

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
AUGUST 1, 2016

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: Water Items**
 - 8a) Water System Operations Report – Verbal
 - 8b) Lead and Copper Sampling Results
 - 8c) Resn. #1135 – Setting the Amount of the Trunk Water Charge, Approving of its Collection and Authorizing Water Service to Certain Property Described as: Prairie Meadows
 - 8d) CR16 Road Project – Water Main Boring Issue/Costs
 - 8e) Hilldale Drive Project – 18” Trunk Water Main Costs
9. **Reports: Electric Items**
 - 9a) Electric System Operations Report – Verbal
 - 9b) Shakopee Energy Park Construction Update - Verbal
 - 9c) July 2016 MMPA Board Meeting Public Summary
10. **Reports: Human Resources**
 - 10a) Project Engineer & Engineering Tech Job Description Proposed Changes
11. **Reports: General**
 - 11a) Proposed 2017 Budget Planning Schedule
 - 11b) Shakopee All-Inclusive Playground Donation Request
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**
 - Mid Month Meeting -- August 15
 - Regular Meeting -- September 6 (Tuesday)
 - Mid Month Meeting -- September 19
 - Regular Meeting -- October 3
14. **Adjourn to 8/15/16** at the SPUC Service Center, 255 Sarazin Street



MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

President Joos called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., July 18, 2016.

MEMBERS PRESENT: Commissioners Joos, Amundson, Helkamp, Olson and Weyer. Also present, Liaison Whiting, Utilities Manager Crooks, Finance Director Schmid, Planning & Engineering Director Adams, Line Superintendent Drent, Water Superintendent Schemel and Marketing/Customer Relations Director Walsh.

Motion by Helkamp, seconded by Weyer to approve the minutes of the June 20, 2016 Commission meeting. Motion carried.

Under Communications notes of appreciation were received from the Shakopee Diversity Alliance and the Relay for Life acknowledging the SPU support for each event. The LED customer event was also reviewed.

President Joos offered the agenda for approval.

Motion by Helkamp, seconded by Amundson to approve the agenda as presented. Motion carried.

Motion by Helkamp, seconded by Weyer to approve the Consent Business agenda as presented. Motion carried.

President Joos stated that the Consent Items were: item 8f: Water Production Dashboard for June, item 8g: Nitrate Analysis – Quarterly Review, item 11c: 2015 Total Compensation and Benefits Summary, item 11d: Website Analytics Review, and item 11e: Priorities and Schedules – Quarterly Review.

The warrant listing for bills paid July 5, 2016 was presented.

Motion by Amundson, seconded by Helkamp to approve the warrant listing dated July 5, 2016 as presented. Motion carried.

The warrant listing for bills paid July 18, 2016 was presented.

Motion by Weyer, seconded by Helkamp to approve the warrant listing dated July 18, 2016 as presented. Motion carried.



Liaison Whiting reviewed several items on the July 19 City Council meeting agenda that may impact SPU. Overhead line relocation, the Southbridge apartments and the HyVee development were discussed.

Water Superintendent Schemel provided a report of current water operations. Replacement meters have been installed on the City Street Reconstruction Project. The cleaning and painting work has been completed on Water Tank #1. The same company which did the work also cleaned and touched up painting on the MMPA owned wind turbine at our Service Center site. Mr. Schemel also reviewed the Water Rewards Program and the upcoming meeting of the Technical Advisory Committee for the Met Council.

Motion by Amundson, seconded by Helkamp to offer Resolution #1131. A Resolution Setting The Amount Of The Trunk Water Charge, Approving Of Its Collection And Authorizing Water Service To Certain Property Described As: Lot 1, Block 1 Southbridge Crossings East Second Addition. Ayes: Commissioners Weyer, Helkamp, Olson, Amundson and Joos. Nay: none. Motion carried. Resolution passed.

Motion by Weyer, seconded by Olson to offer Resolution #1132. A Resolution Setting The Amount Of The Trunk Water Charge, Approving Of Its Collection And Authorizing Water Service To Certain Property Described As: Lots 1-3, Block 1 Southbridge Crossings Apartments. Ayes: Commissioners Olson, Amundson, Weyer, Helkamp and Joos. Nay: none. Motion carried. Resolution passed.

Motion by Weyer, seconded by Helkamp to offer Resolution #1133. A Resolution Setting The Amount Of The Trunk Water Charge, Approving Of Its Collection And Authorizing Water Service To Certain Property Described As: Outlots B And D Southbridge Crossings East Second Addition. Ayes: Commissioners Olson, Amundson, Weyer, Helkamp and Joos. Nay: none. Motion carried. Resolution passed.

Motion by Olson, seconded by Amundson to offer Resolution #1134. A Resolution Authorizing Shakopee Public Utilities Commission To Enter Into The Clean Water Fund Grant Agreement And To Undertake The Clean Water Fund Grant Program Through The Metropolitan Council. A financial cap of \$16,667 was defined for the SPU portion of the Grant. Ayes: Commissioners Helkamp, Weyer, Amundson, Olson and Joos. Nay: none. Motion carried. Resolution passed.

Item 8f: Water Production Dashboard for June was received under Consent Business.

Item 8g: Nitrate Analysis – Quarterly Review was received under Consent Business.

Electric Superintendent Drent provided a report of current electric operations. Mr. Drent reviewed 16 outages that occurred, a storm response effort in which SPU sent 2 crews to assist MVEC in restoring electric service to MVEC customers and the continuing construction work on CR 16 and the Dean Lake Substation.

Planning and Engineering Director Adams reviewed the Shakopee Energy Park Interconnection project and the required Dean Lake exit circuits. Kevin Favero, from Leidos Engineering, presented the bid results that were received for Shakopee Energy Park Interconnection and exit circuits.

Motion by Helkamp, seconded by Amundson to award the contract for the DG Interconnection and Dean Lake Substation duct banks to NPL in the amount of \$2,526,627. Motion carried.

Motion by Helkamp, seconded by Olson to grant the Utilities Manager the authority to negotiate with NPL to shift some of the Dean Lake Substation duct bank installation into 2017, should it prove advantageous for budgeting purposes. Motion carried

The June 2016 MMPA Board Meeting Public Summary was read in to the record by Mr. Crooks.

Finance Director Schmid presented the Financial Results for June 2016. Financials continue to be strong for the first half on 2016.

The SPU Group Life Insurance Request Proposal results were reviewed by Ms. Schmid.

Motion by Amundson, seconded by Helkamp to designate Minnesota Life as the Life Insurance and AD&D coverage for Shakopee Public Utilities. Motion carried.

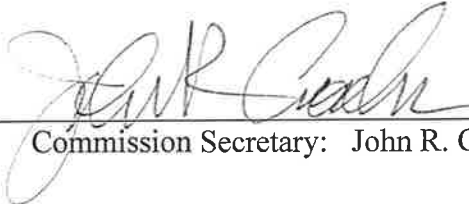
Item 11c: 2015 Total Compensation and Benefits Summary was received under Consent Business.

Item 11d: Website Analytics Review was received under Consent Business.

Item 11e: Priorities and Schedules – Quarterly Review was received under Consent Business.



The tentative commission meeting dates of August 1 and August 15 were noted.

Motion by Helkamp, seconded by Weyer to adjourn to the August 1, 2016 meeting. Motion carried.



Commission Secretary: John R. Crooks

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John R. Crooks, Utilities Manager 
FROM: Lon Schemel, Water Superintendent 
SUBJECT: **LEAD AND COPPER TESTING RESULTS FOR 2016**
DATE: July 25, 2016

I have attached the results for the triennial testing of lead and copper for the Shakopee water supply. It is required to sample 30 high risk sample points located at residences in the City of Shakopee every 3 years. We had the 30 homes sampled during the month of June and had the samples sent to the Minnesota Department of Health for analysis.

The action level for lead is 15 parts per billion. The action level for copper is 1300 parts per billion. All of our results are below the action levels. Our next round of lead and copper sampling will be June of 2019.





