

MEMORANDUM



To: Chairperson and Public Works Committee Members

From: Brian M. Jack, Utilities Superintendent *B*

Through: Carl S. Goldsmith, Director of Public Works *cy*

Date: June 28, 2019

Subject: **Lead Water Service Line Replacement Reimbursement Program - Increase to 75%**

Background

The Lead Water Service Line Replacement Reimbursement Program was introduced to the Public Works Committee in October of 2017 to address upcoming legislation from the IL Department of Public Health and the IL Environmental Protection Agency requiring education, notification, and elimination of lead in drinking water on both the public and private side.

The Village is required to provide written notification and information about the effects of lead in drinking water to affected residents for any construction that has the potential to disturb any water distribution main or home plumbing including planned Capital Improvement Projects, water main and water service repairs, and water meter replacements.

As a result of these requirements, the Public Works Department drafted a Lead Abatement Policy and Standard Operating Procedure (enclosed) for the management of lead in drinking water. This policy provides guidance regarding the notification process, water service line replacement/repairs, water meter replacements, and emergency water main repairs. The Village currently practices lead water service replacement with copper from the corporation connection (valve) with the water main up to and including the curb stop (valve) in the parkway for any Capital Improvement Project water main replacement along with any water service leak repairs in the Village right-of-way at no cost to the property owner.

With the ongoing research on the effects of lead in drinking water, the EPA's Science Advisory Board found that "partial lead service line replacement" may pose a high risk to the population. A partial lead service line replacement is the practice of replacing only the portion of a lead service line necessary to make a repair / reconnection to a service line or the replacement of only the portion of the lead service line owned and maintained by the Utility or Village. With partial service line replacement instead of full water service replacement, lead levels can persist in a home's drinking water for days, months, and even years after the work has been completed. Therefore, the EPA and is recommending that full lead water service line replacement be completed when lead service lines are exposed or disturbed.

As a result, staff recommended, and the Public Works Committee and Village Board approved the Lead Water Service Line Replacement Reimbursement Program. The program currently covers 50% of the cost of replacement of the private side of the water service up to \$1,500. The typical water service replacement costs can range \$75 - \$125 per linear foot or \$3,500 to \$7,000 depending on length of the service line. The cost of the service line replacement in the public right-of-way will continue to be borne by the Village and will only be done after the private side has been completed.

The current budget for this program is \$75,000 in the Water and Sewer Capital Reserve Budget RM PROG 44. Since the program was instituted, there have been a multitude of inquiries with five submissions and one reimbursement completed in FY2019.

The first portion of the State Legislation HB 3035 "Lead Service Line Replacement Act" was to require all Community Water Systems to compile an inventory of water service line material including lead, galvanized/iron, copper with lead solder, copper, and plastic by April 15, 2018 and every year after on April 15th until all lead has been removed from the distribution system public and private. The initial inventory was compiled using construction year of each parcel in the Village and grouping into categories based by age to determine material type. The inventory resulted in 1,369 lead service lines out of the 15, 270 service connections in the Village. During the water meter replacement program, part of the installation process was to take a visual inspection of the water service in the homes to get a more accurate count. Upon completion of the water meter replacement program the updated count of lead services was dramatically reduced to 383 of the 15,270 service connections.

The current version as of May 31, 2019 of HB 3035 Senate Amendment 2 is currently being debated in the state legislature and has no timeline on official action but has includes that each Community Water System: notify the owners of a building and all occupants of the existence of a lead service line within 15 days after identifying the lead service line or as soon as reasonable thereafter; post on its website a copy of the material inventory; create a plan to replace each lead service line connected to the distribution system as well as any galvanized/iron service line connected to the distribution system if it was connected downstream of a lead service line with a replacement schedule of one-year, five-year, and ten-year goals. The cost of the removal and replacement of these service lines is proposed to be the responsibility of the Community Water System or Municipality. This cost can range from \$1.4 million to \$2.6 million depending on the length of water services.

The IL Section of AWWA has been lobbying and testifying with state legislatures regarding this bill and has seen success in making changes that will not impact Community Water Systems and Municipalities as much. However, this bill is anticipated to come into law and will require water systems to bare the majority if not all the cost of service line replacement.

