



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

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WHITE BEAR TOWNSHIP, MN 55110

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Board of Supervisors
ROBERT J. KERMES, *Chair*
ED M. PRUDHON
STEVEN A. RUZEK

AGENDA UTILITY COMMISSION MEETING MAY 10, 2018

1. **7:00 p.m.** Call Meeting to Order at Township Office Conference Room, 1281 Hammond Road.
2. Approval of May 10, 2018 Agenda (Additions/Deletions).
3. Approval of April 12, 2018 Minutes (Additions/Deletions).
4. Consent Agenda:
 - a. Receive Monthly Sewer & Water Report.
 - b. Receive EDAB Minutes.
 - c. Receive Republic Services Monthly Service Report.
5. Commissioner's Report.
6. Public Works Director Report.
7. Ramsey County Source-Separated Organics Collection 2017 Annual Report.
8. Water Conservation:
 - a. Current Sprinkling Regulations
 - b. Enforcement
 - c. Changes
9. Next Meeting Date / Agenda Items.
10. Added Agenda Items.
11. Adjournment.

White Bear Township's Mission:

To provide White Bear Township residents, businesses and visitors with reliable, high quality municipal services while serving as open and responsible stewards of the public trust.



recycled paper



White Bear Township
Strategic Mission, Vision and Values

Mission:

To provide White Bear Township residents, businesses and visitors with reliable, high quality municipal services while serving as open and responsible stewards of the public trust.

Vision:

White Bear Township as an attractive community that residents and businesses are proud to call home and provides the welcoming, practical and engaging spirit of Township “grassroots” government.

What We Value:

-  **Real Citizen Participation:** Residents of White Bear Township having a voice in the operation and substance of their local government.
-  **“Township Nice”:** Ensuring people feel comfortable and welcome when meeting with our Town Board and when interacting with Township staff.
-  **Transparency and Trust:** Conduct our business in an open and public manner and be responsive to concerns. Provide a communication system to help residents and businesses to be well informed of Township activities.
-  **Being Grounded in Common Sense:** Knowing who we are with a strong focus on essential functions.
-  **Flexibility:** Showing a capacity to adjust, accommodate and be open to new ideas and methods.
-  **Collaboration:** Working together with our neighbors, other communities and other levels of government to advance our Township Mission and Vision.
-  **Financial Responsibility:** Demonstrating careful in our management and allocation of resources necessary to provide needed services sustain a vibrant future for our Township.



**Utility Commission Meeting
May 10, 2018**

Agenda Number: 1 – 2- 3

Subject: Call to Order – 7:00 p.m.
WBT Administrative Conference Room

Approval of May 10, 2018 Agenda &
April 12, 2018 Minutes

Documentation: May 10, 2018 Agenda &
April 12, 2018 Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	May 10, 2018 (Additions / Deletions)
Approval of Minutes:	April 12 2018

**MINUTES
UTILITY COMMISSION MEETING
APRIL 12, 2018**

The meeting was called to order at 7:00 p.m.

Present: Bernstein, DeLoach, Groschen, McCune, Pehrson; Town Board Liaison: Kermes; Clerk: Short; Public Works Director: Reed.

Absent: Fredericks and Hesse with notice.

APPROVAL OF AGENDA (Additions/Deletions): Bernstein moved approval of the agenda as submitted. McCune seconded. Ayes all.

APPROVAL OF MARCH 8, 2018 MINUTES: DeLoach moved approval of the March 8, 2018 Meeting Minutes. McCune seconded. Ayes all.

CONSENT AGENDA: Bernstein moved approval of the Consent Agenda as follows: 4A) Receive Monthly Sewer & Water Report; 4B) Receive EDAB Minutes; 4C) Receive Republic Services Monthly Service Report. DeLoach seconded. Ayes all.

COMMISSIONER'S REPORT: **Cambridge Downs:** The North Oaks Company is proposing a development on the east side of Centerville Road north of County Road H2. Twenty eight single family homes are proposed. The site contains DNR protected wetland. A new roadway and utilities will be extended to the lots. Development of Peterson Road will occur in the near future. **Lift Station #3:** The project is complete. **Centerville Road:** The road will be rebuilt and another lane added. A traffic signal will be installed at the north end, by the Cub Foods parking lot. **DNR Lake Level Lawsuit:** The DNR will file an appeal with the Minnesota Court of Appeals. Eleven affected communities have appealed the amended water appropriation permits. **Water Main Break:** There was a City of White Bear Lake watermain break which affected the Cottages of White Bear Township. The break caused extensive damage to some of the cottages. **Public Works Opening:** A proposed new position will be designed to handle storm water reports and water conservation mandates among other duties.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reviewed the Public Works Department Activity Report for the month of March 2018. **Lift Station #10:** TKDA will provide an engineering proposal for development bid document for this lift station. Draft plans will be available soon. **Lift Station #3 Project:** The project is now complete. **Water Meter Repair/Reading:** The Town has submitted a counter offer to the manufacturer and vendor. No decision has been made as yet. **Water Meter Testing:** Commercial meter testing will begin soon with the information that has been provided by utility billing. **GIS Request for Bids:** Bids have been placed on hold per staff's request to further investigate the use by departments other than Public Works. **Warning Sirens:** Installation of replacement of Town warning sirens is scheduled in March. The contractor, West Shores Services, has submitted locate requests as of March 12, 2018. The components are in place, only electric hook up is needed. **Well #5:** A limiter will be placed on cell "E" of the filter to reduce the frequency of backwashing required. Currently cell "E" fouls out before the remaining 4 cells are ready for backwash. The limiter should be installed within the next month by Tonka Water. **Water Interconnect:** An interconnect for area south of TH 96 with the City of White Bear Lake's water system is going to be proposed in 2018. The Town Engineer and Public Works Director will need to visit

