

MINUTES
March 26, 2013
PUBLIC UTILITIES
City of Batavia

PLEASE NOTE: These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.

Chair Frydendall called the meeting to order at 8:09 pm.

1. Roll Call:

Members Present: Chair Frydendall; Vice-Chair Clark; Aldermen O'Brien, Wolff, Volk, Brown and Jungels

Members Absent:

Also Present: Mayor Schielke; Gary Holm, Public Works Director; Steve Allen, Senior Project Engineer; John Dillon, Water/Sewer Superintendent; Bill McGrath, City Administrator; and Jennifer Austin-Smith, Recording Secretary

2. Approval of Minutes for March 12, 2013

Motion: To approve the minutes for March 12, 2013

Maker: Volk

Second: Jungels

Voice Vote: 7 Ayes, 0 Nays, 0 Absent
All in favor. Motion carried.

3. Presentation: Update on Task Order #1 related to Sanitary Sewer Collection System, RJN Group, Inc.

Dillon briefed the Committee on what staff has been doing to date with RJN Group related to the Sanitary Sewer Collection System. The initial project was to review the previous collected sewer video and manhole condition assessment data the City has been collecting over the past few years. Staff would like to develop some projects to start rehabbing the collection system. It was decided in 2012 to start on the manhole rehabilitation project which was brought to the Committee. RJN identified 72 manholes that needed rehabilitation. Since the project was started late in the year the project was postponed. The money was carried over into 2013. The RJN contractor is expected to start on the manhole project again next week. Another part of the project was for RJN's GIS division to collaborate with the City's GIS division to start reviewing some of the policies and procedures that we follow with the City's GIS. Some improvements have already been made to our system. Finally, staff has been working with RJN to identify and prioritize future projects in which we can do together. On the agenda tonight are a few of those tasks identified to be implemented in 2013.

4. Resolution 13-48-R: Approving Task Order #3 with RJN Group, Inc. for Flow Monitoring and Analysis of the Colonial Village Sewer Basin for an Amount Not-To-Exceed \$31,895 (John Dillon 3/14/13)

Dillon reported that the City budgeted substantial funds for the sewer collection rehabilitation. Staff has been working with RJN to identify projects that are the highest priority. Providing engineering services to the First Street Pump Station Sewer Diversion Structure is one of those projects. There are necessary improvements to this station and staff has asked RJN to provide some engineering services as a task and provide recommendations on how we can rehab that facility. The second item staff would like RJN to do is to provide flow monitoring and engineering analyses of the Colonial Village Basin in anticipation of Inflow/Infiltration field work. Finally, the majority of the items staff has discussed with RJN are to go into the collection system and start rehabilitating the pipe lines. Staff will be returning to the Committee with a proposal from RJN to put the bulk of our funds into the rehabilitation of the sewer pipe lines. The Committee discussed the flow monitoring system, infiltration, and meters.

Motion: To approve Resolution 13-48-R: Approving Task Order #3 with RJN Group, Inc. for flow monitoring and analysis of the Colonial Village Sewer Basin for an amount not-to-exceed \$31,895

Maker: Volk

Second: O'Brien

Voice Vote: 7 Ayes, 0 Nays, 0 Absent
All in favor. Motion carried.
CONSENT AGENDA

5. Resolution 13-47-R: Approving Cross Connection Control Service Contract with Aqua Backflow, Inc. for an Annual Fee of \$360.00 (John Dillon 3/12/13)

Dillon stated that this has been discussed with the Public Utilities Committee extensively in January. He explained that the City currently has a backflow cross connection program in effect that the City has been maintaining in the Public Works Department. The backflow affects residential and business properties. Dillon stated that the Illinois EPA requires that the backflow devices in everyone's buildings are tested on an annual basis. The City's responsibility is to ensure that the testing gets done. All in all, this is a very labor intensive project and several companies have taken over these duties for municipalities. Staff has interviewed three of these companies. Staff has chosen Aqua Backflow. They work with the City of St. Charles and Lombard. He added that they have good references. The minimum base fee is \$9.95 per test and staff is recommending staying with the minimum fee.

Dillon discussed maintaining the City's database with the Committee. The data will always owned by the City of Batavia. The contract will be reviewed by legal counsel to make sure that the contract can be for five years or five years with one year renewals. Brown suggested that staff request our information back after one year to ensure that the data exchange works. Dillon stated that staff could repopulate our data to ensure that it is still working. Frydendall asked how the progress information is shared with the City. Dillon responded that Aqua Backflow would send monthly reports of all the activity on a monthly basis.

Motion: To approve Resolution 13-47-R: Approving cross connection control service contract with Aqua Backflow, Inc. for an annual fee of \$360.00
Maker: Volk
Second: Jungels
Voice Vote: 7 Ayes, 0 Nays, 0 Absent
All in favor. Motion carried.
CONSENT AGENDA

6. Resolution 13-30-R: Authorizing Execution of Easement Agreement and Grant of Easement for 125 W. Wilson (Mustafa Kahvedzie 2/13/13)

Holm reported that this resolution is to grant an easement for the City to construct additional electric infrastructure. The McDonald's owners are in support of this.

