

VILLAGE OF LIBERTYVILLE  
BOARD OF TRUSTEES  
WATER & SEWER COMMITTEE

Tuesday, September 13, 2016

7:00 pm

Village Hall

Agenda

1. Call to Order at 7:00 pm
2. Minutes of August 9, 2016 Meeting
3. Water & Sewer Capital Improvement Projects Updates
  - a) 911 & 915 W. Park Avenue Watermain Easements
  - b) 2016 Underground Utility Improvements Program
  - c) 2017 Underground Utility Improvements Program
4. Repair of Sanitary Service at 814 Valley Park Drive
5. Water & Sewer Bill Appeals
  - a) 618 Ames Street
  - b) 15192 W. Rockland Road
6. Possible Financial Incentive Program to Encourage Residential Lead Service Line Replacements

VILLAGE OF LIBERTYVILLE  
BOARD OF TRUSTEES  
WATER & SEWER COMMITTEE

Tuesday, August 9, 2016

7:00 pm

Village Hall

Minutes

Attendance

Committee: Trustee Scott Adams, Trustee Rich Moras

Village Board: Mayor Terry Wepler, Trustee Pete Garrity

Staff: Village Administrator Kevin Bowens, Director of Public Works Paul Kendzior,  
Assistant to the Director Laura Ditanto, Police Chief Clint Herdegen

Absent: Trustee Donna Johnson, Finance Director Patrice Sutton

Others: Walt & Angela Trillhaase – 618 Ames Street, Todd Tubek – 15192 W. Rockland Road

Agenda

**1. Call to Order at 7:00 pm**

**2. Minutes of June 14, 2016 Meeting**

The minutes were approved as written.

**3. Water & Sewer Capital Improvement Projects Updates**

a) 911 & 915 W. Park Avenue Watermain Easements:

A settlement price (appraised value less outstanding judgment) has been reached and the Village Attorney has finalized Easement Agreements, including preparing the required exhibits and legal descriptions for the easements. The Agreements have now been forwarded to the property owners, Mr. David Strampel and his wife Karyn, for their signatures. The Agreements will then be included on a future Village Board meeting agenda for approval. The Village Attorney hasn't received the agreement from the Strampels.

b) 2016 Underground Utility Improvements Program:

The contractor, Trine Construction Corp. has completed the project, which included watermain replacement work and service installations on Johnson Avenue, Merrill Court, Wheeler Court, West Ellis Avenue, East Ellis Avenue and Fourth Avenue at Paddock Lane.

The Village replaced 17 lead services from the b-box to the watermain. The Mayor asked staff to collect a water sample when changing out the service. This can be used as an incentive for residents to change out their lead water pipes. Second, the Village could make loans to residents to assist with the cost of changing out lead water pipes and payoff the loan on their water & sewer bill. The Board and staff will need to discuss criteria for loans and set the cost for financing.

c) 2017 Underground Utility Improvements Program:

Our consultant, Gewalt-Hamilton Assoc., Inc. (GHA) continues work on the water main design plans. The 2017 water main project will consist of 3 roadway segments: US Route 45 (South of

Peterson Road) - 1,000 feet of 12-inch water main; Arbor Court – 500 feet of 8-inch water main and Cleveland Avenue – 550 feet of 8-inch water main.

GHA has received the topographic survey information for all three segments and have reduced this information into plan base sheets for initial design. Over the next 6 weeks, GHA expects to have an initial water main routing completed for all 3 streets and then plans to meet with the Village to discuss. The final design will be completed in September and October and GHA anticipates releasing the plans for permit review in November. Plans are expected to be released for bidding in December with bids being received in January of 2017. Construction could start once the weather breaks in late March of 2017.

