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

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**November 12, 2013**
**Meeting**

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**Agenda**
**and**
**Minutes**

**BOARD OF WATER COMMISSIONERS**

**November 12, 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 October 2013.

2. Approval of the Financial Statements for the month of September 2013.

**ACTION ITEMS:**

3. Resolution No. 7243 pertaining to settlement of a claim by State Farm Insurance Company as Subrogee of Mussye Mebrahtu Tesfai.

4. Resolution No. 7244 pertaining to an Amendment No. 1 to Agreement with CH2M Hill, Inc. to provide additional engineering services required for the design and installation of an oxygenation system at Pleasant Lake.

5. Resolution No. 7245 pertaining to an Agreement for Services with the City of Newport for repair of water distribution facilities by Board forces.

6. Resolution No. 7246 pertaining to an agreement between the Board and the City of Minneapolis providing for an emergency connection between the Saint Paul and Minneapolis water systems.

**DISCUSSION ITEM:**

7. Cardigan Junction – no attachment

**GENERAL MANAGER'S REPORT**

**INFORMATIONAL ITEMS:**

A. Employee Injury Report – 3rd Quarter 2013 (attachment)
B. Vehicle Accident Summary – 3rd Quarter 2013 (attachment)
C. Performance Measures – 3rd Quarter 2013 (attachment)

**BOARD OF WATER COMMISSIONERS**
**November 12, 2013**

**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, Secretary Gagnelius, Commissioners Bykowski, and Lantry.

Excused: Commissioner Kleindl and Tolbert.

Absent: Commissioner Rossbach.

Vice President Brendmoen arrived during item No_____.

Steve Schneider, General Manager; 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 Vice President Brendmoen as follows:

1. Approval of the Minutes of the regular meeting of October 2013.
2. Approval of the Financial Statements for the month of September 2013.

Approved Yeas - 4 Nays - 0

**ACTION ITEMS:**

3. Resolution No. 7243 pertaining to settlement of a claim by State Farm Insurance Company as Subrogee of Mussye Mebrahtu Tesfai.

Resolution No. 7243 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 State Farm Insurance Company the sum of $8,233.26 in full settlement of claimant's claim for property damages sustained on February 1, 2013 as a result of an automobile accident near the intersection of Hwy 36 and English Street, Maplewood, MN.

Approved Yeas - 4 Nays - 0

4. Resolution No. 7244 pertaining to an Amendment No. 1 to Agreement with CH2M Hill, Inc. to provide additional engineering services required for the design and installation of an oxygenation system at Pleasant Lake.

Resolution No. 7244 was moved for approval by Commissioner Lantry and seconded by Vice President Brendmoen as follows:

**WHEREAS,** the Board of Water Commissioners entered into an Agreement with CH2M Hill, Inc., dated July 12, 2011 to provide professional design, contract assistance and project construction services of a new hypolimnetic oxygenation system at Pleasant Lake at a cost not to exceed $133,800 (the "Agreement"); and

**WHEREAS**, CH2M Hill, Inc. has faithfully complied with all requirements and conditions of the Agreement; and

**WHEREAS**, at this time, the Board and CH2M Hill, Inc. desire to amend the Agreement to provide for additional engineering services required for the addition of a decorative wall and for SCADA/DACS and PLC systems integration; and

**WHEREAS**, staff has prepared an Amendment No. 1 to Agreement which provides for said additional services at a cost not to exceed $31,790, which results in an amended total cost of $165,590; now, therefore, be it

**RESOLVED**, that Amendment No. 1 to Agreement between the Board of Water Commissioners and CH2M Hill, Inc. to provide additional engineering services required for installation of a new hypolimnetic oxygenation system at Pleasant Lake is hereby approved in substantially the form submitted, and that the proper officers are hereby authorized and directed to execute said Amendment No. 1 on behalf of the Board following approval by the assistant city attorney.

Approved Yeas - 4 Nays - 0

5. Resolution No. 7245 pertaining to an Agreement for Services with the City of Newport for repair of water distribution facilities by Board forces.

