

SALISH AND KOOTENAI HOUSING AUTHORITY

DISPERSED SITES POLICY

THE BOARD OF COMMISSIONERS (BOARD) OF THE SALISH AND KOOTENAI HOUSING AUTHORITY (HOUSING AUTHORITY) HEREBY ESTABLISHES THIS POLICY REGULATING THE APPLICATION AND INSTALLATION OF INDIVIDUAL WATER AND SEPTIC SYSTEMS LOCATED IN THE HOUSING AUTHORITY'S SERVICE AREA, THE FLATHEAD INDIAN RESERVATION.

SECTION I DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of the terms used in this Policy shall be as follows:

1. Board - shall mean the Board of Commissioners of the Salish and Kootenai Housing Authority, appointed by the Confederated Salish & Kootenai Tribal Council (CS&KT).
2. Community System - shall mean any duly named water or wastewater system in a specific area served by the Housing Authority or other local municipality.
3. Connection - shall mean the point where the customer's service line connects to the public water or wastewater system main line.
4. Connection Fees - shall mean the fees charged to a developer or owner for the cost of making a connection to an existing water mainline or wastewater main line abutting the property to be developed. Connection fees include the service turn on fee, labor and materials for the connection to the street mains and the meter and its appurtenances. The fee is based on the replacement value of the investment to the general facilities.
5. Engineer - shall mean Licensed Professional Engineer, to provide technical data on design and installation of water or wastewater systems.
6. Homeowner - shall mean any person, firm, corporation or other entity owning land in the service area. A purchaser under contract for deed shall be considered the owner of the land.
7. Primary Residence – shall mean a 24-hour year round family dwelling.
8. Service – shall mean the utility such as water and/or wastewater that the customer is receiving from Housing Authority.
9. Service Area - shall mean the area defined within the exterior boundaries of the Flathead Indian Reservation.

10. Standards - shall mean the specifications and general provisions for design and construction as adopted by Housing Authority from time to time.
11. Water Main - shall mean a water supply main line which carries potable water and which is owned and maintained by local municipality.
12. Policy Compliance Committee (PCC) – The PCC is composed of the management staff of the Housing Authority. The PCC will serve to assist department staff with the review, approval and enforcement of this Policy.

SECTION II APPLICATION AND QUALIFICATION

- A. An application for services must be completed and signed by the person who is receiving the services and returned to the Housing Authority. It will be reviewed for eligibility under current Housing Authority guidelines. Applications will be held for six months after approval.
- B. Enrolled tribal members of CS&KT will have first priority. If funding is available, direct descendants and enrolled Tribal Members from other Federally recognized Tribes may be eligible in accordance with IHS guidelines.
- C. Applications are submitted to the Housing Authority's PCC for review and approval.
- D. The applicant applying must have ownership interest.
- E. The home must be the primary residence of the applicant.
- F. The home site must meet technical, environmental, and archeological feasibility requirements for installing sanitation facilities. The site may be rejected for one of the following reasons:
 1. Geotechnical conditions such as subsurface rock, high clay content soils, etc.
 2. No site access.
 3. Flood hazard exists at the site.
 4. Lack of available water (i.e. experience showing no groundwater in the area, no available surface water, and the nearest community water system too far).
 5. Site slope too steep (greater than 15 degrees).
 6. The proposed facilities exceed the Billings Area-Indian Health Service unit cost cap for individual facilities.

G. Manufactured Homes

1. If manufactured home is not placed on a permanent foundation, it must be blocked and skirted.
2. Must have interior plumbing with no leaks and functional water heater.
3. Must have functional 24 hour heating system.
4. Must have structurally sound, including roof, walls, flooring, windows, and doors, according to Housing specifications and must be habitable.