MINUTES
UTILITY COMMISSION MEETING
APRIL 12, 2018

possible locations. **South Water Tower:** Water Town Clean and Coat will complete the cleaning of the exterior of the south water tower the week of May 14, 2018. A concrete floor will be installed at the base of the northeast water tower. **2017 I/I Project:** The project was awarded to Visu-Sewer, Inc. Work will be completed in early April. The televising has been awarded to Visu-Sewer for Cottage Avenue, Prospect Avenue, and Lakeview Avenue. A small section of gravity line between the West Bald Eagle easement and Lift Station #3 will also be done. **Lift Station #10:** This lift station will be rehabilitated in 2018. **Emerald Ash Borer:** An Emerald Ash Bored Management Plan is being updated.

WATER CONSERVATION: 1) IRRIGATION RESTRICTIONS; 2) IMPLEMENTATION: The Town has two Water Appropriation Permits affected by the lake level lawsuit. Ten other communities are also affected. The DNR is appealing the court order but all Water Appropriation Permits have been amended. Following is the order of the court: **Ramsey County District Court Order: 62-CV-13-2414 – Plan to Convert to Surface Water Source:** A revised Water Supply Plan must be submitted to the DNR by August 29, 2018, that includes a contingency plan to fully or partially convert the source water that is authorized under this permit from groundwater to surface water sources. The contingency plan must include a schedule for funding design, construction and conversion to a surface water supply. Whether any conversion would occur shall be determined by the DNR and the holder of the permit. **Ramsey County District Court Order: 62-CV-13-2414 – Residential Irrigation Ban:** The permittee must prepare, enact and enforce a residential irrigation ban when notified by the DNR that the lake level of White Bear Lake has fallen below 923.5 feet (MSL 1912), to continue until notified by the DNR that the lake level has reached an elevation of 924 feet (MSL 1912). By April 30, 2018, send the DNR your approved ordinance or other enforceable mechanism for implementing an irrigation ban consistent with this permit condition. **Ramsey County District Court Order: 62-CV-13-2414 – Per Capita Water Use Plan:** By August 29, 2018 submit an enforceable plan to the DNR to phase down per capita residential water use to 75 gallons per day and total per capita water use to 90 gallons per day. **Ramsey County District Court Order: 62-CV-13-2414: Report On Collaborative Efforts:** Annual reporting to the DNR is required on your collaborative efforts with northeast metro communities to develop plans to phase down per capita residential water use to 75 gallons per day and total per capita water use to 90 gallons per day. Annual reports are due on March 31st of each year, beginning in 2019.

The Clerk referred to information provided by George Fredericks, regarding sprinkling regulations. The information includes the reason for instituting irrigation regulations and common sprinkling questions. The information will be reviewed in greater detail at future meetings. It was noted that the Utility Commission has been discussing an irrigation ban and enforcement measures.

The Clerk reviewed information on Demand Reduction Measures. The information states that public water suppliers are required to incorporate demand reduction measures in their water supply plan. All communities can benefit by adopting conservation measures that save money and protect water resources. The measures focus on activities consumers can implement to reduce the total use of water, as well as target conservation during the warm and dry periods of summer, while saving users money by reducing water bills. A Demand Reduction Measure

**MINUTES
UTILITY COMMISSION MEETING
APRIL 12, 2018**

serves to reduce water demand, water losses, peak water demands, and nonessential water uses. Demand reduction measures must also include a conservation rate structure, or a uniform rate structure with a conservation program that achieves demand reduction. Demand reduction measures including a conservation rate structure, or a uniform rate with a water conservation program, must be employed before public water supplier requests well construction approval from the Department of Health or before requesting an increase in permitted volume for a water appropriation permit. The Utility Commission will continue to discuss demand reduction measures.

NEXT MEETING DATE / AGENDA ITEMS: The next Utility Commission Meeting is scheduled for Thursday, May 10, 2018. Agenda items to include: 1) Continued discussion on water conservation, irrigation restrictions, and implementation.

