

Extension of Sewer Utilizing District Cost-Sharing Program

1. One or more property owners talk with their neighbors to determine the extent of interest in a sewer extension project.
2. If enough property owners are interested, Engineering staff prepares a preliminary project cost estimate and presents it to the District Board of Trustees. If the Board decides that there is enough neighborhood interest and the District would not pay for an unreasonable amount of the project costs, it authorizes title searches and property appraisals to determine amount of parcel assessment. Assessments are determined by the appraiser's estimate as to the increased value to the parcel if sanitary sewer were available.

Whether the project is financed using Public Benefit Funds or Capital Funds is determined by the percentage of costs that are paid for by the District. If the District contribution does not exceed sixty-five percent (65%) of the total estimated on-site cost the project would proceed as a Special Assessment project.

A Special Assessment project is financed over a period of ten (10) years with a current interest rate of 5% on the unpaid principle balance. Parcel Owners' receive a bill from the District in December that is due January 1st. The assessment can be paid in full or in part at any time.

3. Following Board approval, an Informational Meeting is scheduled. District Engineering staff notifies the property owners in the proposed project area of the time and location of the informational meeting. The property owners are also informed of the amount of their assessment should the owners approve the project. The meeting location is generally chosen and arranged for by the property owners, but can be held in the District Board Room.
4. At the Informational Meeting, Engineering staff describes and answers questions about the District Cost-Sharing Program process. If a significant number of the owners at the informational meeting are interested in a sewer project, petitions are prepared. The petitions are sent to one or more of the property owners for circulation.
5. When the petitions are returned to the District, staff prepares a report for the Board on the interest for and against a sewer project. The Board then decides whether or not to proceed with a project.
6. A Proposing Ordinance is presented to the Board for approval. This ordinance includes a date for a Public Hearing, which is held by the Board at the District, on the detailed plans and specifications. Notice of this meeting is mailed to all property owners in the proposed project area.
7. Based on the results of the Public Hearing, the Board decides if the District will continue to construction with a project. If the Board decides to proceed with the project, the Engineering staff continues with the required regulations.
8. The project begins and Engineering staff does a field survey to locate property lines, street and driveway locations, trees, etc., including underground borings to check for rock and groundwater conditions, and prepares detailed construction plans and specifications.
9. The District then requests and receives bids for the construction of the sewer, and awards a construction contract.
10. After the sewer is constructed, tested and approved for connection, sewer connection permits may be issued to licensed plumbers who are registered and bonded with the District.
11. Projects of this type take about 6 months to one year from the start of the process to start of construction.