

Virginia Department of Health (VDH)
Office of Environmental Health Services (OEHS)
HB 558: Development of a Plan to Eliminate Evaluation and Design
Services by the VDH for Onsite Sewage Systems and Private Wells
Project Management Plan

Project Name: HB558 Privatization Plan

Project Manager: Lance Gregory

Primary Stakeholders: OEHS staff, local health department (LHD) staff, onsite sewage system and private well owners, Sewage Handling and Disposal Advisory Committee (SHADAC) and its representative organizations, Department of Professional and Occupational Regulation (DPOR) staff, Department of Planning and Budget (DPB) staff, private onsite soil evaluators and professional engineers, onsite sewage system installers, onsite sewage system operators, sewage handlers, well drillers, home builders, realtors, environmental interest groups, non-profit organizations that provide assistance to onsite sewage system and private well owners, local government officials, and onsite sewage and private well product manufacturers.

Project Description: Develop a plan to eliminate evaluation and design services provided by VDH for onsite sewage systems and private wells, and present the plan to the Governor and the General Assembly by November 15, 2016.

Project Goals: Develop a completed plan by November 15, 2016, that incorporates all of the elements outlined in HB 558.

Project Scope: Implement HB558 and any matters associated with it.

Project Deliverables: A comprehensive privatization plan that includes recommendations for legislative, regulatory, or policy changes necessary to implement the plan.

Overview: There are two overriding principles when developing the specific elements of the plan outlined in HB 558. Those principles are to:

- Provide for an orderly reduction and elimination of services; and
- Provide for the protection of public health throughout the transition of services.

The ultimate goal is to lay out an end-state vision and detailed steps and milestones for achieving that vision. To the greatest extent possible all applications for onsite sewage systems should be supported with private site evaluations and designs from a licensed professional engineer or licensed onsite soil evaluator, and all applications for private wells should be supported with private site evaluations and designs from a licensed professional engineer, a licensed onsite soil evaluator, or a licensed water well system provider.

The specific elements that must be included in this privatization plan have been broken into four element groups: consumer protection; transitional planning; internal procedures and

improvements; and repair funding. The specific elements of each of those groups are included below.

Consumer Protection Element

- **Transparency of cost.** Provisions related to transparency of costs for services provided by the private sector, including:
 - Options available;
 - Necessary disclosures for cost of installation and operation and maintenance; and
 - Recommendations to resolve disputes that might arise from private sector designs, warranties, or installations.
- **Consumer disclosure.** Provisions for disclosing to the consumer that an option to install a conventional onsite sewage system exists in the event that an evaluator or designer specifies an alternative onsite sewage system where the site conditions will allow a conventional system to be installed.
- **Dispute resolution.** Provisions for involvement by the Department in resolving disputes that may arise between the consumer and the private sector service providers related to evaluations or designs of onsite sewage systems and private wells.
- **Range of cost.** An analysis of the ranges of costs to the consumer for evaluation and design services currently charged by the Department and ranges of the potential cost to the consumer for such services if provided by the private sector.

Transitional Planning Element

- **Final transition date.** A date by which all site evaluations and designs will be performed by the private sector.
- **Transition timeline.** A transition timeline to incrementally eliminate site evaluations and designs provided by the Department to fully transition all such services to the private sector.
- **Incremental timeline.** A timeline to incrementally require private evaluations and designs for certain categories of services: applications for subdivision review, certification letters, voluntary upgrades, repairs, submissions previously accompanied by private sector work, new construction, and reviews pursuant to § 32.1-165 of the Code of Virginia.
- **Local transitions.** A recommendation concerning whether the Department can reduce or eliminate services in a particular area on the basis of the number and availability of licensed private-sector professional engineers, onsite soil evaluators, and water well system providers to provide services in that particular area.
- **Fee changes.** Necessary changes to application fees in order to encourage private sector evaluations and designs and projected schedules for those changes.
- **Services in underserved areas.** Provisions for the continued provision of evaluation and design services by the Department in areas that are underserved by the private sector.

Internal Procedures and Improvements Element

- **Review procedures.** Procedures and minimum requirements for the Department's review of private evaluations and designs.
- **Program improvements.** Necessary improvements in other services performed by the Department that may derive from the transition to private evaluations and designs, including:
 - Programmatic oversight; (Program Improvement Area 1 or A1)
 - Inspections; (A1)
 - Review procedures; (A1)
 - Data collection, analysis, and dissemination; (A2)
 - Quality assurance; (A2)
 - Environmental health surveillance and enforcement; (A2)
 - Timely correction of failing onsite sewage systems and determination of reasons for failure; (A3)
 - Operation and maintenance; (A3)
 - Health impacts related to onsite sewage systems; and (A3)
 - Water quality, including impacts of onsite sewage system on the Chesapeake Bay. (A3)

Repair Funding Element

- **Repair fund.** A recommendation concerning the need to establish a fund to assist income-eligible citizens with repairing failing onsite sewage systems and private wells.