Deloach moved to adjourn the meeting at 9:08 p.m. Bernstein seconded. Ayes all.

Respectfully Submitted,

Joan J. Clemens
Recording Secretary



**Utility Commission Meeting
May 10, 2018**

Agenda Number: 4A - Consent

Subject: Receive Monthly Sewer & Water Report

Documentation:

Action / Motion for Consideration:

Receive Information



**Utility Commission Meeting
May 10, 2018**

Agenda Number: 4B - Consent

Subject: Receive EDAB Minutes

Documentation: None

Action / Motion for Consideration:



**Utility Commission Meeting
May 10, 2018**

Agenda Number: 4C - Consent

Subject: Republic Services Monthly Service Report

Documentation: Report

Action / Motion for Consideration:

Receive Information

Service Report By Month for White Bear Township

2018



Calls from residents, reported as 'missed pick-ups'

	Trash	YardWaste	Recycle	Totals
JANUARY	10	0	4	14
FEBUARY	8	0	9	17
MARCH	0	0	8	8
APRIL				0
MAY				0
JUNE				0
JULY				0
AUGUST				0
SEPTEMBER				0
OCTOBER				0
NOVEMBER				0
DECEMBER				0

Possible collection sites per system, per week	3,851
Possible collection sites per system, per month, with 4.33 weeks per month	16,675
Possible collection sites for all routes per month April 1 - Nov 30	50,024
Possible collection sites for all routes per month Dec 1 - March 31	33,350



**Utility Commission Meeting
May 10, 2018**

Agenda Number:

5

Subject:

Commissioner's Report

Documentation:

None

Action / Motion for Consideration:

Receive Information



**Utility Commission Meeting
May 10, 2018**

Agenda Number: 6

Subject: Public Works Director Report

Documentation: Report

Action / Motion for Consideration:

Receive Information

**White Bear Township
Town Board Update
On
Public Works Department Activity
(April 2018)**

1. **Lift Station Upgrades–**
 - TKDA will bring plans and specs to the May 21st meeting for approval and authorize bidding.
 - Lift Station #3 Project. The Public Works Director is working with the Churchills, Vissers, and ? on a landscaping design to address there concerns.

2. **Safety**
 - The revised Job Hazard Analysis sheets are now being reviewed and signed by staff.

3. **Water Meter Repair/Reading**
 - Water meter issue update – A follow up meeting with Sensus representative and Core&Main representative was held on Monday, April 23, 2018.
 - Commercial meter testing will begin soon with the information that has been provided by Utility Billing.

4. **2018-2027 Capital Equipment/Capital Improvement Programs**
 - The GIS Request for Bids has been placed on hold per staff’s request.
 - Replacement of the Town warning sirens – All four sirens have been installed. 3 of the 4 are optimized with the Ramsey County Emergency Management activation controller. The Hickory Trail/Otter Lake Road warning siren needs new electrical wire run underground in existing conduit. The electrician will be pulling new wire through the conduit next week and powering up the siren.

5. **Storm Water Program**
 - Staff is meeting with Ramsey County Public Works to review Stillwater Street drainage concerns. RCPW is proposing to mill and overlay Stillwater Street this year.
 - The Town has received a grant of \$35,000.00 from RCWD for Outfalls #5 (St. Anthony) and #6 (Park St), both empty into Bald Eagle Lake. Ramsey County Public Works has provided an agreement for a cost share for Outfall #6 since a portion of the discharge is from East Bald Eagle Avenue. The cost share amount is \$11,600.00.
 - The Town is renewing their current MS-4 permit and the SWPPP will need to be updated.

6. **Water system improvements/issues**
 - Well #5/Treatment Plant #1 – A valve limiter will be placed on cell “E” of the filter to reduce the frequency of backwashing required. Currently cell “E”

fouls out before the remaining 4 cells are ready for backwash. The limiter should be installed within the next month by Tonka Water.

- An interconnect for area south of TH 96 with the City of White Bear Lake's water system is going to be proposed to the Town Board in 2018. The Town Engineer and Public Works Director will need to visit the possible interconnect locations to determine which is the most feasible in May.
- Water Tower Clean and Coat will complete the cleaning of the exterior of the South Water Tower during the week of May 14, 2018.
- Well #1 motor, column piping, shaft and pump have been removed and inspected. Replacement components have been ordered. The bottom of the bore hole will have sediment removed before the well components reinstalled.
- A concrete floor will be installed in the base of the Northeast Water Tower.

7. Sanitary sewer system improvements/issues

- The 2017 I/I project was awarded by the Town Board on October 2nd to Visu-Sewer, Inc. The joint sealing work has been completed.
- The televising has been awarded to Visu-Sewer for Cottage Avenue, Prospect Avenue, and Lakeview Avenue. A small section of gravity line between the West Bald Eagle Easement and Lift Station #3. The televising has been completed. There is a section of sanitary sewer gravity line just west of lift station #3 has been identified as a potential lining project, there are many joints within that section that groundwater is infiltration.