Minnesota
Department
of Health

July 22, 2016

PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

Shakopee Public Utilities Commission
c/o Mr. Lon Schemel, Utilities Manager
255 Sarazin Street, P.O. Box 470
Shakopee, Minnesota 55379 - 0470

Gentlemen/Ladies:

SUBJECT: Lead/Copper Tap Water Monitoring Report, PWSID 1700009

This letter is to report the results of your recent lead/copper monitoring that is required by the Safe Drinking Water Act. The results revealed the following 90th percentile levels:

90th percentile lead level = 2 $\mu\text{g/l}$ (rounded as 0.002 mg/l).

The action level for lead is 15.0 $\mu\text{g/l}$.

90th percentile copper level = 170 $\mu\text{g/l}$ (rounded as 0.170 mg/l).

The action level for copper is 1300 $\mu\text{g/l}$.

Based on these results, your public water system **has not exceeded** the action level for lead and **has not exceeded** the action level for copper.

By federal rule, 40 CFR 141.85, you are required to provide the lead/copper results to persons served at the sites that were tested. In addition, you must provide them with an explanation of the health effects of lead/copper, list steps consumers can take to reduce exposure to lead/copper in drinking water, and water utility contact information. The notification must also provide the maximum contaminant level goals, the action levels for lead/copper, and the definitions for these two terms.

Notification must be made within 30 days by U.S. Mail. If the residence is a rental property, both the occupant(s) of the residence and rental property owner must be notified. To assist you in meeting the notification requirements, we have enclosed a sample letter and a fact sheet on lead/copper in drinking water. All of the information contained in the sample letter is EPA required language and must be included in your letter and provided to the homeowner. If you would like to receive any of the enclosed documents via e-mail, please send your request to pauline.wuoti@state.mn.us.

The lead/copper sampling site addresses are private data. This information was classified as "nonpublic" by the Minnesota Department of Administration in October 2004, upon the request of Minnesota Department of Health (MDH) and Minnesota community water supply systems. When notifying the persons served at the sites that were tested, provide them with the results for that address only.

Shakopee Public Utilities Commission

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July 22, 2016

PWSID 1700009

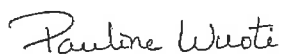
Within 10 days after notifying the residents of their results, you must complete the enclosed Lead/Copper Results Delivery Certification form and return it to us along with a copy of the letter that you sent to the residents notifying them of their results. A return envelope is enclosed for your convenience.

Please note that all enclosures are sent to the addressee of this letter. Persons receiving a copy (cc) of the letter do not receive any enclosures. It is the responsibility of the addressee to follow through with the requirements.

A sampling kit will be sent to you prior to your next scheduled sampling date. The enclosed report should be placed in your records and a copy maintained on or near the water supply premises and available for public inspection for not less than ten (10) years.

If you have any questions, please contact me at 651/201-4674, or Lih-in Rezanian at 651/201-4661.

Sincerely,



Pauline A. Wuoti
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

PAW

Enclosures

cc: Water Superintendent

Sample Letter - All info in this letter must be provided to the homeowners.

Public Water Supply Letterhead

Date

Residence Info/Address

Dear Resident(s):

Thank you for participating in the lead/copper tap monitoring that was recently conducted.

This letter is to report the lead/copper results at your residence. The reported results for your residence are _____ parts per billion (ppb) for lead, and _____ ppb for copper.

The 90th percentile lead and copper levels for our system are _____ for lead, and _____ for copper. The action level for lead is 15.0 ppb with the maximum contaminant level goal (MCLG) set at zero. The action level and MCLG for copper is 1300.0 ppb. The results indicate that we [have / have not] exceeded lead and [have / have not] exceeded copper.

The following definitions will be helpful with regard to the information provided above:

90th Percentile Level - This is the value obtained after disregarding 10 percent of the samples taken that had the highest levels. (For example, in a situation in which 10 samples were taken, the 90th percentile level is determined by disregarding the highest result, which represents 10 percent of the samples.) Note: In situations in which only 5 samples are taken, the average of the two with the highest levels is taken to determine the 90th percentile level.

Action Level - The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Maximum Contaminant Level Goal (MCLG) - The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

For additional information on lead and copper in your drinking water, please refer to the enclosed fact sheet or go to www.health.state.mn.us/water or [utility website address].

If you have any questions please contact [System Contact] at [Phone].

Sincerely,

(System Info Signature Block)

Let it run. . . and get the lead out!

Important information on how to protect your health

Lead is a common metal that has been in many consumer products but is now known to be harmful to human health if ingested or inhaled. It can be found in lead-based paint, air, soil, household dust, food, some types of pottery, and drinking water. When people come in contact with lead, it may enter their bodies and accumulate over time, resulting in damage to the brain, nervous system, red blood cells, and kidneys.

The following is information about lead in drinking water: why it is a cause for concern, how it enters water, and most importantly, simple precautions you can take to protect you and your family.

Why is lead in drinking water a problem?

Drinking water is not our only source of lead exposure. However, combined with other sources, lead in water can increase the build-up of lead in our bodies. Lead in water can be a special problem for infants, whose diets may be mostly liquids, such as baby formulas or concentrated juices mixed with water. Smaller bodies can absorb lead more rapidly than bigger ones, so amounts of lead that won't hurt an adult can be very harmful to a child. A child's mental and physical growth can be permanently harmed by too much lead.

How does lead get into my drinking water?

Lead is rarely found in natural sources of water such as rivers and lakes or underground aquifers. However, it may work its way into drinking water after the water has left the treatment plant and is on its way to people's faucets. This usually happens through the corrosion of materials containing lead in household plumbing. These materials include brass faucets, lead solder on copper pipes, lead pipes, or lead service lines connecting the water main to the inside plumbing.

Lead pipes are no longer installed for service lines or in household plumbing, and lead solder has been outlawed in Minnesota since 1985. The amount of lead allowed in brass faucets has also been limited, but can still contribute some lead to drinking water (note that many faucets are made of brass even if they do not have a "brass" color). Even with these restrictions in place, some homes—especially older homes—may still have significant amounts of lead in their plumbing systems.

How can I reduce lead in my drinking water?

Let It Run. Flush taps before using water from them for drinking or cooking. Water that stands idle in pipes for long periods of time—such as overnight or during the day when people are gone to work and school—is more likely to absorb materials from the plumbing system. The best way to rid the pipes of water that may contain lead is to let the cold-water faucet run until you feel that the water is as cold as it will get. The amount of time this takes will depend on your home and how its plumbing is arranged—but you should always run the water for at least 60 seconds. If your home has a lead service line (which you can determine by asking your local water utility), you should flush water for an additional 2 to 3 minutes to make sure you are getting fresh water from the water main. Be sure to flush standing water before using any water for drinking or cooking purposes.

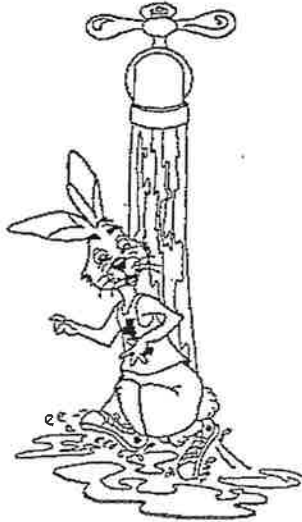
Tips for flushing:

- 💧 Other household water uses will also help clear standing water from your home's plumbing. For example, you may want to establish a routine of doing household tasks that use water—such as showering, flushing the toilet, or running the dishwasher—first thing in the morning before using water for drinking or cooking. Keep in mind that you'll still need to flush individual faucets for a short time before using them for drinking water.
- 💧 The water you run from drinking water taps does not have to be wasted. You can use this water for cleaning purposes or for watering plants.
- 💧 You may want to keep a container of drinking water in your refrigerator, so you don't have to run water every time you need it.

Use Only Cold Water for Cooking and Drinking. Hot water dissolves lead more quickly than cold water, so don't use water from your hot-water faucet for cooking or drinking. If you need hot water for cooking or drinking, take water from the cold tap and heat it. It is especially important not to use the hot water for making baby formula.

