



**MONTGOMERY COUNTY
ENVIRONMENTAL SERVICES**

1850 Spaulding Road
Kettering, Ohio 45432
937-781-2500

www.mcoho.org/water

COUNTY COMMISSIONERS

Judy Dodge
Carolyn Rice
Deborah A. Lieberman

COUNTY ADMINISTRATOR

Michael B. Colbert

DEPARTMENT DIRECTOR

Matt Hilliard

[DATE]

[OWNER]

[ADDRESS]

[CITY, STATE, ZIP]

***RE: Montgomery County
Foundation Drain Disconnect Program
Informational Package***

Dear Customer:

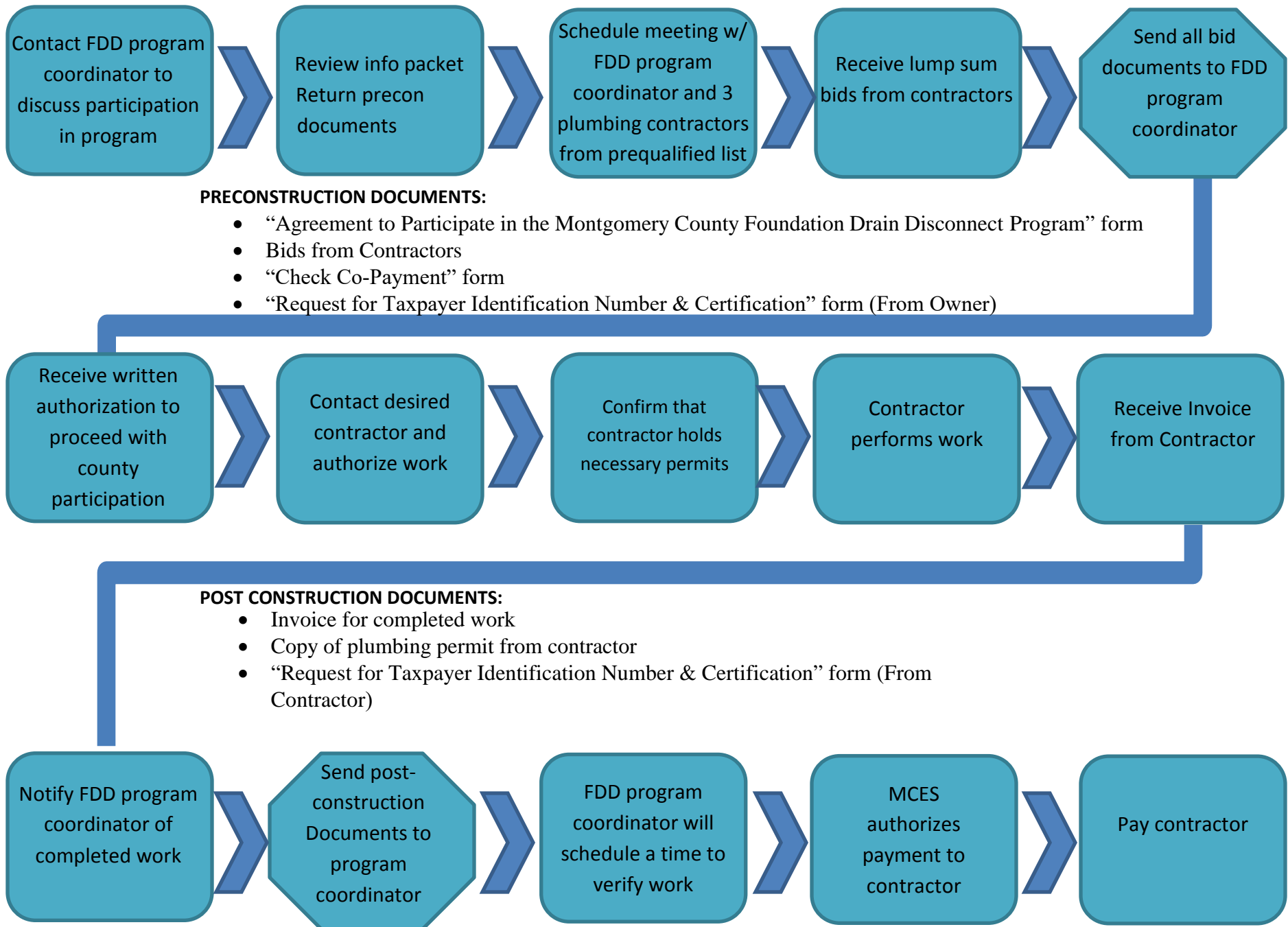
Montgomery County Environmental Services (MCES) is providing information on how to participate in the Foundation Drain Disconnect (FDD) Program. The program is explained in detail in the attached documents. This letter is intended for the owner of the building. If you are not the owner, please inform the owner of these procedures.

