

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

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**August 14, 2012  
Meeting**

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**Agenda  
and  
Minutes**

## **BOARD OF WATER COMMISSIONERS**

**August 14, 2012**

### **Meeting Agenda**

#### **CONSENT AGENDA:**

1. Approval of the Minutes of the regular meeting of July 2012.
2. Approval of the Financial Statements for the month of June 2012.
3. Resolution No. 7169 pertaining to a Private Water Main Agreement with Lilydale Senior Living, LLC and Lilydale Apartments, LLC to supply water to 949 Sibley Memorial Highway in the city of Lilydale.

#### **ACTION ITEMS:**

4. Resolution No. 7170 pertaining to an ordinance amending Chapter 85 of the Legislative Code of the City of Saint Paul regarding water charges.
5. Resolution No. 7171 pertaining to an ordinance amending Chapter 87 of the Legislative Code of the City of Saint Paul regarding schedule charges for installation of one-inch street service connections.
6. Resolution No. 7172 pertaining to an ordinance amending Chapter 88 of the Legislative Code of the City of Saint Paul regarding water metering requirements.
7. Resolution No. 7173 pertaining to an ordinance amending Chapter 91 of the Legislative Code of the City of Saint Paul regarding water service turn-on charge.
8. Resolution No. 7174 pertaining to an ordinance amending Chapter 92 of the Legislative Code of the City of Saint Paul regarding plumbing permit requirements and charges.
9. Resolution No. 7175 pertaining to an ordinance amending Chapter 93 of the Legislative Code of the City of Saint Paul regarding materials allowed for new water service connections.

#### **DISCUSSION ITEMS:**

10. Pleasant Lake Aeration Summary (attachment)
11. 2013 Budget (no attachment)

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

#### **INFORMATIONAL ITEMS:**

- A. Employee Injury Report – 2<sup>nd</sup> Quarter 2012 (attachment)
- B. Vehicle Accident Report – 2<sup>nd</sup> Quarter 2012 (attachment)
- C. Performance Measures – 2<sup>nd</sup> Quarter 2012 (attachment handed out at the Board meeting)
- D. Investment Report – 1<sup>st</sup> Quarter 2012 (attachment)

## **BOARD OF WATER COMMISSIONERS**

**August 14, 2012**

### **Meeting Minutes**

This publication is a summary of meeting proceedings.

The full text is available upon request at 651-266-6275.

President Anfang called the meeting to order at 5:00 p.m. in the Committee Hearing Room 330, City Hall.

Roll call.

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

Absent: Commissioner Kleindl.

Steve Schneider, General Manager; Dave Schuler, Steve Gleason, Bill Tschida, Ruth O'Brien and John Blackstone, Saint Paul Regional Water Services.

#### **CONSTENT AGENDA:**

Consent Agenda Item Nos. 1 through 3 were moved for approval by Commissioner Lantry and seconded by Commissioner Rossbach as follows:

1. Approval of the Minutes of the regular meeting of July 2012.
2. Approval of the Financial Statements for the month of June 2012.
3. Resolution No. 7169 pertaining to a Private Water Main Agreement with Lilydale Senior Living, LLC and Lilydale Apartments, LLC to supply water to 949 Sibley Memorial Highway in the city of Lilydale.

Approved

Yeas - 6

Nays - 0

#### **ACTION ITEMS:**

Action Items 4 through 9 are Board resolutions requesting that the City of Saint Paul adopt changes to certain sections of the ordinances that provide changes to the Water Code section of the City of Saint Paul's Legislative Code.

4. Resolution No. 7170 pertaining to an ordinance amending Chapter 85 of the Legislative Code of the City of Saint Paul regarding water charges.

Mr. Schneider explained that the proposed additional language clarifies that water charges continue to accrue as long as the meter is in place. Snowbirds, for example, must request that the water meter be removed in order for minimum charges to not accrue while they are gone. They frequently

request that the water be shut off in the street, but charges still accrue while the meter is in place.

President Anfang asked if having the meter removed to avoid charges would cause a building to be designated as vacant property.

Mr. Schneider replied that he was not certain of the answer and that he would have staff investigate that circumstance.

