



Private Sewer Lateral and Private System Policy Options



December 2, 2021

TABLE OF CONTENTS

Policy Options Handouts A-1

 Find and Fix Policy..... B-1

 Permitting Policy..... C-1

 Rebate Policy D-1

 Private System Policy E-1

 Rebate Resolution..... F-1

 Proposed Ordinance..... G-1

Below are summary features for each of the three private sewer lateral policies and the private sewer system policy.

FIND-AND-FIX



- » Implemented as part of targeted CIP projects focused on reducing I&I
- » Includes rehabilitation of all public and private infrastructure in project area
- » Homeowner provides temporary easement and signs waiver
- » Single contractor manages all work
- » PCU pays for work
- » Effectiveness of I&I reduction will be measured
- » Homeowner must address other private I&I sources if found

PERMITTING



- » Certain residential building permit applications will trigger a private lateral inspection
- » Permits pertaining to activities likely to increase flow into the County sewer system
- » Property owner must repair defective laterals within a specified time frame
- » Existing permitting processes followed
- » Property owner may elect to participate in Rebate policy
- » Repairs to be made by pre-qualified plumbers/contractors
- » Repairs inspected in accordance with Florida building code

REBATE



- » Certain residential property owners may apply for a rebate for sanitary sewer lateral inspections and/or lining or replacement
- » Property owner hires and is responsible for payment to Licensed Plumbing Contractor
- » Work must adhere to PCU standard details and specifications
- » Property owners may apply for rebate(s) by submitting an application, lateral inspection certificate, and CCTV inspection records
- » Rebate applications are reviewed by PCU and payments are made to property owner

PRIVATE SYSTEM



- » Existing private systems must apply for and receive operating permit
- » Permit will include performance criteria and other conditions
- » Annual private PS inspections by County
- » New pump stations not allowed unless gravity infeasible
- » New private systems prohibited under certain conditions
- » Strict design and construction standards to be followed through permit process
- » Private system may be transferred to County
- » Operating permit needed for any existing or new private system

PINELLAS COUNTY FLORIDA

PRIVATE SEWER LATERAL FIND AND FIX POLICY

November 2021

Table of Contents

I.	Intent.....	3
II.	Definitions	3
III.	Policy Applicability	5
IV.	Find and Fix Policy Overview	5
V.	Design Phase	6
VI.	Construction Phase	6
VII.	Post-Construction Phase	7
VIII.	Policy Impact	7

I. Intent

Pinellas County Utilities (PCU) is committed to protecting public health and the environment through effective management of our wastewater treatment facilities and wastewater collection system. Groundwater and surface water inflow and infiltration (I&I) entering the wastewater collection system take up valuable sewer capacity, contribute to causes of sanitary sewer overflows (SSOs), and add costs for excess wastewater treatment. Defective private sanitary sewer laterals allow a significant amount of I&I into the wastewater collection system, and therefore, Pinellas County institutes this Private Sewer Lateral Find and Fix Policy (Find and Fix Policy).

The purpose of the Find and Fix Policy is to provide for the targeted reduction of I&I in PCU's wastewater collection system in selected neighborhoods where this approach is considered cost-effective. PCU will achieve this I&I reduction effort by implementing cost-effective, comprehensive rehabilitation and replacement of wastewater collection mains, manholes, and public and private laterals within selected Capital Improvement Program (CIP) project areas.

Reducing the I&I will increase available capacity within the PCU wastewater service area, aid in reducing the risk of SSOs, reduce flows to the treatment facilities, and reduce the need for new or expanded infrastructure system-wide.

II. Definitions

Cleanout means a segment of pipe connected to an underground private Sewer Lateral and rising to the surface, providing access to the sewer lateral for purposes of inspection and cleaning.

Comprehensive Rehabilitation means the rehabilitation or replacement of all gravity sewers, manholes, and public and private laterals, unless otherwise considered watertight, within a specific defined project area with the goal of maximizing the reduction of I&I entering from the project area.

County Sewer System (System) consists of the County owned collection and transmission system that conveys the wastewater to the treatment facility. This consists of sanitary sewers, trunk sewers, interceptors, lift stations, force mains, and all appurtenances between the private Sewer Laterals (or building sewers) and the wastewater treatment facility.

Defective means, as applied to a Private Sewer Lateral, a Private Sewer Lateral for which any of the following conditions exist upon inspection by a licensed plumbing contractor or other competent professional:

1. evidence of pipe or joint cracks or deterioration,
2. root intrusion into a pipe,
3. a misaligned pipe segment, sag, or lack of positive gradient,
4. a lack of a necessary cleanout cap,
5. a downspout, drain, defective cleanout, or other connection that allows storm water or other extraneous water to enter the sanitary sewer system, and/or
6. a defect (e.g., crack, fracture, hole, open joint) or active leak that allows the discharge of sewage on the property or the introduction of extraneous water into the County sewer system.

Infiltration means groundwater that enters a sewer system, including service connections, through defective pipes, pipe joints, connections, service connections, manholes, or lift stations. Infiltration does not include, and is distinguished from inflow.

Inflow means surface water and stormwater that enters a collection/transmission system, including service connections, from sources such as roof leaders, cellar drains, yard drains, area drains, drains from wet areas, foundation drains, cross connections between storm sewers and sanitary sewers, catch basins, stormwater, surface runoff, manhole covers, or drainage. Inflow does not include, and is distinguished from, infiltration.

Licensed Plumbing Contractor means a plumber licensed and insured in the State of Florida pursuant to Chapter 553 and Section 489.105, Florida Statutes.

PCU-Prequalified Plumber/Contractor is licensed plumber or contractor that meets the requirements specified by Pinellas County Utilities for registration as prequalified, which includes defined qualification criteria, an active license, familiarity with standard drawings and specifications and submittal requirements associated with this policy and providing a warranty for a minimum of one (1) year.

Private Collection and Transmission Systems (Private sewer system) are privately owned sanitary sewers, manholes, lift stations, force mains and any other facility that discharges into the County sewer system excluding single-family residences.

Private Collection and Transmission Systems (Private sewer system) Operating Permit is a permit from the County provided to owners of a private sewer system allowing the private owner to discharge wastewater into the County sewer system that includes terms and conditions and performance requirements for the owner to maintain and operate their system in accordance with County requirements.

Private Sewer Lateral means a pipe that carries wastewater, excluding storm, surface and ground water starting just outside the building and ending at the right-of-way or recorded easement, and connects directly to the County System.

Private sewer lateral maintenance means the routine inspection, flushing, rodding, and removal of grease, roots, and debris of a private Sewer Lateral of located within private property up to the right-of-way to maintain a free-flowing condition.

Property means any real property, or portion thereof, located in the County, including buildings or structures and private sewer infrastructure situated on the surface or beneath the surface of the property, including the private Sewer Lateral up to the right-of-way.

Reference Meter means a flow meter installed in a manhole for the purpose of measuring flows from a specified area where no rehabilitation work is being performed. The reference meter is installed and operating at the same time as the associated rehab meter. The purpose for the reference meter is to allow for an objective comparison of flows from a Find and Fix project area before and after construction.

Rehabilitation, as applied to private Sewer Laterals, means the lining of the complete length of the private Sewer Lateral with a cured-in-place pipe (CIPP) liner to bring the private Sewer Lateral into compliance with minimum functional requirements. This also includes any other work necessary to prepare the pipe for lining.

Rehab Meter means a flow meter installed in a manhole for the purpose of measuring flows under dry and wet conditions. The meter data may compare flows from an associated reference meter to allow for an objective comparison of flows from the Find and Fix project area before and after construction.

Replacement, as applied to private Sewer Laterals, means the installation of a complete new private Sewer Lateral and cleanout.

Sanitary Sewer Overflow (SSO) means a wastewater overflow from a manhole, a confined repair site, or directly onto the ground from a cleanout, or from the sanitary collection and transmission system (regardless of volume) within the County.

Smoke Testing involves pushing a simulated, non-toxic, non-staining simulated smoke through a community's sanitary sewer collecting system, then observing and documenting where the smoke exits. This method for identifying I&I typically involves residential, commercial, and industrial areas. Field technicians set up a blower over a neighborhood manhole, and non-toxic simulated smoke is pumped through the sewer line. The exiting smoke can indicate the location of a broken sewer pipe, manholes, catch basins, or where roof or foundation drains are connected to the sewer system.

III. Policy Applicability

The Find and Fix Policy applies only to residential properties located within a designated Find and Fix project area as determined by PCU.

IV. Find and Fix Policy Overview

Work is completed in conjunction with the rehabilitation and replacement of PCU's wastewater collection system. Private sewer lateral work within the same project area is performed as part of the public bidding process. Other private property sources of I&I in the project area must be removed at the property owner's expense as part of current PCU policy. Examples include downspouts, yard drains, or any other source of direct or indirect surface or groundwater that allows entry of I&I into PCU's wastewater collection system from private property.

