



Las Gallinas Valley Sanitary District

Private Sewer Lateral Rehabilitation Assistance Program

Approved by the Board of Directors on March 22, 2012

**DISTRICT BOARD**

Megan Clark
Rabi Elias
Russ Greenfield
Craig K. Murray
Judy Schriebman

DISTRICT ADMINISTRATION

Mark R. Williams,
General Manager
Michael Cortez,
District Engineer
Janice Mandler,
Collection System/Safety Manager
Susan McGuire,
Administrative Services Manager

Dear Customers,

Broken sewer laterals can cause pollution which harms the environment and impact public health.

The Board of Directors and the staff of the Las Gallinas Valley Sanitary District (LGVSD) wanted to establish a program where property owners within its boundaries have an economical way to repair and replace their laterals. LGVSD supported legislation that was passed in 2011, California Assembly Bill 741, which allows agencies such as ours to advance funds to property owners for the repairs and receive repayment through special assessments collected on the property tax bills.

The basic guidelines of the Private Sewer Lateral Rehabilitation Assistance Program are as follows:

- Assistance is available to residential and commercial property owners within the District
- The maximum amount of the assistance will be \$10,000
- Repayment will be over 10 years with an annual interest rate of 2%. Payments will be collected through semi-annual property tax bills as a special assessment
- **The property owner must obtain a video inspection of the lateral performed by a plumber that shows at least one NASSCO Pipeline Assessment Certification Program (PACP) defect. This video needs to clearly show the property owner's street address at the curb or front of the building. The repair work must be performed by a properly licensed contractor. See the District's website for a list of licensed contractors and plumbers who have performed work in the District in the past.**
- The property owner must obtain three quotes from contractors to perform the work who are bonded and licensed by the California's Contractors State Licensing Board. The property owner is not required to select the licensed contractor who provided the lowest qualified bid used to determine the limit of the assistance. However, the District will only provide funds for the amount of the lowest qualified bid.
- Once the property owner has obtained a video inspection of the lateral, obtained three quotes, and completed an application they should submit them to the District.
- Applications will be taken on a first-come, first-serve basis. It is strongly recommended that the assistance application be completed and approved prior to the work being performed. However, a property owner may apply for a loan within 90 days of completing

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the work. Post work applications are not guaranteed to be approved and the work is performed at the owner's risk and cost.

- LGVSD staff will review the application package and notify the property owner about the status of the assistance request.
- If the application is approved and prior to paying the contractor, the property owner will be required to sign a Contractual Assessment Agreement which will be recorded against the property.

Attached is a chart of these steps with additional guidelines for the program and an application form. In addition, the property owner may review the applicable District Ordinance in Title 2, Chapter 8 of the Ordinance Code and the Contractual Assessment Agreement form at our website: www.lgvsd.org.

Please contact us with your questions.

Sincerely,

Mark R. Williams

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Private Sewer Lateral Rehabilitation Assistance Program

Before Any Work Begins

Inspection

- Property owner obtains a video inspection..
- The lateral line must have at least one Pipeline Assessment Certification Program (PACP) rated defect.
- The video inspection must clearly identify the location of the property and the lateral by recording the address at the curb or on the property. **Videos without this identification will be rejected.**
- The video inspection may be observed by LGVSD personnel.

Obtain Quotes

- Property owner is required to obtain three quotes from contractors who are bonded and licensed by the California Contractor State Licensing Board to perform the work, **or**
- If the property owner is a licensed plumber or contractor, they may submit the estimated cost of materials and equipment to perform the work themselves.

Application

- Applications will be taken on a first-come, first serve basis.
- It is strongly recommended that the assistance application be completed and approved prior to the work being performed. However, the property owner may apply for assistance within 90 days of completing the work. **Post work applications are not guaranteed approval and the work is performed at the owner's risk and cost.**
- The District reserves the right to reject all incomplete applications.

