

**DATE:** October 11, 2017

**TO:** Terrace Park Sewers Committee

**FROM:** Bill Wooton, P.E., Principal Engineer, Department of Sewers

**Copy:** Charles Anness, Pat Arnette, Karen Ball, Aaron Burkhardt, Cheri Bush, Diana Christy, Beth Hinzman, Mike Pittinger, Jack Rennekamp, Ryan Welsh, MSD Document Control

**SUBJECT:** HSTS Eliminations, PID 10190317; Terrace Park

The following is in response to questions received by MSD on September 29, 2017 from the Terrace Park Sewers Feasibility Committee regarding installation of sewers. The questions were provided by the Committee to help MSD prepare for an upcoming meeting that is scheduled for October 11, 2017.

<b>HSTS Eliminations, PID 10190317; Terrace Park</b>	
<b>Terrace Park Question</b>	<b>MSD Response</b>
<p><b>Background:</b> 836 Septic customers in TP. Estimated 670 are non-compliant with new law. Converting 5-10 per year.</p>	
<p><b>Petition Process</b></p> <p>Based on your experience elsewhere, how have communities made residents aware and supportive of the sewer decisions and support required? Is there a best practice on acquiring petition approval from homeowners?</p> <ul style="list-style-type: none"> <li>• How have communities organized these efforts?</li> <li>• Town Halls? Door to Door? Email?</li> <li>• Any examples of forms, community communication materials</li> <li>• Can you get us contact information on other communities so we can contact them?</li> </ul>	<p><i>Fundamental concept that MSD insists upon is that the petition process is driven by property owners. MSD is a neutral player; MSD will not advocate for or against a citizen petition.</i></p> <p><i>Beyond this fundamental concept, each petition is different. Closest similar recent situation is Kenwood Hills in Madeira, with 160 households. In the Kenwood Hills case, city officials asked MSD to participate in an informational meeting with property owners. City officials organized/sponsored the meeting. HCPH also presented information. A couple years later, a property owner requested a petition. The petitioner requested/organized/promoted a series of informational meetings with MSD and HCPH participating. In addition to the informational meetings, MSD shared our standard petition flyer and responded to any questions, either by letter or by email message. The petitioner frequently distributed MSD's responses to an extensive email routing list. Madeira officials may be able to provide behind the scenes details that were not visible to MSD.</i></p>

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	<p><i>In 2009, MSD held a workshop type meeting for the Sagebrush project in Colerain Township. That project included 114 households but was not a petition process; the project was initiated based on a Board of Health declaration of public nuisance.</i></p> <p><i>MSD's standard petition flyer is attached. We can also share PowerPoint presentations used for Madeira information meetings. HCPH may have presentation material, as well.</i></p> <p><i>Contact for Kenwood Hills:</i>  <i>Thomas W. Moeller</i>  <i>City Manager</i>  <i>City of Madeira, Ohio</i>  <i>7141 Miami Avenue</i>  <i>Madeira, Ohio 45243</i>  <i>Office (513) 561-7228</i>  <i>Fax (513) 272-4211</i>  <i>tmoeller@madeiracity.com</i></p>
"In light of Terrace Park being an older neighborhood with mature trees, would MSD be willing to undertake an engineering study so the town's citizens can evaluate the impact that the sewer's installation will have on the neighborhood's trees and vegetation?"	<i>MSD may not expend funds on any project without Board authorization. Funding for petition assistance is available to MSD members.</i>
Vote is 1 per address?	<i>Petition voting is based on one vote per benefited parcel.</i>
At what point in the project (7-10 big tasks) do costs impact and cost obligations of residents become fixed and committed.	<i>MSD's commitment to the neighborhood is described in the petition form and polling correspondence. Under current policy, the assessment credit policy and tap-in fee are spelled out and become the basis for the petition voting. Private-side costs are the responsibility of each resident; MSD does not provide estimates of private-side costs. If a project is initiated based on a petition, the commitments described in the petition correspondence will be honored. If that project is terminated, a subsequent project would proceed based on whatever terms are established for the subsequent project.</i>
Who are our key points of contact?	<p><i>MSD's Assessment Sewers Program Coordinator is Aaron Burkhardt. Assessment sewer projects are managed by MSD's Wastewater Engineering Division. The chain of command is as follows:</i></p> <ul style="list-style-type: none"> <li><i>• Bill Wooton, Principal Engineer, Conveyance Design Management</i></li> <li><i>• Ryan Welsh, Sewers Chief Engineer, MSD</i></li> <li><i>• Pat Arnette, Deputy Director, MSD</i></li> <li><i>• Gerald Checco, Director, MSD</i></li> </ul>