The three phases of the Find and Fix Policy are:

- I. Design, including pre-construction flow monitoring, closed-circuit television (CCTV) inspection, smoke testing, and bid document preparation
- II. Construction
- III. Project area post-construction flow monitoring

The process begins when PCU identifies potential project areas based on an evaluation of various factors, including:

- Extent of I&I
- Known sewer system capacity issues, including historic SSO events
- I&I removal potential and downstream impacts
- Tidal influences
- Age of neighborhood

- Project costs

PCU further evaluates and confirms the feasibility of selecting a particular area for the Find and Fix Policy based on:

- Complexity
- Potential constructability issues
- Available funding

V. Design Phase

After a project area is confirmed as a candidate for the Find and Fix Policy and included in the CIP, PCU begins the design process by conducting preliminary engineering activities and preparing drawings and specifications for construction and bidding.

Preliminary Engineering Inspection. A qualified contractor performs various activities, including smoke testing and CCTV inspection of the public sanitary sewers, associated manholes, and both public and private portions of sewer laterals. Smoke testing identifies major defects or illegal connections that may be contributing I&I to the wastewater collection system. Any defects found on private property that are unrelated to the private lateral must be addressed by the property owner and will be managed with the current code enforcement process. The CCTV inspection locates the lateral for surveying later and provides visual inspection of its condition to determine if the lateral can be lined or if it must be replaced. PCU may also utilize leak detection technology in specific locations where the pipe appears to be in good condition to verify watertightness. If these pipes and laterals pass a leak detection test, they are removed from the rehabilitation list.

Survey. A survey is conducted on private property by a qualified licensed surveyor hired by the professional design consultant to survey the sewer lateral and any cleanouts. The surveyor also will survey the corners of structures and the outline of pavement in proximity to the private Sewer Lateral.

Property Access Documents. Pinellas County will secure access to the private property for lateral lining or replacement thru instruments, such as temporary construction easements.

Signing of Waiver. Property owners will be asked to sign a waiver to hold PCU harmless for work done on private property.

VI. Construction Phase

Once the project is bid, construction will begin. The selected construction contractor will perform the lateral repair, lining, or replacement.

Depending on the condition, a single lateral may be lined with cured-in-place pipe (CIPP) or replaced. A cleanout will be installed at the right-of-way and at the upstream termination of the lining or replacement. The contractor will perform post-construction testing, such as CCTV inspection and cured-in-place pipe (CIPP) strength testing. PCU may also require the contractor to use a PCU approved leakage test to verify water tightness. The contractor will be required to fix any defects identified at no cost to PCU.

VII. Post-Construction Phase

Once construction is completed, where applicable, the rehab and reference flow meters are placed in the same locations as pre-construction flow monitoring. The duration of monitoring will be a minimum of four (4) months. The I&I volume measured for each rainfall event will be recorded for both the rehab and reference monitor locations.

Rehabilitation Effectiveness Assessment: Pre- and post-construction flow monitoring data are used to analyze the I&I removal effectiveness in accordance with the PCU Pre- and Post-Construction Flow Monitoring and Analysis Standard Operating Procedure (SOP).

VIII. Policy Impact

The cost-effectiveness of the Find and Fix Policy is analyzed internally or through the support from an outside consultant as projects are implemented and as the engineering analysis progresses for the Wastewater Collection System Master Plan. Find and Fix project locations may be added or adjusted based on ongoing data analysis.

PINELLAS COUNTY FLORIDA

PRIVATE SEWER LATERAL PERMITTING POLICY

November 2021

Table of Contents

I.	Intent.....	3
II.	Definitions.....	3
III.	Policy Applicability	5
IV.	Permitting Policy Requirements	5
V.	Private Sewer Lateral Inspection Requirements.....	6
VI.	Responsibility for Payment	6
VII.	Policy Enforcement	6
VIII.	Policy Impact.....	7

I. Intent

Pinellas County Utilities (PCU) is committed to protecting public health and the environment through effective management of our wastewater treatment facilities and wastewater collection system. Groundwater and surface water inflow and infiltration (I&I) entering the wastewater collection system takes up valuable sewer capacity, contributes to causes of sanitary sewer overflows (SSOs), and adds costs for excess wastewater treatment. Defective private sanitary sewer laterals allow a significant amount of I&I into the wastewater collection system, and therefore, Pinellas County institutes this Private Sewer Lateral Permitting Policy (Permitting Policy).

The Private Sewer Lateral Permitting Policy has a dual purpose: 1) support removal of I&I from the PCU wastewater collection system, and 2) verify that the private sanitary sewer lateral is in good working order per [Section 22-296](#) of the Pinellas County Code. Permitting Policy implementation uses the building permit application process to initiate an inspection of private sanitary sewer laterals and require lateral repairs, if necessary. Applicable permits include any improvements that may result in an increase in wastewater discharge into PCU's wastewater collection system from the private sanitary sewer lateral. The private sanitary sewer lateral inspection is part of the building permit application process.

The goal of the Permitting Policy is to reduce the amount of groundwater infiltration and surface water inflow entering PCU's wastewater collection system from defective privately owned sanitary sewer laterals. Reducing the amount of groundwater infiltrating into the wastewater collection system through defective laterals will aid in reducing the risk of SSOs, reducing extraneous flow to treatment facilities, and increasing available system capacity.

II. Definitions

Cleanout means a segment of pipe connected to an underground private Sewer Lateral and rising to the surface, providing access to the sewer lateral for purposes of inspection and cleaning.

County Sewer System (System) consists of the County owned collection and transmission system that conveys the wastewater to the treatment facility. This consists of sanitary sewers, trunk sewers, interceptors, lift stations, force mains, and all appurtenances between the private Sewer Laterals (or building sewers) and the wastewater treatment facility.

Defective means, as applied to a Private Sewer Lateral, a Private Sewer Lateral for which any of the following conditions exist upon inspection by a licensed plumbing contractor or other competent professional:

1. evidence of pipe or joint cracks or deterioration,
2. root intrusion into a pipe,
3. a misaligned pipe segment, sag, or lack of positive gradient,
4. a lack of a necessary cleanout cap,
5. a downspout, drain, defective cleanout, or other connection that allows storm water or other extraneous water to enter the sanitary sewer system, and/or

6. a defect (e.g., crack, fracture, hole, open joint) or active leak that allows the discharge of sewage on the property or the introduction of extraneous water into the County sewer system.

Infiltration means groundwater that enters a sewer system, including service connections, through defective pipes, pipe joints, connections, service connections, manholes, or pump stations. Infiltration does not include, and is distinguished from inflow.

Inflow means surface water and stormwater that enters a collection/transmission system, including service connections, from sources such as roof leaders, cellar drains, yard drains, area drains, drains from wet areas, foundation drains, cross connections between storm sewers and sanitary sewers, catch basins, stormwater, surface runoff, manhole covers, or drainage. Inflow does not include, and is distinguished from, infiltration.

Licensed Plumbing Contractor means a plumber licensed and insured in the State of Florida pursuant to Chapter 553 and Section 489.105, Florida Statutes.

PCU-Prequalified Plumber/Contractor is licensed plumber or contractor that meets the requirements specified by Pinellas County Utilities for registration as prequalified, which includes defined qualification criteria, an active license, familiarity with standard drawings and specifications and submittal requirements associated with this policy and providing a warranty for a minimum of one (1) year.

Private Collection and Transmission Systems (Private sewer system) are privately owned sanitary sewers, manholes, lift stations, force mains and any other facility that discharges into the County sewer system excluding single-family residences.

Private Collection and Transmission Systems (Private sewer system) Operating Permit is a permit from the County provided to owners of a private sewer system allowing the private owner to discharge wastewater into the County sewer system that includes terms and conditions and performance requirements for the owner to maintain and operate their system in accordance with County requirements.

Private Sewer Lateral means a pipe that carries wastewater, excluding storm, surface and ground water starting just outside the building and ending at the right-of-way or recorded easement, and connects directly to the County System.

Private Sewer Lateral maintenance means the routine inspection, flushing, rodding, and removal of grease, roots, and debris of a private Sewer Lateral located within private property up to the right-of-way to maintain a free-flowing condition.

Property means any real property, or portion thereof, located in the County, including buildings or structures and private sewer infrastructure situated on the surface or beneath the surface of the property, including the private Sewer Lateral up to the right-of-way.

Rehabilitation, as applied to private Sewer Laterals, means the lining of the complete length of the private Sewer Lateral with a cured-in-place pipe (CIPP) liner to bring the private Sewer Lateral into compliance with minimum functional requirements. This also includes any other work necessary to prepare the pipe for lining.

Replacement, as applied to private Sewer Laterals, means the installation of a complete new private Sewer Lateral and cleanout.

Sanitary Sewer Overflow (SSO) means a wastewater overflow from a manhole, a confined repair site, or directly onto the ground from a cleanout, or from the sanitary collection and transmission system (regardless of volume) within the County.

Smoke Testing involves pushing a simulated, non-toxic, non-staining simulated smoke through a community's sanitary sewer collecting system, then observing and documenting where the smoke exits. This method for identifying I&I typically involves residential, commercial, and industrial areas. Field technicians set up a blower over a neighborhood manhole, and non-toxic simulated smoke is pumped through the sewer line. The exiting smoke can indicate the location of a broken sewer pipe, manholes, catch basins, or where roof or foundation drains are connected to the sewer system.

III. Policy Applicability

The Permitting Policy applies to single-family residential property owners connected directly to the County sewer system and are within the permitting authority of Pinellas County Building Services.

