

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

**May 14, 2013
Meeting**

**Agenda
and
Minutes**

BOARD OF WATER COMMISSIONERS

May 14, 2013

Meeting Agenda

CONSENT AGENDA:

NOTE: ALL ITEMS LISTED UNDER CONSENT AGENDA WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

1. Approval of the Minutes of the regular meeting of April 2013.
2. Approval of the Financial Statements for the month of March 2013.

ACTION ITEMS:

3. Resolution No. 7217 pertaining to settlement of a vehicle accident claim by Metropolitan Council.
4. Resolution No. 7218 pertaining to settlement of a claim regarding a loss at 2320 Timber Trail East in the city of Maplewood.
5. Resolution No. 7219 pertaining to a Master Utility Agreement with the State of Minnesota providing for reimbursement of Board inspection costs related to water facility relocations within the MnDOT I-35E MnPASS project between Maryland Avenue and Little Canada Road.
6. Resolution No. 7220 pertaining to a professional services agreement with Advanced Utility Systems to implement an upgrade of SPRWS Customer Information System.
7. Resolution No. 7221 pertaining to an Amendment No. 4 to Omnibus Agreement with the City of West St. Paul to provide for water facility work within West St. Paul street projects.
8. Resolution No. 7222 pertaining to Civil East Central Corridor LRT Subordinate Funding Agreement Number Board-07 with Metropolitan Council to provide for transfer of Board funds to the Metropolitan Council for purchase of temporary water pipe that was used within the project.

DISCUSSION ITEM:

9. 2014 Budget Preview (Attachment to be handed out at the Board Meeting)

GENERAL MANAGER'S REPORT

INFORMATIONAL ITEMS:

- A. Employee Injury Report – 1st Quarter 2013 (attachment)
- B. Vehicle Accident Report – 1st Quarter 2013 (attachment)
- C. Performance Measures – 1st Quarter 2013 (Attachment to be handed out at the Board Meeting)

BOARD OF WATER COMMISSIONERS

May 14, 2013

Meeting Minutes

This publication is a summary of meeting proceedings.

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

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

Roll call.

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

Excused: President Anfang and Commissioner Kleindl.

Steve Schneider, General Manager; Sandra Bodensteiner, Saint Paul Risk Management; Chris Eitemiller, Office of Financial Services; Steve Gleason, Dave Schuler, and Bill Tschida, Saint Paul Regional Water Services.

CONSENT AGENDA:

Consent Agenda Item Nos. 1 and 2 were moved for approval by Commissioner Lantry and seconded by Commissioner Rossbach as follows:

1. Approval of the Minutes of the regular meeting of April 2013.
2. Approval of the Financial Statements for the month of March 2013.

Approved

Yeas - 5

Nays - 0

ACTION ITEMS:

3. Resolution No. 7217 pertaining to a settlement of a vehicle accident claim by Metropolitan Council.

Mr. Schneider explained that the Board's Claims Handling Policy requires that claim settlements in excess of \$7,500 be approved by the Board. The resolution approves settlement of a claim that resulted from a SPRWS dump truck rear-ending a Metropolitan Council vehicle on June 18, 2012 on I35E south of Wheelock Parkway. The vehicle was totaled and Saint Paul Risk Management recommends settlement of the claim in the amount of \$21,905.83.

Resolution No. 7217 was moved for approval by Commissioner Lantry and seconded by

Commissioner Bykowski as follows:

RESOLVED, that upon execution and delivery of a release in full to the Board of Water Commissioners, the proper Board officers are hereby authorized and directed to pay from the Injuries and Damages fund, Activity 850-28171-0511, to Metropolitan Council the sum of \$21,905.83 in full settlement of claimant's claim for damages sustained on June 18, 2012 as a result of an automobile accident near the intersection of I35E and Wheelock Parkway, Saint Paul, MN.

Approved

Yeas - 5

Nays - 0

4. Resolution No. 7218 pertaining to settlement of a claim regarding a loss at 2320 Timber Trail East in the city of Maplewood.

Saint Paul Risk Management recommends settlement of this claim in the amount of \$18,594.73 for damages resulting from flooding in a single family home caused by a hydrant malfunctioning during flushing on August 9, 2012. A settlement in the amount of \$11,267 for another house on Timber Trail was approved by the Board at its December 2012 meeting. This is the last outstanding claim to date for this incident and the total cost of all claims is \$51,232.14.

Commissioner Bykowski asked if the utility knew how many pressure reducing valves (PRVs) are installed after the meter, like these on Timber Trail.

