



PUBLIC WORKS

October 6, 2014

RE: BACKWATER PREVENTION DEVICE INSTALLATION

Dear property owner:

Recently, you were notified that the sewer connection to your property is a "designated connection" under Ordinance 3400-14 enacted by the Everett City Council in August 2014. This means that your sewer connection must have a backwater prevention device to comply with the ordinance. This letter provides information about the ordinance and explains how you can get funds to help cover the cost of installing a backwater prevention device.

Purpose of the Ordinance

During periods of heavy rainfall, flows can exceed the capacity of the city's combined sewer system, causing excess sewage and stormwater to flow back into properties. This can damage real and personal property. Backwater prevention devices, when properly installed and maintained, reduce the risk of sewer backups. Therefore, under the new ordinance, properties identified as "designated connections" must have backwater prevention devices installed on their private sewer connections.

"Designated connections" were determined through an in-depth analysis of the combined sewer system. The model took into account the size, location and depth of the city's sewer lines and whether a property had a basement (based on county records). When the model indicated that a storm event could put a property at risk for a sewer backup, it was classified as a "designated connection." Because the modeling used conservative assumptions and was based on a large storm event, it is possible that you have not experienced a sewer backup at your property. Nevertheless, you must have a backwater prevention device on your "designated connection" to reduce the risk of a future sewer backup.

Installation Deadline Date

The city has established a deadline date of June 1, 2015, for the installation of backwater prevention devices on "designated connections." This deadline relates to city payments of claims for damages resulting from sewer backups. After June 1, 2015, the city will not pay sewer backup claims for "designated connections" without backwater prevention devices. This means, if there is a storm event after June 1, 2015 and you do not have a backwater prevention device on your "designated connection," the city will reject any claim from you for sewer-backup damage. For more information, see Ordinance 3400-14 at www.everettwa.org/bwd.

Rebate Program

The city offers a rebate program to help property owners meet the new requirement. Under this program, property owners can receive up to \$2,500 (including tax) for the installation of an approved backwater prevention device—which, in most cases, should cover the full cost of installation. Property owners can choose to pay the contractor and have the rebate sent to them, or choose to have the contractor paid directly by the city.

The program is designed to be easy to use. Property owners select a contractor from the list of eligible contractors, get a bid and have a backwater prevention device installed on their sewer connection. When the work is complete, the contractor gives the property owner the installation paperwork. Then, the property owner fills-out a rebate application, attaches it to the contractor paperwork, and submits it to the city within 90 days after the installation date.

Enclosed is the basic information you need to participate in the program:

- Property Owner Instructions (pink)
- List of Eligible Contractors (blue)
- Rebate Submittal Checklist (yellow)
- Rebate Application Form (green)
- IRS Form W-9 (white)
- Vendor Payment Option Form (purple)
- Frequently Asked Questions (grey)

We encourage you to take advantage of the rebate program and install a backwater prevention device as soon as possible. If the bid for the work exceeds \$2,500 (including tax), it is possible that additional funds may be provided for the installation. If you receive a bid for more than \$2,500, contact the city prior to having any work performed. The city will review your bid to determine if you qualify for additional funds and may require that you obtain additional bids.

After June 1, 2015, the city will not pay sewer-backup damage claims for “designated connections” without backwater prevention devices. Therefore, the best way to protect your property and avoid costly damages is to install a device as soon as possible. Following the June 1, 2015 deadline, the city may install backwater valves in the city right-of-way at some designated connections that have not installed a device. However, this process could take months or years to complete.

For more information, or to get an updated List of Eligible Contractors, visit our website at www.everettwa.org/bwd. You can also contact Halley Kimball at 425-257-8946 and hkimball@everettwa.gov, or Grant Moen at 425-257-8947 and gmoen@everettwa.gov.



Backwater Prevention Device Rebate Program Property Owner Instructions

The City of Everett will provide qualified property owners a rebate of up to \$2,500 (including tax) for the installation of an approved backwater prevention device. Please review the information on this sheet to make sure you qualify for a rebate and understand how the program works.