8. Street Improvement Program.

- The Town Engineer has been directed by the Town Board to prepare a feasibility report on the Bellaire and Eastwood Manor neighborhoods.
- 2018 Sealcoat Project will begin in July. Allied Blacktop Company is the contractor.
- Emerald Ash Borer Management Plan will be updated based upon the Park Board recommendations and Town Board approval soon.

9. Sign replacement program (retroreflectivity standard)

- Street name sign replacement is proposed for 2019. Staff is currently taking inventory of our existing sign locations and number. The CIP \$\$\$ may need to be increased.

10. Personnel Updates:

- Advertisement for the upcoming Maintenance Worker vacancy has been posted.

11. Park Projects:

- Apple Tree Park Playground replacement project - The adult fitness equipment will be installed in April.
- Bellaire Beach house rehabilitation. S.J. Anderson is installing the

- The Public Works Director has received quotes for the removal and replacement of the asphalt Eagle Park Tennis Courts and will recommend awarding the low proposal at the March 19, 2018 Town Board meeting.
- The trails along White Bear Parkway, Hammond Road, Centerville Road, Otter Lake Road, Polar Lakes Park and Columbia Park will be sealcoated in 2018. The Public Works Director is working on specifications for the project to be approved by the Town Board.
- A pitching mound will be constructed on Field #2 in the Polar Lakes. A quote has been received and the work will be completed over the summer of 2018.

12. Ramsey County Projects within the Township;

2018

- Mill and Overlay of County Road J from Highway 61 to Portland Avenue North.
- System Improvements on Highway 96.

2019

- Mill and Overlay of Century Avenue from Co Rd E to Co Rd F.
- Mill and Overlay of South Shore Boulevard from White Bear Avenue to Co Rd F.
- Concrete Rehab of Highway 96 from I-35E to Highway 61.

2020-2022 Proposed

- Co Rd F from McKnight Road to Century (East Co Ln)
- Co Rd H-2 from Centerville Road to West Bald Eagle Boulevard
- Otter Lake Road from Goose Lake Road to CSAH 96
- Portland Avenue from Highway 96 to Taylor Avenue.

13. Informational sharing regarding Public Works in general:

Public Works Jobs for March 2018

1. Monthly safety inspections of fall harnesses, fire extinguishers, lighting, first aid kits and A.E.D.
2. Continuing doing water testing and monitoring of the towns water system
3. Started testing SCADA alarms at lift stations and wells
4. Operating and testing water at well # 5
5. Continuous water testing at well's 1, 3, 4, 5 and 6
6. Completed the 1st quarter meter read's
7. Continued water meter repairs
8. Started to complete the 15 State water tests for this month
9. Various water shut offs at empty/abandoned homes from frozen pipes that thawed out and began leaking
10. New construction water turn on's

11. Gopher one locates in Township, North Oaks, Gem Lake, and Birchwood
12. Snow and ice control on Town roads and parking lot's
13. Benched snow banks back on all Town roads where allowed
14. Roadside tree trimming
15. Started seasonal pot hole patching
16. Put up temporary road/street signs that have been damaged/hit by cars
17. Emptied trash in all the parks
18. Snow removal on Town sidewalks and trails
19. Finished wood chipping the Red Pine Trail system
20. Wood chipped the Columbia Park trail
21. Staff has attended various training

Mechanic jobs for March 2018

- Assisted Public Works
- Diagnosed wiring issues on # 41 (2007 Freightliner) ended up bringing it to Schelen Grey Electric for repairs to dump box tail lights
- Welded wing support and front plow on # 40 (2011 Freightliner)
- Fixed lower tail light on # 38 (1-ton dump)
- Serviced multiple pieces of equipment
- Final training on the new Fuel Master and Fuel tanks, programmed all the Prokees for equipment and trained Public Works staff on operations of new fueling system
- Repaired side door latching system on #45 (shop sweeper)
- Installed new mirror assembly on # 34 (rounds truck)



**Utility Commission Meeting
May 10, 2018**

Agenda Number: 7

Subject: Ramsey County Source-Separated Organics Collection
2017 Annual Report

Documentation: Report

Action / Motion for Consideration:

Receive Information



Source-Separated Organics (SSO) Collection at Yard Waste Sites
2017 Report to White Bear Township

April 6, 2018

Background

Ramsey County’s Environmental Health Division operates seven yard wastes sites, four located in Saint Paul and three located in northern suburbs. All sites accept leaves, grass clippings, and other soft plant material. In addition, four of the seven sites also accept tree and shrub waste. In September of 2013 the Ramsey County Board of Commissioners approved expansion of services at yard waste sites to include collection of source-separated organic (SSO) materials. Shortly thereafter, County staff began seeking local permits, where necessary, for the added service. The County was successful in gaining local approval for all yard waste sites except the Arden Hills location (the Arden Hills City Council denied the County’s conditional use application). In May of 2017 Ramsey County revisited the idea of SSO collection with Arden Hills city staff and reapplied for a conditional use permit to accept SSO at the yard waste site. During the review process, the County addressed the City Council’s concerns from three years prior by demonstrating that none of the other County SSO collection sites had experienced any issues since service began in 2014. In turn, the Arden Hills City Council approved the County’s request and SSO collection began at the Arden Hills yard waste site in late July of 2017. SSO collection is now provided at all seven county yard waste sites during the following hours of operation, weather permitting:

