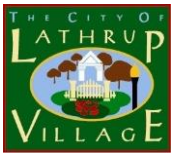


A HERITAGE OF GOOD LIVING

LEAD SERVICE LINE REPLACEMENT POLICY

LATHRUP VILLAGE
WATER DEPARTMENT
APRIL 19, 2021



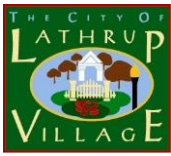
City of Lathrup Village Lead Service Line Replacement Policy

Introduction

In 2018, Michigan adopted revised lead and copper rules to protect public health in the State by reducing lead exposure through drinking water. The updated rules reduce the “lead Action Level”, revise water sampling protocols, require a materials inventory at certain intervals, and require the replacement of all lead service lines (LSLs) at a rate averaging 5% per year, not to exceed 20 years total for replacement of all service lines. Partial lead service line replacement is no longer permitted, except in case of an emergency repair, and the full lead service line must be replaced at the expense of the water supply. The new rules apply to all service lines in the water supply system, including any portion of a service line that is privately owned.

Policy goals:

- (1) To provide for a governance policy that defines the following:
 - a. **Water Service Line** – the pipe from the discharge corporation fitting attached to the public water supply main to the customer premises plumbing or to the building plumbing at the first shut-off valve inside the building or 18 inches inside the building, whichever is shorter.
 - b. **Public Side Water Service Line** – the portion of the water service line from the discharge of the corporation fitting attached to the public water supply main to the discharge of the curb stop.
 - c. **Private Side Water Service Line** – the portion of the water service line from the discharge of the curb stop to the customer premises plumbing or to the building plumbing at the first shut-off valve inside the building or 18 inches inside the building, whichever is shorter.
 - d. **Lead Service Line (LSL)** – any portion of the existing water service line that is made of lead, or any portion of the water service made of galvanized steel that is or ever was downstream of a lead pipe.
 - e. **Lead service line materials inventory** – description of water meter upgrade program, records management (GIS, other databases), frequency of updates, and required completion date for a verified inventory.
 - f. **Lead service line replacement schedule** – the replacement of private lead service lines will primarily be determined around current projects as articulated in the three-year capital improvement bond, road improvement plan, five-year water main capital improvement plan, and other determinations to meet replacement requirements set by the State of Michigan.
 - i. Replacement/easement agreement
 - ii. Resident opt-in policy
 - iii. Notice requirements



- iv. Provisional/emergency replacement whenever a leak or failure has been discovered on either privately-owned property or portions of the publicly-owned Lathrup Village Water Supply System
- (2) To provide a definition for the funding requirements and methodology for the Lathrup Village Water Department to fund the replacement of privately-owned portions of lead water service lines and replacement of publicly-owned lead water service lines as required by the State of Michigan revised lead and copper rules.
 - a. Funding source
 - b. Notice requirements
 - c. Loan terms and conditions

Lead Service Line Replacement Governance Policy

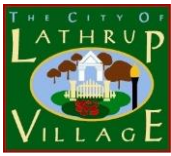
Section 1: Lead Service Line Materials Inventory

In 2021 the city began asking residents to participate in a self-identification water distribution materials survey. This online survey has instructions, prompts, and an opportunity to upload photos. The city's plumbing inspector reviews the information provided and conducts inspections of private service line materials connected to the water meter for each property with "unknown" service line materials. The pipe material on the inside of the residence is identified and inventoried on a spreadsheet of all the parcels in the City.

In late Spring 2021 the city will begin more diligent identification of water service lines with excavations to be done on a random, statistically significant sample, as defined by the most recent guidance provided by EGLE. City contractors will utilize the "Collector" GIS application to track the public and private service line materials at the curb stop and, if required, at the water main. As with the self-identification, parcels are used instead of addresses for better representation on GIS maps.

This data will be used to create [a public facing map](#) and maintained based on the source data from this parcel file. This public-facing map will enable residents to search for the material on the inside of their property by address or parcel number. The City will utilize an online form to allow residents to contact the Water Department (1) if the material on the map is wrong based on their own verification or (2) if the material is unknown on the map. This tool enables the Water Department to crowdsource any corrections or update missing or incomplete information. *Note: the Water Department shall confirm any change recommendations from property owners before the master database is updated.*

Internally, the parcel layer is also used to create another map that has parcels color-coded based on material and includes the City's 5-year capital improvement projects – paving, water mains, fire hydrants, gate valves, and sidewalks replacements. Each of these projects has been color-coded with targeted install year. This map will ultimately serve as the City's master infrastructure inventory and will be utilized to project future water main, road work, and other necessary infrastructure maintenance and upgrades. As of December 31, 2021, the database has 260 material entries. Projects approved through the budget process



inform lead service line replacement protocols referenced below.