Staff will be notifying the property owners of identified lead and galvanized water service lines by mail to inform them of the risks of lead and ways to mitigate the exposure to lead in drinking

water as well as providing the Lead Water Service Line Replacement Reimbursement Program. Along with this notification there will be a dedicated page on the Village's website regarding lead water services with a link to the service line material inventory and an interactive map of known lead and galvanized/iron water services.

To encourage participation in this program, staff is recommending increasing the reimbursement amount from 50% up to \$1,500 to 75% up to \$5,000. This will accelerate the replacement of all lead and galvanized/iron water service lines in anticipation of the HB 3035 Lead Service Line Replacement Act becoming into law.

Recommendation

Staff recommends that the Public Works Committee support the increase in reimbursement level of the Lead Water Service Line Replacement Reimbursement Program from 50% up to \$1,500 to 75% up to \$5,000.

**VILLAGE OF LOMBARD
DEPARTMENT OF PUBLIC WORKS
STANDARD OPERATING PROCEDURES**



SOP:	Lead Abatement in Potable Water	SOP #:	UU-08
Division(s):	Public Works Department	Date:	October 3, 2017
		Revised:	June 4, 2019
Approved:			

Purpose:

To reduce the exposure to lead and to provide safe drinking water to residents and consumers of the Village of Lombard through education of the effects of lead and the elimination of lead in water service lines, distribution mains, water meters, and plumbing fixtures.

These guidelines will establish the criteria, procedures, and programs for property owners and the Village of Lombard in the replacement of water service lines, distribution mains, and plumbing fixtures in residential and non-residential properties.

Procedure:

The Village of Lombard, as the operator of a Community Water System (CWS), will maintain a Lead Service Line Inventory per Public Act 00-0922 (IL Senate Bill 0550). The inventory will list the total number of lead service lines in the Village's water distribution system both public and privately owned and the number of lead service lines added/subtracted from the previous year. The CWS will not be required to unearth for the sole purpose of identifying lead service lines. The inventory shall be submitted to the Illinois Environmental Protection Agency (IEPA) by April 15, 2018 and annually by April 15th each year until all lead is removed.

The Village will make every reasonable effort to notify property owners of the existence of a lead or iron/galvanized* water service connected to their home/business. Reasonable notification efforts shall include but not be limited to the following:

- Direct mailing to known or presumed known properties with lead or iron/galvanized* water service lines via the Lead Service Line Inventory
- New property owners will be notified of the lead or iron/galvanized* water service line upon setting up their new water account
- A map of known or presumed known properties with lead or iron/galvanized* water service lines via the Lead Service Line Inventory will be published and updated on the Village website at villageoflombard.com/leadwaterserviceinventory
- Information regarding lead or iron/galvanized* water service lines to be included in the Annual Water Quality Report
- Important Information about Lead in Drinking Water Brochure shall be available at the Public Works Administrative Office and at Village Hall.

The Village is also required to provide notification and information concerning best practices and mitigating risks to consuming water containing lead (i.e. flushing water for three to five minutes

depending on length of service line and cleaning aerator screens), warnings that work may result in sediment possibly containing lead releasing into water service lines, and information regarding the health hazards of lead in drinking water. For multi-dwelling complexes, written notification shall be posted at primary entrances.

Written notification timing requirements:

- 14 days prior for planned work in areas of known or suspected lead service lines to all affected residences or commercial properties (Appendix I).
- Emergency work/repairs shall be as soon as possible prior to work being performed (Appendix II).
- Water meter repair/replacement shall be made at the time work is initiated (Appendix III).

All work performed shall follow the Village of Lombard Code of Ordinances, the Illinois Plumbing Code, and the Illinois Environmental Protection Agency Regulations. The Village shall also provide information regarding lead in drinking water available to any water consumer in brochure form at Village Hall and Public Works (Appendix IV).

