



CITY OF QUINCY

Department of Utilities & Engineering

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A G E N D A

Water Committee - Department of Utilities & Engineering
City Hall – Engineering Department Conference Room #235
Thursday, September 7, 2017
4:00 P.M.

1. Approval of minutes of the August 3, 2017 meeting
2. Public Comment (3 minute limit)
3. Old business
 - Sewer Maintenance Report
 - Water Loss
 - Remote Mower
 - Quincy Mall Water Leak
4. New business
 - Curved Creek Road Phase I Bid Review
 - Larch Road Drainage Improvements Bid Review
 - Meter Shop Van Purchase
 - Distribution Utility Truck Bed Purchase
 - Brown Electric/On-line Analyzers
 - Waste Water Treatment Plant Report
 - Approval of Bills in Excess of Normal Spending Limitations
 - Monthly Financial Report
 - Late Additions
5. Adjournment



Utilities Committee
Meeting Minutes
August 3, 2017

The monthly meeting of the Utilities Committee was held at 4:00 p.m. on Thursday, August 3, 2017 in City Hall Conference Room #235. Members present were Alderman Dave Bauer, Alderman Virgil Goehl, Alderman Paul Havermale and Commissioner Jacob Venvertloh. Director of Utilities & Engineering Jeffrey Conte, Director of Administrative Services Skip Bright, Assistant Corporation Counsel Bruce Alford, John Schafer and Theresa Alford were also present. Commissioner Dan Cook was not present. Alderman Bauer called the meeting to order at 4:00 p.m.

Approval of Minutes

Alderman Goehl, seconded by Jacob Venvertloh, moved to approve the minutes of the July 6, 2017 meeting as distributed.

Public Comment

No one was present for comments.

Old Business

Sewer Maintenance

Sewer crews jetted approximately 13,392 lineal feet of sewers during the month of July. The current average for routine cleaning is approximately 15,000 LF per month which is below the desired target of 19,000 LF. This figure is expected to increase as the new vacor will be dedicated to routine sewer cleaning. The delivery date for the new vacor has been pushed back to late November.

Water Loss

Water loss of treated water pumped into the distribution system for the period of August 1, 2016 through July 31, 2017 was 33.6%. This averages 2.64 million gallons of water being lost per day. The department recently replaced meters at Titan, ADM and the Water Treatment Plant. Bids will be sought for replacing meters at J.M Huber and Midwest West Controlled Storage. A Request for Proposals for leak detection services will be issued prior to the September meeting.

CSO Progress Report

The revised Long Term Control Plan (LTCP) was submitted to the Illinois EPA on August 1st. The new plan has an estimated cost of \$25 million which is less than half of the \$52 million proposal submitted by CDM in June of 2013.

Action: Distribute copies of the revised LTCP to committee members.

Village of Ursa Intergovernmental Agreement

An update was given on the Village of Ursa's request that the City accept excess partially treated wastewater during periods when they are not able to dispose of lagoon effluent because of soil conditions. The Village will be responsible for the construction, operation and maintenance of a pump station that will transfer effluent to the City's sewage system. The City will bill the Village at the residential customer rate.

Action: Send resolution requesting permission to enter into an intergovernmental agreement with the Village of Ursa for this service.

Motion: Havermale Second: Venvertloh Motion Carried

Remote Slope Mower Update

The delivery date for the mower has been delayed. The proposal stated that delivery would be made within one week of placing the order. Conte has been in contact with the company and they have promised delivery no later than August 16th.

Capital Improvement Projects Loan Application

A request was made to the Finance Committee for their recommendation to proceed with the proposed \$5.25 million water and \$6.2 million sewer IEPA loans for proposed capital improvement projects. Alderman Farha requested that an estimated cost for a new review osmosis water treatment plant be provided prior to any major investment in the current treatment plant. The estimated cost for the new plant is \$48 million. The Finance Committee tabled the issue for two weeks so that all committee members can be present.

New Business

Utility Bill Folder/Sorter/Stuffer

The Department's current machine was purchased in August 2014 at a cost of \$18,676. The annual maintenance contract expired July 31st and the annual renewal cost is \$2,578. The unit is serviced by a company from Peoria and service call response time is usually 4-5 hours. This causes a significant delay when mailing utility bills. The Department is looking at leasing a new unit from a local company that guarantees quicker response time.

Action: Table to gather more information and move forward with a Request for Proposals.

Motion: Havermale Second: Goehl Motion Carried

Water Treatment Plant RFP

The Committee received an update on the Request for Proposals for operation of the Water Treatment Plant. Several bidders have expressed interest and will be attending the facility tour on August 10th. The Committee voiced their concerns with bringing in outside management for such a vital service. Conte assured the Committee that the proposals will be presented to them for their recommendation.

Waste Water Treatment Plant Report

The status report was distributed electronically prior to the meeting. The Committee was informed that Greg Frieden resigned from his position with Severn Trent to pursue other opportunities. Severn Trent is currently rotating operators on a weekly basis until a permanent replacement is found. The Screw Pump Replacement Project is progressing on schedule with the first of three pumps being installed.

Approval of Bills

Conte presented the invoices in excess of the normal \$3,000 spending limitation and requested they be processed in the usual manner.

Action: Approved payment of all bills exceeding \$3,000 and send to City Council with Committee recommendation.

Motion: Havermale

Second: Goehl

Motion Carried

Monthly Financial Reports

Conte presented the monthly financials. Several line items were discussed in detail. The Committee was updated on the recent quarterly inventory. Staff is working on the implementation of procedures to better control inventory. The Committee discussed the financial reports that are available and their desire for a detailed cash flow sheet.

Action: Discuss the possibility of cash flow sheet with the IT Department and report findings to the Committee.

Late Additions

The Committee discussed the City's policy on patching/repairing streets after plumbing companies make sewer repairs for customers. The City currently provides the materials and labor needed to return the street to its prior condition following sewer repairs. The City does not provide this service for water repairs. This policy has been removed from the drafted procedure and policy manual that will be presented to the City Council for approval.

Action: Report back to the Committee with the percentage of customers who have purchased the utility line protection insurance.

Action: Present drafted policy and procedure manual to the City Council prior to the next meeting.

Adjournment

With no further items to discuss, the meeting was adjourned at 4:55 p.m.

Motion: Havermale

Second: Venvertloh

Motion Carried

Respectfully submitted,

Jeffrey Conte, P.E.
Director of Utilities & Engineering
August 4, 2017