To Qualify for a Rebate:

- 1) The backwater prevention device must be installed on a property the city has identified as a “designated connection.” If that is the case, you will have received a letter from the city.
- 2) If your bid exceeds \$2,500, contact the city before authorizing any work. The city will review the work to determine if you qualify for additional rebate funds and may require that you obtain additional bids.
- 3) The device must be installed by a contractor who has been trained by the city and is on the List of Eligible Contractors. This list is available at www.everettwa.org/bwd.
- 4) You must submit the necessary paperwork within 90 days from the date the installation is inspected and approved by the city.

Note: This rebate may be considered income under federal tax law. If you have questions about the possible tax consequences of receiving a rebate, please consult with a tax adviser.

Steps to Getting a Rebate:

- 1) Select a contractor from the list of eligible contractors and request a bid for installing a backwater prevention device. You may want to get multiple bids and compare prices.
- 2) The contractor will visit your home, perform a TV inspection of your sewer line and give you an estimate for the work. If the bid exceeds \$2,500 (including tax), contact the city before proceeding.
- 3) Authorize the work. The contractor will obtain the necessary permits, install the device according to the program guidelines and have the work inspected by the city.
- 4) After the installation is inspected and approved by the city, the contractor will give you: a Backwater Prevention Device Final Installation Checklist, a itemized invoice for the work, and a map of your property with the location of the installed device.
- 5) Fill-out and sign the Rebate Application Form (green) and the IRS Form W-9, Request for Taxpayer Identification Number and Certification (white).
- 6) If you would like rebate check sent to the contractor, fill out the front of the Vendor Payment Option Form (purple) and have the contractor fill out the back. Otherwise it will be sent to you.
- 7) Assemble your rebate application packet. Use the Rebate Submittal Checklist (yellow) to make sure that you include all of the necessary paperwork.
- 8) Submit your rebate packet within 90 days from the date the installation is inspected and approved by the city to: City of Everett, Attn: BWPD Rebate Program, 3200 Cedar Street, Everett, WA 98201.



Backwater Prevention Device Rebate Program List of Eligible Contractors

Contractor	Contact Name	Phone	Email	Type*
Hero Plumbing	Trent Colliers	206-406-0929	trentcolliers@yahoo.com	Plumber
Moen Plumbing	Trent Moen	425-760-8360	trent@moenplumbing.com	Plumber
Absolute Storm and Sewer	Jeff Van Cleave	206-465-4193	absolutestormandsewer@gmail.com	General & Plumber
Apollo Plumbing	Dan Barger	425-387-1507	apolloplumbing@gmail.com	General & Plumber
Campbell's Plumbing	Joe Snider	425-259-3898	support@campbellsplumbing.com	General & Plumber
Pioneer Construction Services (PCS)	Jim Fergerlie	425-508-2852	jim@pioneerconstructionservices.com	General & Plumber
Seattle Drain Service	Bryce Kennedy	206-632-8069	backwatervalves@seattledrainservice.com	General & Plumber
American Septic & Side Sewer	Cindi Rice	206-290-2082	cindi@americansepticandsidesewer.com	General Contractor
Aurora Engineering	Chris Sohn Billy Binckley	425-409-7532 425-870-1099	auroraengineering@nwi.net	General Contractor
Cadence Construction Inc.	Kimmo Nissinen Jeremy Keller	206-355-8340 509-343-0600	kimmo@cadenceconstruction.com jeremykeller@yahoo.com	General Contractor
Combined Construction Inc.	Zane Gardner	425-610-4334	zanecci@gmail.com	General Contractor
NW Sewer	Spencer Chynook	206-931-7728	spencer@nwsewer.com	General Contractor
Restorco	Jerod Trenchard	425-892-4898	jerodt@restorcoinc.com	General Contractor
Sewer Techs	Walt Blush	206-605-2207	walt@sewertechs.com	General Contractor
Welwest Construction Inc.	Nate Westman Jesse Welcome	425-760-6711 206-793-7441	jwelcome@frontier.com	General Contractor

* **NOTE:** Only plumbers are allowed to install backwater valves inside of the building envelope. General Contractors and plumbers can install backwater valves outside of a building envelope (i.e. in the yard, driveway, etc.).