This Standard Operating Procedure is structured for the following Categories:

- A. Capital Projects
- B. Water service upgrades
- C. Water meter repair/replacement
- D. Emergency water distribution and water service line repairs

A. Capital Projects

Capital projects that include water main replacement; all active water service lines connected to the existing water main and that will be connected to the new water main shall be replaced with the same size water service from the corporation stop connection of the new water main up to and including the curb stop. If the existing water service is less than one inch (1") in diameter, it shall be replaced with a new one inch (1") diameter water service line. All costs associated with this work shall be borne by the Village.

The Village shall secure pricing with the project contractor for the replacement of the water service line on private property at the owner's expense. The property owner may request to upgrade the size of their existing water service line and will be responsible for the difference in cost above and beyond the minimum one inch (1") water service on both the public and private sides. Property owner's expenses may qualify for the Lead Water Service Line Replacement Reimbursement Program in the amount of 75% of the cost up to \$5,000.

The new water service line material shall be Type K copper (or approved materials as stated in the Illinois State Plumbing Code), corporation and curb stops shall be NSF/ANSI 61 certified brass.

B. Water Service Upgrades

The following requirements shall apply to all properties whether residential or non-residential. All property owners are responsible for all costs and fees to install a new water service line from the building water meter to the curb stop. No work shall commence until a permit has been issued by the Community

Development Department, Building Division. The required size of the water service shall be determined or verified during the permit application review process.

a. Water Service Upgrades Non-Capital Projects

If the property owner chooses or is required to upgrade their water service and it is lead or iron/galvanized (*in which the iron/galvanized pipe is connected to a lead water service in the public right-of-way) in material, the Village shall install a new minimum one inch (1”) water service from the corporation stop at the water main up to and including the curb stop in the Village right-of-way after the property owner installs the private portion of the water service. The property owner shall be responsible for the installation and cost of the water service line from the curb stop up to the water meter. A shut off valve shall be installed on the street side of the water meter if one is non-existent. Water service size shall be a minimum of one inch (1”) from the curb stop to the water meter. If the property owner is required by code to increase the size of water service the Village shall install the required size from the corporation stop up to and including the curb stop and the property owner shall be responsible for the difference in cost to upsize from one inch (1”). This applies to water services up to two inches (2”). Property owner’s expenses may qualify for the Lead Water Service Line Replacement Reimbursement Program.

If an existing water service material is copper and is required by the Community Development Department to increase the size of the water service, the homeowner is responsible for installation and costs of the new water service up to the water main (including the Village fee for the new tap on the watermain), the street, curb, sidewalk, and parkway restoration associated with new water service installation.

C. Water Meter Repair/Replacement

Water meters on occasion will need to be repaired or replaced due to a system wide water meter change-out program, increase in water need, or due to meter failures. Water meter repair and replacement shall follow the Water Meter Inventory SOP #XXX. Written notification and information concerning lead in drinking water shall be provided to the property owner at the time of water meter work performed.

D. Emergency Water Distribution and Water Service Line Repairs

The Village shall provide affected residents written notification of the potential release of lead into drinking water due to repairs or replacements of water distribution mains and/or water service lines as soon as possible prior to the work being performed. Property owners shall be notified door to door.

a. Water Service Line Repairs

If an existing lead water service fails on the public portion of the water service, the Village shall replace the water service line from the corporation stop at the water main up to and including the curb stop in the Village right-of-way with the same size or a minimum one inch (1”) water service line. All costs associated with this work shall be borne by the Village. No partial repairs to lead water service lines shall be allowed within the public right-of-way.

The property owner shall be notified of the work and shall be given the opportunity to apply for the Lead Water Service Line Replacement Reimbursement Program to replace the private portion of the water service if it is lead or iron/galvanized* in material.

When the Village becomes aware of a failure/leak of a water service on the private portion of the water service, the Village shall notify the property owner in writing of their responsibility to make the repair. The property owner shall have ten business days to contact the Public Works Department with a plan of action to repair or replace the water service line. If the water service is lead in material, the property owner may qualify for the Lead Water Service Line Replacement Reimbursement Program. If the water service on the public portion is lead in material, the Village shall replace that portion as stated above. If the property owner fails to contact the Village after the ten business days, the water service may be shut off until contact or repair/replacement is made to protect the water distribution system from possible contamination.