Staff Review

- Application and lateral video will be reviewed by LGVSD and determination of eligibility will be made by the General Manager or designee whose decision shall be final.
- LGVSD will verify the ownership of the property with the applicant.
- The property shall not be encumbered with delinquent property taxes, special assessments or other assessment loans. If delinquencies exist, the property owner must provide documents of special payment arrangements to eliminate the delinquencies.
- The assistance limit will be established, including any fees related to processing the application.

Approval Letter

Letter of approval must be issued by LGVSD to Property Owner.



Private Sewer Lateral Rehabilitation Assistance Program

Work Performed

Obtain Permits
<ul style="list-style-type: none"> • Property owner/contractor is required to obtain a permit from LGVSD which is available at no cost. • Property owner/contractor is responsible for obtaining all permits required by the City of San Rafael and/or the County of Marin for street excavation work or any other applicable permits.
Perform Work
<ul style="list-style-type: none"> • Property owner schedules the work. • Property owner is responsible for ensuring that the work is performed in accordance with LGVSD's specifications. • Property owner is responsible for managing the work, including the activities of the contractor, permitting and inspection, restoration work, repairs, and claims for damages incurred. • Property owner to obtain approval from LGVSD for any additional work due to unforeseen circumstances which would be reimbursed with Contractual Assessment Funds. • Property owner is required to perform the work, including inspections, within 90 days of Approval Letter date and prior to the end of the fiscal year (June 30th), whichever is earlier.
Obtain Inspections
<ul style="list-style-type: none"> • A post rehabilitation inspection by LGVSD must be obtained prior to burial of the lateral which is available at no cost. • Schedule the LGVSD inspection at least 24 hours in advance of the desired inspection time. • Schedule any inspection required by the City of San Rafael and/or the County of Marin for street excavation work or any other applicable inspections.
Payment
<ul style="list-style-type: none"> • Property owners submits to LGVSD invoices and documentation including all necessary permits and inspections, an itemized statement of costs and a signed release accepting the improvements and authorizing payment. • LGVSD will authorize payment for the lesser of the amount in Approval Letter plus any previously authorized additional work or the actual cost of the work performed. • LGVSD will execute a Contractual Assessment Agreement with the property owner which will be recorded by LGVSD to secure repayment. • LGVSD will pay the contractor directly.
After the Project is Completed
<ul style="list-style-type: none"> • Property owner shall retain all receipts, permits, inspection reports and other documents. • LGVSD will provide the property owner with a certificate showing that the lateral was repaired/replaced and the date thereof. • Property owner will pay the Contractual Assessment as part of their semi-annual property tax bill.



Private Sewer Lateral Rehabilitation Assistance Program Application

Property Owner(s) Name(s):						
Property Address:						
Tax Assessor's Parcel No:						
Mailing Address (if different):						
City:		State:		Zip Code:		
Home Phone:		Mobile:		Email:		
Amount you are requesting:				Estimated date work will begin:		
Is this a Late Application filed within 90 days of completing the work?		Yes	No	Date work Completed: (Late Application only)		
Checklist for submission:						
Quotes for Work to be Performed:	Three Quotes for the Work to be performed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
		If No Why?	Emergency <input type="checkbox"/>			
			Doing Work Myself <input type="checkbox"/>			
Video Inspection: Executed licensed contractor or plumber which clearly identifies the property address?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Your application will be rejected	

I certify by signing this application that I am (we are) the legal owner of the property described herein. I am (we are) aware that the submission of this document does not constitute that Contractual Assessment Funds have been approved by LGVSD. I have read the requirements for the Private Sewer Lateral Rehabilitation Assistance Program and am aware that a letter will be issued advising if Contractual Assessment Funds have been approved. **Any work performed prior to receiving a letter of obligation from LGVSD is performed at my own risk and cost. I understand that not all applications will be granted. I understand all applications are subject to a Pipeline Assessment Certification Program (PACP) rating which will be reviewed by LGVSD in determining the eligibility for assistance.**

Signature: _____

Date: _____

Signature: _____

Date: _____