IV. Permitting Policy Requirements

The Permitting Policy requires property owners to engage a licensed plumbing contractor to inspect, and, if necessary, repair, replace, or line their private sanitary sewer laterals when applying for a building permit that includes:

- A. Additional Plumbing Fixtures:** The addition, replacement, or relocation of a plumbing fixture, bathtub with shower or whirlpool tub or shower pan, or urinals, toilets, sinks, or trench drains that would increase wastewater flows into the PCU sanitary sewer system.
- B. 50 Percent Rule:** This is based on improvements that are substantial as calculated by the FEMA 50% rule based on the property evaluation currently maintained by the Pinellas County Property Appraiser's Office.
- C. Additional Square Footage: 70 square feet or more** additional square footage is added to an existing residential building because additional occupants would increase wastewater flows to the sanitary sewer lateral.
- D. Demolition/Rebuild:** An inspection will be required if a building is to be demolished and the lateral is to be kept in place. If a building has already been demolished and a new building is being constructed, any existing lateral being utilized will require inspection including those under slabs per the building code.

Property owners who have had their private laterals either installed, replaced, or have an inspection demonstrating that the lateral is not defective within the last 10 years are exempt from this policy.

V. Private Sewer Lateral Inspection Requirements

A private Sewer Lateral inspection involves the use of a closed-circuit television (CCTV) camera and is conducted according to PCU specifications by a licensed plumbing contractor. Smoke testing is not considered an acceptable inspection method.

A defective sewer lateral is one that is not in good working order. The lateral is deemed defective, for the purposes of this policy, if any of the following conditions exist upon inspection:

- evidence of pipe or joint cracks or deterioration,
- root intrusion into a pipe,
- a severely misaligned pipe segment, sag, or lack of positive gradient,
- a lack of necessary cleanout cap,
- a downspout, drain, defective cleanout, other connection that allows storm water or other extraneous water to enter the County sewer system, and/or
- a defect (e.g., crack or hole) or active leak that allows the discharge of sewage onto the property or the introduction of extraneous water into the County sewer system.

If the private Sewer Lateral is found to be defective, the private Sewer Lateral must be fully replaced as quickly as possible, but no longer than 365 calendar days after the initial finding that the private Sewer Lateral is defective. Lining of the entire lateral may be allowed under certain conditions and must be approved by PCU. All corrective action work must be performed in accordance with County specifications by a licensed plumbing contractor and all applicable permits and fees are the responsibility of the property owner.

The requirements of this policy will not interfere with the processing of the original building permit application that triggered the private lateral inspection.

VI. Responsibility for Payment

The private Sewer Lateral inspection and related or subsequent replacement, or lining costs (corrective measures) and post construction inspection are the responsibility of the property owner/applicant. The corrective repairs or improvements shall meet PCU specifications. Additionally, the property owner must apply for applicable building permits for repairs or replacement of the lateral.

Affected property owners may choose to apply for a rebate for the inspection and/or subsequent replacement or lining as applicable and in accordance with the PCU Private Sewer Lateral Rebate Policy.

If a property owner opts to apply for a rebate, they must meet additional requirements stipulated in the Rebate Policy. The ability to utilize the Rebate Policy is at the discretion of PCU and as funding is available.

VII. Policy Enforcement

Policy enforcement shall be as set forth in [Pinellas County Code Chapter 126 Sections 126-400-406](#) and [Pinellas County Code Chapter 1 Sections 1-8](#).

VIII. Policy Impact

The effectiveness of the Permitting Policy is evaluated based on property owners' permitting process through the Pinellas County Building Services. The overall effectiveness of reducing I&I throughout the PCU wastewater collection system depends on whether participation rates are low or high, and whether sanitary sewer lateral lining or replacement work is clustered or dispersed. This policy, in conjunction with other private Sewer Lateral policies, provides PCU the best opportunity to reduce I&I in the PCU wastewater collection system and help protect the environment and public health from SSOs.

PINELLAS COUNTY FLORIDA

PRIVATE SEWER LATERAL REBATE POLICY

November 2021

Table of Contents

I.	Intent.....	3
II.	Definitions.....	3
III.	Rebate Eligibility	5
IV.	Rebate information.....	5
V.	Private Sewer Lateral Inspection Requirements.....	5
VI.	Private Sewer Lateral Inspection Rebate Request.....	6
VII.	Private Sewer Lateral Replacement and Rehabilitation Requirements.....	6
VIII.	Private Sewer Lateral Replacement/Rehabilitation Rebate Request	7
IX.	Licensed Plumbing Contractor Prequalification	7
X.	Policy Impact.....	7

I. Intent

Pinellas County Utilities (PCU) is committed to protecting public health and the environment through effective management of our wastewater treatment facilities and wastewater collection system. Groundwater and surface water inflow and infiltration (I&I) entering the wastewater collection system takes up valuable sewer capacity, contributes to causes of sanitary sewer overflows (SSOs), and adds costs for excess wastewater treatment. Defective private Sewer Laterals allow a significant amount of I&I into the wastewater collection system, and therefore, Pinellas County institutes this Private Sewer Lateral Rebate Policy (Rebate Policy).

The Rebate Policy assists private single-family residential property owners with the cost of conducting sanitary sewer lateral inspections and lining or replacing sanitary sewer laterals within the Pinellas County Utilities (PCU) wastewater collection system service area.

The goal of the Rebate Policy is to reduce the amount of I&I entering PCU's wastewater collection system from defective privately owned sanitary sewer laterals. Reducing the amount of groundwater infiltrating into the wastewater collection system through defective laterals will aid in reducing the risk of SSOs, reducing extraneous flow to treatment facilities, and increasing available system capacity.

II. Definitions

Cleanout means a segment of pipe connected to an underground private Sewer Lateral and rising to the surface, providing access to the sewer lateral for purposes of inspection and cleaning.

County Sewer System (System) the portion of the wastewater facility (WWF) that consists of the collection system which conveys the wastewater to the treatment facility. This consists of sanitary sewers, trunk sewers, interceptors, lift stations, force mains, and all appurtenances between the private Sewer Laterals (or building sewers) and the wastewater treatment facility.

Defective means, as applied to a Private Sewer Lateral, a Private Sewer Lateral for which any of the following conditions exist upon inspection by a licensed plumbing contractor or other competent professional:

1. evidence of pipe or joint cracks or deterioration,
2. root intrusion into a pipe,
3. a misaligned pipe segment, sag, or lack of positive gradient,
4. a lack of a necessary cleanout cap,
5. a downspout, drain, defective cleanout, or other connection that allows storm water or other extraneous water to enter the sanitary sewer system, and/or
6. a defect (e.g., crack, fracture, hole, open joint) or active leak that allows the discharge of sewage on the property or the introduction of extraneous water into the County sewer system.

Infiltration means groundwater that enters a sewer system, including service connections, through defective pipes, pipe joints, connections, service connections, manholes, or pump stations. Infiltration does not include, and is distinguished from inflow.

Inflow means surface water and stormwater that enters a collection/transmission system, including service connections, from sources such as roof leaders, cellar drains, yard drains, area drains, drains from wet areas, foundation drains, cross connections between storm sewers and sanitary sewers, catch basins, stormwater, surface runoff, manhole covers, or drainage. Inflow does not include, and is distinguished from, infiltration.

Licensed Plumbing Contractor means a plumber licensed and insured in the State of Florida pursuant to Chapter 553 and Section 489.105, Florida Statutes.

PCU-Prequalified Licensed Plumbing Contractor is a licensed plumber or contractor that meets the requirements specified by Pinellas County Utilities for registration as prequalified, which includes defined qualification criteria, an active license, familiarity with standard drawings and specifications and submittal requirements associated with this policy and providing a warranty for a minimum of one (1) year.

Private Collection and Transmission Systems (Private sewer system) are privately owned sanitary sewers, manholes, lift stations, force mains and any other facility that discharges into the County sewer system excluding single-family residences.

Private Collection and Transmission Systems (Private sewer system) Operating Permit is a permit from the County provided to owners of a private sewer system allowing the private owner to discharge wastewater into the County sewer system that includes terms and conditions and performance requirements for the owner to maintain and operate their system in accordance with County requirements.

Private Sewer Lateral means a pipe that carries wastewater, excluding storm, surface and ground water starting just outside the building and ending at the right-of-way or recorded easement, and connects directly to the County System.

Private Sewer Lateral Maintenance means the routine inspection, flushing, rodding, and removal of grease, roots, and debris of a private Sewer Lateral located within private property up to the right-of-way to maintain a free-flowing condition.

Property means any real property, or portion thereof, located in the County, including buildings or structures and private sewer infrastructure situated on the surface or beneath the surface of the property, including the private Sewer Lateral up to the right-of-way.

Rehabilitation, as applied to private Sewer Laterals, means the lining of the complete length of the private Sewer Lateral with a cured-in-place pipe (CIPP) liner to bring the private Sewer Lateral into compliance with minimum functional requirements. This also includes any other work necessary to prepare the pipe for lining.

Replacement, as applied to private Sewer Laterals, means the installation of a complete new private Sewer Lateral and cleanout.

