

**Board of Water Commissioners  
of the City of Saint Paul**

---

**January 10, 2012  
Meeting**

---

**Agenda  
and  
Minutes**

**BOARD OF WATER COMMISSIONERS**

**January 10, 2012**

**Meeting Agenda**

***ELECTION OF OFFICERS FOR 2012: VICE PRESIDENT AND SECRETARY***

**CONSENT AGENDA:**

1. Approval of the Minutes of the regular meeting of December 2011.
2. Approval of the Financial Statements for the month of November 2011.
3. Resolution No. 7153 pertaining to attendance at conferences, seminars and other training opportunities by Saint Paul Regional Water Services staff.
4. Resolution No. 7154 pertaining to acceptance of a gift from Water Research Foundation as reimbursement of costs related to SPRWS General Manager attendance at the Foundation's January 2012 executive board meeting to be held in San Juan, Puerto Rico.

**ACTION ITEMS:**

5. Resolution No. 7155 pertaining to a professional services agreement with CH2M Hill, Inc. to rewrite programmable logic controller code for automated water treatment processes.
6. Resolution No. 7156 pertaining to an agreement with the City of Birchwood Village for installation and repair of water distribution facilities by Board forces.

**DISCUSSION ITEM:**

7. Proposed roadway improvements with Ramsey County's Vadnais-Snail Lakes Regional Park.

**GENERAL MANAGER'S REPORT**

**INFORMATIONAL ITEM:**

- A. 2012 Board Meeting dates. (attachment)

## **BOARD OF WATER COMMISSIONERS**

**January 10, 2012**

### **Meeting Minutes**

President Anfang called the meeting to order at 5:05 p.m. in the Committee Hearing Room 330, City Hall.

Roll call.

Present: President Anfang, Secretary Gagnelius, Commissioners Brendmoen, Lantry, and Tolbert.

Excused: Commissioner Bykowski.

Commissioner Rossbach arrived before Agenda Item number 6.

Commissioner Kleindl arrived during Discussion Item number 7.

Steve Schneider, General Manager; Scott Yonkers, Ramsey County Parks Department; Mike McGarvey, SRF Consulting Group, Inc.; Dave Schuler, Bill Tschida, Jerry Strauss, Steve Gleason, Dave Wagner, Jim Graupmann and John Blackstone, Saint Paul Regional Water Services.

#### **Election of Officers for 2012: Vice President and Secretary.**

Commissioner Lantry nominated Amy Brendmoen for Vice President.

Amy Brendmoen was elected Vice President of the Board by unanimous vote.

Commissioner Tolbert nominated Mollie Gagnelius for Secretary.

Mollie Gagnelius was elected Secretary of the Board by unanimous vote.

#### **CONSTENT AGENDA:**

Consent Agenda Item Nos. 1 through 4 were moved for approval by Commissioner Lantry and seconded by Commissioner Tolbert as follows:

1. Approval of the Minutes of the regular meeting of December 2011.
2. Approval of the Financial Statements for the month of November 2011.
3. Resolution No. 7153 pertaining to attendance at conferences, seminars and other training opportunities by Saint Paul Regional Water Services staff.
4. Resolution No. 7154 pertaining to acceptance of a gift from Water Research Foundation as reimbursement of costs related to SPRWS General Manager attendance at the Foundation's January 2012 executive board meeting to be held in San Juan, Puerto Rico.

Approved

Yeas - 4

Nays - 0

Commissioner Rossbach arrived.

**ACTION ITEMS:**

5. Resolution No. 7155 pertaining to a professional services agreement with CH2M Hill, Inc. to rewrite programmable logic controller code for automated water treatment processes.

Mr. Schneider explained that Programmable Logic Controllers (PLCs), which allow SPRWS to operate various components of the water treatment and operational process, were programmed by different vendors in the mid 1990s. Following a competitive bidding process in 2007, CH2M Hill, Inc. was selected to rewrite certain programs using consistent language and logic. Since that time, CH2M Hill, Inc. has rewritten the PLC codes for the GAC filters and remote storage and pumping operations. The work now proposed is to rewrite the PLC code for front-end water treatment processes at a cost not to exceed \$64,870.

Additional bids were not sought for this work, as CH2M Hill, Inc.'s initial bid was 28% below the only other bidder and its proposed hourly rate for this work is only 3% higher than its 2011 rate.

Resolution No. 7155 was moved for approval by Vice President Brendmoen and seconded by Commissioner Lantry as follows:

**WHEREAS**, the Board of Water Commissioners desires that its programmable logic controller programs for front-end automated processes at its McCarrons Water Treatment Plant be rewritten to a standard format; and

**WHEREAS**, staff does not possess the expertise necessary to provide such a service; and

**WHEREAS**, staff received a proposal from the firm of CH2M Hill, Inc. to provide such upgrades at a cost not to exceed \$64,870; and

**WHEREAS**, staff has prepared an agreement which sets forth the specifications for providing said code rewriting, and staff recommends approval of said agreement; now, therefore, be it

**RESOLVED**, that the Agreement between the Board of Water Commissioners and CH2M Hill, Inc. to provide professional services required to rewrite programmable logic controller programs at its McCarrons Water Treatment Plant at a cost not to exceed \$64,870 is hereby approved in substantially the form submitted, and that the proper officers are hereby authorized and directed to execute said Agreement on behalf of the Board following approval by the assistant city attorney.

