

# City of Oronoco

## Water & Sewer Committee Meeting

### City Hall - Zoom

April 9, 2024, 6:30PM

### Agenda

Members present:

Others present:

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

- I. Approval of April 9, 2024, minutes. Motion by xxxxxxxx and 2<sup>nd</sup> by xxxxxxxx. Approved
- II. Wastewater Treatment Facility (WWTF)
  - A. WWTF Contract #1 – Construction Status Update
    1. Staab Pay Request No. 29 totaling \$242,320 with 2.5% retainage Approval May 14, 2024, Council meeting.
    2. Remaining construction issues being worked on by contractor:
      - a. SBR work by Xylem – scheduled for May 20
        - i. Replace actuator gear housing for Basin 1B decant pump
        - ii. DO sensors installation
        - iii. Refine system operation and programming
        - iv. Evaluate SBR sludge pump capacity concern
      - b. Automatic Systems programing refinements and final integration work
      - c. Pretreatment Building garage door opener replacement & punch list
      - d. Miscellaneous building & landscaping punch list work
      - e. Electrical inspection scheduled for May 16
    3. Material Delivery Delays Updates:
      - a. Electrical switchgear delivery – October 2024 – No Change
    4. MPCA Inspection of WWTF and Lift Stations May 23rd
- III. Insurance and Utilities for WWTF:
  - A. Insurance on WWTF and Lift station components - Confirm effective date of City covered insurance and notify Joe / Staab
- IV. PeopleService Operation of Wastewater System
  - A. Operations Status Update
  - B. Currently in 90-day non-reporting phase
- V. Phase 1A Wastewater, Sanitary Sewer, and Watermain Improvements
  - A. Contracts #2 and #3 – Construction Status Update
    1. Fitzgerald Excavating – Construction update:
      - a. All Lift Stations complete and operational
      - b. All connections to existing wastewater systems complete
      - c. Well SCADA integration with WWTF systems ongoing.
      - d. Ellingson Grinder Station Installation – about 50% complete
      - e. CWTS decommissioning

- f. Bituminous base patching and wear course paving
      - g. Turf restoration and punch list work
    - 2. Change Order #5 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 – \$5,240 from Automatic Systems. Formal change order preparation pending.
    - 3. Fitzgerald Pay Request – No. 26 totaling \$xxxxxx with 5% retainage. Approval May 14, 2024, Council meeting.
    - 4. PFA Funding
      - a. Resolution for Portable Generator use only for Lift Stations
      - b. Grinder Station spare parts – PFA stated may not be loan eligible (5 spare pumps with bid cost of \$13,125
- B. River Bend Estates CWTS connection:
  - i. Forcemain connection to manhole in Riverwood Drive SW – Recommend Oronoco has Fitzgerald complete connection using contract bid unit pricing.
  - ii. Working to determine what changes are needed to existing lift station for municipal use.
  - iii. Need to determine how to fund connections and how to assess the 17 property owners for sewer service. Assume assessment of \$8,817 / ERU
- C. Discussion of water / sewer rates and billing.
  - i. Notification letter of sewer / water availability for connection mailed to 167 residents on May 3<sup>rd</sup>, 2024. Deadline for connection May 1, 2025. (Template letter attached)
  - ii. Discussion regarding sewer use billing beginning in April 2024.
    - 1. Billing for sewer and water base rate on ERU basis or on a per parcel basis?
  - iii. The May 15, 2024, deadline for connection to the water system for 60 property owners.
    - 1. Delay of May 15 deadline water system connection for ~56 property owners: City may consider pushing back the May 15, 2024 deadline for about 56 property owners to connect to water system. The revised water connection deadline would be for property owners who received a new water service and were also in the process of having a low pressure sewer system installed (West Center Street, 9<sup>th</sup> Avenue NW or 1<sup>st</sup> Street NW) or were one of 4 parcels on Forest Lane who received a gravity sewer service). The rationale for pushing back the May 15, 2024 deadline for these property owners is many of them were waiting for the City's grinder station contractor to install a portion of their water service in joint trench or directional drill pull with the sewer forcemain to each grinder station or that the four property owners on Forest Lane would want to have one contractor to install both their sewer and water service at one time and the sewer service was not available until this spring. Consider extending the deadline for these 56 property owners to connect until ~November 2024.
  - iv. Updated Resident Guidance Document for Water Service / Sewer Service Connection to Municipal Water / Wastewater System were updated and sent out via mail to property owners and reposted on the city website and FB page on May 3, 2024.
  - v. Ranae and Cain to work together to load the sewer and water hookups into the billing software. - Update
  - vi. Sewer rates for unmetered water usage are based on an estimated 3,000 gallons of water use per month. Sewer base and usage charges for first month of service shall be adjusted based upon the date municipal service was initiated as follows:

- Sewer service installed between the 1<sup>st</sup>-15<sup>th</sup> of the month results in full base rate charge and a 3,000 gallons of sewer use charge (unless water meter data is available).
  - Sewer service installed between after the 15<sup>th</sup> of the month results in half the base rate charge and a 1,500 gallons of sewer use charge (unless water meter data is available). Approved.
  - City Staff concerns regarding sewer rate policy.
- VI. 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 – Keep on agenda.
- VII. 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.
- VIII. Start discussion regarding Open House / Celebration of new municipal sewer system!
- i. Date, time, location, tours, etc., possible June event.
- IX. Next meeting June 11, 2024, 6:30 PM in-person.
- X. Motion by **xxxxx** and 2<sup>nd</sup> by **xxxx** to close the meeting **xxx** PM. Approved

Respectively submitted by Ryland Eichhorst