Sanitary Sewer Overflow (SSO) means a wastewater overflow from a manhole, a confined repair site, or directly onto the ground from a cleanout, or from the sanitary collection and transmission system (regardless of volume) within the County.

Smoke Testing involves pushing a simulated, non-toxic, non-staining simulated smoke through a community's sanitary sewer collecting system, then observing and documenting where the smoke exits. This method for identifying I&I typically involves residential, commercial, and industrial areas. Field technicians set up a blower over a neighborhood manhole, and non-toxic simulated smoke is pumped through the sewer line. The exiting smoke can indicate the location of a broken sewer pipe, manholes, catch basins, or where roof or foundation drains are connected to the sewer system.

III. Rebate Eligibility

A property owner is eligible under this Rebate Policy if the property:

1. is located within the PCU service area,
2. serves a single-family residence,
3. has a private Sewer Lateral that is connected to the County wastewater collection system,
4. is not connected to the County wastewater collection system through a private collection and transmission system (private sewer system), and
5. has not previously received a rebate for sewer lateral replacement or rehabilitation under this Rebate Policy

IV. Rebate information

PCU offers rebates to eligible property owners for:

1. private Sewer Lateral inspections, and
2. private Sewer Lateral replacements or rehabilitation (via cured-in-place pipe (CIPP) liner only).

At PCU's discretion, rebates will be awarded in the amount as determined in the rebate schedule. PCU's goal for cost sharing is 100% up to a maximum amount for private Sewer Lateral inspections, and 50% up to a maximum amount for private sewer replacement or rehabilitation. Rebate amounts are subject to change. Rebates will be based on actual costs that are customary for the services rendered, excluding any additional restoration costs that are above customary. Reimbursement is pending the availability of funds and is on a first come first serve basis.

V. Private Sewer Lateral Inspection Requirements

A private Sewer Lateral inspection involves the use of a closed-circuit television (CCTV) inspection camera and is conducted by a PCU-prequalified licensed plumbing contractor according to PCU specifications. Smoke testing is not considered an acceptable inspection method.

A defective sewer lateral is one that is not in good working order. The lateral is deemed defective, for the purposes of this policy, if any of the following conditions exist upon inspection:

- evidence of pipe or joint cracks or deterioration,
- root intrusion into a pipe,

- a severely misaligned pipe segment, sag, or lack of positive gradient,
- a lack of necessary cleanout cap,
- a downspout, drain, defective cleanout, other connection that allows storm water or other extraneous water to enter the County sewer system, and/or
- a defect (e.g., crack or hole) or active leak that allows the discharge of sewage onto the property or the introduction of extraneous water into the County sewer system.

The PCU-prequalified licensed plumbing contractor providing the private Sewer Lateral inspection provides certification to the property owner and to PCU as to whether the lateral is in good working order or is defective, with supporting CCTV video inspection records.

If the private Sewer Lateral is found to be in good working order as certified by the PCU-prequalified licensed plumbing contractor, the lateral is considered as passing and will not qualify for a rebate for repair/replacement.

If the private Sewer Lateral is found to be defective as certified by the PCU-prequalified licensed plumbing contractor, the private Sewer Lateral must be brought into good working order as quickly as possible, but no longer than 365 calendar days after the initial finding that the private Sewer Lateral is defective.

VI. Private Sewer Lateral Inspection Rebate Request

The property owner is responsible for payment to the PCU-prequalified licensed plumbing contractor providing the initial private Sewer Lateral inspection.

Once the PCU-prequalified licensed plumbing contractor provides the private Sewer Lateral inspection certification and supporting CCTV records to the property owner and to PCU, the property owner may submit a request for a Private Sewer Lateral Inspection Rebate. The process for submitting a rebate request is defined by PCU and detailed on the PCU website. The rebate request and receipt must be submitted and received by PCU within 90 days of the inspection to be eligible for a rebate under this policy.

Private sewer lateral rebate requests are reviewed by PCU, and payments made to the property owner within 90 days of receipt of the request, unless issues with the request, certification, or supporting documentation are found. Any issues noted will be communicated directly to the property owner and the PCU-prequalified licensed plumbing contractor, as appropriate, for rectification.

VII. Private Sewer Lateral Replacement and Rehabilitation Requirements

If a property owner brings their defective sewer lateral back into good working order by replacing the entire private Sewer Lateral, the property owner is eligible for a private Sewer Lateral replacement/rehabilitation rebate with required documentation. Lining of the entire lateral may be eligible for the rebate under certain conditions at the discretion of the Utilities Director, or their designee.

The property owner hires and is responsible for payment to the licensed plumbing contractor for replacement or rehabilitation of their private Sewer Lateral.

The licensed plumbing contractor must obtain all necessary permits from the appropriate Building Department before work may begin. For laterals fully lined or replaced, pressure testing will also be required. Whether the lateral is replaced or lined, the County performs the post construction inspection.

VIII. Private Sewer Lateral Replacement/Rehabilitation Rebate Request

The property owner is responsible for payment to the licensed plumbing contractor providing the private Sewer Lateral replacement/rehabilitation.

Once the licensed plumbing contractor completes the lateral replacement or rehabilitation and the County inspects and closes the applicable permits, the property owner may submit a request for a Private Sewer Lateral Replacement/Rehabilitation Rebate. The process for submitting a rebate request is defined by PCU and detailed on the PCU website. The rebate request and receipt must be submitted and received by PCU within 90 days of project completion and testing to be eligible for a rebate under this policy.

Private sewer lateral rebate requests are reviewed by PCU, and payments made to the property owner within 90 days of receipt of the request, unless issues with the request or supporting documentation are found. Any issues noted will be communicated directly to the property owner.

IX. Licensed Plumbing Contractor Prequalification

PCU maintains a list of prequalified licensed plumbing contractors that meet specified requirements and are registered with PCU to complete private Sewer Lateral inspections in accordance with this policy. PCU-prequalified licensed plumbing contractors must meet defined qualification criteria, have active licenses, be familiar with standard drawings and specifications and submittal requirements associated with this policy, and warrant their work for a minimum of one (1) year.

The specific requirements and registration process for licensed plumbing contractors is defined by PCU and detailed on the PCU website. Property owners may select and use any licensed plumbing contractor on this prequalified list to be eligible for rebates as defined in this policy.

X. Policy Impact

The effectiveness of the Rebate Policy is evaluated based on property owners' participation throughout the PCU wastewater collection system service area. The overall effectiveness of reducing I&I throughout the PCU wastewater collection system depends on whether participation rates are low or high, and whether sanitary sewer lateral lining or replacement work is clustered or dispersed.

This policy, in conjunction with other private Sewer Lateral policies, provides PCU the best opportunity to reduce I&I in the PCU wastewater collection system and help protect the environment and public health from SSOs.

PINELLAS COUNTY FLORIDA

PRIVATE SEWER SYSTEM POLICY

November 2021

Table of Contents

I.	Intent.....	3
II.	Definitions	3
III.	Policy Applicability	5
IV.	Permit Applications and Performance Standards.....	5
V.	Review of Design Standards.....	5
VI.	Utility Permit	6
VII.	Operating Permit	6
VIII.	Private Sewer System Inspections	7
IX.	Private Sewer System Infiltration and Inflow (I&I) and Corrective Actions.....	7
X.	Transfer of Ownership of an Existing Private Sewer System	7
XI.	Policy Enforcement	8
XII.	Policy Impact.....	8

I. Intent

The purpose of the Private Sewer System Policy (System Policy) is to require all privately owned collection and transmission systems (private Sewer Systems) to obtain operation permits and, any applicable utility permits to ensure proper design, construction, operation, and maintenance of new and existing privately-owned collection and transmission systems that discharge to the County's wastewater collection system. [Pinellas County Code 126-301](#) requires all new or altered collection systems (private or public) connected to the Pinellas County Utilities' (PCU) wastewater collection system to conform to Pinellas County standard technical specifications. Additionally, [Pinellas County Code 126-327 \(5\)](#) prohibits the discharge of stormwater, surface water, roof runoff, subsurface drainage, and other water sources into the County's wastewater collection system. Through the System Policy, PCU improves its tracking and enforcement capabilities to ensure the wastewater collection system's health and longevity, to reduce the risk of sanitary sewer overflows (SSOs), and to preserve public health.

The goals of the System Policy are to reduce inflow and infiltration (I&I) entering PCU's wastewater collection system from private Sewer Systems, and to reduce the risk of blockage or equipment failure related spills from privately-owned infrastructure. Reducing the amount of groundwater infiltrating into the wastewater collection system will aid in reducing the risk of SSOs, reducing extraneous flow to treatment facilities, and increasing available system capacity. Additionally, this Policy allows for existing Private Sewer Systems to transfer ownership to PCU under certain conditions.

II. Definitions

Cleanout means a segment of pipe connected to an underground private Sewer Lateral and rising to the surface, providing access to the sewer lateral for purposes of inspection and cleaning.

County Sewer System (System) consists of the County owned collection and transmission system that conveys wastewater to the treatment facility. The system consists of sanitary sewers, trunk sewers, interceptors, sewer pump stations, force mains, and all appurtenances between the private Sewer Laterals (or building sewers) and the wastewater treatment facility.