Regular Season Hours (April – November)		Winter Hours (December – March)	
M,W,F	11-7	CLOSED	
Sat.	9-5	Sat.	9-5
Sun.	11-5	Sun.	11-5

Description of SSO Collection Services at Yard Waste Sites

SSO collection at the yard waste sites is available to residents of Ramsey County and local community coordinators that generate SSO from small events. Each site has a designated area with one or more covered containers (“dumpsters”) in which people place SSO brought to the site in compostable bags. SSO is kept separate from yard waste. Acceptable materials include food waste/scrap and various types of soiled/low-grade/non-recyclable paper (plus some other minor items typically accepted in SSO collection programs). County staff (yard waste monitors) serve as quality control. Ramsey County provides Biodegradable Product Institute (BPI)-certified compostable bags free of charge to residents at site locations and local community centers. A waste hauler provides contracted hauling to service the collection containers. Ramsey County switched hauling contractors in April of 2017 from Sanimax, LLC. to Waste Management, Inc., which also provides waste hauling and recycling services at all 50+ Ramsey County facilities. Containers are serviced weekly and SSO is hauled to a commercial organics composting facility: Specialized

Environmental Technologies in Rosemount, MN. Collection is available five days per week April – November and during weekends December – March, weather permitting.

Participation

Chart 1 below shows an overall increase in participation by month in 2017 as compared to the three previous collection years (collection began April 7, 2014, so there were no first quarter numbers to report for 2014). Hours shorten to weekends-only during December – March resulting in fewer opportunities for residents to drop off organics and less combined yard waste/organics delivery options. However, as site hours decrease over the winter months, site visits and volume of organics collected remains similar to regular season pounds and participation and reinforces the need for winter collection. Site visits for SSO drop off increased 14% from 2016 to 2017 with all yard waste sites combined.