Will water treatment devices help?

Some treatment devices can reduce the amount of lead in your drinking water. Reverse-osmosis and distillation units can be used for that purpose. A few types of water filters also remove lead. Check the product literature to be sure it has been certified for lead removal by NSF International (<http://nsf.org>). Also, you must follow the manufacturer's recommendations for operation and maintenance to ensure that the treatment equipment works correctly.



Let it run!

How can I get my water tested for lead?

Testing for lead can help determine if there is too much in your drinking water. Many laboratories can test your water to see if there is a lead problem. Fees will vary between labs. Check your Yellow Pages under "Laboratories-Testing."



Minnesota Department of Health *Division of Environmental Health*
625 North Robert Street P. O. Box 64975 St. Paul, Minnesota 55164-0975
<http://www.health.state.mn.us/divs/eh/water>



141-0715
September 2007

RESOLUTION #1135

A RESOLUTION SETTING THE AMOUNT
OF THE TRUNK WATER CHARGE, APPROVING OF ITS COLLECTION
AND AUTHORIZING WATER SERVICE TO CERTAIN PROPERTY
DESCRIBED AS:

PRAIRIE MEADOWS

WHEREAS, a request has been received for City water service to be made available to certain property, and

WHEREAS, the collection of the Trunk Water Charge is one of the standard requirements before City water service is newly made available to an area, and

WHEREAS, the standard rate to be applied for the Trunk Water Charge has been set by separate Resolution,

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$18,746.84 based on 6.44 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

Lots 1-10 Block 1, Lots 1-10 Block 2 and Lots 1-6 Block 3, PRAIRIE MEADOWS

BE IT FURTHER RESOLVED, that all things necessary to carry out the terms and purpose of this Resolution are hereby authorized and performed.

Passed in regular session of the Shakopee Public Utilities Commission, this
1st day of August, 2016.


Commission President: Terrance Joos


ATTEST:

Commission Secretary: John R. Crooks



**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: CR 16 18 inch Transmission Water Main

DATE: July 29, 2016

ISSUE

It has come to staff's attention that the County's contractor and its jacking/boring subcontractor are claiming significant extra costs associated with this project due to difficulties installing the water main's casing pipe under CSAH 21.

BACKGROUND

The Commission has a Construction Cooperative Agreement with Scott County to install an 18 inch transmission water main within the CR 16 right of way as the road is being widened from Dean Lake Trail/Klinock Way to east of CSAH 21. Per the agreement, the Commission will be paying an additional 17% of the construction costs to the County for design & construction engineering and contract administration. To connect this water main to the existing 18 inch pipe lying just to the east of CSAH 21, a 42 inch steel casing pipe is to be jacked/bored under CSAH 21.

The Commission has budgeted \$1,700,000 out of the Connection Fund in their 2016 Capital Improvement Plan for this project and identified the pipe as a transmission water main.

The current engineer's estimate for the water main portion of the County project is \$1,371,748.95, including the 17% allowance. The County's contractor is Chard Tiling and the construction contract price of the entire water main project is \$871,013.75, which includes \$91,000 for the casing pipe installation. Adding the 17% allowance will bring the total to \$1,019,085.09. We will also be absorbing plan review and inspection costs related to this project.

See attached correspondence from all of the parties, Scott County project manager Len Laxen, Chard Tiling principal Tim Culp and Rice Lake Boring, Inc. project manager Paul Flykt for more background on the specific claims being made.



DISCUSSION

There are two issues. The first issue is Rice Lake Boring via Chard Tiling is claiming a “Changed Condition” from what their bid was based on. There were two vertical test borings completed during the design phase and the results reported in the contract bid documents. One vertical test boring was completed on either side of CSAH 21 in the location of the water main crossing to determine the soil conditions for the required horizontal casing installation per usual practice. Those test borings revealed a mixture of granular (sandy) material on one side more than the other and a mix of rocks, cobbles (a size difference larger than a rock, but not as large as a boulder) and boulders at the depth of the water main crossing. Rice Lake is claiming that they encountered stiffer than expected resistance when attempting the horizontal boring/jacking of the casing pipe at the design depth. They are effectively claiming it is not possible to complete the casing installation at that depth without employing extraordinary efforts. This is due to a higher concentration than expected of cobbles and boulders, including boulders larger than the casing pipe diameter that cannot be removed without undermining the road bed above the casing pipe.

The first claim is for the cost to discover this changed condition, since they expended labor and equipment attempting something “not possible” to upwards of \$100,000 plus of effort without completing the installation.

The second issue is how to complete the project going forward? All parties working together have come to the mutual conclusion that the best course of action is to complete the casing installation at a greater depth where evidence from additional exploratory excavations has revealed the rocks, cobbles and boulders run out and only granular (sandy) material is found at a much deeper depth on both sides of CSAH 21.

A change order has been submitted for relocating the water main crossing to the north (due to a conflict with traffic signal poles) and at a greater depth. Staff is evaluating the change order and is seeking clarification of the total costs with the County and its contractor before proceeding. Currently, staff believes the proposed change order costs will end up as much as \$55,000 with the 17% allowance included.

Scott County has stated that the estimated construction cost of open cutting the CSAH 21 roadway, which they will not approve of because of traffic impacts, would be on the order of \$80,000 plus 17% or \$93,600.

REQUESTED ACTION

Staff is requesting the Commission authorize the Utilities Manager to use his discretion to employ resources as necessary to evaluate the contractors’ claims of a changed condition. The standard specifications used for this project and used throughout Minnesota for similar civil engineering projects, the City Engineer’s Association of Minnesota (CEAM) specifications, contains language that appears to staff at least to protect the “owner” in cases where jacking/boring activities encounter

difficult conditions, but we are admittedly not experts in the area of such disputes. Expert civil engineering and legal opinions may be necessary to determine the validity of the contractor's claim.

Staff is also requesting the Commission authorize the Utilities Manager to execute the proposed change order to complete the project by having the casing installed at a greater depth once the negotiations and clarifications on total costs are concluded.

Adams, Joe

From: Fenstermacher, Christian
Sent: Thursday, July 28, 2016 1:46 PM
To: Adams, Joe
Subject: FW: CP 16-31 - CR21 Casing Change
Attachments: CP 16-31 - Water Main CR21 Casing Change 7-28-16.pdf

Here is the breakdown of costs for the change.

Original route material:

- 18" WM – 680ft
- Fittings – 0lbs
- Casing – 182ft

New route (deeper and to the north):

- 18" WM – 730ft
- Fittings – (4-45 degree bends) 1680lbs
- Casing – 182ft

Difference & cost: **\$16,146.50**

- 18" WM – 50ft @ \$69.25/ft = \$3,462.50
- Fittings – 1,680lbs @ \$7.55/lb = \$12,684
- Casing – 0ft @ \$500/ft = \$0

Chard change order to install deeper: **\$30,864**

Total cost material & change order: **\$47,010.50**

County 17% markup: **\$7,991.79**

***Total: \$55,002.29**

The cost of one 18" valve is \$13,683 and \$16,009.11 with the 17% added. We do not know a restocking fee yet but the manhole adjustment will cost us \$362.70 including 17%.

The changed conditions – change order is unknown but Rice Lake's claim of to date costs (7-18-16) in the letter is \$97,917 and \$112,604.55 with profit and overhead added.

