

# Implementation Work Plan- Objective 1

Objective	Needs Assessment Recommendations	
<b>To improve efficiencies, communication, planning, and preparedness in the area of water and wastewater by:</b> <ul style="list-style-type: none"><li>• Creating a partnership between the County and Loudoun Water for identifying the roles and responsibilities for managing water and wastewater projects;</li><li>• Leveraging resources and preventing duplication of efforts;</li><li>• Preparing the County and its citizens for water and wastewater emergencies; and</li><li>• Educating the public on the importance of water and wastewater and its relationship to the human health and the environment.</li></ul>	<b>1</b>	Develop a long-term agreement between the County and Loudoun Water that clarifies the roles and responsibilities of each organization in a revised Charter.
	<b>2</b>	Designate Loudoun Water as the provider and responsible management entity for water and wastewater infrastructure projects undertaken by the Board of Supervisors.
	<b>3</b>	Develop a public awareness and educational program through the Division of Public Affairs and Communications and Loudoun Water’s educational services to its customers.
Responsible Implementation Agents		
<b>Lead Agents:</b> General Services and Loudoun Water <b>Other Agents:</b> Building & Development, Construction & Waste Management , Family Services, Fire, Rescue & Emergency Management, Health Department, Management & Financial Services, Planning Department, and Public Affairs & Communications	<b>4</b>	Develop a plan that addresses emergency situations related to water and wastewater systems (Transportation and Land Use Recommendation).

Phase	Tasks- Objective 1	Target Time Frame	Resources Needed
Evaluation	Inventory and examine current emergency planning regulations and policies of the County, Loudoun Water, the Incorporated Towns, Virginia Department of Health, Virginia Department of Environmental Quality, and the Virginia Department of Conservation and Recreation	Jan – Jun 2013	No additional resources needed
	Inventory privately owned water and wastewater community systems including parameters such as type, design flow, households served, owner, operator, year in service, and contingency plan efforts.	Jan- Apr 2013	
	Review current language in Loudoun Water Charter	Jan 2013	
	Review roles of Loudoun Water and the County in completing previous water and wastewater projects	Jan-July 2013	
	Inventory current County and Loudoun Water policies dealing with water and wastewater improvements in different planning areas	Jan-July 2013	
	Evaluate Loudoun Water as Responsible Management Entity (RME) vs. contracting with a Private RME for water and wastewater projects undertaken by the Board of Supervisors	Jan-July 2013	
	Inventory existing water and wastewater education and outreach efforts by Loudoun Water and the County	Jan-May 2013	

Phase	Tasks- Objective 1	Target Time Frame	Resources Needed
<b>Development</b>	Define the roles and responsibilities of an RME and the County in planning, managing, operating, and maintaining water and wastewater improvement projects	Jul- Dec 2013	No additional resources needed
	Develop an agreement between Loudoun Water and the County that outlines the roles and responsibilities of each partner	Aug 2013- Feb 2014	
	Develop a communications strategy and matrix that identifies ways to educate the public about water and wastewater systems, issues and emergency preparedness	Jun - Oct 2013	
	Develop an emergency preparedness program that assists private communal systems in developing and improving emergency contingency plans and educates residents with well and septic systems	July 2013- Apr 2014	
	Utilize the communications strategy and matrix and emergency preparedness program parameters to develop a program manual for educating County residents and businesses	Sept 2013- Mar 2014	
	Develop a set of recommendations for improving and/or maintaining efforts, plans, and policies pertaining to water and wastewater emergencies as necessary	Jun 2013- Mar 2014	
<b>Products</b>	A partnership agreement and/or policy that outlines the roles and responsibilities of Loudoun County and Loudoun Water for managing water and wastewater projects and educating residents about water and wastewater issues	Apr –Jun 2014	
	A program manual that outlines education and outreach efforts for County Agencies and Loudoun Water. Program manual to address: <ul style="list-style-type: none"> <li>• responsible implementation agencies;</li> <li>• educating residents on the basics of their own water and wastewater systems; and</li> <li>• emergency preparedness programs for private community water and waste water systems and homeowners with well and septic system</li> </ul>	Mar- Jun 2014	
	A report outlining necessary policy and planning recommendations for water and wastewater emergencies	Apr-Aug 2014	
	A joint work-session between Loudoun Water Board and the Board of Supervisors to discuss recommendations made by the implementation agents	Jul 2014	

