

### **District's Project Overview**

To incentivize the municipalities served by the District to partner in the effort to address private property I/I sources, the District established the Private Property Inflow & Infiltration (PPI/I) Reduction Program to serve as a mechanism for the municipalities to reduce I/I on private property. Commission action in 2011 established \$62 million in funding for the program based on budget years 2010 and 2011 with proposed funding contingent on approval of annual budgets for subsequent years through 2020.

This document is intended to be used as a guideline for Work Plan submittal for the municipalities that elect for Option 1 or Option 3 per Work Plan Execution of the Statement of Policy document. For municipalities that choose Option 2 or Option 4, please contact the District for assistance.

### **Eligible Work**

The District shall review all work plans and complete a fully executed Funding Agreement that identifies eligible work through the District Program. Eligible work shall meet the intent set forth in the Statement of Policy originally passed by the Commission on February 28, 2011 but currently valid at the time of a Funding Agreement endorsement as defined by subsequent Policy revisions passed by the Commission. The Funding Agreement shall be in effect prior to commencement of any work identified in the Funding Agreement as reimbursable.

*Appendix A* includes a table that classifies the work eligible for District reimbursement. The list is not inclusive and is subject to change.

### **Municipal Request Process**

A Municipality may submit a Work Plan in various contexts such as but not limited to:

- 1) A Work Plan for a specific scope of PPI/I work which the Municipality is prepared to move forward with. Municipalities may submit multiple Work Plans within any yearly allocation period and/or throughout the extent of the program.
- 2) A Work Plan that encompasses the entire PPI/I program of the community of which only a segment of the entire Work Plan will be implemented in any particular year. Any consolidation of Work Plans is desirable as it will reduce administrative efforts for the Municipality and the District.
- 3) A Work Plan for PPI/I work that is only a component of a larger scope of work that includes other aspects of municipal work not directly related to this program.

The work plan submitted, regardless of context, shall specifically define and segregate the details and the costs to be considered reimbursable for the immediate scope of PPI/I work that is proposed. Work Plans should generally follow the Municipal Request Process as described below.

Work Plans shall be classified as one or a combination of the following types. If a Work Plan includes multiple types of work, a separate cost estimate is required for each work type. See "Definitions" of the Statement of Policy for clarifications.

- A. Design, Planning and Investigation (subject to 20% program cap)
- B. Public Education and Outreach
- C. Construction, Implementation, Rehabilitation (CIR)

A Work Plan Checklist/Template is available and serves as a general outline to follow while completing a Work Plan. Depending on the scope and size of the project, the checklist/template may be sufficient with limited supporting documentation. Please be as comprehensive as possible to assist in an efficient review and approval process. Example Work Plans are also available for reference.

### **District Review Process**

The District shall review work or project plans in a timely manner. The Municipality will receive dated verification that the Work Plan has been received. Within 7 calendar days, an initial response will be issued regarding the Work Plan submission. This initial response will communicate the following:

- if the Work Plan has progressed to staff review;
- if additional information is requested;
- request for clarification of particular item(s) in the Work Plan;
- delays in review;
- return of the Work Plan for modifications;

### **District Approval and Funding Agreement**

Upon completion of staff review, Work Plans shall be incorporated into a Funding Agreement between the District and the Municipality. Funding Agreements with value of less than \$250,000 will be subject to Executive Director approval. Funding Agreements with value of \$250,000 or greater will be subject to approval by the MMSD Commission, however, the Executive Director will have the authority for interim approval of work up to \$250,000 prior to MMSD Commission approval of such Funding Agreements in order for municipalities to proceed with such work without delay. Within 30 days of submission a response of approval, conditional approval, extension in review period, notice of placement on Commission agenda, or disapproval will be issued.

### **Project Notice to Proceed**

The Municipality may commence PPI/I Work upon District approval and receipt of a fully executed Funding Agreement.

### **Change Process**

In the event, that the Municipality foresees a change within a project defined by an existing Funding Agreement, affecting the cost, schedule, definition or outcome of the project, the Municipality shall provide timely notice to the District regarding the change request. A change request shall be accompanied by sufficient documentation to enable the District and the Municipality to review the change request and promptly determine the acceptability of the change. Changes in work within a Work Plan defined by an existing Funding Agreement will need District approval to be considered eligible for reimbursement.