The intent of this program is to reduce basement flooding problems which result from overloaded sanitary sewers during wet weather and to remove any clean water connections from the sanitary sewer. MCES will participate in the cost of the work related to the FDD Program by issuing a two-party check.

Depending upon the plumbing fixtures in your basement, a combination of backwater valves, ball shutoff valves, and sump pumps may be installed in your basement. The property owner will work together with three plumbers and MCES to determine which of these devices are necessary to protect their structure. This determination will be presented to MCES in the form of cost proposals from the plumbers. MCES will review these proposals for acceptance, continuity, and cost eligibility before approval.

The owner will receive, from MCES, a written response detailing its determination of eligibility and the amount of cost participation. Upon satisfactory completion of the work, the two-party check will be issued to the property owner from MCES. The payment will be issued on the condition that the work is performed according to MCES specifications, is properly inspected, and that all sump pumps, downspouts, foundation drains, and outdoor drains are disconnected from the sanitary sewer system. By accepting the payment you acknowledge that once the clean water connections have been removed from the sanitary system they will not be reconnected.

FOUNDATION DRAIN DISCONNECT PROGRAM PROCESS



ATTACHMENT 1

PROCEDURES AND INSTRUCTIONS FOR PARTICIPATING IN THE FOUNDATION DRAIN DISCONNECT PROGRAM

Listed below are the requirements of the Montgomery County Environmental Services (MCES) Foundation Drain Disconnect (FDD) Program. If your house presently has clean water drain connections to sanitary sewer (i.e. foundation drains, outside stairway drains, sump pump discharge into the sanitary sewer, etc.) or if your basement has been subject to flooding from surcharging of the sanitary sewers, and the conditions of the program suit you, please follow the instructions below in order to participate in the program. Houses built prior to the passage of the Clean Water Act of 1972 are more likely to have clean water connections to the sanitary sewer.

1. Contact the FDD program coordinator to express interest in program (You've already done this).
2. Read this information packet to determine if you are eligible for the program and to begin to determine the scope of work involved. Your packet should include a cover letter, Attachment 1, Attachment 2, Attachment 3, an instructional flow chart, and an *"Agreement to Participate"* form.
3. Contact the MCES FDD Program coordinator and 3 contractors from the prequalified list to schedule a meeting at the residence. It is preferred that all plumbers and the MCES representative meet at the same time but since this is not always possible, exceptions can be made. The plumbing contractors will evaluate what modifications will be needed for your house to participate in the FDD program. Request a lump sum bid from each contractor for the required work.

note: Plumbing Inspection MAY require a pressure test of the sanitary service piping underneath the house to determine if the service piping has any leaks. The cost of the initial pressure test is covered under the FDD program. If the pressure test determines that there is a leak in the service piping, the cost to locate and repair the leak is not covered under the FDD program. The cost of these repairs will be the home owner's responsibility.

4. Collect the bids from the plumbing contractors and be sure to keep a copy of each for your records. Read and sign the enclosed *"Agreement to Participate in the Montgomery County Foundation Drain Disconnect Program"* form. If you are a renter, the property owner of the building must sign this agreement and authorize the modifications. No reimbursements will be made to anyone who is not the owner of the property. Payment will not be authorized unless this agreement form is properly executed.

5. Place a copy of all the bids and the signed agreement form in one envelope and submit them to:

ATTN: Kurt Jenkins
Montgomery County Environmental Services
Foundation Drain Disconnect Program
1850 Spaulding Road
Kettering, OH 45432

6. After the bids are reviewed, MCES will issue you a *“Participation Approval”* letter stating that you have been approved for participation in the FDD program, that you may contact the plumber of your choice, and the County’s participation amount. The *“Participation Approval”* letter will serve as your notice that the plumbing contractor may begin work and will provide instruction for submitting a copy of the bill to MCES after work is completed. MCES may request additional bids if they choose. Attached to this letter will be a *“Request for Taxpayer Identification Number and Certification”* form, our finance section must have this form on file before payment can be made. The *“Check Co-Payment”* form will also be included for your use. If you chose the copayment option, the contractor will also need to submit a *“Request for Taxpayer Identification Number and Certification”*.
7. After you receive the approval letter, it is your responsibility to call the plumbing contractor to make an appointment for the work to begin. At your direction, the plumbing contractor proceeds with the work. **The contractor must obtain all plumbing permits for the work before beginning work and have the appropriate inspections conducted.**
8. Upon completion of the work by the contractor, you obtain the invoice for the work and a copy of the plumbing permit from the contractor. Send a copy of the invoice, your *“Request for Taxpayer Identification Number and Certification”* form, and the plumbing permit to MCES at the address listed above in Item 5. This will serve as your request for verification by MCES. If you wish to use the co-payment method you will also submit a *“Check Co-Payment”* form and the contractor’s *“Request for Taxpayer Identification Number and Certification”* form at this time.
9. After MCES receives the items listed in step 8, an MCES representative will contact you to arrange for a final visit. The MCES representative will verify the installations are in place and that all clean water services are disconnected. If the new installation or disconnections are disapproved, you and your plumbing contractor will be notified in writing of the necessary corrections to be made.