Approved

Yeas - 4

Nays - 0

6. Resolution No. 7156 pertaining to an agreement with the City of Birchwood Village for installation and repair of water distribution facilities by Board forces.

Mr. Schneider explained that the City of Birchwood Village, a very small community on the south shore of White Bear Lake, has requested that the Board perform water facility repair, relocation and installation services on its water distribution system. The utility performs similar services for the City of Oakdale and White Bear Township.

Resolution No. 7156 was moved for approval by Commissioner Lantry and seconded by Commissioner Tolbert as follows:

**WHEREAS**, the City of Birchwood Village Board has requested that the Board of Water Commissioners of the City of Saint Paul perform water facility repair, relocation and installation services for its public water system; and

**WHEREAS**, staff has prepared an Agreement which provides that services be performed by the Board in accordance with a schedule of charges, and for a term which will continue until such time as either party notifies the other of its intent to terminate said Agreement; now, therefore, be it

**RESOLVED**, that the Agreement between the Board of Water Commissioners and Birchwood Village is hereby approved in substantially the form submitted, and that the proper officers are hereby authorized and directed to execute said Agreement on behalf of the Board following approval of the assistant city attorney.

Approved

Yeas - 5

Nays - 0

Commissioner Kleindl arrived.

**DISCUSSION ITEM:**

7. Proposed roadway improvements with Ramsey County's Vadnais-Snail Lakes Regional Park.

Mr. Schneider explained that in accordance with a 1996 Joint Powers Agreement with the Board, Ramsey County operates and maintains recreational facilities within the park, which is owned by the Board. Among other things, the agreement provides that Ramsey County will make capital improvements from time to time. At this time, the County proposes to construct a pedestrian/bike path in place of the existing roadway between the shores of the east and west arms of Vadnais Lake. Production manager Jim Graupmann and his staff have been working with Ramsey County on the design to make sure that our concerns for lake quality and security are satisfied.

Scott Yonkers from Ramsey County Parks Department and Mike McGarvey from SRF Consulting Group, Inc. are here to explain the project.

Mr. Yonkers distributed a map of the proposed trail improvements. He explained that the existing 22-foot wide roadway area lies between the two arms of Vadnais Lake. The area currently has a 12-foot wide paved drive land and an adjacent 8-foot wide trail, with zero to 4 feet separating the paved area from

the shore. Consequently, no storm water from the roadway area is captured before entering the lake and parking vehicles create an unsafe condition along the shore.

The proposed improvements would create one 12-foot wide pedestrian/bike trail, thereby allowing room to construct infiltration areas to capture water runoff from the trail and eliminate vehicular traffic from the roadway section. As the budget allows, concrete blocks or natural stone may be installed as steps down to the water and to create level areas from which to fish.

Commissioner Brendmoen asked if the new trail would connect to existing trails.

Mr. Yonkers replied that the trail would connect to an existing trail at County Road F on the north end. On the south end, the shoulder of Vadnais Boulevard is currently the only connection point. However, there are plans to extend the Trout Brook North trail north to connect to the new trail.

Mr. Schneider added that because the proposed project is directly adjacent to the utility's final impoundment reservoir, staff has given special attention to its review. As a result, we believe that our concerns about water quality and safety are not only satisfied, but that the project would actually achieve improvement in both.

#### **GENERAL MANAGER'S REPORT**

1. 2012 Board meetings are scheduled for the first Tuesday of month. The June meeting may need to be rescheduled, depending on the date of the 2012 AWWA national conference.
2. Meter Replacement project
  - Approximately 43% (40,500) of the 94,000 meters have been replaced.
  - A total of 368 applications for alternate metering systems have been received. Of those, 232 are exterior radio reads (no additional charge) and 136 are touch pad installations (\$12 charge per reading).
  - Currently working in the Payne Phalen and Greater East Side areas.
  - Project is on track for completion in first quarter of 2013.
3. Adherence to OSHA requirements

Zero tolerance for nonconformance with OSHA excavation rules will be in effect beginning in 2012. This may result in complaints from excavation contractors or there may be municipal personnel concerned about project progress being delayed in order to provide compliant excavations, but we believe that keeping employees safe and avoiding

provide compliant excavations, but we believe that keeping employees safe and avoiding OSHA fines and other actions are worth any addition time that may be required. Internally, any employee who enters a non-compliant excavation will be disciplined.

Commissioner Lantry asked if contractors will be notified of the change in requirements.

Mr. Schneider replied that contractors will be invited to a safety summit meeting and will receive a list of the requirements by mail. Also, staff will reiterate the requirements at every preconstruction meeting. Additionally, staff is working with appropriate engineering departments to make sure the requirements are reflected in project specifications.

4. Saint Paul Right Of Way Recovery fee

The City of Saint Paul began charging the utility a right-of-way recovery on January 1. The Board had previously decided to collect that fee from Saint Paul customers by adding \$4.50 to each residential account and a sliding scale of charges for commercial user that tops out at \$120 per month.

Mr. Schneider welcomed new Board members Brendmoen, Lantry, Rossbach and Tolbert.

Mr. Schneider introduced SPRWS division managers and key staff members to the Board.

Motion to adjourn was made by Commissioner Lantry and seconded by Commissioner Kleindl.

Approved

Yeas - 5

Nays - 0

The meeting was adjourned at 5:35.

Attest:

  
Secretary

\_\_\_\_\_  
President Anfang