Mr. Schneider replied that the exact number is not known, but it's believed to be in the hundreds. The PRVs on Timber Trail have been reinstalled ahead of the meter, but the utility is not actively searching for others in the system.

Commissioner Bykowski asked if not searching for other PRVs installed after the meter would constitute negligence.

Mr. Schneider did not know, but said he would discuss the issue with Risk Management and report back to the Board.

Resolution No. 7218 was moved for approval by Commissioner Rossbach and seconded by

Commissioner Lantry as follows:

RESOLVED, that, upon execution and delivery of a release in full to the Board of Water Commissioners, the proper Board officers are hereby authorized and directed to pay from the Injuries and Damages fund, Activity 850-28171-0511-00000 to Craig Collett the sum of \$18,594.73 as full settlement of a claim for damages sustained on August 9, 2012 at 2320 Timber Trail East, Maplewood, Minnesota.

Approved

Yeas - 5

Nays - 0

5. Resolution No. 7219 pertaining to a Master Utility Agreement with the State of Minnesota providing for reimbursement of Board inspection costs related to water facility relocations within the MnDOT I-35E MnPASS project between Maryland Avenue and Little Canada Road.

Resolution No. 7219 was moved for approval by Commissioner Bykowski and seconded by

Commissioner Lantry as follows:

WHEREAS, the State of Minnesota, acting by and through its Commissioner of Transportation (the "State") intends to let a contract for the construction of State Project No. 6280-367 Trunk Highway 35E from Maryland Avenue in the city of Saint Paul to north of Little Canada Road in the city of Little Canada; and

WHEREAS, the Board of Water Commissioners of the City of Saint Paul (the "Board") owns and operates certain water facilities presently located within the limits of said project; and

WHEREAS, the State has determined that relocation of Board facilities is necessitated by the construction of said project, and that Minnesota Statutes provide for this relocation work to be accomplished as part of a state highway construction contract; and

WHEREAS, the State prepared Agreement No. 02887 to provide for the reimbursement of Board costs related to the relocation of the Board water facilities within said project, at an estimated amount of \$14,200, with final amount to be determined by actual costs; and

WHEREAS, staff has reviewed said Agreement and does recommend approval by the Board; now, therefore, be it

RESOLVED, that Agreement No. 02887 between the Board of Water Commissioners of the City of Saint Paul and the State of Minnesota pertaining to relocation of the Board's water facilities within State Project No. 6280-367 Trunk Highway 35E from Maryland Avenue in the city of Saint Paul to north of Little Canada Road in the city of Little Canada 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 - 5

Nays - 0

6. Resolution No. 7220 pertaining to a professional services agreement with Advanced Utility Systems to implement an upgrade of SPRWS Customer Information System.

Mr. Schneider explained that the agreement provides for an upgrade to the utility's Customer Information System (CIS), which was first installed about two years ago. An upgrade of this nature typically costs around \$100,000, but this agreement provides a discount of 55% in consideration of the utility providing beta testing.

Resolution No. 7220 was moved for approval by Commissioner Bykowski and seconded by Commissioner Lantry as follows:

WHEREAS, the Board of Water Commissioners desires to obtain professional services for the implementation of Version 4 of its Customer Information System (“CIS Infinity”); and

WHEREAS, the Board and Advanced Utility Systems entered into agreements dated June 25, 2008 which provide for Board’s licensed, on-going use of the CIS Infinity software and on-going support and maintenance services; and

WHEREAS, because the license agreement for CIS Infinity is proprietary, software enhancements, module and version upgrades and other improvements can only be achieved by the cooperative efforts of the Board and Advanced Utility Systems; and

WHEREAS, the Board desires to upgrade its CIS Infinity software to Version 4; and

WHEREAS, staff has prepared an agreement which sets forth the specifications for providing said upgrade at a cost not to exceed \$45,226.00, and staff does recommend approval of said agreement; now, therefore, be it

RESOLVED, that the Agreement between the Board of Water Commissioners and Advanced Utility Systems for professional services to implement Version 4 of its Customer Information System CIS Infinity is hereby approved in substantially the form submitted, and that the proper officers are hereby authorized to execute said Agreement on behalf of the Board following approval by the assistant city attorney.

Approved

Yeas - 5

Nays - 0

7. Resolution No. 7221 pertaining to an Amendment No. 4 to Omnibus Agreement with the City of West St. Paul to provide for water facility work within West St. Paul street projects.

Mr. Schneider explained that the amendment provides the authority for the Board to reimburse West St. Paul for its costs to perform water facility work as part of city street improvement projects.

Similar agreements or amendments have been executed with other suburban cities.

