TO: Mayor and City Council
FROM: Matt Fulton, City Manager
DATE: February 8, 2016
SUBJECT: I/I project adjustments

BACKGROUND INFORMATION: In 2015, The City commenced an aggressive and comprehensive effort to effectively eliminate Inflow and Infiltration (I/I) from entering into the sanitary sewer system. This project is being required by the Metropolitan Council Environmental Services Division, due to the excessive treated clearwater being generated in West St Paul. The Engineering firm of SEH was retained in 2015 to accomplish this project over a three year period.

The project has not gone as efficiently as desired for a variety of reasons as described below and changes are necessary and warranted in order to complete this important project.

DISCUSSION:

Current Project Status:

Residential Properties Inspected in 2015:	514
Commercial Properties Inspected:	133
No Access:	104
Properties brought into Compliance:	126
Properties that have not received mandatory Inspection:	44
Properties past 180 day non-compliance:	40
Number of Properties which have received City 15% reimbursement	40 (total of $35,811.80)
Number of properties which have requested special assessment:	35
Number of properties which have requested deferral:	1
Number of prop. found non-compliant	528 (82%)

Consultant costs SEH has been retained to perform the I/I inspections and to deal with administrative matters. SEH's cost structure is as follows:

1. Program administration/meetings $21,000/year
2. Residential private property inspection $200.00/inspection
3. Commercial inspection $200.00/hour
4. No access $ 75.00/each

To date, $170,900 has been spent for SEH consultant services

Met Council Surcharge:	$2.7 million
2016-2025 CIP Program:	
Consultant Costs:	$ 660,250
Construction Costs:	$2,816,000
Total Cost	$3,476,250

Project Barriers/Challenges/Suggested Solutions

Barriers and challenges:

1. Getting people to respond to expectation of scheduling inspection within 30 days of receiving letter and understanding overall process.
2. Properties not having access or easy access to service line for inspection.
3. Property owners needing to remove roots in service line in order to be inspected.
4. Property owners finding difficulty in obtaining plumbing bids.
5. Property status information not being kept updated on a "live" basis to keep all parties informed.
6. Property owners not bringing service lines into compliance and being reinspected within 180 days. Also not understanding penalty for not meeting this deadline.
7. The Council approved a three year capital plan of $808,000 for this project relating to public improvements and expected 15% public subsidy costs for private improvements. The plan did not anticipate any specific funding strategy for the costs that will be financed and assessed back to the property owners over a 10 year term.

Suggested Solutions

1. Staff has reviewed letters and information sent to property owners to attempt to clarify and explain process and expectations. Staff will continue to refine and improve on all written material. It will be very explicit that while the inspection process is free, problem issues like roots in the service line and access to the service line are the financial responsibility of the property owner. Copies of the material provided to the property owner during project is attached.

2. Hire one hourly employee (approximately $33 hr, including benefits) during the duration of this project to preview homes to determine condition of properties including sump pump and service line access issues and to be available to guide property owners through the process. Initial inspections would be scheduled through the City. This would eliminate any unsuccessful inspections by SEH ($75ea) and help to ensure a more timely and organized inspection schedule.

3. Properties with no access except for via a toilet, there are two options that could be considered:
    a. Require property owners to hire a plumber to remove toilet for service line inspection.

    b. Defer inspection of service line and require the service line be brought into compliance with State plumbing code requirements (including I/I compliance assurance) prior to the point of selling the property.
4. Require commercial properties, including multi-family apartments and townhome associations, and non-profit or institutional land uses to assume responsibility for assuring that all internal service lines are compliant and the City will visually inspect the service line extending to the sewer main only.
5. Prohibit excavation of any street to repair problems at the connection between the service line and the sewer main. These problem areas would be corrected via t-liners that are collectively organized and bid by the City for installation. Property owners would continue to be responsible for associated costs.

6. Improve on the administrative process for notifying property owners of required timelines and penalties for not meeting them.
    a. Improved software and field equipment that allows for immediate online status of properties.
    b. More prompt notices to property owners falling behind or being non responsive, including ensuring they understand penalties for not bring properties into compliance.
7. Review and formulate financing plan for carrying costs associated with I/I assessments.
8. Eliminate the final reinspection and place the responsibility for ensuring post repair compliance on licensed plumber conducting the work. The plumber would be required to submit post repair video to the City so that we can inspect the complaint sewer.

