

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JANUARY 25, 2021 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY
DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY,
ILLINOIS

1. **CALL TO ORDER**

The meeting was called to order at 5:30 PM. It was noted that this meeting was held via conference call due to the Covid-19 pandemic.

2. **ROLL CALL**

Those physically present at roll call were Village Administrator Brian Pabst.

Those present via Zoom Conference call were Trustee Michael Mistele, Trustee Sue Berglund, Trustee Greg Ruffolo, Assistant Village Administrator Michael Mertens, Finance Director Carrie Dittman, and Public Works Forman AJ Passero.

3. **APPROVAL OF MINUTES**

After review of the draft minutes from the January 25, 2021 meeting of the Municipal Services Committee, Trustee Ruffolo made a motion to approve the minutes as presented. Trustee Berglund seconded the Motion. Roll Call. Motion Carried.

4. **DISCUSS WATER DISTRIBUTION POINT-IN-TIME LEAK SURVEY PROPOSALS**

Assistant Village Administrator Mertens advised that the Village has received three (3) proposals for point-in-time leak surveys. The water distribution leak survey helps isolate possible leaks within our water system. The leak survey program utilizes listening points of contact, on all hydrants and selected main line valves, b-box, and service valves, to pinpoint leaks in the water distribution system. Once located the Village public works staff would work with the Village contractor to repair the leaks to reduce the Village water loss throughout the system. As discussed at a previous Board meeting, staff advised that the Village water loss was 13% last year. The Illinois Department of Natural Resources requires the water loss to be less than 10% for a municipal system. It is imperative to find the deficiencies in our system so that we can become compliant to the standards of the Illinois Department of Natural Resources as well as reduce the fiscal impact on Village water expenses.

The following is a list of proposals from three firms for the Winter / Fall 2021 water leak detection survey program:

Company	Per Mile Rate	Winter 2021	Fall 2021	Total
ADS Environmental Service	\$134.00	\$5,628.00	\$5,628.00	\$11,256.00
Associated Technical Services, LTD (ATS)	\$211.20	\$9,152.64	\$9,152.54	\$18,305.28

M.E. Simpson Co., Inc.	\$205.00	\$9,225.00	\$9,225.00	\$18,450.00
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Upon discussion, the consensus of the Committee was to recommend the proposal from ADS Environmental Services. A resolution would be placed on the next Village Board for formal consideration. Trustee Mistele made a motion to approve as presented. Trustee Berglund seconded the Motion. Roll Call. Motion Carried.

5. **DISCUSS WATER DISTRIBUTION CONTINEOUS LEAK DETECTION SYSTEM PROPOSAL**

As discussed at a previous Municipal Services Committee meeting staff advised that the Village water loss was 13% last year. The Illinois Department of Natural Resources requires the water loss to be less than 10% for a municipal system. It is imperative to find the deficiencies in our system so that we can become compliant to the standards of the Illinois Department of Natural Resources as well as reduce the fiscal impact of the Village water expenses. The Village past practices have been to utilize a point-in-time leak detection surveys to help manage water loss in our water distribution system. A water leak detection option that is being currently utilize by the City of Elmhurst is a continuous water leak detection system. This system is supplied by Aclara, which also supplies the water metering software system utilized by the Village of Willowbrook.

A summary of the system in place for the City of Elmhurst is as follows:

- Over 600 acoustical devices are listening for leaks on water mains, hydrants, and service lines every night, 365 days a year.
- If 2 or more devices here a sound they correlate the leak sound down to an area of 5-10 feet (could be a water main break, service leak or a main valve leak)
- Water meters record flows every 15 minutes, if flows are greater than 2gpm for 72 hours, the water smart system send the owner a notice that they have a continuous water use and should look for a leak.
- Customers can monitor use on portal to see hours of high use or if they have uses they do not know about.
- The system covers all main line water piping and monitors, analyzes, prioritizes, and correlates leaks 365 days a year.
- Water smart monitors, analysis data, and reports directly to customers that they may have an internal leak that may be costing them money.
- Decrease Non-revenue water loss.
- Monitor for leaks daily verse yearly surveys.
- Find leaks in main distribution system before they surface causing property damage.
- Decrease residential complaints of high bills due to leaking toilets or other internal home leaks.

Staff has requested a proposal for the Aclara Continuous Leak Detection System. The proposal calls for three hundred (300) Zone Scan locations along with the noise and survey tools and one time set up fees. The program as presented is estimated at \$488,800.00.