E. Partial Lead Service Line Replacement and Opt-Out

Property owners that wish to opt-out of the replacement of their private portion of the lead or iron/galvanized* water service shall sign a release waiver and be provided a POU (point of use) filter pitcher and two replacement cartridges. The Village will also provide post construction water testing of a property that chooses to opt-out of the full lead water service replacement for a period of one year on a monthly basis. The Village shall provide the sample bottles, instructions, and deliver the sample to the laboratory at Village expense. The property owner shall be responsible to collect the sample and notify the Village when complete.

Upon changes in state regulation, property owners may not be eligible to opt-out of full lead service line replacements.

Appendices:

- Appendix I Lead Information Notice – General
- Appendix II Water Shut-Off Door Hanger
- Appendix III Lead Information Notice – Water Meter Replacement
- Appendix IV Important Information about Lead in Drinking Water Brochure
- Appendix V Lead Water Service Line Replacement Reimbursement Program
- Appendix VI Partial Lead Service Line Replacement Waiver

Village of Lombard



LEAD WATER SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM (VILLAGE COST SHARING – 75% of ELIGIBLE PREAPPROVED COSTS)

IN ORDER TO QUALIFY FOR THE VILLAGE OF LOMBARD LEAD WATER SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM COST SHARING PROGRAM:

Lead is generally not present in source water, but can be present in tap water through corrosion of the water service pipe and plumbing materials that are made of lead. Homes that were built before 1970 most likely have lead service lines, or that have internal plumbing and fixtures that contain lead. The Safe Drinking Water Act (SDWA) Section 1417 (a)(1) required that after June 19, 1986 only “lead-free” pipe, solder, or flux shall be used for the installation or repair of any plumbing in residential or non-residential properties providing water for human consumption, which is connected to a public water supply. Financial assistance in the form of a reimbursement up to \$5,000 per water service towards the cost of the replacement of the property owner’s private lead water service.

LEAD WATER SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM

Table of Contents

Lead Water Service Line Replacement Reimbursement Program.....	3
EXHIBIT A: WATER SERVICE DIAGRAM – Lead on Public Portion.....	5
Application Instructions.....	6
LEAD WATER SERVICE LINE REIMBURSEMENT APPLICATION.....	7
LETTER OF AGREEMENT	8
REQUEST FOR REIMBURSEMENT FORM	9

Lead Water Service Line Replacement Reimbursement Program

What is it?

The Lead Service Line Replacement Program was established to provide financial assistance to homeowners who desire to replace their lead water service line to reduce the exposure to lead and to mitigate the risk of consuming water that may contain lead. Eligible homeowners may qualify for a 75% cost sharing to install a new water service line of approved materials as stated in the Illinois State Plumbing Code and in accordance to the Village of Lombard Lead Abatement in Potable Water SOP #UU-08.

What is a Lead Service Line and how do I know if I have one?

A lead service line is the pipe that provides drinking water to your home from the water main in the Village right-of-way. Lead service lines are generally a dull gray in color and are very soft and can be identified easily by carefully scratching with a key or other object. If the pipe is made of lead, the area you scratched will turn bright silver in color. Do not use a knife or other sharp instrument as you may puncture a hole in the pipe. Lead service lines may be connected to your home's plumbing as it enters the building using solder and have a typical "bulb" at the end near the shut off valve. You can contact a licensed plumber to inspect your water service line if you are not sure.

What is a Private Lead Water Service?

It is the portion of the water service running from the curb stop (valve) in the Village right-of-way up to the water meter inside the building that is substantially composed of lead.

Why Should I Replace my Lead Service?

Lead is generally not present in source water, but can be present in tap water through corrosion of the water service pipe and plumbing materials that are made of lead. The effect of lead in drinking water is a particular concern for pregnant women and children under 6 years old, because lead can affect a child's neurological development. It's recommended that people with lead water service pipes flush their tap water for at least five minutes twice a day. However, water flushing is not ideal since it is a waste of drinking water (1,000 gallons per month) and can also become expensive. The use of filters or buying bottled water for drinking and cooking can also become costly and may not be a feasible permanent solution.

Am I eligible for the reimbursement if my service line is not made of lead?