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<p><b>Timing</b></p> <ul style="list-style-type: none"> <li>• What is the total time frame from once a petition is approved to completion of the project based on the number of homes in TP (rough estimate).                             <ul style="list-style-type: none"> <li>○ Petition approval process from community to MSD</li> <li>○ MSD/Community approval to sewer installation</li> <li>○ Sewer installation</li> <li>○ Household hook up</li> </ul> </li> </ul>	<p><i>Petition signatures – time frame is flexible, dependent upon petitioner’s pace, ranging from 3 months as most optimistic, to more than 12 months</i></p> <p><i>Polling – has a shelf life, try to wrap up in 2 months</i></p> <p><i>Design Authorization</i></p> <ul style="list-style-type: none"> <li>• <i>Planning – may require 6 months or longer depending on workload</i></li> <li>• <i>Legislation – minimum 2 months; or longer if included in CIP book</i></li> <li>• <i>Risks – affordability may delay design authorization</i></li> </ul> <p><i>Design</i></p> <ul style="list-style-type: none"> <li>• <i>Design consultant procurement – 6 months</i></li> <li>• <i>Design – one year</i></li> <li>• <i>Property Acquisition – 6 months to 2 years</i></li> </ul> <p><i>Construction Approval: Four trips to Board, including a public hearing – minimum 6 months (Risks - Board-dependent; appeals to probate; affordability may delay construction)</i></p> <p><i>Construction Contract procurement – minimum 3 months (Risk – bids may not be acceptable)</i></p> <p><i>Construction: Trunk sewer, central pump station with force main and local sewers - two years</i></p> <p><i>Total: approximately 6 to 7 years (significant risk of longer time frame, see risks described above)</i></p>
<p>Are there other big blocks of project time?</p>	<p><i>See above.</i></p>
<p>What are the key tasks within each process?</p>	<p><i>See risks, above</i></p>
<p>What can we do to expedite the process if and when we receive approval from our community?</p>	<p><i>Mitigate risks described above.</i></p>
<p><b>Potential Costs</b></p> <p>Can we get more firm cost estimates, are these correct estimates and are we missing anything</p> <ul style="list-style-type: none"> <li>• Sewer Infrastructure installation (opening bid \$12,000 amortized over 20 years on taxes)</li> </ul> <p>When does this begin? For all households?</p>	<p><i>Public sewer improvement – current policy maximum assessment is \$12,000 per benefited parcel</i></p> <p><i>Assessment payment options:</i></p> <ul style="list-style-type: none"> <li>• <i>Pay full or part of assessment after project is complete</i></li> <li>• <i>Pay remaining assessment via real estate taxes over twenty years with finance charges and Auditor’s transaction fee (3%), beginning after project completion</i></li> <li>• <i>Tap-in fee is \$480 for single family home that abandons HSTS, payable at time of connection</i></li> <li>• <i>Private-side costs are not estimated by MSD</i></li> </ul>

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<ul style="list-style-type: none"> <li>• Tap in cost - \$500 per household at time of hook up?</li> <li>• Connection to system - \$5,000-\$10,000, depending upon ???</li> <li>• Cost of removal and remediation of dry well, both new and old septic systems - \$2500? What is range</li> <li>• Quarterly estimated MSD charge ongoing - \$280</li> <li>• Any costs to return streets and landscaping to original condition?</li> <li>• Will public structures have same costs? (Community building, Fire/EMS station, Log Cabin</li> <li>• Will businesses have same costs?</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Private-side costs will include properly abandoning the existing HSTS; HCPH may provide estimate</i></li> <li>• <i>Sewer charges are at MSDGC.org and are based on water consumption during low-use quarter</i></li> <li>• <i>Project costs will include restoration of areas disturbed by installation of public sewer improvement</i></li> <li>• <i>Restoration resulting from installation of private infrastructure will be paid by property owner</i></li> <li>• <i>Costs for public facilities and businesses</i> <ul style="list-style-type: none"> <li>○ <i>Assessment is same for all parcel types</i></li> <li>○ <i>Tap-in fee for non-single family properties are as per MSDGC.org, in effect at time of connection</i></li> </ul> </li> </ul>
<p><b>Installation</b> Sewer Options</p> <ul style="list-style-type: none"> <li>• Can we get a description of all the various sewer options, as well as any limitations, risks or recommendations, estimated costs for Terrace Park specifically?</li> <li>• Where have the small bore, pump systems been demonstrated as successful? What are the conditions that support these?</li> <li>• What are the 7-10 big tasks for a sewer install effort and about how much time do they take?</li> <li>• Are roads, right of ways, residential property, parks and other community property remediated and repaired as part of the installation process?             <ul style="list-style-type: none"> <li>○ Who pays for this?</li> <li>○ How do we agree on what needs to be done to repair streets, etc. as original?</li> </ul> </li> <li>• Once agreed and sewers are a "go", based on your previous experience, what resources are needed from Terrace Park to help with decision making, issue resolution,</li> </ul>	<p><i>For eligible assessment projects, MSD will evaluate all available options and select recommended solution that best balances its commitments to all MSD rate payers.</i></p> <p><i>There are low-pressure force mains at various locations in MSD's service area. City of Indianapolis has completed a major expansion of sewer service done exclusively with low pressure force mains. Successive phases are in process.</i></p> <p><i>Low pressure force mains are often utilized to due to rolling terrain (proposed Kenwood Hills solution) or due to wide areas of very flat topography (Indianapolis project mentioned above).</i></p> <p><i>7-10 big tasks - See above time frame discussion.</i></p> <p><i>As indicated above, project costs will include restoration of areas disturbed by installation of public sewer improvement. Restoration standard is to replace in-kind, to the extent that is practicable.</i></p> <p><i>Restoration of streets is discussed with the applicable jurisdiction. Restoration specs influence design choices.</i></p> <p><i>Public involvement - MSD will communicate with residents and officials throughout the petition, planning, design and construction process. Feedback from public and officials will be considered.</i></p> <p><i>Point of Contact – The petition process is driven primarily by the petitioner. In addition to the petitioner, MSD is glad to share information with local officials and other impacted property owners.</i></p>