### **Reimbursement**

All work eligible for reimbursement shall be a component of a Work Plan that has been approved by the District prior to commencement of work. Depending on the scope and timeline of the Work Plan, the Municipality may submit requests for progress payments throughout the project OR submit for reimbursement in lump sum at completion of the work. All reimbursements will be dispersed upon District approval through wire transfer. Arrangements for wire transfer should be completed with the

District prior to the first anticipated reimbursement request by each Municipality. The following documentation shall be included in a reimbursement request for timely review and processing:

- 1) Progress Payment
  - a. A summary of work progress with estimated % complete by work category as defined by the Funding Agreement;
  - b. Paid invoices that total the requested reimbursement;
  - c. A summary sheet listing the invoices providing a description or relation to a work item for each invoice entry;
  - d. For projects that include multiple program types of work, the invoice list shall also categorize each invoice by work type: 1. Planning, Design, Investigative 2. Public Outreach/Education 3. Construction, Implementation, Rehabilitation;
  
- 2) Final Payment or Lump Sum Payment
  - a. All documents as listed in Project Completion;
  - b. Paid invoices that total the requested reimbursement;
  - c. A summary sheet listing the invoices providing a description or relation to a work item for each invoice entry;
  - d. For projects that include multiple program types of work, the invoice list shall also categorize each invoice by work type: 1. Planning, Design, Investigative 2. Public Outreach/Education 3. Construction, Implementation, Rehabilitation;
  - e. Completion of data collection reporting;
  - f. Completion of all Funding Agreement terms;

Work approved under an established District contract for engineering services, public outreach, and lateral inspections shall be invoiced directly to the District. Invoices for such work shall be forwarded to the Municipality for review and concurrence prior to the invoice amounts being deducted from the Municipality's funding allocation balance.

To make arrangements for wire transfer of reimbursement requests, please contact:

Mark Kaminski  
 MMSD Controller-Treasurer  
 414.225.2050  
 mkaminski@mmsd.com

### **Project Completion**

The Municipality shall notify the District upon completion of the PPI/I Work. This notification shall include but not be limited to the following:

- 1) Planning and Design
  - a. As applicable (e.g. new construction or installations), plan sets and specifications stamped by the design engineer and endorsed by an authorized agent of the Municipality. Plans and specs shall be submitted as one print copy and electronic pdf version.
  - b. As applicable, a design report summarizing the results of data analysis with adequate background and stated assumptions, and explanation of means/methods to

definitively justify the project. The report shall include specific recommendations by the engineer for subsequent investigative work or for Construction, Implementation, Rehabilitation work.

- c. As applicable, Municipality planning, procedure, etc. documents that were completed and approved by the Municipality through the scope of the work.

## 2) Investigative

- a. A summary report following the outline submitted and approved in the Work Plan which illustrates the results of the investigative work and clearly defines recommendations for subsequent Construction, Implementation, Rehabilitation work.
- b. Data collected in the format and media type as outlined in the Funding Agreement.
- c. Summary document of lessons learned as compiled by the Municipality, the engineer, the contractors, feedback from residents, or any other participant.

## 3) Construction, Implementation, Rehabilitation

- a. As applicable, record drawings (e.g. new construction or installations) stamped by the design engineer, endorsed by an authorized agent of the Municipality and in a format acceptable to the District or as defined in the Funding Agreement.
- b. Reports outlining the results of testing used to verify the integrity and quality of the work completed such as post work televising, pressure testing, exfiltration testing, etc. in a format that is acceptable to the District or as defined in the Funding Agreement.
- c. Inspection reports for work completed including photo documentation with logs to refer photos to specific property and project detail. in a format, acceptable to the District or as defined in the Funding Agreement. Report summarizing the quantifiable results of the work based on pre-work estimates or measurements outlining means and methods for measuring success.
- d. Summary document of lessons learned as compiled by the Municipality, the engineer, the contractors, feedback from residents, or any other participant.
- e. Plans for extended monitoring and success measurement such as flow testing, pump run time monitoring, exfiltration testing, etc.

The project shall be considered complete when all conditions of the Funding Agreement have been met.

### **District Funding**

Funding shall be allocated to each Municipality consistent with the program Policy. The maximum reimbursement a Municipality may receive in a program year is equal to the relevant yearly allocation plus any Cumulative Funding Allocation (CFA) of the specific Municipality from previous program years. A Municipality may elect to complete approved work that is eligible for reimbursement which exceeds the yearly allocation and CFA funds, however, the work will be reimbursed according to "Funding (C)" of the Statement of Policy. It is important to note that no Funding Allocation for any year is guaranteed until the District's Commission passes the Budget for that year. The District shall not advance any funds to a Municipality for any project.

The District will maintain a list of the Funding Allocation (FA) and CFA by Municipality.

### **Municipality Cost Share**

No cost share requirement exists for municipalities for eligible work for PPI/I.

The Municipality may elect to provide a funding match to supplement the allocated funds for PPI/I work.

### **Disclaimer**

This project initially appeared in the District's 2011 Capital Budget and long-range financing plan. For each subsequent fiscal year, the District's Commission adopts an annual budget and approves a long-range financing plan. Such approval of the long-range financing plan does not commit the District to any future project or funding. Should the project not be approved in future years' capital budgets, the District's funding and reimbursement obligation will be limited to projects having a fully executed Funding Agreement with the District for the work.

Any exceptions to the above policy will be on a case by case basis at the discretion of the District's Executive Director.

### **District Contact for the Private Property Infiltration and Inflow Reduction Project:**

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414.225.2161

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