Defective means, as applied to a Private Sewer Lateral, a Private Sewer Lateral for which any of the following conditions exist upon inspection by a licensed plumbing contractor or other competent professional:

1. evidence of pipe or joint cracks or deterioration,
2. root intrusion into a pipe,
3. a misaligned pipe segment, sag, or lack of positive gradient,
4. a lack of a necessary cleanout cap,
5. a downspout, drain, defective cleanout, or other connection that allows storm water or other extraneous water to enter the sanitary sewer system, and/or
6. a defect (e.g., crack, fracture, hole, open joint) or active leak that allows the discharge of sewage on the property or the introduction of extraneous water into the County sewer system.

Infiltration means groundwater that enters a sewer system, including service connections, through defective pipes, pipe joints, connections, service connections, manholes, or pump stations. Infiltration does not include, and is distinguished from inflow.

Inflow means surface water and stormwater that enters a collection/transmission system, including service connections, from sources such as roof leaders, cellar drains, yard drains, area drains, drains from wet areas, foundation drains, cross connections between storm sewers and sanitary sewers, catch basins, stormwater, surface runoff, manhole covers, or drainage. Inflow does not include, and is distinguished from, infiltration.

Licensed Plumbing Contractor means a plumber licensed and insured in the State of Florida pursuant to Chapter 553 and Section 489.105, Florida Statutes.

PCU-Prequalified Plumber/Contractor is licensed plumber or contractor that meets the requirements specified by Pinellas County Utilities for registration as prequalified, which includes defined qualification criteria, an active license, familiarity with standard drawings and specifications and submittal requirements associated with this policy and providing a warranty for a minimum of one (1) year.

Private Collection and Transmission Systems (Private sewer system) are privately owned sanitary sewers, manholes, lift stations, force mains and any other facility that discharges into the County sewer system, excluding single-family residences.

Private Collection and Transmission Systems (Private sewer system) Operating Permit is a permit from the County provided to owners of a private Sewer System allowing the private owner to discharge wastewater into the County sewer system that includes terms and conditions and performance requirements for the owner to maintain and operate their system in accordance with County requirements.

Private Sewer Lateral means a pipe that carries wastewater, excluding storm, surface and ground water starting just outside the building and ending at the right-of-way or recorded easement, and connects directly to the County System.

Private Sewer Lateral Maintenance means the routine inspection, flushing, rodding, and removal of grease, roots, and debris of a private Sewer Lateral of located within private property up to the right-of-way to maintain a free-flowing condition.

Property means any real property, or portion thereof, located in the County, including buildings or structures and private sewer infrastructure situated on the surface or beneath the surface of the property, including the private Sewer Lateral up to the right-of-way.

Rehabilitation, as applied to private Sewer Laterals, means the lining of the complete length of the private Sewer Lateral with a cured-in-place pipe (CIPP) liner to bring the private Sewer Lateral into compliance with minimum functional requirements. This also includes any other work necessary to prepare the pipe for lining.

Repair means the replacement of existing work with the same kind of material used in the existing work, not including additional work that would change the structural safety of the building or that would affect or change required exit facilities, a vital element of elevator, plumbing, gas piping, wiring, or heating

installations, or that would be in violation of a provision of law, or provision of County ordinance. The term "repair" shall not apply to any change of construction. The term "repair" as applied to private Sewer Laterals means construction activities performed on a portion of the private Sewer Lateral to bring the private Sewer Lateral into compliance with minimum functional requirements.

Replacement, as applied to private Sewer Laterals, means the installation of a complete new private Sewer Lateral and cleanout.

Sanitary Sewer Overflow (SSO) means a wastewater overflow from a manhole, a confined repair site, or directly onto the ground from a cleanout, or from the sanitary collection and transmission system (regardless of volume) within the County.

Smoke Testing involves pushing a simulated, non-toxic, non-staining simulated smoke through a community's sanitary sewer collecting system, then observing and documenting where the smoke exits. This method for identifying I&I typically involves residential, commercial, and industrial areas. Field technicians set up a blower over a neighborhood manhole, and non-toxic simulated smoke is pumped through the sewer line. The exiting smoke can indicate the location of a broken sewer pipe, manholes, catch basins, or where roof or foundation drains are connected to the sewer system.

III. Policy Applicability

The System Policy will apply to all existing and future private Sewer Systems discharging to the Pinellas County wastewater collection system as well as any proposed privately constructed wastewater collection facilities. The intent of this policy is to add more specific requirements to the County Sewer System Code for private Sewer Systems to include inspection, operation, and management requirements as well as providing for construction and operation permitting requirements by PCU.

The owner or developer of any site development is required to build public wastewater collection systems for any wastewater collection system facilities to be constructed in public easement or right-of-way.

IV. Permit Applications and Performance Standards

PCU will develop permit application forms, fees, and performance standards to be incorporated into all private Sewer System construction and operating permits.

V. Review of Design Standards

PCU will review and revise as necessary the following design and construction standards for gravity sewers, sewer pump stations, and force mains relevant to private Sewer Systems:

- Pinellas County Standard Technical Specifications for Utilities and Related Construction
- Pinellas County Material Specification Manual
- Pinellas County Standard Engineering Details
- Pinellas County Pump Station Standards

VI. Utility Permit

In accordance with current PCU Policy, a utility permit is required for a new or a modification to an existing private Sewer System. All new private Sewer Systems, where allowed, are to be gravity only unless otherwise approved in accordance with current PCU Policy.

VII. Operating Permit

Any person or entity owning a private Sewer System will obtain a three (3)-year renewable operating permit from PCU. The operating permit will include details of provision enforcement, set forth in [Pinellas County Code Section 126-400](#). When submitting a renewal application, the owner of the private Sewer System is required to submit copies of the following:

- **Operation and Maintenance Records** – The operation and maintenance records for the three-year period prior to the operating permit renewal application submittal date must be provided.

Operation and maintenance records must be maintained for two reporting cycles. Records include daily run times, recorded either electronically or manually, and any inspections (other than the any inspection conducted by PCU) and/or cleaning and resulting repairs.

PCU, at its discretion, may request certain operating records at any time. Requested records must be submitted to PCU within a month of the request unless an extension is granted by PCU.

- **Private Sewer Pump Station Service and Maintenance Agreement** – All private Sewer Systems that include a sewer pump station must have a maintenance agreement with a person or company holding a State of Florida master plumbing certificate of competency, a Pinellas County master plumber certificate of competency, a certified wastewater operator, licensed in the State of Florida, or be a person approved by PCU for such work.

The maintenance agreement will provide for monthly inspections of the sewer pump station to ensure proper operation and maintenance and provide 24-hour emergency restoration services if a failure occurs.

- **Sanitary Sewer Overflow Response Plan (SSORP)** – The SSORP must adhere to United States Environmental Protection Agency (USEPA) guidance and include response to and remediation of SSOs caused by, but not limited to, line failure, line collapse, line obstruction, power failure and/or mechanical failure. When an SSO occurs within the owner's private Sewer System, the owner is responsible for notifying PCU and the Florida Department of Environmental Protection (FDEP) within 24 hours of becoming aware of the SSO.
- The owner will clean up SSOs or spills as soon as possible after discovery in accordance with all applicable local and state regulations and take appropriate measures to correct issues that caused the SSO or spill at no cost to the County.
- **Emergency and/or Backup Power Plan** – The private Sewer System owner will have a back-up power plan with protocols for managing flows during a power outage to prevent SSOs from occurring. This plan shall meet current State and PCU requirements.

VIII. Private Sewer System Inspections

PCU will inspect all private Sewer Systems periodically to ensure the integrity of the system. An inspection fee and re-inspection fee will be established by resolution of the Pinellas County Board of County Commissioners (the Board). These fees will be assessed for each collection system inspection and re-inspection. The wastewater collection system inspections may include:

- Examination of service records, plans, and agreements required by permit
- Evaluation of compliance with operation and maintenance requirements
- Review of the results of any internal inspections or assessments
- Review of data provided for evidence of excessive I&I, such as pump run times.

PCU will issue an inspection report including any required corrective actions.

IX. Private Sewer System Infiltration and Inflow (I&I) and Corrective Actions

If there is reasonable evidence that there may be excessive I&I within the private Sewer System, PCU, at its discretion and cost, may install a flow meter or any other measurement device at the point of connection to determine whether a private Sewer System is allowing excessive amounts of I&I to enter the County's wastewater collection system.

PCU will have the right to access the flow meter or other measurement device at any time to perform meter readings or for maintenance.

Should PCU determine that excessive amounts of I&I are entering the County wastewater collection system from a private Sewer System, the owner of the private Sewer System is responsible for determining the cause(s). The private Sewer System owner also is responsible for planning, designing, and constructing all necessary repairs or replacements to the system, and securing applicable state and PCU construction permits. All work will be completed by a qualified licensed contractor and inspected by PCU. Post-construction flow monitoring (at the original monitoring location) will be conducted by PCU at the property owner's expense to demonstrate the effectiveness of the mitigation measures. All repairs and improvements made to remediate for I&I will be done at no cost to the County.