Year end Review

The status of this project should be reviewed by the City Council in conjunction with the budgeting for 2017. If adequate progress has not been achieved in helping residents bring properties into compliance, additional program changes should be considered.

FISCAL IMPACT

SEH has been retained to deal with administrative and inspection services for this project, originally planned for three years. The Capital improvement Plan anticipates approximately $808,000 over 2016-2018. Adding hourly personnel for previewing homes prior to inspections will save the City resources. Eliminating the post completion survey will also reduce overall costs. The City will however, continue to meet the Met Council's surcharge expenditure requirement.

STAFF REQUEST FOR CONSIDERATION

City Council discussion and direction. If Council is comfortable with staff recommendations, it would be appreciated if this item was added onto Council agenda for action.

CITY OF
WEST ST. PAUL

City Hall
1616 Humboldt Avenue
West St. Paul, MN
55118-3972
651-552-4100
FAX 651-552-4190
TDD 651-322-2323
www.wspmn.gov

DATE

PROPERTY OWNERS NAME
ADDRESS
WEST SAINT PAUL MN 55118

Re: Mandatory Sanitary Sewer Inspection- **PROPERTY ADDRESS**

Dear Property Owner:

In April 2008, the City of West St. Paul enacted an ordinance (City Code 700.20) prohibiting the discharge of clear water, otherwise known as I/I (Inflow & Infiltration), into the sanitary sewer system. This ordinance was in response to the Metropolitan Council's I/I Surcharge Program which charges the City for excess I/I in the sanitary sewer system. The complete I/I ordinance can be viewed on the City's website under the Parks & Public Works department section at www.wspmn.gov.

To verify legal compliance, the ordinance allows for the inspection of private sanitary sewer lines by the City. This inspection includes: 1) a closed-circuit televising of the private sanitary sewer service from the home/structure out to its connection with the public sewer main, which is usually in the middle of the street; and 2) a visual inspection of the sump pump piping system, if it exists. Following the inspection, if repairs are needed to prevent clear water I/I from entering the sewer line, the property owner is responsible for taking corrective action

.

The in-home sanitary service inspections began in the City in the fall of 2008. The City is now beginning to conduct mandatory I/I sewer inspections in your neighborhood. There is **no cost** to you for this inspection, provided there is sufficient access to the sanitary service line and root intrusion doesn't prevent the televising. Property owners are responsible for any costs associated with making the service line available or for required service line root removal expenses. **The ordinance does require the initial inspection to be completed within 30-days of the date of this letter.**

The City has financial assistance programs available to help with the cost of any repairs. Currently, the City will provide 15% of the needed repair costs, up to $5,000. The City also has options to assist in financing the balance of any repairs through a special assessment process. Details regarding options for City assistance will be provided at a later date, if needed.

The City has hired the Engineering consulting firm of SEH to schedule and complete the inspections. **You are asked to contact Carol Gelley of SEH by phone at (651) 318-0361 or by e-mail at cgelley@sehinc.com to schedule an inspection.**