Christian Fenstermacher, PE

Engineering Coordinator

Shakopee Public Utilities - Planning & Engineering

PO Box 470; 255 Sarazin Street; Shakopee, MN 55379

Phone: 952-345-2475

From: Fenstermacher, Christian
Sent: Thursday, July 28, 2016 10:09 AM
To: Chadd.Larson@kimley-horn.com
Cc: Adams, Joe; Hagen, Dave; Schemel, Lon; Laxen, Len
Subject: CP 16-31 - CR21 Casing Change

Chadd,

Please see my attached sketch for what we are looking for in the change of alignment and depth of the CR21 casing. Let's try and keep the casing length as it is (182ft) but shift it so that the casing extends at least 10ft east of the 36" storm sewer and 20+ ft west of the curb on the west side of CR21. The reason for this change is due to obstructions (boulders) at the planned elevation and alignment. Chard did some test pits 30ft north and found that sand was present at 18ft and deeper. The water main pipe also need to be 3ft or more under the storm sewer on the east side which the

bottom of pipe is at 18ft. Therefore, we need the casing to be between 20-24ft deep on the east end and sloping downward towards the west end for the low point at the hydrant tee.

We are hoping this can be redrawn and issued for construction as soon as realistically possible. Could you indicate how much time you would need to complete this change?

Thanks,

Christian Fenstermacher, PE

Engineering Coordinator

Shakopee Public Utilities - Planning & Engineering

PO Box 470; 255 Sarazin Street; Shakopee, MN 55379

Phone: 952-345-2475

Adams, Joe

From: Laxen, Len [LLaxen@co.scott.mn.us]
Sent: Monday, July 25, 2016 12:59 PM
To: Adams, Joe; Fenstermacher, Christian; Hagen, Dave
Subject: RE: Rice Lake C.O.R. for changed conditions

The cost to open cut across CH 21 (again not feasible) and replace would be approx. \$80,000.00, including traffic control. Does not include casing or watermain. The estimate is based on CH 16 project contract prices.

Len

From: Laxen, Len
Sent: Friday, July 22, 2016 12:55 PM
To: 'Adams, Joe'; Fenstermacher, Christian; Hagen, Dave
Subject: RE: Rice Lake C.O.R. for changed conditions

Correspondence from Rice Lake.

I'm sure the costs they are submitting of their time is fairly accurate, but I would argue how much is their responsibility knowing what the borings would be like. There were 2 borings in the vicinity of the casing, one indicated cobbles and boulders and one indicated granular. In my opinion they were taking a risk believing there was more granular material than cobbles and boulder material.

From: Adams, Joe [<mailto:jadams@shakopeeutilities.com>]
Sent: Thursday, July 21, 2016 2:32 PM
To: Laxen, Len; Fenstermacher, Christian; Hagen, Dave
Subject: RE: Rice Lake C.O.R. for changed conditions

Len –

Just a quick review of their letter leads me to ask you to comment on the accuracy of their claims of their conversations with you and copies of any letter(s) they submitted to you or Chard that they are referencing.

Thanks,

Joe

Joseph D. Adams
SPU Planning & Engineering Director
952-233-1501

From: Laxen, Len [<mailto:LLaxen@co.scott.mn.us>]
Sent: Thursday, July 21, 2016 1:37 PM
To: Adams, Joe; Fenstermacher, Christian; Hagen, Dave
Subject: FW: Rice Lake C.O.R. for changed conditions

FYI. I will also get the cost to open cut, although I don't believe the County would allow that alternative.

Adams, Joe

From: Laxen, Len [LLaxen@co.scott.mn.us]
Sent: Thursday, July 21, 2016 1:37 PM
To: Adams, Joe; Fenstermacher, Christian; Hagen, Dave
Subject: FW: Rice Lake C.O.R. for changed conditions
Attachments: Scott County Changed Conditions Letter No.3.pdf

FYI. I will also get the cost to open cut, although I don't believe the County would allow that alternative.

From: Tim Culp [<mailto:tculp@chardtiling.com>]
Sent: Wednesday, July 20, 2016 2:54 PM
To: Laxen, Len
Subject: Rice Lake C.O.R. for changed conditions

Len,

Please see the attached letter from Rice Lake on the boring issues to date. They are requesting costs to date for changed conditions. Please pass this along to the city of Shakopee for consideration.

Chard Tiling will not be adding any markup to this request.



Tim Culp

VP of Operations | 952.873.6152
cell 612.919.4741 | fax 952.496.0024
tculp@chardtiling.com
26239 State Hwy 25 | Belle Plaine, MN 56011

Rice Lake Boring, Inc

18190 Dairy Lane, Suite 100

Jordan, MN 55362

612-919-4682

Chard Tiling
26239 State highway 25
Belle Plaine, MN 56011
Attn: Tim Culp

July 18, 2016

RE: 16-06 CSAH 16 – Reconstruction (CSAH 83 to CSAH 21)
Scott County, MN

Dear Tim

At the July 13th weekly meeting on the above referenced project Joe Adams from the City of Shakopee requested that Rice Lake Boring, Inc. (RLB) submit our claim for reimbursement for changed conditions on the above referenced project in more detail. I will start with a timeline of events leading up to this claim:

June 1, RLB started excavating boring pit, hit cobbles and boulder size rocks starting at 7 feet below grade, some too large to fit in a 42" casing. On this day I wrote my first letter regarding the cobbles and boulders (see attached)

June 2, RLB met with Len Laxon, Scott County's representative, and Tim Culp regarding the boulder situation and it was agreed to change from a boring to a hand mining tunnel to deal with the cobbles and boulders. At this meeting I told Len Laxon we had 7 days to install the casing in our bid. I offered to absorb the cost of an additional 2 days and expected to be reimbursed for any costs after that. Len said he would run that by the City of Shakopee and if there was a problem with that he would get back to us.

June 3 thru June 7, RLB spent time preparing to start tunneling.

June 8, RLB started tunneling hitting numerous cobbles and boulders.

June 9 thru 16, running into cobbles and boulders the whole way, continuously losing ground above the tunnel. It was impossible to maintain the tunnel face without loss of ground due the running sand above the cobbles and boulders. At this point we were at the bike path. We had hoped the soils would improve and they did not. If we continued we would have settlement of CSAH 21. We stopped and made arrangements for a drill truck to come the site to verify the conditions on the east side of CSAH 21.

June 20, we drilled a soil boring on the east side of CSAH 21. We found cobbles and boulders starting at elevation 801 continuing down to an obstruction at about elevation 791.

June 21, A meeting was held with Scott County and the City of Shakopee to discuss options to proceed. I offered to dig a test hole at the location of our tunneling pit to verify at what depth the cobble and boulder layer ends.

June 22, RLB dug a test hole below our pit and found good sand starting just below subgrade of the pit. We then proceeded with removing our pit and moving to another job.

June 28, I wrote a second letter regarding changed conditions with a detailed description of the soils we encountered compared to the soils information provided in the contract specifications. The following is an excerpt from that letter.

"The plan invert of the 18" watermain at station 80+76.57 is 796.53. Soil borings 20 and 21 are included as part of the contract specifications. Soil boring 21 shows possible cobbles and boulders somewhere below elevation 796.60. During excavation of the jacking pit we hit cobbles and boulders at approximate elevation 802 +/- . At that point we changed our methods to tunneling the casing by hand mining. We had a full face of cobbles and boulders. This condition did not change until we stopped under the bike path. At that point we had sand one foot above the casing invert and cobbles and boulders above that with a boulder larger than the casing at the crown."

July 8, Chard Tiling dug test holes on the east side of CSAH 21. These test holes indicated good sand without cobbles and boulders below eighteen feet from the surface consistent with the test hole RLB dug on 6/22/16.

July 13, Meeting with Scott County and the City of Shakopee. It was agreed to move the line 30 feet north and lower the casing approximately 10 feet from plan elevation.

When I bid this project I based my daily production on the soil borings included in the project documents. Soil borings 20 and 21 indicated poorly graded sand in most of the pipe zone. Boring 20 noted "possible cobbles and boulders" below elevation 796.6. Boring 21 made no mention of cobbles and boulders. Taking into account the possibility of cobbles and boulders below elevation 796.6 the production I used was 25% slower than normal for this size casing pipe. In reality we had cobbles and boulders between elevations 801 and 792. We encountered boulders larger than the 42" casing specified for the job. It was impossible to maintain the tunnel face without losing soil above the steel casing causing settlement at the surface.