10. After successfully completing your modifications and approval by the MCES representative, a check will be issued to the property owner and/ or contractor for the previously approved amount. The plumbing contractor is notified by MCES that the payment has been processed. After the install you will receive an Operations and Maintenance Manual. Please read this manual and keep it as a permanent guide to the backwater prevention device which may be part of your installation. Without your attention to and performance of proper maintenance procedures in this manual, your backwater prevention device may not work properly.

11. **It is the property owner's responsibility to promptly pay the plumbing contractor.** Should the property owner wish, a two party check will be issued in the owners and plumbing contractors name; if this is desired, refer to item 8 for instructions.

END OF ATTACHMENT NO. 1

ATTACHMENT 2

Montgomery County
Environmental Services

FOUNDATION DRAIN DISCONNECT PROGRAM

I. PURPOSE:

The purpose of this program is to eliminate all clean water drain connections to the sanitary sewer system and provide an engineered solution to protect all structures with a floor level below grade from flooding as a result of high water in the sanitary sewer system.

II. ELIGIBILITY:

Any property owner who is a Montgomery County Environmental Services customer and who has a floor level below grade (basement or split level) in their structure built prior to the approval of this program, and who's property has flooded from a sanitary sewer back up due to high levels of wet weather flow in the sanitary sewer or is located in a flood prone area within the Montgomery County sanitary sewer collection system.

III. PROGRAM:

The Foundation Drain Disconnect (FDD) Program shall consist of the following elements.

- A. Program information & literature sent to homeowner.
- B. Meeting with FDD Program Coordinator and Contractors.
- C. MCES evaluation of quotes.
- D. Completion of work.
- E. Payment.

A. PROGRAM INFORMATION:

At the time that MCES receives an inquiry from a home owner about the program, MCES will deliver to the owner a complete package outlining this FDD program. This packet will contain the following items:

- 1. Letter to the owner explaining the program and how they may participate.
- 2. Step by step instructions for the owner with an instructional flow chart
- 3. This packet of program details
- 4. List of pre-qualified contractors with contact information
- 5. "Agreement to Participate" Form

Upon receipt of this packet and review by the owner, MCES will review the program with them and answer any questions they may have at that time.

B. MEETING WITH PROGRAM COORDINATOR AND CONTRACTORS

The owner is required to schedule a meeting with the MCES representative and the plumbing contractors, preferably at the same time. The meeting is at the residence of the proposed disconnection and allows the contractors and MCES representative to review the work together and collaborate on a solution.

C. MCES BID EVALUATION:

Upon receipt of the 3 quotes from the contractors, the owner is required to submit the bids to MCES for review. After the review, MCES will notify the owner in writing that the bids are acceptable and will include the dollar amount for the counties participation. At this point, the contractor may begin work given that they have obtained all necessary permits.

D. COMPLETION OF WORK:

It is the owner's responsibility to authorize the plumber to do the necessary work, schedule the time for the work to be completed, and make payment to the plumber upon completion of the work. All necessary plumbing permits and inspections are the responsibility of the plumbing contractor. Upon successful completion of the plumber's work the owner is to notify MCES so that a final verification of the installation can be conducted. Should any defects be found at this time, the owner would be required to have the plumber correct those defects prior to final approval by MCES.

E. PAYMENT:

At the time a final approval is given by MCES, payment will then be processed. This payment will be sent directly to the owner in their name unless the owner has requested and authorized a co-pay check to be issued in the owner and plumber's name.

IV. COUNTY PARTICIPATION:

As part of this program the Board of County Commissioners authorizes MCES to participate in the cost of the necessary modifications outlined in the program to eliminate all clean water drain connections and to protect structures that qualify from sanitary sewer back ups as a result of high wet weather flows in the sanitary sewer system.

This cost participation by the County can be any value up to a maximum of \$4,400.00 for each lateral to a qualifying structure. For cases requiring sanitary sump pump installation, the County will also participate an additional 25% of the next \$4,000.00 up to a maximum of \$5,400.00 of county expense. This additional participation will only apply to those structures with bathroom facilities below grade.