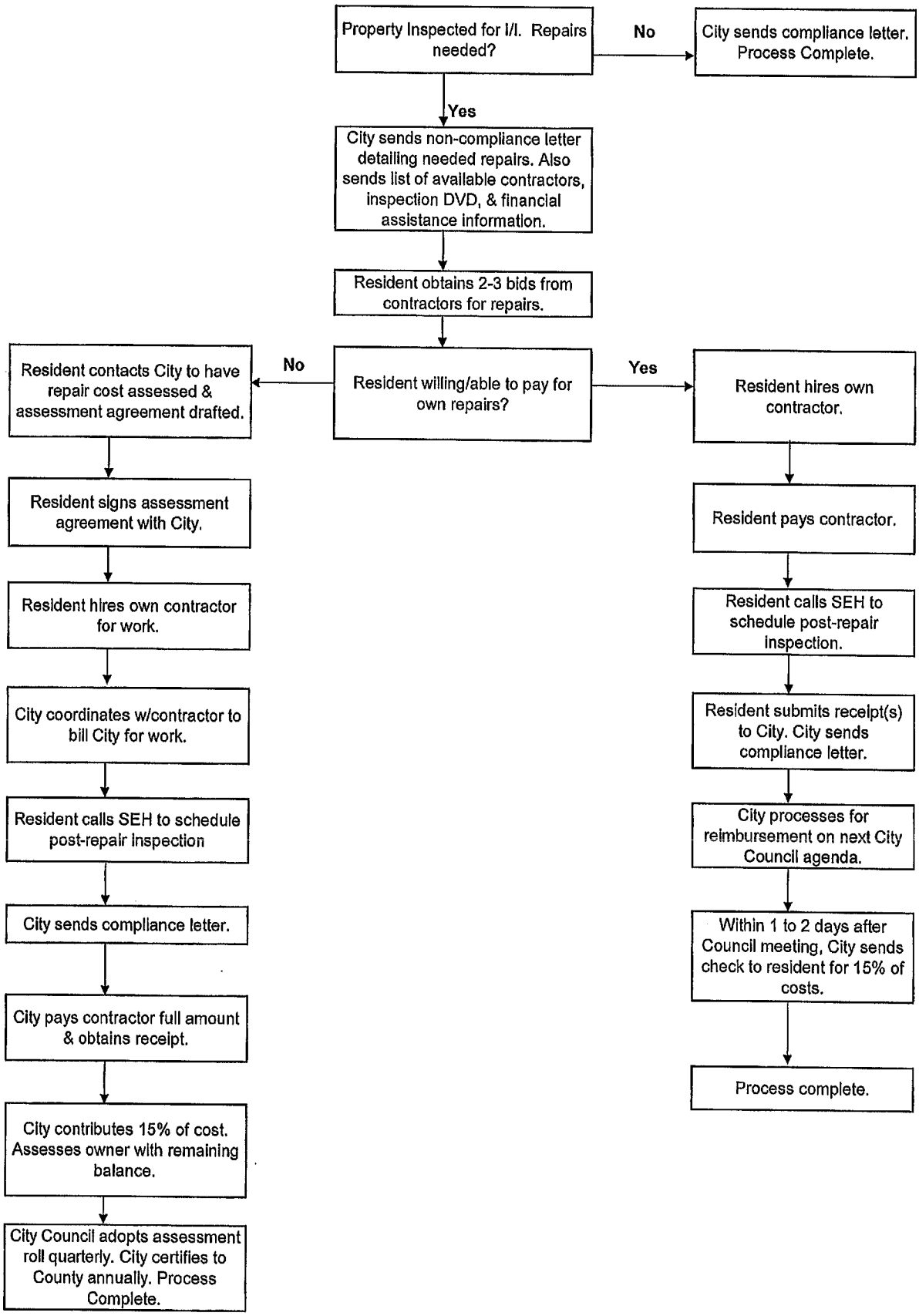
If you have any questions, please contact me at (651) 552-4131 or e-mail at **drezac@wspmn.gov**.

Sincerely,

CITY OF WEST ST. PAUL

Darin Rezac
Civil Engineer

City of West St. Paul - I&I Repair Process



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WEST ST PAUL RESIDENT
WEST ST PAUL STREET
WEST SAINT PAUL MN 55118

Re: Sanitary Sewer I/I Compliance Notice- **PROPERTY ADDRESS**

Dear Property Owner:

The sanitary sewer service to the property referenced above was recently inspected as part of the City's Sanitary Sewer Inflow and Infiltration (I/I) Reduction Program.

A copy of the video inspection of the sewer service along with the inspection form was forwarded to the Public Works Department for review. The purpose of this review is to determine if the sewer service & sump pump (where applicable) are compliant with the Inflow and Infiltration Ordinance. Based upon the City's review of the video & inspection report, the sewer service & sump pump is compliant.

This letter shall serve as official notice that the property at **<PROPERTY ADDRESS>** is currently compliant with City Code Section 700.20.

Please contact me at 651-552-4131 or by e-mail at LSandstrom@wspmn.gov if you have any questions.

Sincerely,

CITY OF WEST ST. PAUL

Luke Sandstrom
Civil Engineer

C: Kirby Van Note, SEH

CITY OF
WEST ST. PAUL

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WEST ST PAUL RESIDENT
WEST ST PAUL STREET
West St. Paul, MN 55118

Re: Sanitary Sewer I/I (Inflow/Infiltration) Inspection – **PROPERTY ADDRESS**

Dear Property Owner:

The City recently performed a closed-circuit television inspection of the sanitary sewer service & sump pump (if applicable) at your property referenced above. Following the televised inspection of the sewer lateral, staff reviewed the noted defects in the lateral as a source of infiltration into the sanitary sewer system. The review of the inspection determined that the sewer service at your property is not in compliance with City Code Section 700.20. In order to receive an inflow/infiltration certificate of compliance, the following items need to be repaired by **REPAIR DATE** which is 180 days (six months) of the date of this letter:

- **Repair description**
- **Repair description.**

To facilitate the required repair work, a list of plumbing contractors that have worked in the City is attached, along with a DVD copy of the televised recording. It is recommended that you obtain 2 or 3 price quotes from different contractors to ensure a competitive price.