Backwater Prevention Device Rebate Program Rebate Submittal Checklist

Submit your rebate packet within 90 days from the date the installation is inspected and approved by the city. Use this checklist to make sure that it includes all of the necessary materials. The items indicated [CONTRACTOR] will be provided to you by your contractor.

Your rebate packet must include the following:

- Completed and signed Rebate Application Form (green)
- Completed and signed IRS Form W-9 "Request for Taxpayer Identification Number and Certification" (white)
- Vendor Payment Option Form (purple) signed by you and the contractor IF you want the rebate check sent to the contractor. Otherwise, the rebate will be sent to you.
- Completed Backwater Prevention Device Final Installation Checklist [CONTRACTOR]
- Itemized invoice for the work, showing contractor name, address, license number and the detailed costs of installation and materials [CONTRACTOR].
- Map of your property with location of the installed device [CONTRACTOR]

When the packet is complete, mail or deliver it to: City of Everett, Attn: BWPD Rebate Program, 3200 Cedar Street, Everett, WA 98201.



Backwater Prevention Device Rebate Program Rebate Application Form

Property Owner Name: _____

Installation Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (*if different*): _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: () _____

Total Cost to Install Device (*from contractor invoice*): \$ _____

Please verify the following:

- I am the owner of the property where the backwater prevention device was installed.
- I worked with the contractor to determine the location for the backwater prevention device and understand that the decision regarding the location of the device was mine.
- My contractor instructed me how to access, inspect, and maintain the device.
- I understand that I am responsible for maintaining the backwater prevention device and keeping it in good working order, unless it is installed in the city right-of-way.
- If I sell my property, I will make potential buyers aware of the backwater prevention device and the need to inspect and maintain it on a regular basis.
- I am enclosing all of the necessary paperwork (use the yellow Rebate Submittal Checklist).

Select from the following:

- The contractor identified downspouts or other drainage lines that were connected to my sewer line (between my house and the installed device) and removed, or rerouted them.
- To my knowledge, my property has no downspouts or other drainage connected to my sewer line (between my house and the installed device).
- There are downspouts or other drainage lines connected to my sewer line (between my house and the installed device). I understand that leaving these connections creates a risk of flooding and I accept that risk.

Signature _____ **Date** _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



Backwater Prevention Device Rebate Program Vendor Payment Option Form

Project Number: _____ (City to Provide)

Please complete both sides of the form

Property Owner Section:

Property Owner Name: _____
Installation Address: _____
City: _____ State: _____ Zip: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____
Email: _____ Phone: () _____
Total Cost to Install Device (from contractor invoice): \$ _____

I, the property owner, request to have the City of Everett Backwater Prevention Device rebate check for the installation of the device at the above referenced property address be made payable to, and sent to, the vendor specified on the back of this form. By requesting the rebate check be made payable to the vendor, I agree to the following:

1. I will not receive a rebate check directly from the City of Everett.
2. Assigning payment of the rebate to the vendor does not exempt me from Backwater Prevention Device Rebate Program requirements.

I authorize the release of my rebate to the vendor listed on the back of this form pending approval of the completed Backwater Prevention Device rebate packet by the City of Everett	
_____	_____
Signature of Property Owner	Date

Contractor Section:

_____ Vendor Name / Business Name / UBI Number			
_____ State of Washington Contractor License Number:			
_____ Vendor Mailing Address		_____ City	_____ State
			_____ Zip
_____ Phone		_____ Email	

I, the Vendor, agree to receive the Backwater Prevention Device rebate check directly for the installation at the above referenced property address. By agreeing to receive the rebate check directly, I agree to the following:

1. The Backwater Prevention Device rebate amount will be deducted from the final invoice given to the property owner for the installation at the property address referenced above, if the total cost of the installation is greater than the rebate.
2. I, the Vendor, am a Washington State licensed contractor.
3. The City of Everett will send a Federal Form 1099 MISC to me, the Vendor, for Backwater Prevention Device rebate payments totaling more than \$600 per calendar year, and will report the same payments to the Internal Revenue Service.