## Implementation Work Plan- Objective 2

Objective		Needs Assessment Recommendation	
<b>To improve and support County efforts in eliminating illicit discharges in the County Stormwater System by:</b> <ul style="list-style-type: none"><li>• Developing a methodology that identifies likely sources of illicit discharges;</li><li>• Minimizing staff time needed to locate illicit discharges; and</li><li>• Field locating sources of wastewater illicit discharges.</li></ul>		5	Develop procedures to integrate the detection and elimination of wastewater illicit discharges to the stormwater management system.
<b>Responsible Implementation Agents</b>			
<b>Lead Agent:</b> General Services <b>Other Agents:</b> Health Department and Office of Mapping and Geographic Information			

Phase	Tasks- Objective 2	Target Time Frame	Resources Needed
<b>Evaluation</b>	Review past studies targeting illicit discharges	Jan- May 2013	No additional resources needed
	Inventory current policies regarding illicit discharges- modify as needed	Jan- May 2013	
	Review past cases where wastewater illicit discharges have been verified	Jan- May 2013	
	Identify enforcement methods currently used to solve illicit discharge issues	Jan- May 2013	
	Identify and review data sources and indicators to locate wastewater illicit discharges	Jan-July 2013	
<b>Development</b>	Establish a set of indicators for the presence of wastewater illicit discharges	Apr- Dec 2013	
	Conduct a desktop study that identifies potential sources of wastewater illicit discharges using existing data and GIS technologies	Jun 2013- May 2014	
	Create methods for field locating sources of wastewater illicit discharges	Feb-Jun 2014	
	Test field location methods	Jun-Sept 2014	
	Develop a set of procedures that outlines the methods, materials, and personnel used to locate and verify wastewater illicit discharges	Sept-Nov 2014	
<b>Product</b>	A set of recommended procedures to be incorporated into existing County policies	Nov-Dec 2014	

## Implementation Work Plan- Objective 3

Objective		Needs Assessment Recommendations
<b>To prevent and solve community water and wastewater problems by:</b> <ul style="list-style-type: none"> <li>Developing a comprehensive program that funds and addresses multiple types of water and wastewater problems;</li> <li>Focusing resources on communities that want assistance;</li> <li>Preventing communities from being bypassed in the central service area; and</li> <li>Identifying methods and models for addressing non-community based situations that affect public health and safety.</li> </ul>	6	Develop policies to ensure communities that are served by on-site water and wastewater systems are converted to central water and wastewater systems as they become available.
	7	Use the Ten-Year Capital Needs Assessment and Six-Year Capital Improvement Program planning and budgeting processes as tools to identify water and wastewater infrastructure project (s) in the County. The Ten-Year Capital Needs Assessment identifies the specific water and wastewater infrastructure needs to be addressed. The Six-Year Capital Improvement Program identifies the funding strategies the County will implement to address those needs. Identify the water and wastewater treatment needs by planning policy area (Suburban, Transition, Rural).
<b>Responsible Implementation Agents</b>		
<b>Lead Agent:</b> General Services <b>Other Agents:</b> Building & Development, Construction & Waste Management , Family Services, Health Department, Loudoun Water, Management & Financial Services, Planning Department, Public Affairs & Communications, Towns	8	Fund improvements to the maximum extent possible from external revenue sources such as tax districts, tax incremental financing, grants, and proffers with specific funding recommendations identified within the Six-Year Capital Improvement Program.
	9	Develop an implementation manual that assists the Board of Supervisors with prioritizing proposed improvements.
	10	Use inter-jurisdictional collaboration to maximize efficiency efforts and use the financial means of state and local agencies and private institutions.