Based on the actual conditions encountered I still contend that we have a changed condition claim and should be reimbursed for our costs to date along with overhead and profit. Our total out of pocket costs to date are \$97,917.00. When overhead and profit is added the total amount due is \$112,604.55. A detailed breakdown can be made available upon request.

Please call my cell (612) 819-4469 with any questions or comments.

Sincerely,
Rice Lake Boring, Inc.


Paul Flykt
Project Manager

Adams, Joe

From: Laxen, Len [LLaxen@co.scott.mn.us]
Sent: Tuesday, July 19, 2016 1:46 PM
To: Fenstermacher, Christian; Adams, Joe
Cc: Hagen, Dave
Subject: FW: Scott County CSAH 16
Attachments: 20160719132252644.pdf

FYI - For your review and comments. Len

-----Original Message-----

From: Tim Culp [<mailto:tculp@chardtiling.com>]
Sent: Tuesday, July 19, 2016 1:34 PM
To: Laxen, Len
Subject: FW: Scott County CSAH 16

Len

Please see the email below regarding the extra costs from Rice Lake for dropping the casing elevation. I have attached a change order request to reflect this. See attached.

Thanks

Tim Culp
VP of Operations | 952.873.6152
cell 612.919.4741 | fax 952.496.0024
tculp@chardtiling.com
26239 State Hwy 25 | Belle Plaine, MN 56011

-----Original Message-----

From: Paul Flykt [<mailto:Paul.Flykt@ricelakeboring.com>]
Sent: Wednesday, July 13, 2016 6:18 PM
To: Tim Culp
Subject: Scott County CSAH 16

Tim

Per our meeting this morning I offer the following to bore 200LF of 42' casing at a casing invert depth of approximately 25 feet from existing grade. I initially had 7 (10 hour) days to bore 182 feet. I am now expecting to spend 6.5 days to bore 200 feet. I expect the boring pit excavation to take 1.5 days longer to dig. There will be additional cost for more and stronger trench boxes due to the additional depth. I will need an engineer to sign off on the trench design because the excavation will be over 20 feet deep. The breakdown of extra cost is as follows:

1 days extra labor and equipment	\$6980.00
extra costs for trench boxes	\$5323.00
engineered trench design	\$2000.00
Total extra cost	\$14,303.00

Paul Flykt
Rice Lake Boring, Inc.
18190 Dairy Lane Suite 100



26239 State Hwy 25
 Belle Plaine, MN 56011
 Phone: (952) 873-6152
 Fax: (952) 496-0024
www.chardtiling.com

CHANGE ORDER REQUEST

TO: Scott County Attn: Len Laxen	CHANGE ORDER REQUEST #	DATE
	PHONE 952-278-1137	FAX
	JOB NAME/LOCATION CSAH 16	

We hereby submit specifications and estimates for:	Quantity	Unit	Price	Total
Excavation and tie in costs due to water main casing elevation change.				
Rice Lake Costs				
One day extra labor and equipment for excavation	1	day	\$6,980.00	\$6,980.00
Extra costs for boxes(two weeks)	1	ls	\$5,323.00	\$5,323.00
Engineered trench design	1	ea	\$2,000.00	\$2,000.00
Chard 10% contractor markup	1	ls	\$1,430.00	\$1,430.00
Chard Tiling Costs				
11/2 days excavation extra labor and equipment for excavation and tie ins	1.5	day	\$6,980.00	\$10,470.00
Extra costs for stackable boxes(one week)	1	ls	\$2,661.00	\$2,661.00
Engineered trench design	1	ea	\$2,000.00	\$2,000.00

WE PROPOSE hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: dollars \$ **\$30,864.00**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: 
 Tim Culp

Note: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature: _____

Date of Acceptance: _____

Adams, Joe

From: Tim Culp [tculp@chardtiling.com]
Sent: Friday, July 01, 2016 3:44 PM
To: Laxen, Len
Cc: Paul Flykt <Paul.Flykt@ricelakeboring.com> (Paul.Flykt@ricelakeboring.com)
Subject: FW: Scott County CSAH 16 Rice Lake Letter
Attachments: Changed Conditions Letter 2.pdf

Len,

Please see the attached letter from Rice Lake Boring.

Tim Culp
VP of Operations | 952.873.6152
cell 612.919.4741 | fax 952.496.0024
tculp@chardtiling.com
26239 State Hwy 25 | Belle Plaine, MN 56011

-----Original Message-----

From: Paul Flykt [<mailto:Paul.Flykt@ricelakeboring.com>]
Sent: Tuesday, June 28, 2016 1:58 PM
To: Tim Culp
Cc: Krystal Swartzer
Subject: Scott County CSAH 16

Tim

See attached

Paul Flykt
Rice Lake Boring, Inc.
18190 Dairy Lane Suite 100
Jordan, MN 55352
(612) 819-4469 (cell)
paul.flykt@ricelakeboring.com

Rice Lake Boring, Inc

18190 Dairy Lane, Suite 100
Jordan, MN 55362
612-919-4682

Chard Tiling
26239 State highway 25
Belle Plaine, MN 56011

June 28, 2016

Attn: Tim Culp

RE: 16-06 CSAH 16 – Reconstruction (CSAH 83 to CSAH 21)
Scott County, MN

Dear Tim

I am writing again regarding the conditions we have encountered while attempting to install the steel casing under CSAH 21 at CSAH 16. The plan invert of the 18" watermain at station 80+76.57 is 796.53. Soil borings 20 and 21 are included as part of the contract specifications. Soil boring 21 shows possible cobbles and boulders somewhere below elevation 796.60. During excavation of the jacking pit we hit cobbles and boulders at approximate elevation 802 +/- . At that point we changed our methods to tunneling the casing by hand mining. We had a full face of cobbles and boulders. This condition did not change until we stopped under the bike path. At that point we had sand one foot above the casing invert and cobbles and boulders above that with a boulder larger than the casing at the crown.

We stopped tunneling and brought in a drill truck to verify the conditions on the east side of CSAH 21. We found cobbles and boulders starting at approximate elevation 801 continuing down to an obstruction at about elevation 791. Soil boring 21 was drilled from elevation 808 to elevation 797. It does not show any cobbles or boulders.


One option being discussed is keeping the same alignment and lowering the depth of the casing below the layer of cobbles and boulders. With that in mind our foreman checked the depth of the existing storm sewer running northerly along the east side of CSAH 21. His best guess on depth was approximately 18 feet to invert.

We are willing to work with the owner to find a solution but it is not our responsibility to design a new route, either depth or location, for the watermain.

I still contend that we have a changed condition claim and should be reimbursed for our costs to date along with overhead and profit.

Please call my cell (612) 819-4469 with any questions or comments.

Sincerely,
Rice Lake Boring, Inc.


Paul Flykt
Project Manager

Adams, Joe

From: Laxen, Len [LLaxen@co.scott.mn.us]
Sent: Tuesday, June 21, 2016 7:39 AM
To: Adams, Joe; Fenstermacher, Christian
Cc: Hagen, Dave; Schemel, Lon; Crooks, John; Kobilarcsik, Curt
Subject: RE: Scott County CSAH 16

The contractor is encountering rocks and boulders at the casing elevation so they are unable to drill and are using hand digging and extracting the soils and rock. However as they remove the material additional soils are falling down from the top leaving voids. They are only into the trail and have not reached the roadway, so today's meeting is to discuss options and how we want to proceed. The earlier e-mail I sent was if we continued with the voids what it would cost to drill and fill. They are also asking for additional costs if they hand dig the entire casing and continue to hit rock. Len

-----Original Message-----

From: Adams, Joe [<mailto:jadams@shakopeeutilities.com>]
Sent: Tuesday, June 21, 2016 7:14 AM
To: Laxen, Len; Fenstermacher, Christian
Cc: Hagen, Dave; Schemel, Lon; Crooks, John
Subject: RE: Scott County CSAH 16

Len -

I am not up to date on what extra costs are being claimed, could you fill me in please? I will be attending the meeting today at 1 pm. If there is a claim for extra costs I think it would be a good idea for the project engineer to also attend the meeting.