Implementation Plan/Milestones: The following metric outlines the schedule for developing draft recommendations for each element of the plan. The metric also includes a schedule for producing interim reports that will be shared with stakeholders and management for feedback on the plan development process. The interim reports will include all draft recommendations completed by that date, and allow for stakeholder feedback. Once draft recommendations are presented they will continue to be revised throughout the process as feedback is received.

Task	5/1 8	5/2 5	6/8	6/22	6/29	7/13	8/10	8/17	8/31	9/14	10/12	11/15
Range of Cost	X*		X**									
Incremental Timeline	X*		X**									
Local Transitions	X*		X**									
Services in Underserved Areas	X*		X**									
Fee Changes					X							
Repair Fund					X							
Transparency of Cost								X				
Consumer Disclosure	X*		X**									
Dispute Resolution								X				
Final Transition Date								X				
Transition Timeline								X				
Review Procedures								X				
Program Improvements												
Interim Reports		X				X			X			
Interim Report Updates				X			X					
Draft Final Report to Stakeholders										X		
Draft Final Report to OCOM											X	
Final Report to Governor and GA												X

*Partial Completion

**Fully Complete

Communication Plan: The Department will rely on the SHADAC as its principle sources for stakeholder engagement. The Department will also seek input from LHD Directors and Environmental Health Managers. To the extent that there are other stakeholders and interested parties not represented on the SHADAC, staff will develop a list of interested parties who will receive notification of meeting agendas and copies of interim reports. Element Group Leaders (EGL) are encouraged to collaborate with interested parties as necessary. The following metric outlines the schedule for discussing elements of the plan with stakeholders and for receiving feedback on draft recommendations.

Task	3/23 *	4/21 ** ***	5/19 **	6/1 *	6/15 ***	6/23 **	7/13 ***	7/21 **	8/3 *	9/14 ***	9/22 **
Overview	X	X			X		X				
Range of Cost			X	X					X	X	X
Incremental Timeline			X	X					X	X	X
Local Transitions			X	X					X	X	X
Services in Underserved Areas									X		
Fee Changes								X	X	X	X
Repair Fund	X			X				X	X	X	X
Transparency of Cost			X	X					X	X	X
Consumer Disclosure			X	X					X	X	X
Dispute Resolution									X	X	X
Final Transition Date									X	X	X
Transition Timeline									X	X	X
Review Procedures				X		X		X	X	X	X
Program Improvements		X	X			X		X	X	X	X

* Sewage Handling and Disposal Advisory Committee

** Environmental Health Managers Meeting

*** Directors Meeting

Project Team Roles and Responsibilities

Team Members	Roles	Responsibilities
Lance Gregory	Project Leader	Responsible for coordinating with element group leaders to facilitate completion of the final draft plan, ensuring that milestones are accomplished, manage communications.
Element Group A		
Lance Gregory	Element Group Leader	Responsible for developing the consumer protection elements of the project management plan, collaborating with stakeholders as necessary, and meeting communication goals.
SHADAC Member (TBD)	Element Development Team	
Cody Vigil	Element Development Team	
Karri Atwood	Element Development Team	
LHD Representative (TBD)	Element Development Team	
DPOR	Element Resource	
DPB	Element Resource	
Element Group B		
Lance Gregory	Element Group Leader	Responsible for developing the transitional planning elements of the project management plan, collaborating with stakeholders as necessary, and meeting communication goals.
Curtis Moore	Element Development Team	
Bill Sledjeski	Element Development Team	
Marcia Degen	Element Development Team	
Brian Stanley	Element Development Team	
DPB	Element Resource	
Element Group C		
Jim Bowles	Element Group Leader	Responsible for developing internal procedures and improvements elements of the project management plan, collaborating with stakeholders as necessary, and meeting communication goals.
Mike Lynn	Element Development Team	
Todd Grubbs	Element Development Team	
Carol Lien	Element Development Team	
Dr. David Goodfriend	Element Development Team	
Element Group D		
Dave Tiller	Element Group Leader	Responsible for developing the repair funding elements of the project management plan, collaborating with stakeholders as necessary, and meeting communication goals.
Alan Brewer	Element Development Team	
Patrick Bolling	Element Development Team	
Jon Richardson	Element Development Team	
DPB	Element Resource	

Stakeholder Roles and Responsibilities

Stakeholder	Roles	Responsibilities
SHADAC	Commenter	Responsible for providing feedback on recommendations and interim reports regarding the consumer protection element, the transitional planning element, and the internal procedures and improvement element.
SHADAC	Developer	Responsible for working with Element Group Leader D to develop plan recommendation for the repair funding element.
Local Health Department Staff	Commenter	Responsible for providing feedback on recommendations and interim reports regarding the consumer protection element, the transitional planning element, and the repair element.
Local Health Department Staff	Developer	Responsible for working with Element Group Leader C to develop plan recommendation for the internal procedures and improvement element.
Other Interested Parties	Commenter	The project manager will maintain a list of other interested parties to be included on distribution of draft language and interim reports when seeking feedback from stakeholders. Draft language and interim reports will also be shared via the OEHS website for public comment and feedback.