Phase	Tasks- Objective 3	Target Time Frame	Resources Needed
<b>Evaluation</b>	Review policies that relate to water and wastewater improvements within planning areas	Jan-July 2013	No additional resources are needed
	Identify the process used to complete previous water and wastewater improvement projects initiated by the Board of Supervisors	Jan-July 2013	
	Identify sources of external funding , their current availability, and uses	Jan-May 2013	
	Inventory the number , location and use of privies based on Health Department Data	Jan- June 2013	

Phase	Tasks- Objective 3	Target Time Frame	Resources Needed
<b>Development</b>	Create a matrix of external funding sources that can be updated periodically	Apr-Jul 2013	No additional resources are needed
	Create a matrix that outlines the policies and legislative process necessary for completing projects	Apr-Oct 2013	
	Develop an application process for communities interested in public connections	Jan-Aug 2013	Contracted services are estimated at \$30,000
	Develop a rating system that utilizes the application process to prioritize communities	Mar-Nov 2013	
	Develop a plan that incorporates the prioritized communities into the Ten-Year Capital Needs Assessment and the Capital Improvement Program	Dec 2013-May 2014	
	Develop a plan to address the 31 privies in the County as a pilot for addressing non-community based situations that affect public health and safety	Jul 2013-Jun 2014	
	Develop a set of policies that will limit bypassing of communities in the Suburban and Transition Policy areas for central water and wastewater services	Jul 2013 - Apr 2014	
<b>Products</b>	<p>An implementation manual that instructs County Staff and Loudoun Water staff on how to prioritize, fund, and complete water and wastewater improvement projects. Elements of the implementation manual will include:</p> <ul style="list-style-type: none"> <li>• an outline of the process for completing different types of community and non-community based water and wastewater projects;</li> <li>• communications strategy and matrix for educating the public;</li> <li>• an application process and rating system to prioritize communities; and</li> <li>• a process for funding prioritized communities</li> </ul>	Nov 2013-Dec 2014	No additional resources are needed
	A set of policy recommendations that limit communities from being bypassed for central water and wastewater services	May-Oct 2014	
	A plan that facilitates solutions for addressing privies in the County that affect public health and safety	Jul- Sept 2014	

		2013												2014															
Phase & Obj.	Tasks	Jan	Feb	Mar	Apr	May	Jun		Jul	Aug	Sept	Oct	Nov	Dec		Jan	Feb	Mar	Apr	May	Jun		Jul	Aug	Sept	Oct	Nov	Dec	
Evaluation Objective 1	Emergency planning regulations and policies							Transportation and Land Use Committee Update																					
	Privately owned community systems																												
	Loudoun Water Charter																												
	Roles in completing previous projects																												
	Policies dealing with improvements in planning areas																												
	Evaluate RME- Loudoun Water or Private																												
	Education and outreach efforts																												
Development Objective 1	Roles and responsibilities of RME & County																												
	Agreement between Loudoun Water and the County																												
	Communications strategy & matrix																												
	Emergency preparedness program																												
	Program manual for educating residents & businesses																												
	Set of recommendations regarding water &wastewater emergencies																												
Product Objective 1	Partnership agreement between Loudoun County and Loudoun Water																												
	Program manual that outlines education and outreach efforts																												
	Report outlining recommendations for water & wastewater emergencies																												
	Joint work-session between Loudoun Water Board and BOS																												
Evaluation Objective 2	Studies targeting wastewater illicit discharges																												
	Policies regarding wastewater illicit discharges																												
	Cases where wastewater illicit discharges have been verified																												
	Enforcement methods to solve wastewater illicit discharges																												
	Data sources and indicators to locate wastewater illicit discharges																												
Development Objective 2	Set of indicators for the presence of wastewater illicit discharges																												
	Desktop study that identifies sources of wastewater illicit discharges																												
	Methods for field locating sources of wastewater illicit discharges																												
	Test field verification methods																												
	Set of procedures for locating and verifying wastewater illicit discharges																												
Product- Obj. 2	Set of recommended procedures to be incorporated into County policies																												
Evaluation Objective 3	Policies dealing with improvements in planning areas																												
	Process to complete previous improvement projects																												
	Identify sources of external funding																												
	Inventory privies																												
Development Objective 3	Matrix of external funding sources																												
	Matrix outlining the process to complete projects																												
	Application process for interested communities																												
	Rating system to prioritize communities																												
	Plan that incorporates prioritized communities into CNA and CIP																												
	Plan to address privies																												
	Set of policies that limit bypassing communities																												
Product Objective 3	Implementation manual on how to prioritize, fund & complete projects																												
	Set of policy recommendations that limit bypassing communities																												
	Plan that facilitates solutions for addressing privies																												
		2013												2014												Transportation and Land Use Committee Approval Board of Supervisors Approval			