Resolution No. 7245 was moved for approval by Commissioner Lantry and seconded by Commissioner Bykowski as follows:

**WHEREAS**, the Board of Water Commissioners adopted Resolution No. 4924, which established an Employee Tuition Reimbursement Program for employees of Saint Paul Regional Water Services ("Program"); and

**WHEREAS**, the Board has amended the Program over the years, and desires to further amend the Program at this time to provide an increase in the maximum annual reimbursement amount employees are allowed in order to keep pace with the rising cost of post secondary tuition fees; and

**WHEREAS**, staff has prepared an amended Saint Paul Regional Water Services Tuition Reimbursement Program dated January 1, 2014, which increases the maximum annual reimbursement for full-time employees from $1,000 to $2,500 per employee, and does recommend approval of same; now, therefore, be it

**RESOLVED**, that the amended Saint Paul Regional Water Services Tuition Reimbursement Program dated January 1, 2014 is hereby approved and shall become effective January 1, 2014.

Approved Yeas - 6 Nays - 0

6. Resolution No. 7240 pertaining to authorization to pay costs incurred for providing food, beverages, and accommodations for the 2013 Saint Paul Regional Water Services Employee Conference.

Mr. Schneider explained that the Annual Employee conference was temporarily discontinued after 2009 due to budgetary constraints, but finances will now allow for it to be reinitiated. The theme of the all-day conference will be safety practices. The proposed resolution authorizes the expenditure of up to $11,000 for food, beverages and accommodations for the day-long conference, scheduled for December 10, 2013 at the Holiday Inn St. Paul-East. Board members are welcome to attend.

Resolution No. 7240 was moved for approval by Commissioner Bykowski and seconded by Commissioner Tolbert as follows:

**WHEREAS**, the Board of Water Commissioners desires to provide an annual conference for the Saint Paul Regional Water Services employees in order to increase their effectiveness through improved training and communication; and

**WHEREAS,** the General Manager of the Saint Paul Regional Water Services has requested that he be authorized to procure food, beverages, and accommodations for the 2013 Saint Paul Regional Water Services Employee Conference tentatively scheduled for December 10, 2013 at Holiday Inn St. Paul-East for up to 200 attendees at a rate of $45.00 per attendee; and

**WHEREAS,** the Board desires to grant such permission; now, therefore, be it

**RESOLVED**, that the Board of Water Commissioners does hereby authorize the General Manager of the Saint Paul Regional Water Services, or his designee, to procure food, beverages, and accommodations for the 2013 Saint Paul Regional Water Services Employee Conference at a cost not to exceed $11,000.00, with such funds to be paid from Activity Code 28960.

Approved Yeas - 6 Nays - 0

7. Resolution No. 7241 pertaining to an Amendment No. 2 to Agreement with Stantec Consulting Services Inc. to provide additional well and pump related professional services for Fridley Pumping Station and Vadnais Conduit well projects.

Mr. Schneider explained that the expansion of the utility's well fields is complete and it is now necessary to simultaneously pump test all 10 wells to verify predicted volumes and drawdown rates and to report results to Minnesota DNR for review and approval.

Resolution No. 7241 was moved for approval by Commissioner Kleindl and seconded by Commissioner Bykowski as follows:

**WHEREAS,** the Board of Water Commissioners entered into an Agreement with Bonestroo, Inc. dated December 14, 2010 to provide well and pump-related professional services required for the Board's Fridley Pumping Station and Vadnais Conduit wells projects at a cost not to exceed $74,081 (the "Agreement"); and

**WHEREAS**, the firm of Stantec Consulting Services Inc. acquired Bonestroo, Inc. in 2011; and

**WHEREAS**, the Board and Stantec entered into an Amendment No. 1 to Agreement dated March 13, 2012 that provided additional well and pump-related tasks at a cost not to exceed $37,301, which resulted in an amended total cost of $111,382; and

**WHEREAS**, at this time, the Board and Stantec desire to further amend the Agreement to provide test pumping of the entire well system to determine system capacity and drawdown effects between wells; and

**WHEREAS**, staff has prepared an Amendment No. 2 to Agreement which provides for said test pumping at a cost not to exceed $9,000, which results in an amended total cost of $120,382, and which extends the work completion date to December 31, 2016; now, therefore, be it

**RESOLVED**, that Amendment No. 2 to Agreement between the Board of Water Commissioners and Stantec Consulting Services Inc. to provide for additional well and pump-related professional services required for the Board's Fridley Pumping Station and Vadnais Conduit Wells projects is hereby approved in substantially the form submitted, and that the proper officers are hereby authorized and directed to execute said Amendment No. 2 on behalf of the Board following approval by the assistant city attorney.