5. Resolution No. 7171 pertaining to an ordinance amending Chapter 88 of the Legislative Code of the City of Saint Paul regarding water metering requirements.

Mr. Schneider explained that the proposed change would add three categories of one-inch street service connection installations to be charged actual cost instead of schedule charges established by council resolution. Those are where the right of way is wider than 79 feet, where pneuma-gophering cannot be used (when an open trench is necessary) and where there exists extraordinary excavation or restoration circumstances. The purpose of the schedule charge is to have a fixed charge for installations that are simple and straight-forward and those three circumstances do not qualify.

President Anfang asked how extraordinary excavation or restoration circumstances would be defined or interpreted.

Bill Tschida, SPRWS Engineering Division, acknowledged that the description is vague. The intent is that extraordinary would be where staff can identify that other utilities are in the way or where restoration would require repairing more than a simple boulevard and sidewalk.

Mr. Schneider added that because the number of schedule charge installations per year are down from an all-time high of roughly 100 to 15, we also looked at eliminating the schedule charge and making every installation requiring excavation by the utility to be actual cost. After all, the excavation and subsequent restoration is where the risk of additional cost is highest. It's possible that will be our recommendation after evaluating costs and charges next year, but staff would like to keep the schedule charge option available until after that evaluation.

6. Resolution No. 7172 pertaining to an ordinance amending Chapter 88 of the Legislative Code of the City of Saint Paul regarding water metering requirements.

Mr. Schneider explained that a combined fire and domestic service consists of one pipe in the street that is split inside the building into one fire and one domestic service. The proposed change makes it clear that the combined service is exempt from the requirement that each street service connection have only one meter.

7. Resolution No. 7173 pertaining to an ordinance amending Chapter 91 of the Legislative Code of the City of Saint Paul regarding water service turn-on charge.

Mr. Schneider explained that the proposal to increase the turn-on charge from \$40 to \$50 is the result of a recent analysis of the administrative and field costs associated with the shut-off and subsequent turn-on of a service. The charge, last increased in 2005, applies when a service has been shut off for nonpayment of charges, rules infractions or at the request of the owner.

Commissioner Rossbach asked if the costs were found to justify the increased charge.

Steve Gleason, Business Division Manager, replied that the average cost for the two trips (shut-off and turn-on) was found to be \$75; \$63 during summer conditions and \$99 during winter.

Vice President Brendmoen expressed concerns about adding another \$10 to the water bill of a person who is already delinquent on payment. It seems that a customer who cannot afford to pay the water bill is a different circumstance than one who chooses to have the service shut off while being out of town.

Mr. Gleason replied that in the case of nonpayment, the water is shut off only after a number of other options have been exhausted.

Mr. Schneider added that many utilities differentiate between a delinquency and a scheduled shut-off, and those that do so charge more for the turn-on of a delinquency.

8. Resolution No. 7174 pertaining to an ordinance amending Chapter 92 of the Legislative Code of the City of Saint Paul regarding plumbing permit requirements and charges.

Mr. Schneider explained that two changes are proposed for Chapter 92.

The first is to require that plumbing permits be required for all work associated with a meter setting regardless of the value of the work. The code provides that work having a value under \$600 does not require a plumbing permit. However, similar to backflow prevention devices (RPZs), it is important that the utility be able to inspect any changes to piping related to the meter setting.

The second is to reinsert a note that was mistakenly removed during a code revision in 2008. The note states that the permit fees for underground piping be charged for the first 75 feet and each additional 75 feet thereafter and shall not be prorated. The fees continued to be charged in that manner and this "revision" merely restores what was never intended to be removed.

9. Resolution No. 7175 pertaining to an ordinance amending Chapter 93 of the Legislative Code of the City of Saint Paul regarding materials allowed for new water service connections.

Mr. Schneider explained that the proposed change updates the code to reflect that cast iron is no longer an acceptable material for water service connections.

Vice President Brendmoen left the meeting.