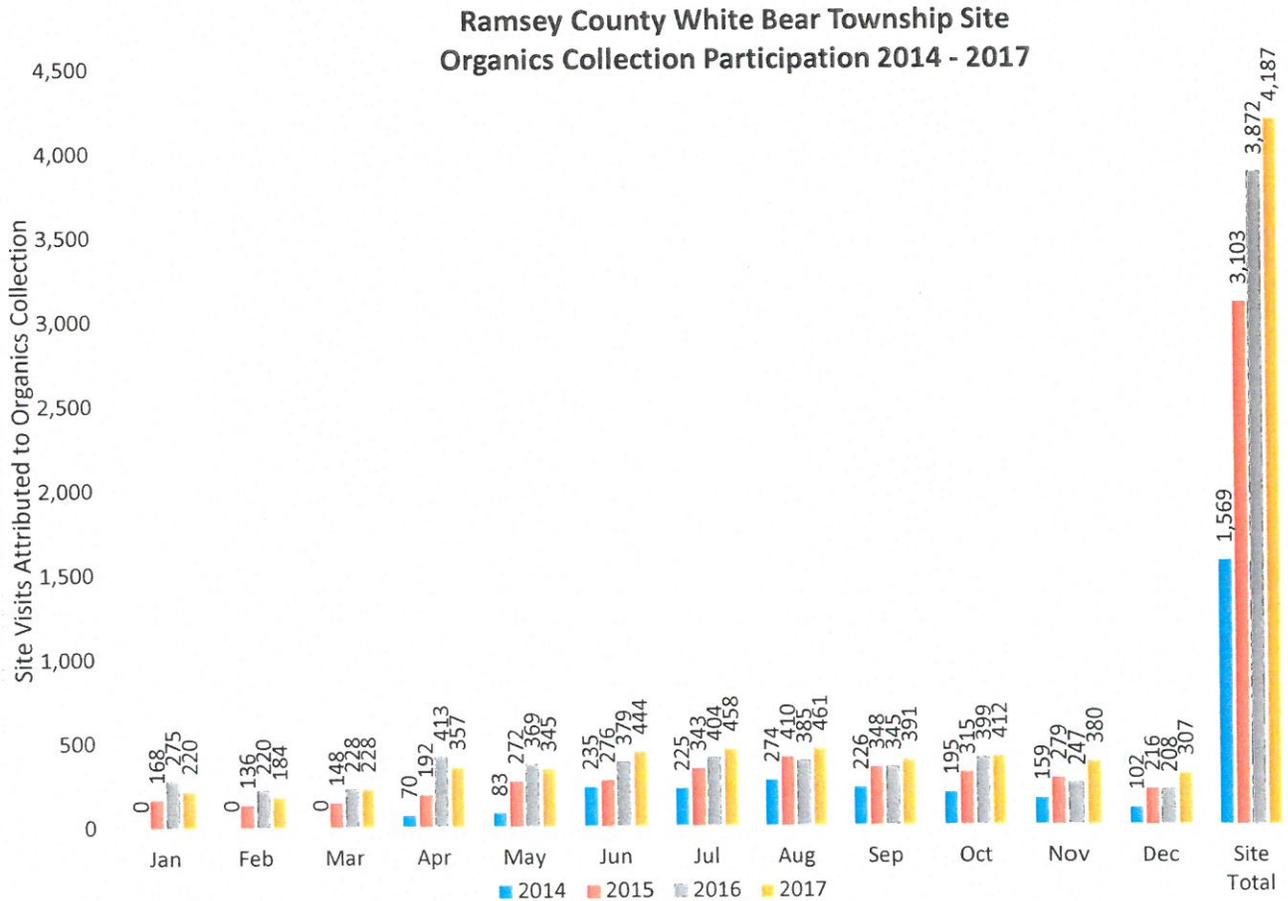


Chart 1

Participation Broken Out By Community:

The White Bear Township Conditional Use Permit required Ramsey County Public Health to report community-based participation during the first two years of organics collection (2014-2015). The County no longer records this data since it is no longer a requirement of the permit.

SSO Collection Quantities (Weight)

Weights were determined by applying 9.72 lbs. per participant dropping off organics. This number is an average of actual data collected by Ramsey County staff during the summer of 2015 and similar studies conducted by the City of Minneapolis. This is considered more accurate data than what the County’s organics hauler reports on invoices, which is observing volume and weights one to two times per year at all locations and then extrapolating those numbers to a full year of collection. Therefore, the weights in Chart 2 below coincide directly with the numbers in Chart 1 above. This is also supported by direct observations of the collection dumpster at the White Bear Township site; 2017 quantities were observed at approximately three cubic yards between weekly service.