The City does have a list of financial assistance programs that may be able to help pay some or all of the cost of repairs to the sewer service. The list of financial assistance programs has been included with this letter. In addition, attached with this letter is a flowchart which describes the sewer repair process and how financial assistance is handled. Hopefully this flowchart will provide answers to your initial questions.

Please contact **Carol Gelley at 651-318-0361 or by e-mail at cgelley@sehinc.com** to schedule a re-inspection following completion of the repair work.

Sincerely,

CITY OF WEST ST. PAUL

Civil Engineer

Attachments:
1) DVD of televised sewer inspection
2) List of plumbing contractors
3) List of financial assistance programs
4) I/I Flowchart

C: Kirby Van Note, SEH

CITY OF WEST ST.PAUL

Compliance Inspection

Sanitary Sewer Service

Date: 3/31/2015 Time: 01:30 pm

Inspection Number: Initial Inspection

Name: Wsp BWW LLC

DVD #: D

House Number: 1470

Street Name: Robert St S

Alternative Mailing Address:

Phone: Kelly Ann 651-450-4

Inspector: Rogers, Alex

Service Lateral Inspection Findings

Number of Stacks: Unknown

Entered S.L. at: Floor CO

Roots:

Poor Pipe Joints:

Mineral Deposits:

Sag/Pipe Deflection:

Damaged Pipe:

Notes/Other: Outside clean out 84ft. Transitions from 6inch PVC to 4 inch iron at 86ft

4" to 6" Transition: 125.5ft iron to clay

Length of Service: 130ft

Final Clean Out:

Sump Pumps and Foundation Drains

Sump Pumps
Number: 0

Number Discharged:

____Correctly

____Incorrectly

____Unknown

Foundation Drains
Number: 0

Foundation Drain Locations:

Further Investigation

____ No one home - left notice on door

____ Access to Service Lateral needed

____ Cover Replaced

____ Obstruction

Yes Review Video

Yes See Notes

Notes

Slap on grade building with flat roof roof looks good. No area drain on property outside clean out at 84ft has a broken cover that can take clear water into sanitary sewer estimate of 2000 sq feet of run off. Need to inspect the outside clean out after the cover has been replaced.

Inspection Result: Non-Compliant

CITY OF WEST ST.PAUL

Compliance Inspection

Sanitary Sewer Service

Photos Date: 3/31/2015 Time: 01:30 pm Inspection Number: Initial Inspection

Name: Wsp BWW LLC House Number: 1470 Street Name: Robert St S

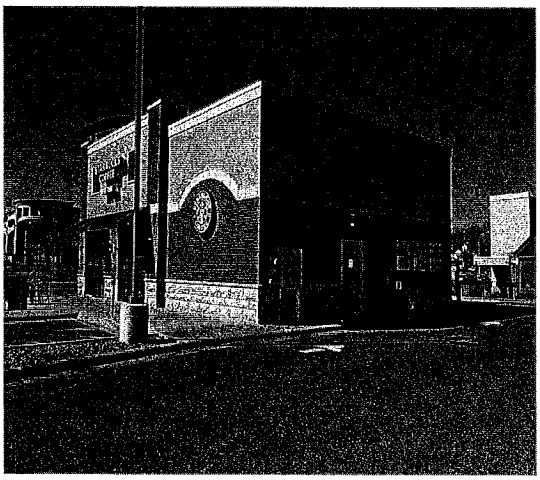

Photo1.jpg

Photo5.jpg

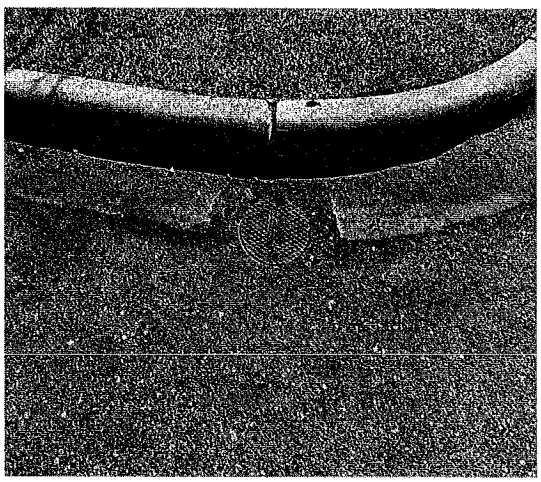

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Photo2.jpg

CITY OF WEST ST. PAUL

SANITARY SEWER I/I (INFLOW/INFILTRATION) FINANCIAL ASSISTANCE PROGRAMS

(rev. 3/24/2015)