Resolution No. 7221 was moved for approval by Commissioner Bykowski and seconded by Commissioner Tolbert as follows:

WHEREAS, in 2001, the City of West St. Paul and the Board of Water Commissioners entered into an Omnibus Agreement whereby the Board would provide water service to the City of West St. Paul at water rates that would become equal to the rates charged within the City of Saint Paul and, in return, the City of West St. Paul would convey title to its water facilities to the Board; and

WHEREAS, the parties desire that whenever possible, the Board shall perform water facility replacement, installation or repair work in conjunction with West St. Paul street paving projects in order to provide the greatest efficiency and to minimize traffic disruptions and replacement costs; and

WHEREAS, when such coordination is possible, the Board desires to utilize West St. Paul street project contractor to provide such work directly, or to provide work necessary to support such work by Board forces within street project areas, and West St. Paul is willing to provide for such work by its street project contractor; and

WHEREAS, staff has prepared an Amendment No. 4 to Omnibus Agreement which sets forth the terms and conditions for the provision and payment of such water facility work, and recommends

approval of said Amendment; now, therefore, be it

RESOLVED, that the Board of Water Commissioners does hereby approve Amendment No. 4 to Omnibus Agreement between the Board of Water Commissioners and the City of West St. Paul for the provision of water facility work by the City of West St. Paul within West St. Paul street projects, and that the proper officers are hereby authorized and directed to execute said Amendment No. 4 on behalf of the Board, following approval by the assistant city attorney.

Approved

Yeas - 5

Nays - 0

8. Resolution No. 7222 pertaining to Civil East Central Corridor LRT Subordinate Funding

Agreement Number Board-07 with Metropolitan Council to provide for transfer of Board funds to the Metropolitan Council for purchase of temporary water pipe that was used within the project.

Mr. Schneider explained that approximately three miles of piping was used to provide temporary water service throughout the Central Corridor LRT project. That pipe is in good condition and could be utilized by the utility for future temporary water service needs. To purchase new pipe in this quantity would cost about \$180,000 and Metropolitan Council is willing to sell it for \$30,000.

Resolution No. 7222 was moved for approval by Commissioner Lantry and seconded by

Commissioner Rossbach as follows:

WHEREAS, the Metropolitan Council intends to award a contract for the construction of its Civil East Central Corridor-Light Rail Transit Project, which boundaries are Fifth Street at Cedar Street and University Avenue at Emerald Street in Saint Paul; and

WHEREAS, on March 9, 2010, the Board approved a Master Funding Agreement with Metropolitan Council to provide for reimbursement of water facility work within the Project, with Metropolitan Council to reimburse Board for costs incurred to provide coordination, inspection, testing, temporary water service and valve operations required for relocation of water facilities, and Board to reimburse Metropolitan Council for costs incurred to provide upgrades to the Board's water system; and

WHEREAS, said Master Agreement specified that the parties intend to address the exact amount of said reimbursements by execution of future Subordinate Funding Agreements; and

WHEREAS, Metropolitan Council and Board staff have prepared Subordinate Funding Agreement Number Board-07 to provide such reimbursement by the Board to Metropolitan Council in an amount not to exceed \$30,000.00 for purchase of temporary water pipe used on the Civil East Central Corridor-Light Rail Transit Project; now, therefore, be it

RESOLVED, that Subordinate Funding Agreement Number Board-07 between the Board of Water Commissioners and the Metropolitan Council pertaining to reimbursement by the Board to Metropolitan Council for purchase of temporary water pipe that was no longer needed and unutilized within the Civil East Central Corridor-Light Rail Transit Project, in an amount not to exceed \$30,000.00, 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 - 5

Nays - 0

DISCUSSION ITEM:

- 9. 2014 Budget Preview

Mr. Schneider gave a brief overview of the upcoming 2014 Budget presentation.

GENERAL MANAGER'S REPORT

- 1. Performance Measures

Mr. Schneider stated that in future months, Performance Measures will be revised and tied to the Strategic Plan.

- 2. Construction activity has begun throughout the service area.

- 3. Habitat For Humanity

June 24 is the tentative date for SPRWS employees to volunteer their time to work at the City's Habitat For Humanity house. SPRWS will again be partnering with the City's DSI department. Board members approved to authorize funds to purchase lunch for the volunteers.

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

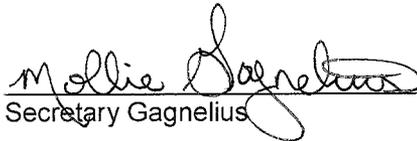
Approved.

Yeas - 5

Nays - 0

The meeting was adjourned at 5:20.

Attest:


Secretary Gagnelius

Vice President Brendmoen