#### **4. Local Government Compliance Adjustment to Pass Along ComEd's Cost to Televis Village Utilities and Private Service Lines for "Trenchless" Installation Projects**

Staff is following up on discussions from the March meeting of the revised Franchise Utility Permit Requirements to further require post-construction closed circuit televising of sanitary and storm sewer mains (including services) for "trenchless" (directional drilling) projects, ComEd has indicated that they will adhere to this requirement if the costs to do so can be passed on to their customer base in the Village. Staff estimates that it will cost approximately \$25,000 annually to have ComEd televise conflicting existing underground utilities. With an approximate ComEd customer base in the Village of 7,500, the approximate monthly cost per customer, which would be spread evenly across the entire customer base, would be around \$0.28. Staff is proposing to move forward with this program to eliminate damage to conflicting existing underground utilities in the right-of-way.

The other Utility Company performing directionally drilling operations in the Village, North Shore Gas, has previously agreed to and is complying with the closed circuit televising requirement. North Shore gas provides the Village with tapes and a report.

Staff provided the Committee with a copy of the ComEd Local Government Compliance (LGC) Adjustment Rider. There have been a few directionally drilling projects so far, but we have already had instances where a ComEd utility installation has caused damage with an existing Village or private utility in the right-of-way, which has resulted in sewer back-ups.

Per a NWMC survey, of the 25 communities surveyed, two require ComEd to televise for directional drilling projects. Two other communities require exploratory excavation, in which the Village already requires and ComEd is complying with.

The Committee decided to hold off on passing this Ordinance and continue to have ComEd cover the cost of the televising.

#### **5. Water & Sewer Bill Appeals**

Last week Staff reviewed water & sewer bill appeals from previous years that were similar to those being discussed tonight. In both cases, the Village staff checked the home for leaks and had exhausted all alternatives as to the cause of the high water usage. The homeowners were required to pay the water & sewer bill, but were put on a payment plan with the Finance Department to pay off the charges.

618 Ames Street

Walter and Angela Trillhaase, the former owners of the Property, received a water bill of 72 units for \$827.73. The billing period was from March 2, 2016 to May 3, 2016. The average bill over the last six months was just under six units. The former owner was not living in the home at the time of the high water bill and it was on the real estate market to be sold. Trillhaase has requested that the Village reduce the amount of the bill.

Staff will contact the new homeowner and have the meter tested. The \$50.00 meter testing fee will be waived. Once it has been determined if the meter is accurate or inaccurate, the Committee will then make a final determination.

#### 15192 W. Rockland Road

Todd Tubek, the homeowner, received a water bill of 79 units for \$841.86, which was the April 28, 2016 bill. The billing period was from February 1, 2016 to April 1, 2016. The meter reading after the high bill reading was 11 units when read on 6/3/16. The homeowner requested that Public Works come out to check for leaks and found no leaks. A new meter was installed in October 2015. There is a pool at the residence but is not in use. Staff will contact the homeowner to schedule to have the meter tested. The \$50.00 meter testing fee will be waived. Once it has been determined if the meter is accurate or inaccurate, the Committee will then make a final determination.

#### 617 Hampton Terrace

Jason Newman, the former owner of the home, received a water bill for 52 units for \$619.93. The house has been on the market and was vacant for six months. The new homeowners moved in on July 13, 2016. The former owner did not have the meter tested so as not to cause disruption to the new owners. Public Works went to the home on June 2, 2016 to check for leaks and found no leaks.

Staff will contact the new homeowner and have the meter tested. The \$50.00 meter testing fee will be waived. Once it has been determined if the meter is accurate or inaccurate, the Committee will then make a final determination.

### **6. NWMC Lead Water Service Survey**

Staff provided a survey from the Northwest Municipal Conference of neighboring communities regarding the number of lead services and if financial assistance is provided for replacement with copper. The Village has approximately 350 lead services in the right-of-way (which is about the average) and does waive connection fees up to 1-inch for service replacements. Only two of the 20 communities surveyed currently provide some form of financial assistance, although many are contemplating changing this. Grayslake and Evanston provided financial assistance.

