

## Environmental Subordinate Service District Administrative Guidelines

### I. Introduction:

The Community of \_\_\_\_\_ has formed a Subordinate Service District in accordance with MN § 365A/375B. The purpose of the district is to identify the wastewater needs of the community, provide for the planning, construction, financing, hook-up and long-term maintenance and operations of wastewater collection and treatment system(s) in order to provide for accountability and continuity for the benefit of all of the property owners in the Service District area (Insert purpose from petition- this can vary!!!).

In order to begin fulfilling its objectives, \_\_\_\_\_ESSD is submitting these administrative guidelines for acceptance by the \_\_\_\_\_ Township Board and \_\_\_\_\_County. These guidelines offer a framework by which the \_\_\_\_\_ESSD objectives will be met. These guidelines are intended to be a working document, subject to changes and updates and include:

- A. Council Formation
- B. Council Duties
- C. Initial/ Ongoing System Inspections
- D. System Permitting, Installation Inspection
- E. Operation and Maintenance Oversight
- F. Tracking of Septage Pumping and Disposal
- G. Financing
- H. Enforcement
- I. Program Coordination

### II. Definitions

Agent: A water-using property owner within the ESSD boundaries

\_\_\_\_\_ESSD: \_\_\_\_\_ Environmental Subordinate Service District

Board: \_\_\_\_\_ Township Board

Council: \_\_\_\_\_ESSD Governing Body

### III. Boundaries

To be entered upon District Certification

### IV. The Guidelines

- A. COUNCIL FORMATION
  - Elected/ Appointed?
  - How many members?
  - Non-voting members? (Steele County)
  - Terms/ Limits?
  - Incapacitation/ Resignation

## B. COUNCIL DUTIES

The Council will do all things necessary to control the effectiveness of wastewater treatment within its boundaries, including, but not limited to:

1. Elect Officers (Chair, Vice, Treasurer)
2. Meeting Frequency/ Quorum/Record and availability
3. May employ persons, firms, professionals and enter into contracts
4. With approval from Board, can take action to construct, improve, replace, repair and maintain sewage systems at the expense of benefiting agent(s)
5. With approval from Board, can adopt rules and regulations pertaining to the establishment of user fees
6. With approval from Board, can provide initial capital for upgrade expense
7. Rules and regulations governing upgrade timeframe

## C. INITIAL SYSTEM COMPLIANCE INSPECTIONS

All agents not intending on upgrading their system must obtain a Certificate of Compliance, per 7080.0315

## D. SYSTEM PERMITTING AND INSTALLATION INSPECTION

Partner with existing permitting authority?  
Establish new permitting authority?

## E. MONITORING, OPERATION AND MAINTENANCE OVERSIGHT

Identify and outline the necessary practices to ensure system compliance and who is responsible for them! DISTRICT OR HOMEOWNER

Remember, this is a WORKING DOCUMENT! Not set in stone.

<u>System Type</u>	<u>Inspection Frequency</u>	<u>Inspection Criteria</u>	<u>Responsible Party</u>
Holding Tanks			
Systems with pumps			
Alternatives			
Future systems			

## F. TRACKING OF SEPTAGE PUMPING AND DISPOSAL

Who calls pumper?

Who does pumper report to?

Who checks where septage is going?

## G. FINANCING

Identify how you think things will be paid for! Remember- this is a WORKING document

SRF, USDA?

Loan Fund- follow the path of the dollars out- (e.g. from bank to ESSD to homeowner to contractor)- and the path of the dollars in (from user fees to District, special assessment on property tax to county to Township to district)

Identify permit fees, user fees, how and when budget auditing occurs

Identify who the responsible party is for all activities where fees are incurred:

District, Homeowner or a Combination?

## H. ENFORCEMENT

Outline how your community wants to deal with non-participants, non-paying members, and those who fail to complete their responsibilities.

i.e. fines, fees, community service, district completes tasks and charges user plus fee

## I. EDUCATION

Someone on the council must be responsible for disseminating educational materials to all Agents.

## J. PROGRAM COORDINATION

Who manages what records? Board, Council, County, State? How can this information be shared among the necessary parties?