4. Resolution No. 7170 was moved for approval by Commissioner Lantry and seconded by Commissioner Rossbach as follows:

**WHEREAS**, Board of Water Commissioners staff recommends that Chapter 85 of the Saint Paul Legislative Code of the City of Saint Paul be amended to clarify that water charges accrue until removal of the meter has been verified; and

**WHEREAS**, Board's staff has prepared the City of Saint Paul Ordinance, which provides such amendment, copy of said Ordinance being attached hereto and incorporated herein; and

**WHEREAS**, the assistant city attorney has reviewed and approved said Ordinance as to form, and Saint Paul Regional Water Services General Manager recommends approval of said Ordinance; now, therefore, be it

**RESOLVED**, that the Board of Water Commissioners does hereby approve the attached Ordinance amending Chapter 85 of the Saint Paul Legislative Code; and, be it

**FURTHER RESOLVED**, that the Board of Water Commissioners does hereby request that the Honorable Council of the City of Saint Paul approve and adopt said Ordinance.

Approved

Yeas - 5

Nays - 0

5. Resolution No. 7171 pertaining to an ordinance amending Chapter 87 of the Legislative Code of the City of Saint Paul regarding schedule charges for installation of one-inch street service connections.

Resolution No. 7171 was moved for approval by Commissioner Lantry and seconded by

Commissioner Rossbach as follows:

**WHEREAS**, Board of Water Commissioners staff recommends that Chapter 87 of the Saint Paul Legislative Code of the City of Saint Paul be amended to provide additional circumstances in which schedule charge rates to install one inch street service connections are not applicable; and

**WHEREAS**, Board's staff has prepared the City of Saint Paul Ordinance, which provides such amendment, copy of said Ordinance being attached hereto and incorporated herein; and

**WHEREAS**, the assistant city attorney has reviewed and approved said Ordinance as to form, and Saint Paul Regional Water Services General Manager recommends approval of said Ordinance; now, therefore, be it

**RESOLVED**, that the Board of Water Commissioners does hereby approve the attached Ordinance amending Chapter 87 of the Saint Paul Legislative Code; and, be it

**FURTHER RESOLVED**, that the Board of Water Commissioners does hereby request that the Honorable Council of the City of Saint Paul approve and adopt said Ordinance.

Approved

Yeas - 5

Nays - 0

6. Resolution No. 7172 pertaining to an ordinance amending Chapter 88 of the Legislative Code of the City of Saint Paul regarding water metering requirements.

Resolution No. 7172 was moved for approval by Commissioner Lantry and seconded by

Commissioner Rossbach as follows:

**WHEREAS**, Board of Water Commissioners staff recommends that Chapter 88 of the Saint Paul Legislative Code of the City of Saint Paul be amended to provide that combined fire and domestic water systems metering requirements do not conflict with other sections in the code; and

**WHEREAS**, Board's staff has prepared the City of Saint Paul Ordinance, which provides such amendment, copy of said Ordinance being attached hereto and incorporated herein; and

**WHEREAS**, the assistant city attorney has reviewed and approved said Ordinance as to form, and Saint Paul Regional Water Services General Manager recommends approval of said Ordinance; now, therefore, be it

**RESOLVED**, that the Board of Water Commissioners does hereby approve the attached Ordinance amending Chapter 88 of the Saint Paul Legislative Code; and, be it

**FURTHER RESOLVED**, that the Board of Water Commissioners does hereby request that the Honorable Council of the City of Saint Paul approve and adopt said Ordinance.

Approved

Yeas - 5

Nays - 0

7. Resolution No. 7173 pertaining to an ordinance amending Chapter 91 of the Legislative Code of the City of Saint Paul regarding water service turn-on charge.

Resolution No. 7173 was moved for approval by Commissioner Lantry and seconded by

Commissioner Rossbach as follows:

**WHEREAS**, Board of Water Commissioners staff recommends that Chapter 91 of the Saint Paul Legislative Code of the City of Saint Paul be amended to increase the water service turn-on charge from \$40 to \$50; and

**WHEREAS**, Board's staff has prepared the City of Saint Paul Ordinance, which provides such amendment, copy of said Ordinance being attached hereto and incorporated herein; and

**WHEREAS**, the assistant city attorney has reviewed and approved said Ordinance as to form, and Saint Paul Regional Water Services General Manager recommends approval of said Ordinance; now, therefore, be it

**RESOLVED**, that the Board of Water Commissioners does hereby approve the attached Ordinance amending Chapter 91 of the Saint Paul Legislative Code; and, be it

**FURTHER RESOLVED**, that the Board of Water Commissioners does hereby request that the Honorable Council of the City of Saint Paul approve and adopt said Ordinance.