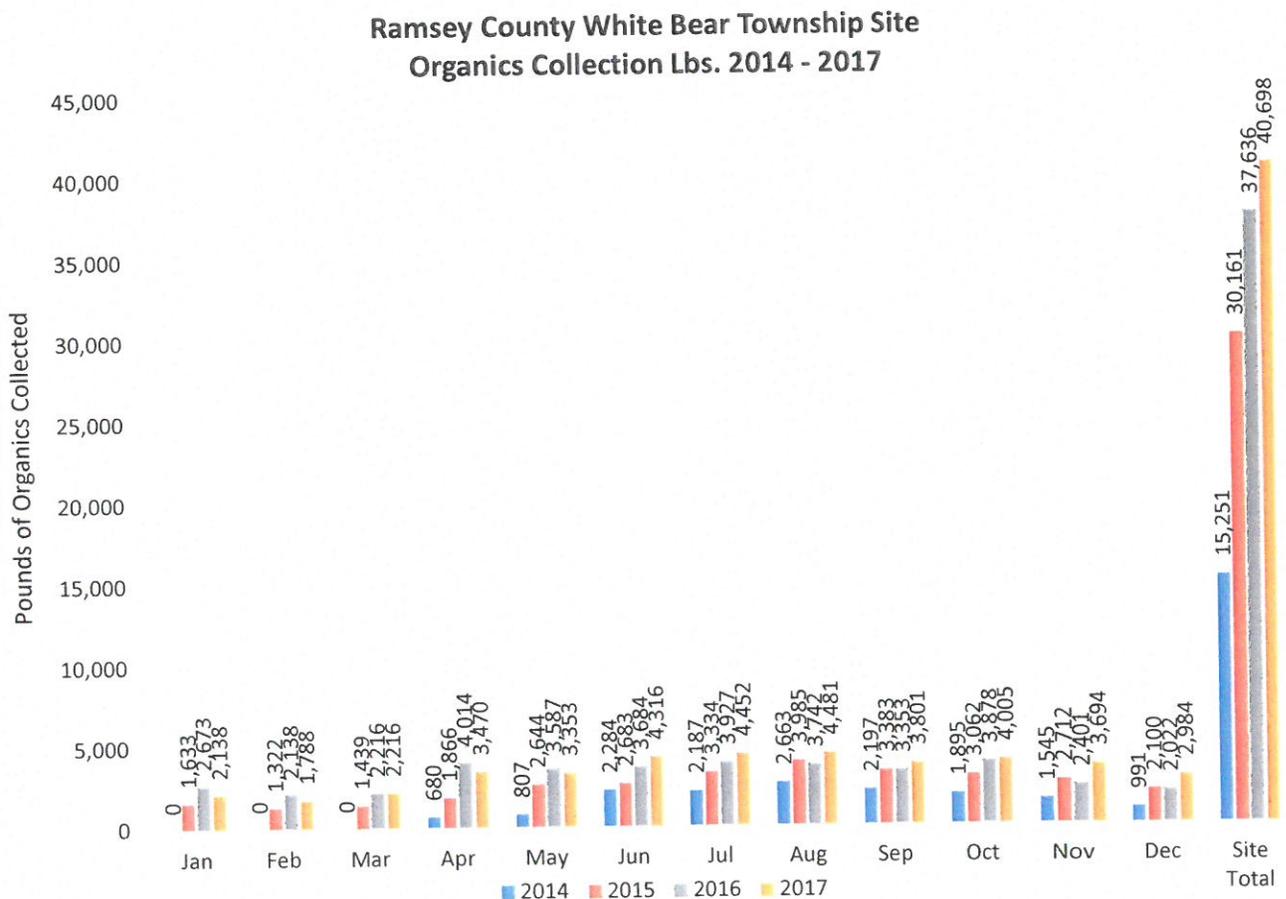


Chart 2

Sanitation

To prevent potential nuisances, such as odor or rodent problems, residents are required to bag SSO in compostable bags before placing it into the containers at the yard waste sites. The exception to this is delivery of dry, non-food types of organic wastes such as used paper towels and tissues, and other non-recyclable paper products. These can be placed directly into the collection containers. Site monitors at the yard waste sites provide quality control by overseeing drop-off of SSO. Residents are encouraged via promotional materials to deliver SSO on a schedule of at least once per week since compostable bags containing SSO can begin to decompose after a week or so under certain conditions. This helps prevent issues in the household and at the receiving end. Containers are kept closed when not in use and are serviced on a once per week schedule by Waste Management for delivery to a commercial site for composting.



Utility Commission Meeting May 10, 2018

Agenda Number: 8

Subject: Water Conservation:
a. Current Sprinkling Regulations
b. Enforcement
c. Changes

Documentation: None

Action / Motion for Consideration:

Receive Information / Discuss

Minutes
Utility Commission Meeting
April 12, 2018

WATER CONSERVATION: 1) IRRIGATION RESTRICTIONS; 2) IMPLEMENTATION: The Town has two Water Appropriation Permits affected by the lake level lawsuit. Ten other communities are also affected. The DNR is appealing the court order but all Water Appropriation Permits have been amended. Following is the order of the court: **Ramsey County District Court Order: 62-CV-13-2414 – Plan to Convert to Surface Water Source:** A revised Water Supply Plan must be submitted to the DNR by August 29, 2018, that includes a contingency plan to fully or partially convert the source water that is authorized under this permit from groundwater to surface water sources. The contingency plan must include a schedule for funding design, construction and conversion to a surface water supply. Whether any conversion would occur shall be determined by the DNR and the holder of the permit. **Ramsey County District Court Order: 62-CV-13-2414 – Residential Irrigation Ban:** The permittee must prepare, enact and enforce a residential irrigation ban when notified by the DNR that the lake level of White Bear Lake has fallen below 923.5 feet (MSL 1912), to continue until notified by the DNR that the lake level has reached an elevation of 924 feet (MSL 1912). By April 30, 2018, send the DNR your approved ordinance or other enforceable mechanism for implementing an irrigation ban consistent with this permit condition. **Ramsey County District Court Order: 62-CV-13-2414 – Per Capita Water Use Plan:** By August 29, 2018 submit an enforceable plan to the DNR to phase down per capita residential water use to 75 gallons per day and total per capita water use to 90 gallons per day. **Ramsey County District Court Order: 62-CV-13-2414: Report On Collaborative Efforts:** Annual reporting to the DNR is required on your collaborative efforts with northeast metro communities to develop plans to phase down per capita residential water use to 75 gallons per day and total per

capita water use to 90 gallons per day. Annual reports are due on March 31st of each year, beginning in 2019.

The Clerk referred to information provided by George Fredericks, regarding sprinkling regulations. The information includes the reason for instituting irrigation regulations and common sprinkling questions. The information will be reviewed in greater detail at future meetings. It was noted that the Utility Commission has been discussing an irrigation ban and enforcement measures.

The Clerk reviewed information on Demand Reduction Measures. The information states that public water suppliers are required to incorporate demand reduction measures in their water supply plan. All communities can benefit by adopting conservation measures that save money and protect water resources. The measures focus on activities consumers can implement to reduce the total use of water, as well as target conservation during the warm and dry periods of summer, while saving users money by reducing water bills. A Demand Reduction Measure serves to reduce water demand, water losses, peak water demands, and nonessential water uses. Demand reduction measures must also include a conservation rate structure, or a uniform rate structure with a conservation program that achieves demand reduction. Demand reduction measures including a conservation rate structure, or a uniform rate with a water conservation program, must be employed before public water supplier requests well construction approval from the Department of Health or before requesting an increase in permitted volume for a water appropriation permit. The Utility Commission will continue to discuss demand reduction measures.