Motion: To approve Resolution 13-30-R: Authorizing execution of Easement Agreement and Grant of Easement for 125 W. Wilson
Maker: Volk
Second: Jungels
Voice Vote: 7 Ayes, 0 Nays, 0 Absent
All in favor. Motion carried.
CONSENT AGENDA

7. Resolution 13-50-R: Authorizing Change Order #1, Installation of Control Cable, to the Cherry Park Substation Project in the Amount of \$57,000.00 (Steve Allen 3/21/13)

Allen updated the Committee on the Cherry Park Substation. Allen reported that regarding Resolution 13-50-R, cable is needed to be placed in the conduit. Michels Power is the current contractor onsite and they have been doing a fantastic job. They have the people available and the control cable in stock at a competitive price. Staff recommends that the Committee approve the change order for \$57,000.00. Since they are a Wisconsin company, the question has been raised if there have been any labor issues. The local union has been in an agreement with Michels Power so there have been no labor issues or concerns.

Motion: To approve Resolution 13-50-R: Authorizing Change Order #1, installation of control cable to the Cherry Park Substation Project in the amount not-to-exceed \$57,000.00
Maker: Volk
Second: Jungels
Voice Vote: 7 Ayes, 0 Nays, 0 Absent
All in favor. Motion carried.
CONSENT AGENDA

8. Resolution 13-51-R: Award Cherry Park Equipment Commissioning to L&S Electric for an Amount not-to-exceed \$25,650.00 (Steve Allen 3/21/13)

Allen stated that this resolution is for commissioning and proves that all of our equipment is in good working order and ready for use. They prove that all of the schemes are operating properly and prove that the equipment will operate with faults or failures. This company was able to work within our time-frame and had a very good price. Staff has worked with L&S Electric in the past

and have been very happy with their work. Volk questioned if this falls under professional services. Allen responded that it does.

Motion: To approve Resolution 13-51-R: Awarding Cherry Park Equipment Commissioning to L&S Electric for an amount not-to-exceed \$25,650.00
Maker: Volk
Second: Jungels
Voice Vote: 7 Ayes, 0 Nays, 0 Absent
All in favor. Motion carried.
CONSENT AGENDA

9. Resolution 13-43-R: Authorizing Task Order #1 with GS4 to provide engineering services related to Fiber Optic Infrastructure for the not-to-exceed amount of \$18,682.08 (Bob Rogde 3/21/13)

Holm stated that when the original infrastructure was installed the fiber optic cables have 96 pathways and not all were spliced yet. There is a need to splice in the rest and provide provisioning records to note how the fiber optic cables are being used. This would fall under the Master Services Agreement the City has with GS4 for the amount not-to-exceed \$18,682.08. O'Brien asked if the City's crew learn to do the documentation to initiate in the future. Holm stated that the skill set would also be a workload issue. Our linemen will be taught to keep the records but will not be provisioning and sending the data through the cables. Allen stated that once we know where the wires are and what they do it will be easier to document any changes or modifications.

Motion: To approve Resolution 13-43-R: Approving Task Order #1 with GS4 to provide engineering services related to Fiber Optic Infrastructure for the not-to-exceed amount of \$18,682.08
Maker: Volk
Second: Jungels
Voice Vote: 7 Ayes, 0 Nays, 0 Absent
All in favor. Motion carried.
CONSENT AGENDA

10. Resolution 13-44-R: Authorizing Task Order #2 with GS4 to Provide Engineering and Construction Services Related to Fiber Optic Infrastructure for the not-to-exceed Amount of \$28,933.63 (Bob Rogde 3/21/13)

Holm reported that this resolution is a design build approach. The fiber optic engineers will design the improvements and there will be physical construction. Part of this project is to put the North Kirk Road Water Tower on the fiber optic system.

Motion: To approve Resolution 13-44-R: Authorizing Task Order #2 with GS4 to provide engineering and construction services related to fiber optic infrastructure for the not-to-exceed amount of \$28,933.63
Maker: Volk
Second: Jungels
Voice Vote: 7 Ayes, 0 Nays, 0 Absent

All in favor. Motion carried.
CONSENT AGENDA

11. Resolution 13-52-R: Authorizing Professional Services Agreement with Morrill and Associates, P.C. for an Amount not-to-exceed \$50,000.00 (Gary Holm 3/22/13)

Holm stated that this is a follow-up to the special Committee meeting a few weeks back. Holm stated that staff had been directed to talk with legal firms who could assist us with legislation. Staff interviewed three firms and was impressed with Morrill and Associates, P.C. McGrath discussed the interview process with the Committee and how staff chose Morrill and Associates. Holm noted that he attached the Morrill and Associates, P.C. proposed engagement letter to the City as well as list of their qualifications to the memo addressed to the Public Utilities Committee.

Motion: To approve Resolution 13-52-R: Authorizing professional services agreement with Morrill and Associates, P.C. for an amount not-to-exceed \$50,000.00
Maker: Volk
Second: Jungels
Voice Vote: 6 Ayes, 1 Nays, 0 Absent
All in favor. Motion carried.

12. Other

There were no other items to discuss at this time.

13. Adjournment

There being no other business to discuss, Chair Frydendall asked for a motion to adjourn the Public Utilities Committee meeting. Volk moved to adjourn the meeting, O'Brien seconded. All were in favor. The motion carried. The meeting was adjourned at 8:59pm.