### **7. Adjournment at 7:52 pm**

Respectfully Submitted,  
Laura Ditanto, Assistant to the Director

## Memorandum

To: Water & Sewer Committee

From: Public Works Staff

Date: September 13, 2016

Re: Staff Report

### Item 3: Water and Sewer Capital Improvement Projects Updates

a) 911 & 915 W. Park Avenue Watermain Easements

The Easement Agreements have been finalized and delivered to the property owners (Mr. and Mrs. Strampel), who have not executed them as of this date. The Village Attorney is in the process of trying to contact the Strampels.

b) 2016 Underground Utility Improvements Program

The contractor, Trine Construction Corp. has completed the watermain replacement work, including service installations on Johnson Avenue, Merrill Court, Wheeler Court, West Ellis Avenue, East Ellis Avenue and Fourth Avenue at Paddock Lane.

c) 2017 Underground Utility Improvements Program

Our consultant, Gewalt-Hamilton continues the water main design plans and water main routing concept. The locations for the proposed water main replacement work include Route 45 (just south of Peterson Road), Cleveland Ave., Arbor Ct. and Lange Ct.

### Item 4: Repair of Sanitary Service at 814 Valley Park Drive

Last winter Intren (ComEd's subcontractor) mistakenly directionally bored through the sanitary service for the home at 814 Valley Park Drive. Intren made the repair (which was located in the parkway) and then televised the line. The televising indicated an existing poorly made repair about 2-feet away from the Village's main line, which is located in the center of the street. This defective repair turned out to be a 3-inch plastic piece of pipe that was inserted internally. This smaller piece of pipe resulted in a 1-inch lip around the entire circumference of the service and was definitely a concern to cause future blockages.

The homeowner, Mr. Tom Tunncliff was initially adamant that this was the Village's responsibility. The Municipal Code is quite clear that the sanitary service is the property owner's responsibility up to the main, including the wye connection. The Village had not completed any utility (sanitary sewer, water main or storm sewer) work within the right-of-way fronting the Tunncliff's property. The house was constructed in the early 1960's and has been occupied by his parents since 1977. Tom and his wife have lived in the home for the past 2-3 years. Mr. Tunncliff was adamant that neither he nor his parents had ever undertaken repair work on the service line. We could not find any evidence that the Village had undertaken any kind of work that would have damaged the sanitary service. The street was reconstructed in 2013, but included no utility work. We did however find evidence of a Plumbing Permit to install a clean-out in 2005. It is highly probable that this internal liner work was completed as part of this. Pictures are attached.

The Village agreed to retain Arrow Plumbing, which was the lowest of three quotes, to remove the 3-inch liner and replace with a 4-inch piece of PVC pipe with mission bands and couplings. During the course of the repair, it was determined that the internal liner was in fact installed by a private plumber and Mr. Tunncliff agreed to pay for the work in full, in which amounted to \$5,015.00. Since the repair was located within the roadway, Staff is recommending that Mr. Tunncliff be reimbursed for

the flowable-fill (low-strength concrete) that was used for backfill. This itemized cost is \$1,200.00. The Village has previously paid this expense for past similar instances.

Item 5: Continuation of Water & Sewer Bill Appeals for 15192 W. Rockland Road and 618 Ames Street

At last month's meeting, the Committee discussed high water & sewer bill appeals from three properties (15192 W. Rockland Road, 618 Ames Street and 617 Hampton Terrace). Following a thorough discussion and verification that no obvious leaks were found, the Committee decided to test the accuracy of each of the water meters and waive the standard testing fee. Staff was able to coordinate the testing of two of the meters (15192 W. Rockland Road and 618 Ames Street). Both meters tested within specifications. The amount in dispute for 15192 W. Rockland Road is \$841.86. The owner of 618 Ames Street is requesting a reduction from \$857.73 to \$73.17.