X. Transfer of Ownership of an Existing Private Sewer System

PCU will allow for the owner of a private Sewer System to request the County to take ownership of a private Sewer System. After reviewing the owner's application and finding that the owner has met the requirements contained herein, the County may accept a transfer of ownership and responsibility for the private Sewer System.

Before the County takes ownership of any private Sewer System, the owner must establish that the wastewater collection system, including pump stations and other equipment, meet all requirements of the Pinellas County's Standard Technical Specifications, Material Specification Manual, and Standard

Details. The County may, if it is deemed in the best interest of the County and its residents, decide to allow for a transfer of ownership if the wastewater collection system does not meet current County standards.

Before the County takes ownership of any private Sewer System, the owner shall also have the private Sewer System evaluated to establish that it meets or surpasses the standards set forth in the Pinellas County's Standard Technical Specifications. The evaluation shall be done in accordance with the procedures set forth in the Pinellas County's Standard Technical Specifications unless otherwise allowed by the County. If the owner is not able to pay for the system evaluation, the County may elect to pay for the testing or forego the testing.

The transfer of all private property associated with the private Sewer System shall be evidenced by a good and sufficient bill of sale in a form acceptable to the County and shall be free and clear of any claims or encumbrances.

The County shall determine the extent to which a transfer of real property associated with the private Sewer System may be accomplished by easement or by conveyance of a fee interest. All easements shall be conveyed by good and sufficient easement deeds in a form acceptable to the County. All fee interests shall be conveyed by warranty deed. Regardless of whether an easement or fee is conveyed, the conveyance shall be free of any claims or encumbrances. Further, the owner of the private Sewer System shall provide the County with a survey in recordable form describing any interest in real property which the owner proposes to convey to the County. If the owner is not able to pay for the survey, the County may elect to pay for the survey.

The owner will pay all cost or expenses, including but not limited to attorney's and engineering fees, which the County incurs to accomplish the transfer of ownership of a private Sewer System.

XI. Policy Enforcement

Provisions under this policy shall be enforced as set forth set forth in [Pinellas County Code Section 126-400](#).

XII. Policy Impact

This anticipated impact of this policy is to reduce I&I and O&M-related SSOs from private Sewer Systems and to reduce I&I entering the County sewer system, which, in turn, will reduce the risk of SSOs in the County sewer system and reduce peak flows at the WWFs.

RESOLUTION ____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR TO ESTABLISH AND IMPLEMENT A SEWER LATERAL REBATE PROGRAM; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Pinellas County owns and operates wastewater facilities and related collection, transmission, and treatment infrastructure (“System”); and

WHEREAS, in addition to maintaining the System, the Board of County Commissioners also establishes policies governing the use of the System for the purpose of maintaining efficient, economic and safe operation of the System and for the protection of the health, safety and general welfare of the public within Pinellas County; and

WHEREAS, the Pinellas County Code currently provides, among other provisions, that a purpose of the regulations and requirements currently codified is to prevent and abate pollution through the regulation and control of connections to the county sewer system and to limit the use of the sewer system to the collection, conveyance, treatment and disposal of wastewater through appropriate regulation and enforcement; and

WHEREAS, in order to protect the environment from biological, nutrient, and other types of contaminants, as well as to ensure that financial investment in the System is accurately guided so that rate-payer funds are applied to create an appropriately engineered and functioning System, policies and programs are needed to address the various contributing factors that may cause inappropriate discharges to the System, or to increase the risk of sanitary sewer overflows (SSO) and the potential for regulatory action connected therewith; and

WHEREAS, the risk for adverse impacts to the System as well as of the occurrence of SSOs is increased when stormwater, groundwater or other inappropriate sources of discharge enter the sewer infrastructure, collectively referred to as Inflow and Infiltration (I&I); and

WHEREAS, a known source of I&I exists in portions of private plumbing infrastructure, in particular the portions of private plumbing that transmit wastewater from a building collection system to the System (Sewer Lateral), when Sewer Laterals through causes including material degradation, damage, and age begin to admit unintended discharges; and

WHEREAS, private Sewer Laterals belong to the property owner and are not County-owned infrastructure, but they are connected to and have a significant influence on County owned infrastructure by conveying material into the System; and

WHEREAS, the Board therefore finds that a public purpose is served by eliminating the risk, to the extent possible, that a defective private Sewer Lateral can contribute I&I to the System, which could result in SSOs or other burdens and expenses that would become a burden to the rate-payers of the System; and

WHEREAS, it is not only in the best interests of the environment and the residents of Pinellas County that private Sewer Laterals are maintained in a state of good working order, but the Board has already established minimum housing standards that require the maintenance in good repair of private plumbing conveyances, including Sewer Laterals;

WHEREAS, the County wishes to additionally and proactively reduce the amount of I&I originating from defective private Sewer Laterals; and

WHEREAS, certain obstacles exist that make it difficult for home owners or other private property owners who may own a defective Sewer Lateral to make necessary repairs; and

WHEREAS, among those obstacles notice or knowledge of the defect is one, and the expense of making the repair is another; and

WHEREAS, the Board has determined that policies and programs that address these obstacles to private Sewer Lateral repair support the public purposes described herein; and

WHEREAS, in order to ensure that the expense of needed repairs, which could be prohibitively high for some property owners, does not preclude the improvement of a defective Sewer Lateral that will otherwise continue to burden the System with I&I, the Board finds that funds may appropriately be budgeted and used to make rebates available to eligible property owners;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, AT A DULY ASSEMBLED MEETING HELD ON THIS ____ DAY OF _____, 20____, AS FOLLOWS:

Section 1. The Board makes the legislative findings stated above and incorporated herein, and accordingly determines that in furtherance of the public purpose identified, the County Administrator is authorized and directed to implement a Sewer Lateral Rebate Program, as further described in Attachment 1 hereto.

Section 2. This Resolution shall take effect immediately upon its adoption.

Commissioner _____ offered the foregoing Resolution and moved its adoption, which was seconded by Commissioner _____, and upon roll call the vote was:

AYES:

NAYS:

ABSENT AND NOT VOTING:

ORDINANCE 21-_____

AN ORDINANCE OF THE COUNTY OF PINELLAS, PROVIDING THAT THE PINELLAS COUNTY CODE BE AMENDED BY ADDING AN ARTICLE TO CHAPTER 126 TO BE NUMBERED VII; PROVIDING FOR REGULATIONS PERTAINING TO PRIVATE SEWER LATERALS; PROVIDING FOR PERMITTING AND REGULATION OF PRIVATE COLLECTION SYSTEMS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AREAS EMBRACED; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Pinellas County owns and operates wastewater facilities and related collection, transmission, and treatment infrastructure (“System”); and

WHEREAS, in addition to maintaining the System, the Board of County Commissioners also establishes policies governing the use of the System for the purpose of maintaining efficient, economic, and safe operation of the System and for the protection of the health, safety and general welfare of the public within Pinellas County; and

WHEREAS, the Pinellas County Code currently provides, among other provisions, that a purpose of the regulations and requirements currently codified is to prevent and abate pollution through the regulation and control of connections to the county sewer system and to limit the use of the sewer system to the collection, conveyance, treatment, and disposal of wastewater through appropriate regulation and enforcement; and

WHEREAS, in order to protect the environment from biological, nutrient, and other types of contaminants, as well as to ensure that financial investment in the System is accurately guided so that rate-payer funds are applied to create an appropriately engineered and functioning System, policies and programs are needed to address the various contributing factors that may cause inappropriate discharges to the System, or to increase the risk of sanitary sewer overflows (SSO) and the potential for regulatory action connected therewith; and

WHEREAS, the risk for adverse impacts to the System as well as of the occurrence of SSOs is increased when stormwater, groundwater or other inappropriate sources of discharge enter the sewer infrastructure, collectively referred to as inflow and infiltration (I&I); and

WHEREAS, a known source of I&I exists in portions of private plumbing infrastructure, in particular the portions of private plumbing that transmit wastewater from a building collection system to the System (Sewer Lateral), when Sewer Laterals through causes including material degradation, damage, and age begin to admit unintended discharges; and

WHEREAS, private Sewer Laterals belong to the property owner and are not County-owned infrastructure, but they are connected to and have a significant influence on County owned infrastructure by conveying material into the System; and

WHEREAS, there are private Collection and Transmission systems (private Sewer Systems) that discharge into the System and are not County owned infrastructure; and

WHEREAS, private Sewer Systems are not currently operated and maintained in accordance with best practices and discharge I&I into the System and also are at risk of causing SSOs from operation failures; and

WHEREAS, the Board therefore finds that a public purpose is served by eliminating the risk, to the extent possible, that a defective private Sewer Lateral or private Sewer System can contribute I&I to the System, which could result in SSOs or other burdens and expenses that would become a burden to the rate-payers of the System; and

WHEREAS, it is not only in the best interests of the environment and the residents of Pinellas County that private Sewer Laterals and private Sewer Systems are maintained in a state of good working order, but the Board has already established minimum housing standards that require the maintenance in good repair of private plumbing conveyances, including Sewer Laterals; and

WHEREAS, the County wishes to additionally and proactively reduce the amount of I&I originating from defective private Sewer Laterals and private Sewer Systems; and

WHEREAS, the Board has determined that policies and programs that address these obstacles to private Sewer Lateral repair and private Sewer Systems operation and maintenance support the public purposes described herein;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, that:

SECTION 1. That the Pinellas County Code is hereby amended by creating a new article to Chapter 126 to be numbered VII which article reads as follows:

ARTICLE VII.

