

# **WATER AND LIGHT COMMISSION MINUTES**

## **REGULAR MEETING**

### **JUNE 20, 2011**

The regular meeting of the Water and Light Commission was called to order in the Worthington Public Utilities Conference Room at 3:00 P.M., DST, by President Robert J. Demuth with the following members present: Randy Thompson, James Elsing, Ron Wood and Gary Hoffmann.

Staff members present were Scott Hain, General Manager; Deb Scheidt, Secretary to the Commission

Others present: None

#### **AGENDA ADDITIONS/CLOSURE**

A motion was made by Commissioner Hoffmann, seconded by Commissioner Wood and unanimously carried to close the agenda as presented.

#### **WATER AND LIGHT COMMISSION MINUTES**

A motion was made by Commissioner Elsing, seconded by Commissioner Wood and unanimously carried to approve the Water and Light Commission minutes of the regular meeting held Monday, May 16, 2011.

#### **FINANCIAL STATEMENTS AND STAFF REPORTS**

A motion was made by Commissioner Hoffmann, seconded by Commissioner Thompson and unanimously carried to accept the financial statements and the staff reports for May 2011.

#### **2010 ANNUAL REPORT**

Scott Hain, General Manger, presented the Worthington Public Utilities Annual Report for fiscal year ended December 31, 2010. After review, a motion was made by Commissioner Hoffmann, seconded by Commissioner Wood and unanimously carried to receive the 2010 Annual Report.

#### **AWARD BIDS FOR 2011 SEWER AND WATER RECONSTRUCTION PROJECT**

Scott Hain, General Manager, reported that bids were received on June 17 for the 2011 sewer and water reconstruction project based on the plans and specifications approved by the Water and Light Commission at their May 16, 2011, regular meeting. Two bids were received for the four schedules of work included in the project. Larson Crane Service, Inc. submitted a total bid of \$385,733.80 and Svoboda Excavating, Inc. submitted a total bid of \$394,933.50.

Upon recommendation from staff, a motion was made by Commissioner Wood, seconded by Commissioner Thompson and unanimously carried to award the bid for the 2011 sewer and water reconstruction project to Larson Crane Service, Inc.

### **APPROVE ADDITIONAL WORK ON TH 60 WATER MAIN PROJECT**

Scott Hain, General Manager, reported that the cooperative agreement with MnDOT and construction plans for the water main work incorporated into the 2011 portion of the TH 60 project included installation of a new casing under TH 60 near Worthington Power and Equipment. Mr. Hain reported that this casing was to be used for the future reconstruction of the 16" water main which serves the area which includes the 1.5 million gallon elevated water tower and JBS Swift. Since the original plans for the TH 60 water main project were submitted, MnDOT has updated their plans to include a road subcut deeper than originally anticipated at the existing 16" main making the main even more vulnerable than originally anticipated.

As a result, supplemental plans and specifications have been developed to include the 16" main replacement at this time. The estimated additional cost is \$52,400. Mr. Hain reported that, including the supplemental work, the cost of the project would be estimated at \$596,050 and the 2011 Water Fund budget contains \$606,990 for the project.

Upon recommendation from staff, a motion was made by Commissioner Thompson, seconded by Commissioner Hoffmann and unanimously carried to authorize executing a supplemental agreement for the additional work.

### **QUARTERLY HALOACETIC ACIDS (HAA5) AND TRIHALOMETHANE (THM) RESULTS**

A copy of the letter from the Minnesota Department of Health (MDH) to the Water and Light Commission dated May 18, 2011, and the Final Report generated April 28, 2011, for the Quarterly Haloacetic Acids (HAA5) and Trihalomethane (THM) Results was provided to Commission.

A motion was made by Commissioner Wood, seconded by Commissioner Thompson and unanimously carried to receive the Quarterly Haloacetic Acids (HAA5) and Trihalomethane (THM) Report.

### **DISCUSSION ON MEETING TIME CHANGE**

Further discussion was held regarding Commissioner Wood's request to consider changing the regular Water and Light Commission meeting time to a time other than 3:00 p.m. in order to accommodate his schedule during his tenure as interim President at Southwest Minnesota State University beginning in July 2011.

After researching the City of Worthington Charter provisions and the Water and Light Commission by-laws, Scott Hain, General Manager, reported that meeting time is not specifically

addressed in either of these documents. As discussed at the May 16, 2011, regular meeting, Commission members again emphasized the importance of continuity and experience on the Water and Light Commission.

After discussion, it was the consensus of the Commission to change the meeting time for regularly scheduled Water and Light Commission meetings from 3:00 p.m. to 7:00 a.m. for the foreseeable future, to be reconsidered should other issues arise.

### **WASTEWATER DISCHARGE PERMIT**

Scott Hain, General Manager, reported that the new NPDES discharge permit for the municipal wastewater treatment facility was issued on April 18, 2011. Mr. Hain updated the Commission on the provisions included in the new permit and various options and timelines for achieving compliance with the new permit.

### **MISSOURI RIVER ENERGY SERVICES (MRES) POLICY MAKERS WORKSHOP**

Discussion was held on attending the Missouri River Energy Services policy makers' workshops being held in Sioux Falls on Wednesday, June 29, at 12:45 p.m. and 6:00 p.m.

### **GENERAL MANAGER'S PERFORMANCE EVALUATION**

The employment agreement between Scott Hain, General Manager, and the Water and Light Commission provides for an annual evaluation of the General Manager's performance. Mr. Hain's anniversary date of hire as General Manager will be August 1. The evaluation form was provided to Commission members. President Demuth asked that individual Commissioners return their completed evaluations to Deb Scheidt by July 10, 2011. The evaluations will then be delivered to President Demuth for a compilation of responses.

### **MINNESOTA MUNICIPAL UTILITIES ASSOCIATION 79<sup>TH</sup> ANNUAL SUMMER CONFERENCE**

Scott Hain, General Manager, reported that the Minnesota Municipal Utilities Association will hold their 79<sup>th</sup> annual summer conference from August 22-24, 2011, at Breezy Point. Lodging accommodations for the annual meeting will be held until July 22. Registration must be submitted by August 5. Commission members were asked to notify Deb Scheidt by July 15 of their intentions.

### **UTILITY BILLS PAYABLE**

A motion was made by Commissioner Hoffmann, seconded by Commissioner Wood and unanimously carried to approve the utility bills payable totaling \$366,222.39 for May 20, May 27, June 3, June 10 and June 17, 2011.

**ADJOURNMENT**

A motion was made by Commissioner Hoffmann, seconded by Commissioner Thompson and unanimously carried to adjourn the meeting at 4:26 P.M., DST. President Demuth declared the meeting adjourned.

Deb A. Scheidt

Secretary to the Commission