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<p>prioritization, community communication?</p> <ul style="list-style-type: none"> <li>o Do you need a single point of contact?</li> <li>o Do you need a committee?</li> <li>o What are best practices?</li> <li>• What will be the path of the mainline from its current termination point, near the 8200 block of 50, in to Terrace Park?</li> <li>• If it's a bore and lift system where will the pumps be located?</li> <li>• If its gravity / Trench will the main lines be located in the center of the road or to one side?</li> <li>• Since the main line will be in the right of way, is the village responsible for road or shoulder repairs?</li> <li>• Can we make accommodations for storm water sewers?</li> <li>• During construction, trenching etc, will there be a need for a dumping area?</li> <li>• Do you use certain contractors for construction or are they MSD employees?</li> </ul>	<p><i>After the petition results are submitted to the Board, the petitioner's responsibilities are essentially completed. A committee may be helpful in distilling the community's needs and communicating with MSD.</i></p> <p><i>Alignment – At this time, we can share the QUEST plan recommendations. . Typically, alignment selection favors one side of the street or the other and not the middle to allow for maintenance of traffic during construction. As indicated above, restoration of areas disturbed by installation of public sewer improvements will be included in project costs.</i></p> <p><i>Low pressure force main system – private, individual grinder pumps will be located on private property. Some are located outside the dwelling and some are located within the dwelling footprint.</i></p> <p><i>Stormwater sewers – Assessment sewer projects include sanitary sewer improvements only.</i></p> <p><i>Excavation disposal – Disposal of excess excavated material is often required to be trucked off-site. MSD typically requires the contractor to identify disposal sites. MSD monitors the disposal activity, as in, appropriateness of disposal site and traffic impacts of transporting the material.</i></p> <p><i>Installation of public sewers is by contractors selected by Ohio's competitive bidding procedures.</i></p>
<p><b>Household hook up</b></p> <ul style="list-style-type: none"> <li>• Is there a list of contractors that MSD uses to install sewer lines from the mainline to the home?</li> <li>• Can the contractors give us estimated cost to decommission and hookup sewers to different drywell locations on a property so people can have an idea their specific costs?</li> <li>• Best case and worst case scenarios for homeowners, related to installation issues and costs</li> </ul>	<p><i>Connection to sewer – MSD maintains a list of approved sewer tappers. The list is at MSDGC.org. All connections must be made by an approved sewer tapper.</i></p> <p><i>House connections – building sewers must originate at the dwelling. Estimates from private contractors have proven to be difficult to obtain, especially at the conceptual stage of a project. Kenwood Hills residents were able to obtain information from one or more private contractors specializing in house connection work.</i></p> <p><i>Best case (assuming "best" means sewer expansion is desirable) –</i></p> <ul style="list-style-type: none"> <li>• <i>Level of support of the petition – minimum required is majority; a "super" majority would be more impactful</i></li> <li>• <i>Board of County Commissioners ranks the project as a high priority so that it overcomes any concerns with regard to affordability</i></li> </ul>

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	<ul style="list-style-type: none"> <li>○ <i>Board's prioritization of the project will likely hinge on level of support within the community and the amount of investment required to complete the project</i></li> </ul> <p><i>Worst case (assuming "worst" means sewers are indefinitely delayed)</i></p> <hr style="width: 10%; margin-left: 0;"/> <ul style="list-style-type: none"> <li>● <i>During the petition process, support for the project is derailed due to a variety of issues that are difficult to quantify, such as impacts to trees, desirability of pumped connections, private-side costs, etc.</i></li> <li>● <i>Estimated cost of the project has significant negative impact to the district's affordability crisis</i></li> <li>● <i>Some properties proceed with installation of new, expensive HSTS units, thus resulting in non-support of the petition</i></li> <li>● <i>Property acquisition is always a schedule risk, unless the project does not require a large amount of easements to be obtained</i></li> <li>● <i>Board's support for the project may be negatively impacted by the number of easements that cannot be negotiated</i></li> <li>● <i>Residents with modest financial means strenuously object based on their own affordability issues (even if in the minority, these objections will have impact)</i></li> <li>● <i>Opponents of the project are willing to invest money into filing appeals to probate court</i></li> </ul>