V. Technical Details

- A. A requirement of the program is that you permanently disconnect any clean water connection to the sanitary sewer. These include but are not limited to downspouts, outside stairwell drains, foundation drains, and existing sump pumps that pump to the sanitary sewer. Such items contribute to basement flooding and other sewer problems. An MCES representative will verify the disconnection.
- B. In some cases, the installation may require modifications to basement plumbing or temporary removal of appliances, partitions, or floor coverings. All of this type work, including restoration work, should be included in your plumbing contractor's bid and is reimbursable up to the limits outlined in the program details.
- C. If the building is in a high groundwater area, water may seep around the new installation. Because new concrete is being placed against pre-existing concrete and because there are plastic elements embedded in this concrete, seepage may occur during periods of high groundwater. Measures should be taken during construction to prevent this type of groundwater seepage.
- D. If your drain pipe slopes incorrectly, your backwater valve may not function properly. (In most cases, the reason for this incorrect slope is that the plumbing, installed when the house was originally built, was not at the specified slope). If when you open the top of your backwater valve you see wastewater and solids standing in the pipe, your pipe may have a reverse slope or some other obstruction in the line. This build up of solids may clog your backwater valve. Such a condition will require more frequent cleaning of the valve. Please refer to the Operations and Maintenance Manual.
- E. The highest elevation the sewage in the Sanitary Sewer can reach is dictated by the elevation of the manhole. Therefore, if the first story of the structure is below the elevation of the manholes, it is possible to still be at risk. Any plumbing fixture located above the elevation of the manhole is not susceptible to a backup and will not need extra protection.
- F. If during the initial evaluation it is determined that existing plumbing fixtures do not meet the applicable plumbing code those fixtures must be brought up to applicable plumbing code. This work will be at the expense of the homeowner.

END OF ATTACHMENT NO. 2

ATTACHMENT 3

FDD Program Coordinator

Kurt Jenkins
Foundation Drain Disconnect Program Coordinator
Montgomery County Environmental Services
1850 Spaulding Rd.
Kettering, OH 45432

(937)781-2666

PRE-QUALIFIED PLUMBING CONTRACTORS

COMPANY	TELEPHONE
Restoration Plumbing - Nick Dix 3602 Valley St., Suite B Dayton OH 45424	(937) 233-1131 Fax (937) 233-8394
Kolker Plumbing – Robert Kolker 2808 Sherer Avenue Dayton, OH 45414	(937) 275-9001
Nelson Hoke Mechanical – Joe Nelson 1450 Howell Rd. Beavercreek, OH 45434	(937)581-6989

AGREEMENT TO PARTICIPATE
IN THE
MONTGOMERY COUNTY
FOUNDATION DRAIN DISCONNECT PROGRAM

For and in consideration of the installation of overhead plumbing and/or backwater prevention devices, I do hereby, for myself, my heirs, executors, administrators and assigns, release and forever discharge the Montgomery County, its Board, officers, agents, assigns, servants, employees, engineers and contractors from any and all present and future claims, demands, actions, causes of action, suits, damages, losses and expenses of whatsoever kind or nature, for anything that may occur on account of the installation of or failure to maintain by the property owner, the backwater prevention devices at

_____, _____, Montgomery County, Ohio, _____
(Address) (City) (Zip Code)

It is further understood and agreed that the payment of up to a maximum of \$4,400.00 for the installation of overhead plumbing and/or backflow prevention devices or up to a maximum of \$5,400.00 for those requiring a sanitary sump installation is not to be considered as an admission on the part of said COUNTY or its agents of any liability whatsoever. I also agree that in order to receive payment for the approved installation fee, I must permanently disconnect from direct connection to County sanitary sewers this building's downspouts, foundation drains, exterior drains and any sump pumps which collect and discharge surface and/or ground water, and I must have the overhead plumbing and/or backwater prevention devices' installation performed according to MCES specifications and the local plumbing code. In addition, I acknowledge that I have read my copies of the operations and maintenance manuals for these devices and the bid package information, especially with regard to washing machine connections and exterior drains and foundation drains. I further recognize the possibility that backwater and ball valve and sump pump installations may protrude from the basement floor and that groundwater seepage may occur around the valve extensions or other devices if the building is in an area with high groundwater.

I now state that the only consideration for my signing this Agreement is the installation of overhead plumbing and/or backflow prevention devices as stated above; that no other promise or agreement of any kind or nature has been made with me by said MCES or its agents to cause me to sign this Agreement, and that I fully understand the meaning and intent of this instrument.

Signed and dated this _____ day of _____, 20____.

Printed Name of Owner

Signature of Owner

Email of Owner

Printed Name of Co-Owner

Signature of Co-Owner

Home Phone No.

Work Phone No.