Thanks,

Joe

Joseph D. Adams
SPU Planning & Engineering Director
952-233-1501

-----Original Message-----

From: Laxen, Len [<mailto:LLaxen@co.scott.mn.us>]
Sent: Tuesday, June 21, 2016 6:51 AM
To: Fenstermacher, Christian
Cc: Adams, Joe; Hagen, Dave
Subject: FW: Scott County CSAH 16

FYI - More to discuss at today's meeting.

-----Original Message-----

From: Tim Culp [<mailto:tculp@chardtiling.com>]
Sent: Monday, June 20, 2016 3:32 PM
To: Laxen, Len
Subject: FW: Scott County CSAH 16

Len,

Please see the email below for some pricing for grouting the casing.

Tim Culp
VP of Operations | 952.873.6152
cell 612.919.4741 | fax 952.496.0024
tculp@chardtiling.com
26239 State Hwy 25 | Belle Plaine, MN 56011

-----Original Message-----

From: Paul Flykt [<mailto:Paul.Flykt@ricelakeboring.com>]
Sent: Monday, June 20, 2016 3:24 PM
To: Tim Culp
Subject: Scott County CSAH 16

Tim

Per my discussion this morning with Len for an option to complete the 42" casing under CSAH 21 I offer the following. Consolidation grout the soils on each side and over the 42" casing under CSAH 21 by drilling four (4) rows of 1" holes thru the existing concrete and grouting in an 18" grid using a mixture of sodium silicate and triacetin. Each hole will have a manchete driven to about 8' to 10' of depth and pump the sodium silicate mixture into the soil create a 6' wide X 4' deep layer of solidified soil over the casing pipe. Our price for this work is \$121,550.00.

In addition to this amount is the extra costs we have incurred to date and the extra cost we will incur to finish the 42" crossing.

Paul Flykt
Rice Lake Boring, Inc.
18190 Dairy Lane Suite 100
Jordan, MN 55352
(612) 819-4469 (cell)
paul.flykt@ricelakeboring.com

Adams, Joe

From: Tim Culp [tculp@chardtiling.com]
Sent: Monday, June 20, 2016 3:32 PM
To: Laxen, Len
Subject: FW: Scott County CSAH 16

Len,

Please see the email below for some pricing for grouting the casing.

Tim Culp
VP of Operations | 952.873.6152
cell 612.919.4741 | fax 952.496.0024
tculp@chardtiling.com
26239 State Hwy 25 | Belle Plaine, MN 56011

-----Original Message-----

From: Paul Flykt [<mailto:Paul.Flykt@ricelakeboring.com>]
Sent: Monday, June 20, 2016 3:24 PM
To: Tim Culp
Subject: Scott County CSAH 16

Tim

Per my discussion this morning with Len for an option to complete the 42" casing under CSAH 21 I offer the following. Consolidation grout the soils on each side and over the 42" casing under CSAH 21 by drilling four (4) rows of 1" holes thru the existing concrete and grouting in an 18" grid using a mixture of sodium silicate and triacetin. Each hole will have a manchete driven to about 8' to 10' of depth and pump the sodium silicate mixture into the soil create a 6' wide X 4' deep layer of solidified soil over the casing pipe. Our price for this work is \$121,550.00.

In addition to this amount is the extra costs we have incurred to date and the extra cost we will incur to finish the 42" crossing.

Paul Flykt
Rice Lake Boring, Inc.
18190 Dairy Lane Suite 100
Jordan, MN 55352
(612) 819-4469 (cell)
paul.flykt@ricelakeboring.com

Adams, Joe

From: Tim Culp [tculp@chardtiling.com]
Sent: Wednesday, June 01, 2016 2:28 PM
To: Laxen, Len
Cc: Paul Flykt <Paul.Flykt@ricelakeboring.com> (Paul.Flykt@ricelakeboring.com)
Subject: FW: Scott County Job
Attachments: Changed Conditions Letter.pdf

Len,

Please see the attached letter from Rice Lake. They contend this is a changed condition, regardless of the methods used, due to the size of the boulders.

Paul would be available tomorrow morning to meet to discuss if you would like.

Tim Culp
VP of Operations | 952.873.6152
cell 612.919.4741 | fax 952.496.0024
tculp@chardtiling.com
26239 State Hwy 25 | Belle Plaine, MN 56011

-----Original Message-----

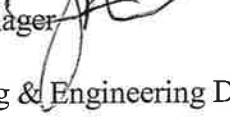
From: Paul Flykt [<mailto:Paul.Flykt@ricelakeboring.com>]
Sent: Wednesday, June 01, 2016 2:22 PM
To: Tim Culp
Subject: Scott County Job


Tim

See attached. I can be available tomorrow morning for a meeting in this regard.

Paul Flykt
Rice Lake Boring, Inc.
18190 Dairy Lane Suite 100
Jordan, MN 55352
(612) 819-4469 (cell)
paul.flykt@ricelakeboring.com

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: Hilldale Drive Project and 18 inch Trunk Water Main Costs

DATE: July 28, 2016

ISSUE

The project is substantially complete and costs to date are known.

BACKGROUND

The funding for this project was approved by the Commission in the 2016 Capital Improvement Projects at a level of \$192,400. The feasibility report estimated the Commission's cost at \$176,800.

The property owners of the 10 lots in the Zoschke's Addition petitioned the Council for a project to reconstruct Hilldale Drive and add city services, including sanitary sewer and water main. The adjacent property, Dakota Crossings, was recently developed by Ryland Homes and included a street connection with sanitary sewer and water main stubs to Hilldale Drive. The access from Hilldale Drive to CR 16 was closed due to Scott County spacing guidelines with the opening of the access to Dakota Crossings and the connection provided to Hilldale Drive and its residents.

SPU had an 18 inch trunk water main along this corridor on either side of the Zoschke's Addition and connecting the water main was desirable with this project. The Commission agreed to fund the cost of over sizing a lateral water main through the project to facilitate that trunk water main connection.

The Commission agreed to defer indefinitely a lateral water main connection from the west via Dakota Crossings where an 8 inch water main stub had been extended to the west plat line on the north end of the Zoschke's Addition, as the existing density of only 10 lots did not justify the added cost.

The Commission did insist on an 8 inch lateral water main connection to the east plat line to connect into an existing water main running there from Glacier Estates, the plat to the east. The Commission further agreed to fund the majority of the cost of that 8 inch lateral water main with the residents only responsible for the first \$12,000 of the cost, estimated to be \$107,000 in the feasibility report. The Commission also agreed to obtain a water main easement from two property owners for the water main extension and that cost was \$15,000.



The feasibility report also identified various fees associated with properties hooking up to sanitary sewer and water service. These included SPU's Trunk Water Charge of \$36,852.86 and Water Connection Charges totaling \$49,270.00 for the ten lots. There is also a small meter fee of \$235 collected for each house when the water service is installed. The total amount of SPU water fees then is \$88,472.86.

The Council authorized and received a benefit appraisal report prior to ordering the project. The report identified the maximum amount of benefit each property could expect to receive from all of the improvements. The Council agreed to cap the assessments, including fees to hook up, for each property owner who signed a waiver of their right to appeal their assessment. Nine of the ten property owners did sign a waiver.

DISCUSSION

Now that the project costs are known, Bruce Loney the City Public Works Director has approached staff to discuss the project funding and the Commission's share. Based on what the city can assess there is a projected shortfall of \$60,466.09 with the Commission paying for the trunk water main oversizing plus the amount of the 8 inch water main connection to Glacier Estates over the \$12,000 cap in the assessments (\$108,399.38). The city would then pay the Commission the associated TWC, WCC and water meter fees for all 10 lots.

To review, the Commission would pay \$108,399.38 to the city and the city would pay \$88,472.86 to SPU. Bruce is asking if the Commission would consider helping the city with this difficult project by splitting the shortfall of \$60,466.09 50/50. If the Commission agrees to do so the total payment to the city would increase to \$138,632.42, which is \$53,768 below the amount in the CIP (\$38,768 after adding in the \$15,000 easement cost).