It is Staff's recommendation that the appeals be denied for the two properties (15192 W. Rockland Road and 618 Ames Street) and a 12-month payment plan be coordinated with the Finance Director as part of the water/sewer billing process. Each of the customers have once again been invited to attend the meeting. Copies of the meter testing results are attached.

The decision on the appeal for 617 Hampton Terrace will be deferred until arrangements can be made to test the meter accuracy. Staff has left numerous messages with the current residents and have not yet received a return call to date. Staff is now in the process of trying to contact the former resident who is actually the party appealing the high bill.

Item 6: Possible Financial Incentive Program to Encourage Residential Lead Service Line Replacements

In follow-up to discussion at last month's meeting, Staff has met in order to propose a suitable financial incentive program to encourage the replacement of residential lead service lines in the Village. It is estimated that there are approximately 375 lead services still within the Village's right-of-way (between the main and B-Box) and approximately 750 lead services on private property (between the B-Box and structure). It is estimated to cost approximately \$8,000.00 to replace an entire lead service. The cost on private and private property is about equal (\$4,000.00 each).

The Village currently offers waiving the connection upgrade fees up to a 1-inch service (most lead services are either 5/8-inch or 3/4-inch) as an incentive to encourage replacement. The connection fees amount to \$1,200.00 (5/8-inch) and \$1,465.00 (3/4-inch). Since most new services need to be 1.5-inches, this incentive has not been very effective. Staff recommends modifying the current policy to waive the connection upgrade fees up to a 1.5-inch service size. The connection upgrade fees for the 5/8 and 3/4-inch services will remain. The upgrade connection fee for a 1-inch service is \$1,950.00.

Another more aggressive incentive option that the Committee may want to consider is to partner with the property owner to solicit three comparative quotes to replace the lead service in its entirety. The lowest responsive quote would be selected and the Village would be responsible for the costs between the main and B-Box. The property owner would be responsible for the remaining costs. If the property owner does not have the funds available, the Village can then pay the full amount and arrange a payment plan with the owner as part of the water billing process. This option would be available Village wide, but limited to residential properties. There would also need to be stipulations that if the property is either renovated or demolished and re-built within a five year period, the Village must be reimbursed for our expended funds because these improvements would require a water service replacement. If this option is selected, a to be determined amount of funding would need to be allocated in the next, or future Fiscal Year Budget to cover these costs.

Sanitary Service Repair at 814 Valley Park Drive on August 9, 2016







**HBK Water Meter Service, Inc.**

P.O. Box 759  
Palatine, Illinois 60078-759  
(847) 202-4389 Fax (847) 202-9869  
www.hbkmetros.com

- Field Test
- Bench Test

Test Number: 16-3315  
Date: 8/26/2016

Meter Make: Sensus

Model: Omni R2

Size: 1 1/2"

Serial #: 79204273 (Reg#73823807)

Purpose of Test: Accuracy  
For: Village of Libertyville  
ATTEN: John Bolton  
Meter Location: In shop from 15192 Rockland

Main Line: Registers Register Readings At Start Of Test  
Bypass (Mtr or CT M /L): 1 Gal 00148861  
BYPASS (CT B/P):

| Rate of Flow<br>Gals/Min | Main<br>Line<br>Reading | High<br>Bypass<br>(M/L) | Low<br>Bypass<br>(B/P) | Total | <input type="checkbox"/> Test Meter<br><input checked="" type="checkbox"/> Tank Indicates | Percent<br>Registered |
|--------------------------|-------------------------|-------------------------|------------------------|-------|---|-----------------------|
| 3/4                      |                         |                         |                        | 9.72  | 10 Gal  | 97.2                  |
| 1 1/2                    |                         |                         |                        | 9.94  | 10 Gal  | 99.4                  |
| 8                        |                         |                         |                        | 10.06 | 10 Gal  | 100.6                 |
| 50                       |                         |                         |                        | 99.65 | 100 Gal   | 99.65                 |
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Comments: Tested meter at AWWA flow rates. Meter tested within specifications.  
Average Accuracy 99.21%