

# City of Oronoco

## Water & Sewer Committee Meeting

### City Hall - Zoom

April 9, 2024, 6:30PM

### Agenda

Members present: xxxxxxx

Absent:

Others: xxxxxxx

Agenda - Motion by xxxxxxx and 2<sup>nd</sup> xxxxxx to accept agenda Approved.

- I. Approval of March 12, 2024, minutes. Motion by xxxxxxx and 2<sup>nd</sup> by xxxxxx. Approved
- II. Wastewater Treatment Facility (WWTF)
  - A. WWTF Contract #1 – Construction Status Update
    1. Staab Pay Request No. 28 totaling \$103,878.10 with 2.5% retainage Approval April 16, 2024, Council meeting.
    2. Construction issues being worked on by contractor:
      - a. Repair of effluent flow meter.
      - b. Effluent valve vault - check valve replacement
      - c. Xylem return visit for system refinement
      - d. Basin 1B decant motor
      - e. Fine bubble aeration in SBR (damaged piping)
      - f. Completion of the SCADA controls
      - g. Pre-treatment (HVAC)
      - h. Pre-treatment mechanical screen & Grit Equipment.
      - i. Battery back-up for SCADA panel
      - j. LS control panel generator connections
    3. Construction Status and Startup – Update
      - a. See comments below in Section III.
  - ii. Material Delivery Delays Updates:
    1. Electrical switchgear delivery – October 2024 – No Change
    2. 480 Volt this Electric Panel in Pretreatment Building – No Change
  - iii. WWTF Startup occurred on March 28, 2024 and constitutes contract substantial completion, except for switchgear, 480 V panels and related items.
- III. WWTF and Lift Station startup schedule and coordination:
  - A. WWTF startup – Completed March 27th
  - B. Rochester provided seeding – Completed March 26
  - C. Fitzgerald started up all collection system lift stations except LS 1a. (Need for VFD and line starters delayed start up but are on site and being installed now)
  - D. Actual WWTF startup with flow from Oronoco Estates occurred on March 27 and started pumping to the WWTF on March 27.
  - E. Connections for Riverwood Hills - Update

- F. Connections for River Park, Oronoco Crossings, Cedar Woodlands 1 & 2 to follow in that order - Update
  - G. Grinder Station connections commenced on April 1 with modest flows to lift stations starting April 2 - Update
  - H. Gravity sewer systems can start connecting to the municipal sewer system now with a sewer permit for City Hall.
- IV. WWTF Chemicals (Alum and Caustic) & Dumpster
- A. PeoplesService to coordinate delivery of Chemicals and Dumpster for Pretreatment building - Update
  - B. Note: Grit equipment will need to be manually operated until ~mid-April due to controls issue- Update
- V. Insurance and Utilities for WWTF:
- A. City plans to have Insurance on WWTF and Lift station components sometime in April 2024. Staab will carry insurance until City notifies them that they are fully insured.
- VI. Peoples Service Operation of Wastewater System
- A. Peoples will participate in WWTF startup and operate the Wastewater system on an hourly basis until April 1 when their monthly contract fee will commence per their contract - Update.
- VII. Phase 1A Wastewater, Sanitary Sewer, and Watermain Improvements
- A. Contracts #2 and #3 – Construction Status Update
    - 1. Fitzgerald Excavating – Construction update:
    - 2. Change Order #3 for two water services drilled through rock under 5<sup>th</sup> Street NW - \$16,102.50. Also plan to add a VFD and Line starters for LS 1a control panel needed for 3 phase pump supplied – costs from contractor / supplier pending. Formal change order will be prepared next month.
    - 3. Ellingson returned the week of April 1 to begin final grinder station installations and startups – Update.
    - 4. Fitzgerald Pay Request – No. 25 totaling \$257,087.61 with 5% retainage. Approval April 16, 2024, Council meeting. – Update
  - B. Discussion of water / sewer rates and billing.
    - i. Discussion regarding sewer use billing beginning in April 2024
    - ii. The May 3, 2024, deadline for connection to the water system is quickly approaching for 60 property owners. The May 3, 2024, deadline is 12 months after a notification letter was mailed to the 60 property owners indicating that they need to hook up to the city water system by May 3, 2024, or experience a \$75 monthly utility fee starting in their July 2024 water bills.
    - iii. **April 2023 – Resident Guidance Document for Water Service / Sewer Service Connection to Municipal Water / Wastewater System** were updated and sent out via email to property owners and reposted on the city website and FB page in March 2024.
    - iv. Ranae and Cain to work together to load the sewer and water hookups into the billing software.
      - 1. The following fees were updated on the 2024 Fee Schedule by Council.
        - a. Late fee for Grinder sewer system installation \$75/month (Due to late electrical hookup)

- i. Note: Ellingson contract needs to share residence address with City Staff – Deputy City Clerk, when Grinder sewer system are completed and begin operations.
        - b. Late fee for new Gravity sewer system hookup \$75/month
        - c. Late fee for new Water connection hookup \$75/month
        - d. Discuss when to commence sewer and water billing for the various areas of Oronoco receiving service at different times.
  - C. Well Sealing Program
    - i. Olmsted County SWCD has received a \$240,000 grant from BWSR to help seal an estimated 75 private wells in Oronoco as residents hook up to the municipal water systems. Updated information about the grant funding available to seal wells was incorporated into the March 15, 2024 Resident Construction Status Update #35 and the updated Resident Guidance Document for Water Service / Sewer Service Connection to Municipal Water / Wastewater System send out and posted in March.
- VIII. On-Call Service
- A. Cain shared a letter regarding the development of an On-Call policy.
    - i. Because of the (83) grinder systems that are owned by the City and increased water users from (390) to (500) once all are installed, Public Works would like to propose an On-Call policy for Public Works employees. Before recommending to council a policy, discussion will continue at the March 12 water and sewer meeting. Overall discussion at the meeting was productive and that is needed. There is a concern with the need to cover the 2024 budget costs for the policy and that may be resolved with contingent hours this 1<sup>st</sup> year until the 2025 budget is established. Update.
      - 1. The committee reviewed information from Cain. Discussion ended up with recommendation to follow up with the City’s HR attorney regarding working over 40 hours per week and meeting Labor laws for On-Call Service water and sewer needs – Update.
- IX. Discuss Cross-Connection Control program and Backflow Prevention updates for Utility Code – Update with discussion of next steps with ordinance adoption.
- i. Cain to review the Minnesota Rural Water Association template and compare it to cities around Oronoco. No Update and will leave on the agenda for future meetings. Update – In process and will keep on agenda.
- X. Start discussion regarding Open House / Celebration of new municipal sewer system!
- i. Date, time, location, tours, etc.
- XI. Next meeting May 14, 2024, 6:30 PM in-person.
- XII. Motion by xxxxxxx and 2<sup>nd</sup> by xxxxxxx to close the meeting xxxx PM. Approved

Respectively submitted by Ryland Eichhorst