Yes. The reimbursement can be utilized toward the replacement of private water services that are substantially composed of lead or if the private portion of the water service is composed of

galvanized or iron pipe that is connected to a lead water line in the public right-of-way. Copper and other water service materials do not apply.

Who is eligible and what are the average costs?

Property owners of residential property within the Village can qualify for the program if the following criteria are met:

1. Must have a Village confirmed qualifying water service.
2. Must receive water from the Village of Lombard.
3. Must not have commenced replacement of private lead water service prior to reimbursement approval by the Village.
4. Have current and paid property taxes at the time of application for the reimbursement.
5. Must not be delinquent in any fees or payments to the Village of Lombard.

The cost of lead service line replacement is site specific. Actual cost of replacement reflects a number of factors including the size and length of the service line, the technique used for installation, and pre-existing conditions (i.e. accessibility, finished basements, etc.). Typical service line replacement costs can range \$75 - \$125 per linear foot or \$3,500 to \$7,000 depending on length of the service line.

Eligible costs are as follows:

- Cost of location, excavation and exposure of the private lead water service, pipe materials, and internal plumbing modifications up to the water meter.
- Cost of trenching and concrete floor repairs.
- Cost of grass seeding to restore disrupted grass/lawns.
- Applicable permit fees.

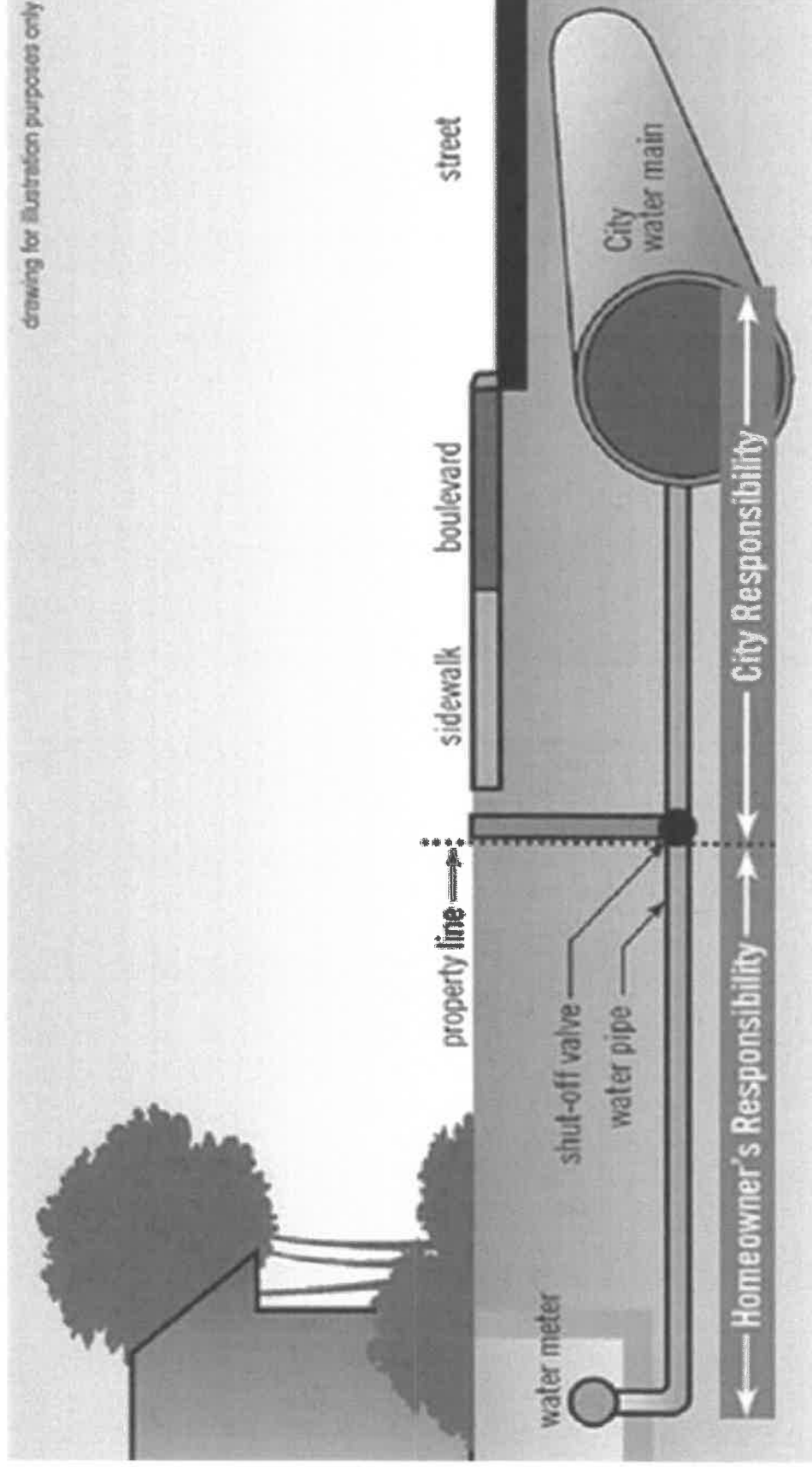
Non-Eligible Costs:

- Removal and Replacement of interior walls and finishes.
- Use of materials not meeting the requirements of the Village's guide specifications or Village Codes.
- Ancillary homeowner improvements to include interior plumbing and fixtures not necessary in the replacement of the lead water service.
- Planting or replacement of new landscaping (bushes, trees, sod, fences, walls, driveways, etc.)

General Plumbing Notes

1. Minimum one-inch (1") Type K copper or other approved material per the Illinois State Plumbing Code is required.
2. All fittings shall be certified NSF/ANSI 61 brass.
3. Contractor shall restore all interior and exterior surfaces disturbed due to excavation in-kind.

EXHIBIT A: WATER SERVICE DIAGRAM



Source: Evaluation of Lead Service Line Lining and Coating Technologies, Water Research Foundation, 2017

APPLICATION INSTRUCTIONS

STEP 1: Submit an application for the Lead Service Line Replacement Reimbursement Program with a minimum of two plumbing estimates which detail the scope of work to the Public Works Department. Also, complete the following forms:

- **Lead Service Line Replacement Application** (page 8)
- **Letter of Agreement** (page 10)

Submit the drawing, proposals, and forms to the Village of Lombard’s Public Works Department at 1051 S. Hammerschmidt Avenue.

STEP 2: After being deemed eligible, hire a plumber. Have the plumber prepare drawings and provide a written proposal which details the scope of work. The permit application and drawings will be reviewed by the Building Division and will either be approved as noted or returned for revisions. When the application and drawings receive approval, the permit will be issued and the plumber can start the work.

STEP 3: The plumber needs to contact the Building Division to schedule normal inspections during the course of work and at completion for a final inspection.

STEP 4: After the work has been inspected and approved, the homeowner must pay the full amount to the plumber and then submits the following to the Public Works Department to get reimbursed:

- Completed Request for Disbursement Form.
- A copy of an itemized invoice marked “paid” from the plumber who did the work.
- Copies of the cancelled check(s) (both sides) or credit card receipts identifying that the homeowner paid for the work.

Upon completion of the work and approval of a final inspection by the Village, the applicant will pay the total cost of the pre-approved system. The Village shall reimburse property owners up to 75% based upon the following schedule.

- **Installation of a new water service on the private portion - maximum of \$5,000**

A representative from the Village may need to do an on-site inspection of your home.

STEP 5: “WAIT” – The homeowner will receive the Village’s reimbursement check in the mail approximately three (3) weeks after **all of the required paperwork** is submitted to the Public Works Department.

Lead Water Service Line Replacement Reimbursement Program

Application

Name: _____ Address: _____

Phone Number: _____ (Where you can be reached between M-F 8:00am - 4:30pm)

Is the water service to the property lead? Yes No Don't Know

If yes, name of person who verified water service material: _____

Plumbing Contractor's Name: _____ phone # _____

Does the property receive water from the Village of Lombard? Yes No Don't Know

Has your water meter been upgraded? Yes No Don't Know

The cost estimate for the proposed work is: \$ _____

The homeowner is responsible to pay the first 75% of the actual total costs. The Village will then reimburse up to a maximum of \$5,000.