RECOMENDATION

Staff believes given the unique circumstances of this project, which should not be considered precedent setting, and the highly desirable outcome of completing the 18 inch trunk water main connection through this area that the benefit to the water system could justify the added expense when considering the project will still be under budget since the contract pricing was very favorable on the water main expenses compared to the estimates.

REQUESTED ACTION

Staff requests the Commission provide direction on whether or not they wish to fund additional costs for the project and if so to what degree?

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: JULY 2016 MMPA BOARD MEETING SUMMARY
DATE: JULY 29, 2016

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on July 26, 2016 in Anoka, Minnesota.

Construction continues to move ahead on MMPA's 46 MW Shakopee Energy Park project. The project remains on schedule for a Q2 2017 in-service date.

Moody's and Fitch both maintained their bond ratings for MMPA. Each agency also improved their rating outlook for MMPA from stable to positive.

The Board discussed the status of MMPA's renewable contracts for both wind and solar power.

The Board received MMPA's 2015 annual report, which can be found on the Agency's website, www.mmpa.org.

MMPA held its annual dinner with elected officials and city and utility staff after the Board meeting. More than 90 people attended the meeting.







SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

July 28, 2016

TO: John Crooks, Utilities Manager 

FROM: Renee Schmid, Director of Finance and Administration 

SUBJECT: Job Description Updates

The following job descriptions have been updated to include the following changes:

- Project Engineer: Updates include addition of supervisory responsibilities and minor changes to essential job duties/results.
- Engineering Technician: Updates include change to reporting structure

Requested Action for 8/01/16 Commission Meeting

Approve revised job descriptions for the Project Engineer and Engineering Technicians positions.



SHAKOPEE PUBLIC UTILITIES COMMISSION

JOB CLASSIFICATION:	Project Engineer
REPORTS TO:	Planning & Engineering Director
SUPERVISES:	Engineering Technicians
JOB PURPOSE:	Manage the construction and maintenance of the electric and water systems by providing engineering, design and project management.

% of ESSENTIAL JOB RESULTS:
Time

- 30% 1. Manage system design of new electric and water systems including reviewing engineering specifications, sketches and supporting documents; overseeing or drafting plans and maps using computer-aided and manual drafting methods; preparing necessary engineering documents; confirming adherence to utility specifications and safety standards; and discussing and requesting approval of component design with the planning/engineering director, water and electric superintendents.
- 25% 2. Manage electric and water system construction projects including preparing and reviewing construction project estimates; drafting and filing easements; staking and surveying; assists with the permitting and scheduling process; tracking project status and inputting information into the project database; coordinating construction design and approval; providing liaison with developer and contractor management and engineering staff; managing engineering services contracts; approving completed construction work by inspecting system construction for compliance with design specifications and standards; review design-related project issues with the planning/engineering director; and approving payment of contractors and ensuring adherence to contract terms.
- 15% 3. Supervise engineering technicians to ensure quality of design work including; reviewing project work of engineering technicians; ensuring updates to system mapping are assigned and completed; reviewing materials reporting from the field.
- 15% 4. Ensures completion of workorders including providing liaison with finance department to close out work orders upon job completion; maintain the workorder system under the direction of the planning/engineering director.
- 5% 5. Maintain utility electrical system project documentation including filing proposed, in-progress and completed project plans, maps and cost estimates in an orderly and timely manner; maintains the system projects database, and coordinate or review the modification of staking sheets or job layouts.

**% of ESSENTIAL JOB RESULTS:
Time**

- 5% 6. Maintains technical knowledge including remaining current on modern engineering and drafting techniques; attending educational workshops; reviewing technical publications; and establishing professional networks.
- 5% 7. Contributes to team effort including serving as an integral part of the planning/engineering team; and providing support to the planning/engineering director and other departments; and accomplishing related results as needed.

JOB QUALIFICATIONS:

Bachelors degree in electrical engineering, plus a minimum of 3 years experience in engineering and project management preferably in an electric distribution system environment. A valid State of Minnesota professional engineering license or EIT (Engineer in Training Certification).

Considerable knowledge of modern drafting techniques. Knowledgeable in electronic and electro-mechanical controls, electric system design and engineering techniques. Familiar with the principles and practices of electrical power distribution systems.

Considerable knowledge of state and federal regulations relating to electric system design and operation (i.e., National Electric Safety Code (N.E.S.C.) and National Electric Code (NEC)).

Familiarity with water utility production, storage and distribution systems, equipment and American Water Works Association (A.W.W.A.) standards preferred.

Effective written and verbal communication skills.

Must have a valid Minnesota driver's license.

PHYSICAL REQUIREMENTS:

Ability to utilize computer-aided design software and computer equipment. Frequently works at computer for prolonged periods. Frequent work outdoors with minimal physical exertion, often in poor weather conditions. Works on uneven terrain in fields and along roads, often encountering vehicular traffic. Exposed to normal hazards of construction site (e.g. noise, heavy machinery).

SHAKOPEE PUBLIC UTILITIES COMMISSION

JOB CLASSIFICATION: Engineering Technician

REPORTS TO: Project Engineer

SUPERVISES: N/A

JOB PURPOSE: Assists in the construction and maintenance of electrical and water systems by reviewing, drafting and staking project designs; recording as-built data on record plans; update and system maps.

ESSENTIAL JOB RESULTS:

1. Prepare electrical system construction design documents by drafting plans and maps using computer-aided and manual drafting methods; reviewing engineering specifications, sketches and supporting documents; drawing multiple views of electrical system plans, and seeking input and approval from the engineering manager and electric superintendent.
2. Stake for electrical system construction projects by reviewing maps, plans and system drawings; implementing appropriate surveying techniques and marking planned route of new underground utility lines.
3. Assist in construction project management by providing liaison with contractor field representatives, monitoring the project database, and drafting and filing easements.
4. Approve completed construction work by inspecting system construction for compliance with design specifications and standards; discussing any design modifications made by contractor or utility field staff; and reviewing design-related project issues with the engineering manager.
5. Maintain utility system project documentation by filing proposed, in-progress and completed project plans, maps and cost estimates in an orderly and timely manner; developing a projects database, modifying maps, recording as-built data on record plans; and maintaining internal documentation based on input from field staff
6. Maintaining technical knowledge by remaining current on CADD software revisions, attending educational workshops; reviewing technical publications; establishing professional networks.

ESSENTIAL JOB RESULTS:

7. Review water distribution system construction documents by checking plans for compliance with design criteria and approved watermain installation standards; coordinate the revision of plans as necessary until complete and approved for construction by the Utilities Manager.
8. Contributes to team effort by assisting the engineering and planning manager to provide support to the electric and water departments; accomplishing related results as needed.

JOB QUALIFICATIONS:

Familiar with the principles and practices of electrical and power and water distribution systems.

Considerable knowledge of automated drafting using CADD, and a minimum of one year experience drafting plans related to new construction. Associate degree in drafting and surveying or comparable education and experience; prior experience with utility system design preferred.

Proficiency in applying mathematical concepts used for measuring, totaling quantities and calculating dimensions. Ability to apply technical knowledge in the field.

Hold a valid Minnesota driver's license.

PHYSICAL REQUIREMENTS:

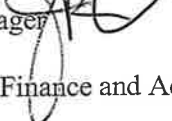
Ability to utilize computer-aided design software and computer equipment. Frequently works at computer for prolonged periods. Significant work outdoors with minimal physical exertion, often in poor weather conditions. Works on uneven terrain in fields and along roads, often encountering vehicular traffic. Exposed to normal hazards of construction site (e.g. noise, heavy machinery).




SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

July 13, 2016

TO: John Crooks, Utilities Manager 

FROM: Renee Schmid, Director of Finance and Administration 

SUBJECT: Proposed 2017 Budget Planning Schedule

Attached is a proposed 2017 Budget Planning Schedule. The items highlighted in yellow indicate the dates that commission participation/action is required.