Section 2: Lead Service Line Replacement Protocols

The City of Lathrup Village Water Department shall, at its cost and at no cost to the property owner, replace the private side water service line or any lead service line whenever:

1. A water service line material of lead or galvanized steel has been discovered on either the privately-owned or publicly-owned portion of the water service line; or
2. When any portion of the public side water service line is replaced as part of a planned LSL Replacement Program or an emergency basis. Planned LSL replacements shall be prioritized based on other scheduled or budgeted infrastructure improvements.
3. Per EGLE requirements, the City has up to 20 years to replace LSL at a rate of 5% annually.

REPAIR OR RECONNECTION PROHIBITED

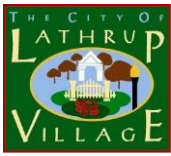
Repair of an existing lead water service line, or reconnection of a privately-owned lead water service line to the Lathrup Village Water Supply is prohibited by Michigan Administrative Code Rule 604f, R325.10604f, entitled “Treatment techniques for lead and copper” promulgated pursuant to Public Act 399 (Safe Drinking Water Act), as amended.

NOTICE REQUIREMENTS

1. Within 30 days of determining a water service line contains lead, the City shall provide the owner or occupant of the premise with a written notification of the service line material content. The notification will include information on steps one can take to reduce their exposure to lead in drinking water.
2. Leak or emergency replacement: In the event of a lead water service line leak or failure or an emergency replacement of the City of Lathrup Village-owned portion of the lead water service line, the City Administrator or his/her designee shall promptly provide written notice to the property owner of the replacement requirement and the property owner shall sign and provide the City with a water service line replacement agreement as hereinafter provided for the privately-owned portion of the lead water service line before replacement can begin.
3. Planned replacement: In the event of a planned replacement of a City of Lathrup Village-owned portion of a lead water service line, the City Administrator or his/her designee shall provide at least 45 days written notice prior to the commencement of the planned replacement and the property owner shall sign and provide the City with a water service line replacement agreement as hereinafter provided for the privately-owned portion of the lead water service line before replacement can begin.

WATER SERVICE LINE REPLACEMENT AGREEMENT

Before a privately-owned lead water service line can be replaced, the property owner shall sign a water service line replacement agreement form provided by the City that includes, in addition to other terms and conditions, the following:



- Acknowledgment of ownership of the property being served by the lead water service line, and
- Permit of temporary access to the City or its contractor(s) to inspect and replace the privately-owned lead water service line and any related testing, flushing, and adjustments during any contractor guarantee period, and
- Acknowledgment that the property owner shall retain full ownership, maintenance, repair, and replacement for that portion of the privately-owned service line and related appurtenances not replaced, and
- Acknowledgment that the property owner shall assume ownership of the water serviceline that replaces the privately-owned lead water service line and be fully responsible for its ownership and, after the expiration of any guarantee period, its maintenance, repair, and replacement.
- Acknowledgement and agreement to hold the City harmless and free from any claims or liability for damage done in performance of the water service line replacement work.

FAILURE TO SIGN WATER SERVICE LINE REPLACEMENT AGREEMENT

If the City Administrator or his/her designee has determined, in accordance with this Administrative Policy, to replace a privately-owned lead water service line, and the property owner of such dwelling has declined, refuses, or fails to respond to requests to sign a water service replacement agreement:

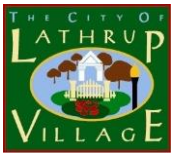
- The City may, upon notice to the property owner, discontinue water service if the City determines there is an imminent threat to the health, safety, or welfare of the public.
- The City Administrator may request that the City Attorney or special counsel apply for and obtain an appropriate court-issued order authorizing replacement in accordance with the terms in the water service replacement agreement.
- The City may take such other measures as permitted at law.
- The City shall maintain a record of customers that fail to grant access to the interior of the premise. If access is denied, the record shall include date of the denial, to whom the denial was communicated, and the denial itself in writing. If the customer does not respond to requests for access, the record shall include the dates when and manner by which access was requested by and whom it was requested.

Section 3: Funding Policy

REPLACEMENT REQUIREMENT

The Lathrup Village Water Department shall, at its cost and at no cost to the property owner, replace the Private Side portion of a Water Service Line if lead or galvanized steel material is verified:

- (a) Whenever a leak or failure has been discovered on either the public portion of the water infrastructure or the private portion of the lead service line.
- (b) As part of a planned replacement project as articulated in this implementation governance policy.



FUNDING SOURCE

At their March 1, 2021 meeting, City Council approved the issuance of three-year Capital Improvement Bonds. A portion of those funds will be utilized to cover LSL replacements. The cost of future LSL replacements will be covered with the City's water and sewer fund.

DEBT SERVICE RECOVERY

The City intends to repay the cost for the LSL program via utility rates/capital improvement bond. The Assistant City Administrator/Treasurer will incorporate the estimated annual debt service payment into the City's water rate model to determine annual water rate recommendations for City Council.

