.

###### **5.2 GENERAL POLICIES**

###### **5.2.1 Private Sanitary Lateral Evaluation.**

The City Engineer will evaluate the condition of the lateral using the National Association of Sewer Companies (NASSCO) pipeline evaluation method. Laterals having an overall NASSCO condition grade of 4 or 5 are eligible for and can be prioritized and scheduled for rehabilitation.

5.2.2 Requests for Lateral rehabilitation.

Residential property owners requesting the rehabilitation of their sanitary lateral shall provide a copy of a video inspection of their sanitary lateral to the City Engineer for evaluation. Once evaluated the eligible laterals will be prioritized based on the condition and scheduled for rehabilitation. The City Engineer will accept requests for rehabilitations of private sanitary laterals throughout the year. A contract for rehabilitation of private sanitary laterals will be let once each year.

5.2.3 Eligible Sanitary Laterals Awaiting Rehabilitation.

Eligible sanitary laterals are prioritized based on the condition and scheduled for rehabilitation. The schedule for rehabilitation may span several years depending on the number of requests. The City Engineer will have as many laterals rehabilitated each year as the operating budget allows.

Once a sanitary lateral is scheduled for rehabilitation, the Special Assessment for the rehabilitation of the lateral will be levied at the rate from the year it was scheduled.

If failure occurs on a sanitary lateral while awaiting rehabilitation that is scheduled more than 12 months from the time it was determined to be eligible, the lateral will be repaired at the Special Assessment rate for rehabilitation at the rate from the year it was scheduled.

5.2.4 City Sewer Flow Reduction Projects.

The City Engineer may solicit property owners to have inspections performed on their sanitary laterals under special City contracts in areas targeted for sanitary sewer flow reduction. Residential property owners agreeing to have their lateral inspected as part of a City contract must sign an agreement allowing the City to inspect their sanitary lateral.

Property owners will be notified of the results of the inspection and given a copy of the inspection video. Sanitary laterals that have an overall NASSCO condition grade of 4 or 5 are eligible for rehabilitation. Property owners with eligible laterals are encouraged to have their lateral rehabilitated.

5.2.5 Private Sanitary Lateral Failures.

Residential property owners reporting probable failure of their sanitary lateral shall provide proof of failure to the City Engineer. The City Engineer will work with the property owner's contractor to verify a failure. If the City Engineer determines a sanitary lateral to be failed, the lateral repair may be completed by the property owner's contractor under the direction of the City Engineer. The City Engineer reserves the right to get additional estimates for the repair. The repair is inspected by the City Engineering Division.

A video inspection of the sanitary lateral will be performed after the repair and the lateral will be evaluated, prioritized and scheduled for rehabilitation, if needed, at no additional cost to the property owner. Permission from the property owner is required before a rehabilitation is completed.

5.2.6 Rehabilitation/Repair Eligibility Requirements.

An eligible property owner's sanitary system must be failed or deteriorated and/or be a significant source of I/I to have work done under this program. No rehabilitations will be performed on pipes with an overall NASSCO condition grade of less than 4. Rehabilitation of sanitary laterals may be held for future contracts based on the condition assessment and the annual operating budget.

5.2.7 Challenge of City Engineer's Decision.

Property owners may challenge the City Engineers decision by providing a second opinion from a NASSCO certified pipeline evaluator.

5.2.8 Unauthorized Rehabilitations and Repairs.

Any repair or rehabilitation of a sanitary lateral completed without the authorization of the City Engineer is not eligible for reimbursement through this program.

5.2.9 Property Owner Consent.

All work done under this program is voluntary and must have the written consent of the property owner prior to any work being completed.

5.2.10 Special Assessment.

A Special Assessment is levied on the property for the rehabilitation or repair of a sanitary lateral. The property owner must sign an agreement to have the work done and waive the right to a Public

Hearing for the Special Assessment for either a lateral rehabilitation, or a lateral repair, prior to work being done on the lateral. The rates for the Special Assessment for lateral rehabilitation and for lateral repair are set by the Board of Public Works.

A property shall not be Special Assessed for a lateral rehabilitation or a lateral repair more than once within a ten year period, unless the property owner refuses to have their lateral rehabilitated when offered after a sanitary lateral repair was completed.

#### 5.2.11 Video Inspection.

The televising equipment used for video inspection of private sanitary laterals shall provide a clear digital video. The digital files shall be delivered on a medium viewable by the City Engineer. The video digital file shall be named using the address of the property inspected. The digital files shall not be password protected or encrypted. The Contractor shall test each digital video to ensure the quality of the recording prior to delivery. The digital inspection files submitted shall become the property of the City of West Allis.

The City Engineer has the right to request a new video inspection if the inspection provided is not clear enough to accurately determine the condition of the lateral.

#### 5.2.12 Determination of Accessible Point Outside of Building.

The “Accessible point outside of building” will be a determined by the City Engineer based on the conditions on each individual property. The City Engineer will approve work as close as possible to the building foundation where a contractor can safely install a sanitary lateral clean-out or sanitary lateral replacement using standard construction methods without potential damage to the existing building structure and without incurring additional cost.

The property owner has the option to pay any additional costs to have work done closer to the foundation/building. Additional costs are any costs above the cost of the standard pipe installation, pipe lining or the installation of a clean-out.

#### 5.2.13 Damages from Sanitary Lateral Back-up.

Damages and/or any incidental costs incurred by the property owner or resident due to sanitary lateral back-up from blockages or failure of the sanitary lateral are not covered by the Private Sanitary Program.