

**Norwalk Utility Advisory Commission – Special Meeting**  
**April 27, 2017 5:30 pm**  
**Public Works Facility**

The special meeting of the Utility Advisory Commission was called to order at 5:37 pm on April 27, 2017 by chair Newton Standridge. Members present at roll call: Newton Standridge, Tim Kalvig, Ric Graves. Absent: Dan Merriman and Aaron Uhl.

Staff present: Tim Hoskins, Public Works Director; Joseph Ballard, Assistant Director Public Works; Shelley Stravers, Administrative Coordinator and Luke Nelson, City Manager.

Council Liaison Erika Isley was also present.

**Agenda**

*Motion by Graves and seconded by Kalvig to approve Agenda as presented.  
Approved 3-0.*

**Minutes**

*A motion was made by Kalvig and seconded by Graves to approve the minutes of the April 17, 2017 meeting. Approved 3-0.*

**Old Business:**

**Water Bill Dispute Policy Update -**

Hoskins began to explain that the City Council discussed this item at the April 20 meeting. He asked Isley to report council's decision. Isley said that after being present at the UAC meetings and hearing the efforts that the public works department goes to in order to help residents figure out their water usage problem, she felt that the Public Works Director has done the research and has the knowledge better than anyone to make the decision to resolve the dispute. If a resident still has an issue after the Public Works Director has made a decision, then the resident can come to a City Council meeting during the public comment forum and state their concern. At that time the City Council can decide whether or not to put this item on a future agenda.

**Water Shed Authority Update -**

Hoskins asked Nelson to update the Commission on this item. Nelson said that he included a lot of information in the email, and that information answers the questions that the Commission had at the last meeting.

**New Business:**

**RFP for Water System Master Plan -**

Hoskins noted this item was discussed at the last meeting. Staff is asking Commission to review and possibly make a recommendation to City Council. This is scheduled to be on the May 4 City Council agenda. Hoskins would like to move forward quickly to get RFP out to engineering firms. We will still be looking at early next year before we have RFP process complete and final reports to the City. Hoskins reported that we do not have a good idea of what this would cost currently.

Nelson added that he felt that GIS mapping is a major deliverable and did not see that on the RFP on Page 1 under letter C. Hoskins explained that because we do not have GIS mapping, that will drive the cost up. Nelson added that since we are going to pay the higher cost, we may as well get something back for that. Commission agreed that on Page 1 under letter C the following change will be made:

*The selected firm will be expected to prepare a Professional Services Agreement to include the following:*

1. *Distribution System Model*
2. *GIS Deliverable Mapping*
3. *Current and Future Needs*
4. *Capital Improvement Plan to forecast projects and costs*

Nelson asked that Dan Klopfer from Des Moines Water Works sit on the selection committee. Hoskins assured him that he would be included on that committee and has expressed an interest in doing so. Public Works Director and Assistant Director would also serve on that committee as staff representation.

Isley expressed concern about completion dates and budgeting time frame. Discussion was held regarding this and it was decided that on pages 7, Item C under the completion dates, the following changes will be made to RFP:

<b>Task/Objective</b>	<b>Completion Date</b>
<i>Submit draft evaluation of existing system and future demands</i>	<i>November, 2017 (changed from December, 2017)</i>
<i>Submit draft capital improvements plans</i>	<i>December, 2017 (changed from January, 2018)</i>
<i>Submit draft of Final Reports to the City</i>	<i>January, 2018 (changed from February, 2018)</i>
<i>Submit Final Reports and presentation to the City</i>	<i>February 1, 2018 (changed from March, 2018)</i>

*Motion by Graves and seconded by Kalvig to approve the amended RFP for Water System Master Plan (with the above highlighted changes). Approved 3-0.*

### **Sunset Drive Water Main Replacement -**

Hoskins reported that in 2013 the City entered into an engineering agreement with Veenstra & Kimm, Inc. for the design of a replacement water main along Sunset Drive south of High Road to just north of Shady Lane and the abandonment of a water main west of Cassandra Court. This project was shelved due to other more pressing projects. In 2015 the project surfaced again due to multiple breaks in front of 1323 Sunset Drive (Tacos Andreas). After the Founder's District water main was installed, and multiple

main breaks on Main Street had been handled, we started engineering for a new main on Main Street to be installed from School Ave south to Wright Road.

Recent commercial activity in the area of Sunset Drive south of High Road and north of Shady Lane will be bringing redevelopment with the demolition of some of the existing structures on the west side of the road and new buildings taking their place. With this new development, it becomes imperative to replace this main at this time to provide redevelopment projects, the main needs to be replaced as soon as possible due to its location along the most heavily traveled road in Norwalk, and the number of businesses the water main serves. We cannot afford to have a major break, especially with thousands of new visitors coming to Norwalk this summer. A major break would cause major inconveniences for construction related traffic and new businesses building in Norwalk, since they rely on unencumbered travel along Sunset Dr.

Hoskins requests that Commission consider recommending to City Council to update the old engineering agreement and initiates the replacement of the old water main. We would then delay the replacement of the planned Founders District Water main for a year then have a shovel ready project for Fy18-19.

The Commission was in agreement that we hate to put other projects on hold, but it is a necessary project with the redevelopment that will be taking place in that area. There are restaurants that will be coming in with that redevelopment and they will need sprinkler systems. We would not be able to service them with what we currently have. Isley added that we do not want businesses to have down time from our water main breaks.

*Motion by Kalvig and seconded by Graves to approve water infrastructure improvements for Sunset Drive main replacement. Approved 3-0.*

*Standridge called the meeting to adjournment at 6:14 pm. Approved 3-0.*

Next Regular Meeting June 12, 2017.

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Newton Standridge, Chair

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Shelley Stravers,  
Administrative Coordinator