Overview of Key Dates for Commission


- 8/01/16 Request Commission direction on wage planning
- 10/03/16 Commission Decision on General Wage Range Increases
- 11/07/16 Commission Review of Draft CIP, Cash flow, and budget
- 11/21/16 Final Budget Approval by Commission
- 12/05/16 Commission adoption of various fee/rate resolutions as needed

Requested Action for 8/01/16 Commission Meeting

In prior years, the commission has designated a sub-committee to address wage planning. Staff is looking for direction on the approach the commission would like to take for 2016 wage planning.



**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: SHAKOPEE FUN FOR ALL PLAYGROUND DONATION
DATE: JULY 29, 2016

SPU has been approached by several community members to join in the effort to build an "all-inclusive" playground in Lion's Park. Materials have been attached to provide an overview of the project and to how SPU can partner with the City of Shakopee and many other organizations and people contributing to the effort.

With our present Donation Policy, also attached, I have determined SPU should participate in making the project happen. SPU became a Giraffe Sponsor with a donation of \$1000. Our policy states any donation over \$1000 would need to be authorized by the Commission.

I have also provided our 2016 year-to-date donations for your review.

REQUEST –

Would there be an addition opportunity to become a sponsor at a level above the Giraffe Sponsor?



Donation Levels

\$75,000+ - Project Partner Recognition.

\$25,000 - Outdoor movie night for group/organization w/ Shakopee Parks & Recreation.

\$5,000 - Check presentation to Shakopee City Council.

\$2,500 - Recognition on website (Featured logo and bio).

\$1,000 - Recognition at grand opening, logo/photo recognition on donation wall.

\$500 - Name recognition on donation wall.

\$100 - Letter of thanks from Shakopee Mayor, Bill Mars.

\$50 - Project supporter window cling.

DONATIONS AND ADDITIONAL INFORMATION

Go to:
<http://www.funforallplayground.com>

Or Contact:
City of Shakopee: **Jamie Polley**
952-233-9500
Fun for All Taskforce: **Angela Tucker**
952-261-6501



Mail Donations To
Shakopee Fun for All Playground
1255 Fuller Street South
Shakopee, MN 55379

Make checks out to the City of Shakopee and indicate "Shakopee Fun for All Playground" on Memo.



Fun for All
Playground



WHAT

WHY

WHO

The Shakopee Fun for All Inclusive Playground at Lions Park will establish a destination for children and adults of all abilities.

The Fun for all Taskforce, the Shakopee Lions Club, Flagship Recreation, and the City of Shakopee have been working to develop the park plan and vision for the park.



- WE HOPE YOU'LL JOIN US -

"Play, while it cannot change the external realities of children's lives, can be a vehicle for children to explore and enjoy their differences and similarities and to create, even for a brief time, a more just world where everyone is an equal and valued participant."
 Patricia G. Ramsey
 Contemporary American Educational Psychologist



To the Citizens and Businesses of Shakopee, Minnesota,

We are seeking your support to build Shakopee Fun for All Playground, an inclusive playground in Shakopee's Lion's Park.

For many of us, it is easy to take the "little" things for granted; spinning furiously on the tire swing, swinging back and forth with a rush of speed like flying, running down a grassy hill without a care of falling to the soft ground, or climbing the biggest hill we've ever climbed, then resting, exhausted from the day's play with our friends. That day you may have been an astronaut, a pirate captain, or maybe just a ball of giggles and screams going up and down, around and around.

Existing playgrounds comply with ADA regulations, but unfortunately, they do not promote inclusion. An 'accessible' playground presents challenges and barriers to various groups within our community. Our committee of parents, professionals, and experts have collaborated to create an environment of opportunity for those who, until now, have been excluded. Together we have designed a playground for all members of the community to play, enjoy the outdoors, improve their level of fitness, and get to know one another.

The design considers the unique needs of individuals with various abilities including children and teens, veterans and their families, and grandparents. Poured in place surfacing allows for terrain that is safe and navigable by wheelchair, walker, and by anyone with limited balance and mobility. Specialized equipment promotes novel sensory input and interactive play.

Spinning, swinging, sliding and gliding are experiences that some children and teens with disabilities have limited opportunities to experience. This experience is crucial to balance, coordination, safety in daily movement, and self-regulation. In addition, play and physical activity promote communication, social/emotional skills and cognitive development.

Inclusion is not only good for the individuals who are newly able to access the equipment and their families but for the community as a whole. Typically developing children will see their peers in a new light; as individuals who not only want to join in play, but as people who can. This perspective encourages equality and open-mindedness as these children grow into adults. The more varied our experiences, the more opportunities we have to grow and learn.

Inclusive playgrounds aim to provide a place for individuals of all ages and life stages, excluding none.

The Shakopee Fun For All Playground is very close to becoming a reality. It is with partners like you, who see this incredible need in our community that will help complete the playground this fall. A few ways that you can support the playground include monetary donations, in-kind donations, and participating in the community build this fall. The Inclusive Playground Committee is passionate about this project and excited to work with you towards making an outdoor space in Shakopee that brings all families together.

Please see the enclosed brochure which explains our donation levels and provides our contact details.

Thank you so much for your consideration,

Shakopee Fun for All Playground Taskforce

www.funforallplayground.com

Shakopee Fun for All Playground Equipment

Purchase a piece of equipment to help bring this playground to reality for our community. With the purchase of an equipment we will add a plaque to the equipment along with your name or business.



Roller Slide \$7,710



Canyon Collection \$21,395



Log Crawl Tunnel \$5,300



We-Saw \$8,615



Weevos Structure \$30,990



Omnispin \$6,640



ZipKrooz \$11,490



ZipKrooz Additional Bay \$9,910



Oodle Swing \$4,575



Sway Fun \$13,245



Adventurescapes Rock w/net \$14,185



Hippo \$9,000



Cool Toppers Shade \$9,000

SHAKOPEE PUBLIC UTILITIES COMMISSION

DONATIONS POLICY

The primary purpose of the donations policy is to assist charitable, educational and civic organizations within the Shakopee Public Utilities service area or which serve community needs within the service area. As a public utility, SPUC exists to serve its customers and its community.

At SPUC, we know that a community's energy does not always arrive through the power lines. It also comes from actions and efforts of those who live there. Our goal is to engage, support and improve the programs that foster growth and development of youth, provide sponsorship of causes that help the underprivileged and those that concentrate on civic and community development.

To achieve maximum impact in helping address the needs of our community, our donations policy focuses on the following 5 areas:

- 1. Education and Youth Development**
- 2. Community Vitality and Enrichment**
- 3. Culture and Fine Arts**
- 4. Health and Human Services**
- 5. Environmental Stewardship**

Donations will be guided under the direction of the Utilities Manager. The Commission has designated up to \$20,000 annually for donations to the worthwhile causes that focus on the areas listed above.

The Utilities Manager may disburse, in the Commission's behalf, amounts up to \$1000. The Commission itself can choose to designate recipients if so desired. If the Utilities Manager or Commission request an amount exceeding \$1000, the Commission must approve such a donation.

The Utilities Manager will present the yearly donation recipients and their donation amounts to the Commission in January of each year.

**Shakopee Public Utilities Commission
Charitable Donations - 2016**

	ORGANIZATION	DOLLARS
April	Shakopee Community Assistance	1000
April	Shakopee Diversity Alliance	500
April	Esperanza - Summer Camp Program	1000
April	SCVB Downtown Flower Basket Sponsor	600
April	SCVB Friends of Main Street - Circle of Friends	1000
April	American Legion Honor Guard	500
April	Saints Healthcare Funds - Tee One For Care	1500
May	Annual City Tree Sale Sponsorship	5000
May	SDA Festival Donation	500
July	River Valley YMCA - Fore the Y!	1000
July	Fun For All Playground - Giraffe Sponsor	1000
July	Saints Healthcare Funds - Hole Sponsor	500
	TOTAL	\$14,100