Approved

Yeas - 5

Nays - 0

8. Resolution No. 7174 pertaining to an ordinance amending Chapter 92 of the Legislative Code of the City of Saint Paul regarding plumbing permit requirements and charges.

Resolution No. 7174 was moved for approval by Commissioner Lantry and seconded by

Commissioner Rossbach as follows:

**WHEREAS**, Board of Water Commissioners staff recommends that Chapter 92 of the Saint Paul Legislative Code of the City of Saint Paul be amended to require a plumbing permit for all meter setting work regardless of cost and to clarify permits costs for underground piping; and

**WHEREAS**, Board's staff has prepared the City of Saint Paul Ordinance, which provides such amendment, copy of said Ordinance being attached hereto and incorporated herein; and

**WHEREAS**, the assistant city attorney has reviewed and approved said Ordinance as to form, and Saint Paul Regional Water Services General Manager recommends approval of said Ordinance; now, therefore, be it

**RESOLVED**, that the Board of Water Commissioners does hereby approve the attached Ordinance amending Chapter 92 of the Saint Paul Legislative Code; and, be it

**FURTHER RESOLVED**, that the Board of Water Commissioners does hereby request that the Honorable Council of the City of Saint Paul approve and adopt said Ordinance.

Approved

Yeas - 5

Nays - 0

9. Resolution No. 7175 pertaining to an ordinance amending Chapter 93 of the Legislative Code of the City of Saint Paul regarding materials allowed for new water service connections.

Resolution No. 7175 was moved for approval by Commissioner Lantry and seconded by

Commissioner Rossbach as follows:

**WHEREAS**, Board of Water Commissioners staff recommends that Chapter 93 of the Saint Paul Legislative Code of the City of Saint Paul be amended to no longer list cast iron pipe as an allowable material for new water service connections; and

**WHEREAS**, Board's staff has prepared the City of Saint Paul Ordinance, which provides such amendment, copy of said Ordinance being attached hereto and incorporated herein; and

**WHEREAS**, the assistant city attorney has reviewed and approved said Ordinance as to form, and Saint Paul Regional Water Services General Manager recommends approval of said Ordinance; now, therefore, be it

**RESOLVED**, that the Board of Water Commissioners does hereby approve the attached Ordinance amending Chapter 93 of the Saint Paul Legislative Code; and, be it

**FURTHER RESOLVED**, that the Board of Water Commissioners does hereby request that the Honorable Council of the City of Saint Paul approve and adopt said Ordinance.

Approved

Yeas - 5

Nays - 0

**DISCUSSION ITEMS:**

10. Pleasant Lake Aeration Summary (attached)

Dave Schuler, Chief Engineer, presented a report on the Pleasant Lake Aeration Project. The project is expected to be completed in 2013. Working with the City of North Oaks and the North Oaks

Homeowners Association resulted in aesthetic design changes, such as installing the 27-foot liquid tank horizontally and planting trees around the installation.

11. 2013 Budget

No discussion.

**GENERAL MANAGER'S REPORT**

1. State Auditor's management compliance report included unqualified opinion of the utility's 2011 Comprehensive Annual Financial Report.

2. 2013 Budget Process

- August 28, 2012 Budget Workshop - 5pm at McCarrons
- September 11, 2011 Board meeting - 5pm meeting at McCarrons to include public hearing on proposed budget and water rates. Board to recommend a budget and water rates to the city council at this meeting, or at its October meeting, at the latest.
- December, 2012 - City Council to adopt budget and water rates by resolution after a public hearing as part of the City budget process.

3. Water facility projects

- Light Rail water facility work should be completed within two weeks.
- Saint Paul's RSVP street improvement projects will likely extend into October.

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

Approved.

Yeas - 5

Nays - 0

The meeting was adjourned at 5:55.

Attest:

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Secretary Gagnelius

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President Anfang