The above information is true and correct to the best of my knowledge: _____

Signature of Applicant

The reimbursement must be approved by the Director of Public Works and any necessary permits must be acquired prior to starting work.

Approved for a total project cost of: \$ _____

Utilities Superintendent

Date

Director of Public Works

Date

LEAD WATER SERVICE LINE REPLACEMENT REIMBURSEMENT

LETTER OF AGREEMENT

I understand and agree that the Village of Lombard established the lead service line replacement program to assist residents in mitigating the risks of consuming lead in drinking water. The program provides for 75% reimbursement of eligible costs (up to a maximum of \$5,000) upon approval.

Prior to the installation of any plumbing work, the specific plans including the Proposal shall be submitted to the Village for review and approval. No work shall commence until Village approval is obtained and a permit is issued. The Village shall be notified to inspect the plumbing work as required under any permit.

Reimbursement of eligible items at approved amounts will be made after work is completed, inspected and approved by the Village. A completed Request for Disbursement form must be completed and submitted with other documentation, such as the detailed invoice marked "paid" and a copy of the cancelled check (both sides) or credit card receipt which evidences that the project was paid for, in full, by the homeowner.

Liability – The Village shall have no liability for any defective work or other damage, injury and/or loss on account of any act or omission of the Contractor in the performance of the work. The Homeowner shall make any claim for such matters directly against the Contractor or Contractor's insurance carrier. Homeowner hereby agrees to indemnify and hold Village harmless against any and all claims and further covenants not to sue the Village for any and all claims, as no system is absolutely fail safe. Homeowner responsible for all maintenance of system including but not limited to replacement parts, pumps, circuit breakers, valves, pipes, etc.

Disclaimer – The Program is designed to eliminate lead from the water distribution system. The replacement of the lead water service lines will substantially reduce the risk of consuming lead in drinking water; however, interior plumbing fixtures may still contain lead or lead solder. It is recommended that old fixtures be replaced with new Watersense® labeled fixtures. Faucets should be flushed for 3 – 5 minutes after not being used for several hours, depending on the length of the water service line to flush potential lead out of the pipes before consuming. Water should be flushed until it runs consistently cold.

Information on lead in drinking water can be found at www.villageoflombard.org/waterquality or www.epa.gov/safewater/lead. You can also contact the Village of Lombard Public Works Department at 630.620.5740 or via email at publicworks@villageoflombard.org.

Breach – If the Homeowner fails to comply with all requirements of this Agreement or to complete installation as provided in this Agreement, the Village shall have no obligation to reimburse the Homeowner.

I understand and agree with all of the above statements and agree to comply accordingly.

Homeowner – Printed Name

Signature

Date

Property Address

, LOMBARD, IL 60148

LEAD SERVICE LINE REPLACEMENT PROGRAM

REQUEST FOR REIMBURSEMENT FORM

Name: _____

Address: _____

Phone: (home) _____ (work/cell) _____

Date plumbing work was completed: _____

Plumbing permit number issued: _____

Plumbing contractor who performed work: _____

Total cost of eligible expenses: \$ _____

Owner Certification

I, _____ am the homeowner of the premises indicated above and I certify that all of the information contained on this Request for Reimbursement Form is true and accurate to the best of my knowledge.

Signature

Date

Building Division Certification

As an authorized agent of the Village of Lombard, I certify that I have reviewed all the necessary paperwork associated with above mentioned Overhead Sewer Program Permit, and found them in compliance with the provisions of the Program as well as all applicable Village Codes, and Final Inspections have been satisfactorily passed.

Signature

Date

Public Works Department Certification

As an authorized agent of the Village of Lombard who administers the Overhead Sewer Program, I certify that I have reviewed all the necessary paperwork associated with above mentioned Overhead Sewer Program Application & Permit, and found them in compliance with the provisions of the Program. Therefore, I recommend the reimbursement amount be paid.

Signature

Date

Total amount of reimbursement approved (75% of eligible expenses not to exceed category maximum)

\$ _____ Installation of new service line – maximum of \$5,000