PRIVATELY-OWNED COLLECTION AND TRANSMISSION SYSTEMS

DIVISION 1.

IN GENERAL

Sec. 126-700. Definitions.

Cleanout means a segment of pipe connected to an underground private sewer lateral and rising to the surface, providing access to the sewer lateral for purposes of inspection and cleaning.

Competent Professional means a Licensed Plumbing Contractor, licensed engineer, an inspector certified in National Association of Sewer Service Companies (NASSCO) pipeline inspection or

other person with all required professional licensure and the professional and technical competency to perform the scope of work included in a private Sewer Lateral inspection.

Comprehensive Rehabilitation means the rehabilitation or replacement of all gravity sewers, manholes, and public and private laterals, unless otherwise considered watertight, within a specific defined project area with the goal of maximizing the reduction of I&I entering from the project area.

County Sewer System (System) means all sanitary sewer collection, transmission, and treatment infrastructure owned and operated by the County.

Defective means, as applied to a Private Sewer Lateral, a Private Sewer Lateral for which any of the following conditions exist upon inspection by a licensed plumbing contractor or other competent professional:

- i. evidence of pipe or joint cracks or deterioration;
- ii. root intrusion into a pipe;
- iii. a misaligned pipe segment, sag, or lack of positive gradient;
- iv. a lack of a necessary cleanout cap;
- v. a downspout, drain, defective cleanout or other connection that allows storm water or other extraneous water to enter the sanitary sewer collection system; and/or
- vi. a defect (such as a crack, fracture, hole, open joint, etc.) or active leak that allows the discharge of sewage on the property or the introduction of extraneous water into the System.

Infiltration means groundwater that enters a sewer system, including service connections, through defective pipes, pipe joints, connections, service connections, manholes, or lift stations. Infiltration does not include, and is distinguished from, inflow.

Inflow means surface water and stormwater that enters a collection/transmission system, including service connections, from sources such as roof leaders, cellar drains, yard drains, area drains, drains from wet areas, foundation drains, cross connections between storm sewers and sanitary sewers, catch basins, stormwater, surface runoff, manhole covers, or drainage. Inflow does not include, and is distinguished from, infiltration.

Licensed Plumbing Contractor means a plumber licensed and insured in the State of Florida pursuant to Chapter 553 and Section 489.105, Florida Statutes.

PCU-Prequalified Licensed Plumbing Contractor is a licensed plumber or contractor that meets the requirements specified by Pinellas County Utilities for registration as prequalified, which includes defined qualification criteria, an active license, familiarity with standard drawings and

specifications and submittal requirements associated with this policy and providing a warranty for a minimum of one (1) year.

Private Collection and Transmission Systems (private Sewer System) are privately owned sanitary sewers, manholes, lift stations, force mains and any other facility that discharges into the County sewer system excluding single-family residences.

Private Collection and Transmission Systems (private Sewer System) Operating Permit is a permit from the County provided to owners of a private Sewer System allowing the private owner to discharge wastewater into the County System that includes terms and conditions and performance requirements for the owner to maintain and operate their system in accordance with County requirements.

Private Sewer Lateral means a pipe that carries wastewater, excluding storm, surface and ground water starting just outside the building and ending at the right-of-way or recorded easement, and connects directly to the County System.

Private Sewer Lateral maintenance means the routine inspection, flushing, rodding, and removal of grease, roots, and debris of a private sewer lateral located within private property up to the right-of-way to maintain a free-flowing condition.

Property means any real property, or portion thereof, located in the County, including buildings or structures and private sewer infrastructure situated on the surface or beneath the surface of the property, including the private sewer lateral up to the right-of-way.

Rehabilitation as applied to private sewer laterals, means the lining of the complete length of the private sewer lateral with a cured-in-place liner to bring the private sewer lateral into compliance with the minimum functional requirements established by this code. This also includes any other work necessary to prepare the pipe for lining.

Replacement as applied to private sewer laterals, means the installation of a complete new private sewer lateral and cleanout.

Sanitary Sewer Overflow (SSO) means a wastewater overflow from a manhole, a confined repair site, or directly onto the ground from a sewer line break in the sanitary collection and transmission system (regardless of volume) within the Pinellas County sewer service area.

Sec. 126-701. Intent.

This Article sets forth the criteria and requirements for the proper maintenance of new and existing private Sewer Laterals, as well as related infrastructure comprising a private transmission system servicing private buildings and discharging to the County's System. Included within this Article are requirements for private Sewer Lateral performance, inspection, reporting, maintenance, repair, and rehabilitative procedures required by all property owners discharging to the County's Sanitary Sewer System. This Article supports the county's compliance with all applicable State and Federal laws required by the "Clean Water Act of 1977" (hereinafter referred

to as the CWA), and Chapter 62-604, Florida Administrative Code. The requirements of this Article are supplemental to all other applicable regulations, including those stated elsewhere in this Code.

The objectives of this Article are as follows:

- (1) To minimize the introduction of groundwater or other unauthorized flows into the Pinellas County System resulting from inflow and infiltration (hereinafter referred to as I&I).
- (2) To educate and inform owners of privately owned sewer infrastructure, including private Sewer Laterals and related plumbing components, of their responsibilities regarding sanitary sewer system I&I and offer guidance to minimize I&I.
- (3) To ensure strict adherence to construction and maintenance standards applicable to private Sewer Laterals.
- (4) To reduce the potential for the occurrence of SSOs.

Sec. 126-702. Applicability.

The conditions of this article are applicable to all users of the county's sanitary sewer system. Except as otherwise provided herein, the County Administrator or designee shall administer, implement, and enforce the provisions of this Article.

Sec. 126-703. Prohibitions and performance criteria.

- (1) General Prohibitions. In addition to all other requirements and prohibitions, including but not limited to those in Sec. 126-301, Sec. 126-327, 126-328, and 126-329 of this Code, the following acts and the causing thereof are strictly prohibited:
 - (a) The ownership and/or maintenance of any component comprising or associated with a private Sewer Lateral in a condition which will not assure an impervious connection to the sanitary sewer system to which it is connected.
 - (b) The submission by any person or owner of a private Sewer Lateral, or employee, contractor, or agent thereof, of misleading, false, or inaccurate information to Pinellas County, either knowingly or through neglect.
 - (c) The intentional or accidental release or discharge of excreta, sewage, or other wastewater or residuals from a private Sewer System without providing proper treatment to the surface of the ground or to a surface water body.
 - (d) The introduction of, or causing to be introduced, directly or indirectly, stormwater, in any amount, into any private sewer lateral or private Sewer System designed solely for the conveyance of domestic/industrial wastewater.

- (e) Acceptance of wastewater discharges which contain solid or viscous materials that may obstruct flow or otherwise interfere with County System operations or treatment.
 - (f) The operation and/or maintenance of all equipment associated with a privately-owned system in a condition without a valid private Sewer System operating permit and which will not reasonably ensure proper operation.
 - (g) Modification of a pump station, service area, sewer subsystem, and/or manholes without a construction permit.
 - (h) The discharge of I&I into the County System from a private Sewer System that may cause or contribute to surcharging or SSOs in the private and/or County System.
- (2) Private Sewer Laterals located upon privately-owned real property will be the responsibility of the private real property owner. Responsible parties will ensure the maintenance in good repair of a private Sewer Lateral, including through any necessary inspection thereof, and will Repair, Rehabilitate, or Replace any portions of the private Sewer Lateral that are Defective. Pinellas County may commence enforcement actions, if deemed necessary, to achieve cessation of infiltration and/or inflow.

DIVISION 2.

PRIVATE SEWER LATERALS

Sec. 126-704. Private Sewer Lateral Inspections

- (1) *Occurrences Requiring Inspection* Private Sewer Laterals must be inspected by a Competent Professional, upon the occurrence of any of the following:
- (a) A building permit application is filed for an improvement on the property that meets any of the following conditions:
 - i. the work would alter or expand any component of the building collection system that flows into the Private Sewer Lateral, including any drain or fixture such that the flow into the County System would be increased;
 - ii. would involve work, alterations, improvements, or replacement of any portion of the private Sewer Lateral;
 - iii. the work would include the addition, replacement, or relocation of a plumbing fixture, bathtub with shower or whirlpool tub or shower pan, or urinals, toilets, sinks, or trench drains that would increase wastewater flows into the County System;

- iv. The construction estimate of a home improvement is 50 percent or greater of the assessed value; this repair or reconstruction is considered a substantial improvement. A substantial improvement is defined as the first alteration of any wall, ceiling, floor, or another structural part of the building, whether the alteration changes the external dimensions of the structure. This definition is consistent with the 50 Percent Rule implemented by the National Flood Insurance Program (NFIP);
- v. Additional square footage of 70 square feet or more is added to an existing residential building because additional occupants would increase wastewater flows to the private Sewer Lateral.
- vi. A building is to be demolished and the lateral is to be kept in place. If a building has already been demolished and a new building is being constructed, any existing lateral being utilized will require inspection including those under slabs per the building code.