Approved Yeas - 6 Nays - 0

8. Resolution No. 7242 pertaining to reconfirmation of the General Manager of Saint Paul Regional Water Services to an additional five-year term.

During discussion, Commissioner Kleindl expressed support for reconfirmation of Mr. Schneider, but added that an annual performance review of the General Manager should be required. Board members expressed agreement with the addition.

Commissioner Lantry requested that the resolution be worded to clarify beginning and ending dates.

Amended Resolution No. 7242 was moved for approval by Commissioner Tolbert and seconded by Commissioner Lantry as follows:

**WHEREAS**, Board of Water Commissioners Resolution No. 4909 established the process for appointment, reconfirmation and removal of the General Manager of Saint Paul Regional Water Services; and

**WHEREAS**, pursuant to said Resolution No. 4909, the Board adopted Resolution No. 4940, which appointed Mr. Stephen P. Schneider to the position of General Manager - Saint Paul Regional Water Services for a five-year term effective December 17, 2003; and

**WHEREAS**, pursuant to said Resolution No. 4909, the Board adopted Resolution No. 7004, which appointed Mr. Stephen P. Schneider to the position of General Manager - Saint Paul Regional Water Services for an additional five-year term effective December 17, 2008; and

**WHEREAS**, Mr. Schneider has met the performance expectations of the Board and has furthered the mission of Saint Paul Regional Water Services, and the Board desires to reconfirm him to an additional five-year term as General Manager-Saint Paul Regional Water Services; now, therefore, be it

**RESOLVED,** that the Board does hereby reconfirm the appointment of Mr. Stephen P. Schneider to the position of General Manager - Saint Paul Regional Water Services for an additional five-year term, commencing December 17, 2013 and ending December 16, 2018; and be it

**FURTHER RESOLVED,** that an annual review of the General Manager's performance be conducted with the Board.

Approved Yeas - 6 Nays - 0

**GENERAL MANAGER'S REPORT**

1. Open Houses

- McCarrons Water Treatment Plant Open House will be conducted on Thursday, October 10, 2013, 2:00 pm to 6:00 pm.
- Highland Water Tower Open House will be conducted on Saturday, October 12 and Sunday, October 13, 2013.

2. Ramsey County and the City of Little Canada are sponsoring archery deer hunts during October and November in Vadnais Lake Regional Park and within conduits rights of way in Little Canada.

Vice President Brendmoen expressed concern about the lack of attendance by the public at the water charges public hearings conducted each September at the McCarrons complex. She reported receiving a number of complaints from people who were not aware of the hearing. She suggested that additional notification efforts be initiated to stimulate attendance or that the hearings be eliminated.

Mr. Schneider replied that the issue should probably be discussed by the Board. In the 10 years Mr. Schneider has been general manager, no one has attended the water charges hearings at City Council or the Board hearings that were initiated five years ago. Even last year, when the change in water charges was not only advertised but also featured in newspaper stories ahead of the hearings. However, if the hearings continue, staff could provide additional promotion.

Vice President Brendmoen suggested that City tools such as Open Saint Paul could possibly be utilized to obtain customer input instead of requiring attendance at a public hearing. Also, an open forum might be a less intimidating way for customers to learn about proposed water charges and express their opinions.

Commissioner Lantry suggested that water charges issues could be a component in one of the utility's open house events.

Mr. Schneider said he would discuss with President Anfang about how the Board could address the issue before the 2015 water charges process.

President Anfang reported that on the issue of the White Bear Lake water level problem, the Metropolitan Council is about to commission a study of possible solutions, and all have Saint Paul Regional Water Services involved in some manner.

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

Approved. Yeas - 4 Nays - 0

The meeting was adjourned at 5:30.

Attest:

_____ _____

Secretary Gagnelius President Anfang