Upon discussion, the consensus of the Committee was to recommend staff present this concept as part of our Water Rate Study and Capital Improvement plan with further consideration by the Village Board at a future date.

6. **DISCUSS WATER RATE STUDY AND WATER DISTRIBUTION CAPITAL IMPROVEMENT PLAN PROPOSAL**

The Village of Willowbrook receives its Chicago water supply through the DuPage Water Commission. The last water rate adjustment by the Village of Willowbrook occurred on January 1, 2015. The Village does not have an established system on how DWC rates are passed through or a methodology on how the Village considers rates adjustments on a year-to-year basis. The proposed study would help the Village be as transparent as possible with our residential and commercial customers on our public assets and how the rate system was designed. The study will offer options for water rates centered on a base system maintenance number applied to all users, and water usage rates to better balance the needs of the customer base and the community alike.

Staff has requested a water rate study proposal from Christopher B. Burke Engineering, the Village Engineering firm. Their proposal is as follows:

Water Rate Study Task Fee

1. Project Kickoff and Scoping Meeting \$1,500
2. Review Historic Revenues and Expenses \$3,500
3. Establish Basis for Projected Revenues and Expenses \$5,000
4. Prepare a Rate Model and Establish Baseline Rate Design \$7,000
5. Evaluate Alternative Rate Designs \$5,000
6. Prepare Draft and Final Report \$4,000
7. Meetings and Presentations \$1,500 Direct Costs \$500

TOTAL \$28,000

An important note is that this water rate proposal presumes that the Village has a complete water distribution capital improvement program. The Village does have a few items in our planning process for capital improvements, but the Village does not have a true water distribution capital improvement plan. Staff believes that it is important for the Village to consider initiating a water rate study in conjunction with a water distribution capital improvement program to review the data and make recommendations on a formalized system. It is anticipated that this capital improvement program will provide the Village with an inventory of our water distribution system, with a history of installation, repairs, and projected long-term maintenance. This information would be rolled into a water rate study that will help the Village in establishing a methodology and process for considering any enhancements to our water rates. Staff has requested that Christopher B. Burke Engineering provide an additional proposal for a formal water distribution capital improvement plan. This proposal estimate is due to the Village shortly but not available at the time of issuing the agenda packet.

Upon discussion, the consensus of the Committee was to recommend staff present this concept of a Water Rate Study and Capital Improvement Plan as part of the budget sessions by the Village Board.

7. DISCUSS PUMP HOUSE METER REPLACEMENT

As discussed at a previous Municipal Services Committee meeting staff advised that the Village water loss was 13% in 2019. The Illinois Department of Natural Resources requires the water loss to be less than 10% for a municipal system. It is imperative to find the deficiencies in our system so that we can become compliant to the standards of the Illinois Department of Natural Resources as well as reduce the fiscal impact of the Village water expenses.

One area of focus that may account for our water loss is an under registering from our pump house meters. The Village has two meters in our pump house that are 8 plus years old. These meters have not been tested or replaced during this time frame. The following is a proposal from Midwest Meter to replace the two 8" badger meters.

- Badger T-3500 8 " Cast Iron Turbo Meter w/ Lead Free Bronze Cover with HRE-LCD / 4-20 Output Dual Register for Aclara 3400 Encoder MTU and SCADA \$4,865.00 / each for a total of \$9,730.00.

Funding for these meters is available in the new meter and meter replacement line items of our FY2020 / 21 budget.

Upon discussion, the consensus of the Committee was to recommend the proposal from for the two Badger T-3500 8" Meters. A resolution would be placed on the next Village Board for formal consideration. Trustee Ruffolo made a motion to approve as presented. Trustee Berglund seconded the Motion. Roll Call. Motion Carried.

8. PUBLIC WORKS UPDATE

- a) **Water Pumpage Chart** - Staff provided an overview of the December 2020 Water Pumpage Report.
- b) **October 2020 Monthly Permit Activity Report** – Staff provided an overview of the December 2020 Building Department Report.
- c) **Snow Equipment** - Public Works Forman Passero provided the Committee with an update on the latest watermain breaks and snow plowing events.

9. VISITORS BUSINESS

None

10. ADJOURNMENT

Motion to adjourn was made by Trustee Mistele, seconded by Trustee Berglund. Roll Call. Motion Carried.

The meeting was adjourned at 6:08 PM.