When required by this subsection, an inspection must be completed by a Competent Professional within 30 days of the filing of the qualifying building permit application.

- (b) The County is conducting improvements of the sanitary sewer system along the property boundary, in which case the County will offer to inspect the system subject to the owner's written agreement;
 - (c) The County observes an open and obvious condition indicating a Defective Private Sewer Lateral.
- (2) *Inspection Requirements* Inspections of private Sewer Laterals must be performed by a Competent Professional. The inspection and recording must be performed so that it is possible to clearly observe and assess the condition of the full length of the private Sewer Lateral. A closed-circuit television (CCTV) camera or other video recording technology is required, and proper lighting must be used such that the condition of the full length of the pipe can be inspected and recorded. Any debris, roots, or grease that impede the camera or interfere with the ability to fully view the pipe condition must be removed prior to inspection and all such conditions must be recorded and reported. All private Sewer Lateral inspections must include a report summarizing the conditions found in the lateral and the date of delivery of the report to the property owner. The property owner or Competent Professional must submit a copy of the report, and video recording if applicable, to the County within 30 calendar days of completion and delivery to the owner.
- (3) *Replacement or Rehabilitation of Defective Private Sewer Laterals* If a private Sewer Lateral is found to be Defective, it must be rehabilitated or replaced at the expense of the property owner within 365 calendar days from the date of an inspection, or the date on which the owner became aware of that a private Sewer Lateral was Defective. However, from time to time the County may conduct programs to repair or replace defective private

Sewer Laterals using County resources, or to contribute funding, provided the property owner meets applicable qualifications.

DIVISION 3.

PRIVATE SEWER SYSTEMS

Sec. 126-705. Private Sewer System Operating Permit

- (1) Any person or entity owning a private Sewer System will obtain a three (3)-year renewable operating permit from the County. The operating permit will include details of enforcement, which will be based on the provisions and procedures set out in Pinellas County Code 126-400, which are made applicable to the provisions of this Article VII as though restated and revised fully herein. When submitting a renewal application, the owner of the private Sewer System is required to submit copies of the following:
 - (a) **System O&M Plan** – This plan will detail private Sewer System operation and maintenance (O&M) to ensure adherence to applicable regulations and permit requirements. The O&M Plan will include a strategy to ensure adequate funds are available and allocated for system inspection, cleaning, repairs, and replacement. A copy of the O&M Plan must be submitted with a new operating permit or permit renewal application.
 - (b) **Operation and Maintenance Records** – The operating records for the three-year period prior to the operating permit renewal application submittal date must be provided.
 - (i) Operation and maintenance records must be maintained for two reporting cycles. Records include daily run times, recorded either electronically or manually, and any inspections (other than the any inspection conducted by the County and/or cleaning and resulting repairs.
 - (ii) The County, at its discretion, may request certain operating records at any time. Requested records must be submitted to the County within 30 calendar days of the request.
 - (c) **Private Lift Station Service and Maintenance Agreement**– All private Sewer Systems that include a lift station must have a maintenance agreement with a person or company holding a State of Florida master plumbing certificate of competency, a Pinellas County master plumber certificate of competency, a state wastewater operator license, or be a person approved by the County for such work.
 - (i) The maintenance agreement will provide for monthly inspections of the sewer lift station to ensure proper operation and maintenance, and to provide 24-hour emergency restoration services if a failure occurs.

- (d) **Sanitary Sewer Overflow Response Plan (SSORP)** –The SSORP must adhere to United States Environmental Protection Agency (USEPA) guidance and include response to and remediation of SSOs caused by, but not limited to, line failure, line collapse, line obstruction, power failure and/or mechanical failure. When an SSO occurs within the owner's private Sewer System, the owner is responsible for notifying the County and the Florida Department of Environmental Protection (FDEP) within the required timeframes as specified in current regulations.
 - (i) The owner will clean up SSOs or spills as soon as possible after discovery in accordance with all applicable local and state regulations and take appropriate measures to correct all issues that caused or contributed to the SSO or spill.
 - (e) **Emergency and/or Backup Power Plan** – The private Sewer System owner will have a back-up power plan with protocols for managing flows during a power outage to prevent SSOs from occurring. This plan shall meet current State and County requirements.
- (2) The County may establish fees to recover the costs permitting, inspection, and all other elements of administering the provisions of this Division.

Sec. 126-706. Private Sewer System Inspections

- (1) The County will inspect all privately-owned collection systems periodically to ensure the integrity of the system. An inspection fee and re-inspection fee will be established by resolution of the Pinellas County Board of County Commissioners (the Board). These fees will be assessed for each collection system inspection and re-inspection. The collection system inspection may include:
 - (a) Examination of service records, plans, and agreements required by permit.
 - (b) Review the results of any inspections or assessments.
 - (c) Evaluation of compliance with operation and maintenance requirements.
 - (d) Review of data provided for evidence of excessive I&I, such as pump run times.
- (2) Infiltration and Inflow (I&I); If there is reasonable evidence that there may be excessive I&I within the private Sewer System, the County, at its discretion and cost, may hire an outside contractor to install a flow meter or any other measurement device at the point of connection to determine whether a private Sewer System is allowing excessive amounts of I&I to enter the County's System.
- (3) The County will provide reasonable notice when there is reason to need access to the flow meter or other measurement device to perform meter readings or for maintenance.

- (4) Should the County determine that excessive amounts of I&I are entering the County's System from a private Sewer System, the owner of the private Sewer System is responsible for determining the cause(s). The private Sewer System owner also is responsible for planning, designing, and constructing all necessary repairs or replacements to the system, and securing all applicable permits and authorizations. All work will be completed by a qualified licensed contractor and inspected by the County. Post-construction flow monitoring (at the original monitoring location) will be conducted by the County at its expense to demonstrate the effectiveness of the mitigation measures.

Sec. 126-707. Private Sewer System Transfer of Ownership

- (1) The County will allow for the owner of a private Sewer System to request the County to take ownership of a private Sewer System. After reviewing the owner's application and finding that the owner has met the requirements contained herein, the County may accept a transfer of ownership and responsibility for the private Sewer System.
- (2) Before the County takes ownership of any private Sewer System, the owner must establish that the collection system, including lift stations and other equipment, meet all requirements of the Pinellas County's Standard Technical Specifications, Material Specification Manual, and Standard Details. The County may, if it is deemed in the best interest of the County and its residents, decide to allow for a transfer of ownership if the collection system does not meet current County standards.
- (3) Before the County takes ownership of any private Sewer System, the owner shall have the private Sewer System tested to establish that it meets or surpasses the standards set forth in the Pinellas County's Standard Technical Specifications. The testing shall be done in accordance with the procedures set forth in the Pinellas County's Standard Technical Specifications unless otherwise allowed by the County.
- (4) The transfer of all property associated with the private Sewer System shall be evidenced by a good and sufficient bill of sale in a form acceptable to the County and shall be free and clear of any claims or encumbrances.
- (5) The County shall determine the extent to which a transfer of real property associated with the private Sewer System may be accomplished by easement or by conveyance of a fee interest. All easements shall be conveyed by good and sufficient easement deeds in a form acceptable to the County. All fee interests shall be conveyed by warranty deed. Regardless of whether an easement or fee is conveyed, the conveyance shall be free of any claims or encumbrances. Further, the owner of the private Sewer System shall provide the County with a survey in recordable form describing any interest in real property which the owner proposes to convey to the County.
- (6) At the time of the transfer, the owner shall execute a written warranty in a form acceptable to the County, guaranteeing that the private Sewer System meets every requirement

contained herein, and that for a period of twelve (12) months from the date of the transfer, the private Sewer System and all equipment associated with it will operate without the need for any repairs other than normal maintenance. Further, the owner will provide the County with a bond or letter of credit in a form and amount acceptable to the County which will be payable in the event that the private Sewer System is repaired during the warranty period and the owner does not make timely payment for those repairs.

- (7) The owner will pay all cost or expenses, including but not limited to attorney's and engineering fees, which the County incurs to accomplish the transfer of ownership of a private Sewer System.

Secs. 126-708--126-750. Reserved.

SECTION 2. Severability. If any Section, Subsection, sentence, clause, phrase, or provision of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such holding shall not be construed to render the remaining provisions of this Ordinance invalid or unconstitutional.

SECTION 3. Areas Embraced. This Ordinance shall be effective in the incorporated as well as unincorporated areas of the County.

SECTION 4. Inclusion in Code. It is the intention of the Board of County Commissioners that the provisions of this Ordinance shall become and be made a part of the Pinellas County Code and that the sections of this Ordinance may be renumbered or relettered and the word "ordinance" may be changed to section, article or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 5. Filing of Ordinance; Effective Date. Pursuant to Section 125.66, Florida Statutes, a certified copy of this Ordinance shall be filed with the Department of State by the Clerk of the Board of County Commissioners within ten (10) days after enactment by the Board of County Commissioners. This Ordinance shall become effective upon filing of the ordinance with the Department of State.



201 N. Franklin Street, Suite 1350
Tampa, FL 33614
813.882.4373
www.wadetrim.com

Tampa • Miami • Palm Bay