I accept the payment of the Backwater Prevention Device rebate from the City of Everett pending approval of the completed Backwater Prevention Device rebate package by the City of Everett

_____ Signature of Contractor	_____ Date
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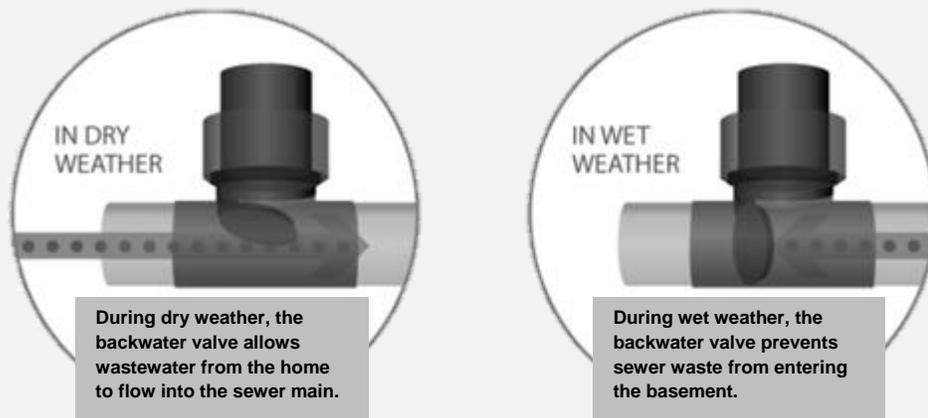


Backwater Prevention Device Rebate Program Frequently Asked Questions

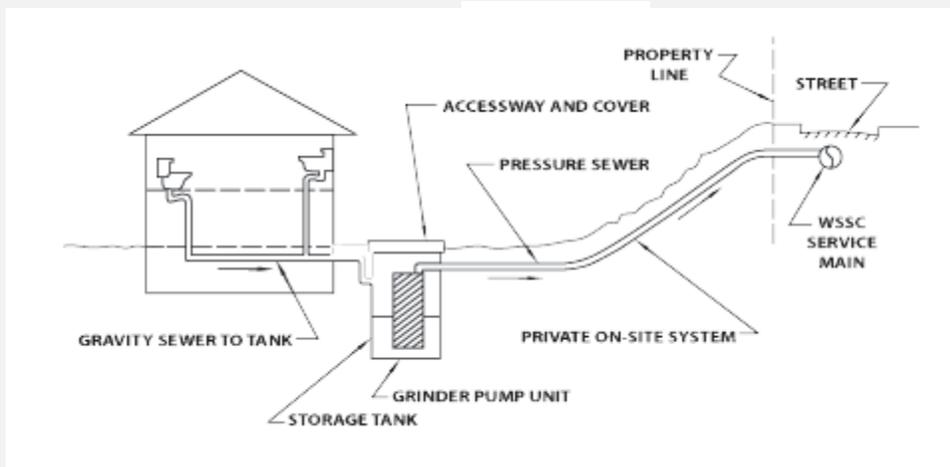
What is a backwater prevention device?

During periods of heavy rainfall, flows can exceed the capacity of the city's combined sewer system, causing excess sewage to flow back through private sewer connections and into properties. Backwater prevention devices, when properly installed and maintained, prevent this from happening. The two most common devices are backwater valves and grinder pumps.

Backwater valves are installed on private sewer connections and have a flapper that allows wastewater to flow from the property to the City's sewer line, but prevents it from flowing back into a property. These are simple, passive devices that can be easily inspected and maintained, and protect properties from sewage backups and flooding.



Grinder pumps are installed in a storage tank. When water is used, the wastewater flows into the tank. When the wastewater in the tank reaches a pre-set level, the grinder pump automatically turns on, grinds the waste and pumps it to the City's sewer line. During a storm, a grinder pump continues to pump into the sewer main, preventing sewer backups and flooding.



Why is the city requiring that they be installed?

The city has determined that properties identified as “designated connections” are at risk for sewer backups and flooding. Since backwater prevention devices reduce that risk, the city has decided to require them on those connections. This is designed to protect real and personal property, avoid costly damages, and limit the cost to property owners, the City, and taxpayers.

How was my property determined to be a "designated connection"?