H. Additional criteria for home eligibility:

1. Adequate foundation. The home must be of sound basic structure which would allow a standard bathroom to be installed (35 square feet minimum) and protected from freezing.
 2. Protection from elements and vectors. The home exterior must have doors, windows, roof and insulation to protect the occupants from inclement weather conditions and vectors (flies, rats, mice, mosquitoes, etc.).
 3. Each home, upon completion, should have a complete bathroom (35 square feet minimum), kitchen sink and water heater. A complete bathroom would contain a toilet, bathtub and/or shower and sink. The minimum clear width of the bathroom should be five (5) feet which is required for standard bathtubs.
 4. Homes located in a rural setting, receiving a well, should have sufficient space for a pressure tank and appropriate plumbing. Applicant will be responsible to provide a pump house for the pneumatic system, if there is non-sufficient space in the home. Construction of a standard pump house is the responsibility of the participant. The pump house is to be insulated, weatherproofed and installed on the pump house floor at the completion of the well drilling.
- I. Plumbing must be stubbed out a minimum of 3 feet from the foundation/skirting of the home.
- J. Electrical power must be on site and connected to the home or a written/verbal commitment made by the local power company to provide electricity prior to completion of the IHS work. Electrical service for the home must be adequate and comply with applicable codes.

SECTION III SERVICE LIMITS

- A. The Housing Authority will provide water and/or sewer service to eligible participants. When a dwelling sells that has been previously served by the IHS water/sewer program, the buyer must sign a document accepting this service as their one-time service. The seller may then be eligible for services again.

- B. If the site was previously served by IHS, and the home has been expanded in bedroom size or rehab, causing the existing facilities to be undersized OR the existing facilities have reached their design life, the Housing Authority may approve a second service.
- C. If failure of facilities is due to the owner's neglect, he/she will not qualify for repeat services.
- D. Housing Operations engineering standards will be used to determine the definition of "adequate" when assessing existing services. If the applicant refuses the best, most economical, feasible engineering practices, services will NOT be provided.
- E. A small community system will provide community water and/or community sewer services to participants who live close to each other, thus saving funds used to provide sanitary facilities. Water/Sewer Department will operate and maintain the system. The water/sewer rate will be that of other community systems maintained by Water/Sewer Department, at the current rate per month. Connection fees will be assessed for services to the community systems. Fees are subject to rate fees approved by Tribal Council.
- F. All homeowners are required to obtain a "no-cost" Housing engineering review prior to planning a home site. If the site is "not recommended" by engineering, the Tribes will NOT be obligated to provide water/wastewater services.
- G. Homeowners requesting services on fee simple property are required to complete the Application for Sanitary Permit at their County Office. If the Director of the County Environmental Health Department or Montana Department of Environmental Quality (MDEQ) denies the installation of a septic system and no community system is available the Housing Authority will NOT be obligated to provide wastewater services.

SECTION IV PRE-CONSTRUCTION

- A. Homeowner is notified of the Committee decision for eligibility.
- B. Homeowner is placed on a waiting list. The waiting list is based on Tribal Preference and readiness for services.
- C. Homeowner is required to attend a mandatory Pre-Construction meeting.
- D. Homeowner must have the property boundaries clearly identified.
- E. Homeowner must have the site accessible for the Housing Authority equipment and/or Contractor equipment. If the site is not accessible, work will not be scheduled until site passes inspection.
- F. Homeowner will be scheduled for services when:
 - 1. Site is accessible.
 - 2. Home meets required criteria.

3. If fee simple land, County approval and design is received.
4. Participant has attended the Pre-Construction meeting.

SECTION V CONSTRUCTION PROCEDURES

- A. Construction Inspector will meet with homeowner regarding design and installation schedule.
- B. All wells will be bid out according to current Housing Authority Procurement procedures.
- C. The Water/Sewer Department construction crew will complete the installation of all wastewater systems unless situations arise where the project needs to be bid out, then the Housing Authority Procurement procedures will be followed.
- D. The Water/Sewer Department construction crew will complete the connection of the well and wastewater systems to the home.
- E. There will be periodic inspections during construction by the Project Engineer or Construction Inspector.
- F. Water quality tests will be conducted prior to completion of the installation. Based on lab analysis, filtrations systems may be required. If it is determined that an arsenic filter is required, the Housing Authority will be responsible for the cost to install a filtration system that best fits the needs of the system. All other filtration systems will be installed at the homeowner's cost. Continued maintenance of the filtration system will be the responsibility of the homeowner.
- G. There will be a final inspection and a walk through of the system with the homeowner. The homeowner will be provided training on the operation and maintenance of the system. It will also be the responsibility of the homeowner to maintain the constructed facilities once completed.

Approved by the Salish and Kootenai Housing Authority Board of Commissioners at a Regular Meeting held on May 14, 2019.