The following is a list of financial programs available to assist residents with needed sanitary sewer repairs discovered under the I/I inspection program.

Sewer Service Repair Grant

This program is a City funded grant which will cover 15% of the private sewer service repair costs from the home/structure to the City's public sewer main. The maximum subsidy amount the City will fund is $5,000 per property. Eligible sewer service line repairs shall include any repair or lining of the service line from the home/structure to the connection with the City's public main. Eligible repairs also include sump pump, foundation drains, or drain tile disconnects or repairs. More information is provided on the attached funding policy.

Assessment of Sewer Repairs

Residents may choose to have their portion of sewer service repairs assessed against their property taxes. This will allow the repayment to be spread out over 10 years at a small interest rate (3%). This requires the property owner to sign a form waiving their right to appeal of the assessment and accepting the assessment in full.

Disability/Age Based Program

There is a program which the City already has that can help people with limited resources. The program is available to help residents with assessment costs. It is an assessment deferral program which requires that the citizen be at least 65 years of age or be retired due to a permanent disability. The program allows these residents to defer the total assessment until: the sale of the property, the property loses its homestead status, or the resident's death.

CITY OF WEST ST. PAUL

SANITARY SEWER I/I SERVICE REPAIR
FUNDING POLICY
(rev. 4/26/10, 10/16/09)

It is the policy of the City of West St. Paul to minimize and/or eliminate I/I (infiltration/inflow) from the sanitary sewer system. Upon discovery, sewer services that are in disrepair will be required to be fixed as per City Code Section 700.20.

It shall be City policy to subsidize the repair of sewer service lines discovered under the I/I inspection program. Eligible sewer service line repairs shall include any repair or lining of the service line from the home/structure to the connection with the City's public main. Eligible repairs do not include sump pump, foundation drains, or drain tile disconnects or repairs.

The subsidy amount shall be based on an 85/15 cost split, with the City funding 15% of the sewer service repair cost and the remaining 85% to be paid by the property owner. **The maximum subsidy amount the City will fund is $5,000 per property.** The property owner may request that their portion of the cost be assessed against their property. This requires the property owner to sign a form waiving their right to appeal of the assessment and accepting the assessment in full. Assessments will run with terms up to ten (10) years to allow easier repayment & carry an interest rate of 3%.

Y:\I&I\Funding Policy rev2.doc

SEWER CONTRACTORS IN WEST ST. PAUL SINCE 2015

Contractors that do pipe replacement:

NAME	PHONE #	CITY
AQUA CITY PLUMBING	651-699-1625	ST PAUL
BEN FRANKLIN PLUMBING	763-755-6468	COON RAPIDS
CAPRA UTILITIES	651-762-2500	WHITE BEAK LAKE
COMMERCIAL UTILITIES	651-774-0330	ST PAUL
MULVIHILL EXCAVATING	612-598-2455	CANNON FALLS
ROTO ROOTER SERVICES CO	651-638-9990	NEW BRIGHTON
MCQUILLAN BROS	651-292-0124	ST PAUL
GRANT UTILITIES INC.	651-793-5251	ST PAUL
M&B SERVICES	651-248-1697	WYOMING

Contractors that do pipe lining:

NAME	PHONE #	CITY
GRANT UTILITIES INC.	651-793-5251	ST PAUL
BEN FRANKLIN PLUMBING	763-755-6468	COON RAPIDS
ROTO ROOTER SERVICES CO	651-638-9990	NEW BRIGHTON
CAPRA UTILITIES	651-762-2500	WHITE BEAR LAKE
MCQUILLAN BROS	651-292-0124	ST PAUL
NORTHLAND LINING INC.	612-867-5409	CHISOLM
M&B SERVICES	651-248-1697	WYOMING

10/12/15