The city conducted an in-depth analysis of the combined sewer system using a model that simulated extreme rainfall events. The model took into account the size, location and depth of the city’s sewer lines and whether a property had a basement (based on county records). When the model indicated that a large storm event could put a property at risk of sewer backup or flooding, it was identified as a “designated connection.”

What does a typical installation involve?

First, the contractor will inspect your sewer line to determine where the backwater prevention device should be located and identify any deficiencies that must be corrected. Next, the contractor will perform the work, excavating an area outside of the house to install the device on your sewer connection. When the work is complete, the contractor will restore the excavated area and place a cap or cover over the device to allow access for inspection and maintenance. If your downspouts drain into the sewer system, the contractor may disconnect them to provide further protection from backups and flooding.

How does the city’s rebate program work?

The rebate program is easy to use. You select a contractor from the list of eligible contractors, get a bid and have a backwater prevention device installed. When the work is complete, the contractor will give you the installation paperwork. You fill-out a rebate form, attach it to the contractor paperwork, and submit it to the city within 90 days after the installation.

Under the program, the city will pay up to \$2,500 (including tax) for the installation of a qualifying backwater prevention device. You can pay the contractor and have the rebate sent to you, or choose to have the contractor paid directly. The contractor list, instructions and program forms are available at www.everettwa.org/bwd, or by contacting Halley Kimball at 425-257-8946 or hkimball@everettwa.gov.

How do I participate in the rebate program?

First, review all of the property owner forms. These forms are designed to familiarize you with the rebate process and help you understand your responsibilities. Next select a contractor from the list of eligible contractors. These contractors have been trained and know what they must do to meet the rebate program requirements. We recommend speaking to more than one contractor and getting multiple bids for the work. Then select a bid and authorize the contractor to proceed with the installation.

The contractor list, instructions and program forms are available at www.everettwa.org/bwd, or by contacting Halley Kimball at 425-257-8946 or hkimball@everettwa.gov.

What if my installation exceeds the \$2,500 threshold?

If the bid for the work exceeds \$2,500 (including tax), it is possible that additional rebate funds will be provided for the installation. If you receive a high bid, contact the city immediately, prior to any work being performed. The city will review your bid to determine if you qualify for additional funds and may require that you obtain additional bids for the work.

What's the deadline for installing a backwater prevention device?

The deadline for installing qualifying backwater prevention devices on designated connections is June 1, 2015. This deadline is specifically related to a property owner's ability to file a claim against the city for sewer backups and flooding. After June 1, 2015, the city will not pay claims from designated connections that do not have properly installed and maintained backwater prevention devices. For more information, see Ordinance 3400-14 at www.everettwa.org/bwd.

What happens if I don't install one on my property?

After June 1, 2015, the city will not pay sewer backup claims for designated connections that do not have backwater prevention devices. Therefore, the best way to protect your property and avoid costly damages is to install a device as soon as possible. Following the June 1, 2015 deadline, the city may install backwater valves in the city right-of-way for some designated connections that do not have a backwater prevention device. In that case, property owners will be liable for damages prior to the city's installation of a backwater valve, which could take months or years to complete.

What if my basement floods before I install a backwater prevention device?

The city has notified property owners of designated connections of the need to install backwater prevention devices and offers a rebate to cover the cost of installation. The city will accept claims for sewer back-ups and flooding related to the city's sewer system prior to the June 1, 2015 deadline, however, the amount the city will pay on the claims will be subject to the limits established by the new ordinance. For more information, see Ordinance 3400-14 at www.everettwa.org/bwd.

Who is responsible for maintaining the device after it is installed?

If you have a backwater prevention device installed on your property, you are responsible for maintaining it. Typically, this involves checking the device and performing a few simple procedures every three or four months. If you sell your property, you should disclose the presence of a backwater prevention device on the property to potential buyers because maintenance of the device becomes their responsibility following a sale. If the device is installed in the city right-of-way, the city will maintain it.

How is the city of Everett paying for the rebate program?

The backwater prevention device rebate program is funded through sewer rates, which means that the program is funded from the revenues we receive from rate payers throughout the city. There is no additional rate impact for properties participating in the program beyond the standard fee for sewer service. Since everyone benefits from reducing claims for sewer backups and flooding, everyone is sharing the cost of the program.