Current Regulations
Ordinance No. 12

SECTION 24. SPRINKLING.

24-1. RESTRICTED HOURS. The use of the Town Water Supply System for lawn sprinkling and irrigation, shall be limited to the following hours and days for the entire year:

24-1.1. Even numbered houses may use their Water System for the above stated uses only on even numbered days from 6:00 a.m. to 10:00 a.m. and 6:00 p.m. to 10:00 p.m.

24-1.2. Odd numbered houses may use their Water System for the above stated uses only on odd numbered days from 6:00 a.m. to 10:00 a.m. and 6:00 p.m. to 10:00 p.m.

24-1.3. The Town Board may, by resolution, revise the hours of sprinkling.

24-1.4. The Town Clerk may temporarily revise the hours for sprinkling when water system storage levels fall below the standards provided in the Town Community Water Supply Plan for an unreasonable period of time. The temporary revision of hours for sprinkling shall remain in effect until the next meeting of the Town Board. At its next meeting, the Town Board, by resolution, may adopt the revised hours or otherwise change the hours for sprinkling. If no action is taken by the Town Board, the hours for sprinkling shall return to the times provided in Sections 24-1.1 and 24-1.2, or Section 24-1.3.

24-2. SPRINKLING VIOLATIONS.

24-2.1. Any person found to have violated the restricted sprinkling hours set out in Section 24-1 shall receive one written warning.

24-2.2. Any person found to have violated the restricted sprinkling hours set out in Section 24-1 two times within the same calendar year, shall receive a written sprinkling violation and will be charged a \$40.00 Administrative Fee for the second and any following violations. The

\$40.00 fee will be added to their quarterly utility bill. This fee shall be in addition to any other penalties imposed by this Ordinance.

24-3. APPEAL PROCEDURE.

24-3.1. If any resident wishes to appeal their \$40.00 Administrative Fee for violation of the sprinkling restrictions, the resident may provide the Town Clerk with a written request stating the circumstances surrounding the violation(s), and request that the Town Board reconsider the Administrative Fee. The matter will then be placed on a future meeting agenda of the Town Board for consideration.

24-3.2. At the meeting the objecting person may:

24-3.2.(a). Appear and give their written or oral testimony; and/or

24-3.2.(b). Give written or oral testimony of witnesses.

24-3.3. Town Board may give its decision orally at the meeting or at a later date. The Town Board shall:

24-3.3.(a). Find for the objecting person and waive the \$40.00 Administrative Fee; or

24-3.3.(b). Find against the objecting person and impose the \$40.00 Administrative Fee; or

24-3.3.(c). Find against the objecting person and suspend collection of the \$40.00 Administrative Fee on the condition that no further sprinkling violations occur within a calendar year. However, in the event another sprinkling violation is received, the suspended fee, plus the additional fee, shall both be added to the person's quarterly utility bill.



Utility Commission Meeting May 10, 2018

Agenda Number: 9

Subject: Next Meeting Date – Agenda Items

Documentation:

Action / Motion for Consideration:

June 2018 						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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**Utility Commission Meeting
May 10, 2018**

Agenda Number: 10 - 11

Subject: Added Agenda Items
Adjournment

Documentation: FYI Items

Action / Motion for Consideration:

Patti Walstad

From: Paul Gardner <pgardner@wastezero.com>
Sent: Monday, April 30, 2018 12:55 PM
To: Paul Gardner
Cc: Tim Pratt; Kala Fisher; Ellen Brenna; Marcia Glick; Julie Moore; Diane Ward; Karen Richtman; Colleen Sinclair; Jennifer Bohr; Jennifer Hutchins-Farrell; Matthew Bachler; Patti Walstad
Subject: Greenhouse gas emission reduction calculator for curbside textile collection
Attachments: Work sheet for Simple Recycling GHG calculations.xlsx

Hi, Minnesota recycling coordinators where Simple Recycling is picking up textiles at the curb:

I've put together a spreadsheet that allows you to calculate greenhouse gas emission (GHG) reductions that take place from collecting textiles at the curb with Simple Recycling.

If you type in the following data in the highlighted yellow cells, you will see what your GHG reductions are in terms of cars taken off the road.

- Residential street/alley miles in your municipality
- Weekly or bi-weekly recycling service
- Number of pounds collected to date (you should have this in a report from Simple Recycling)

I'd be interested in any feedback you may have since I am also using this with communities in Illinois and other states.

I understand that several of you had a conference call with Simple Recycling last week about some service issues. It sounds like those issues are being resolved. While operations are firmly within the responsibility of Simple Recycling, I'd appreciate any feedback to me personally that you think would be helpful going forward since WasteZero markets the program in Minnesota.

Thanks, and have a great day.

Paul Gardner
Director, Regional Municipal Partnerships

WasteZero
Save Money. Reduce Waste.

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Click [here](#) to see our 3-minute "Introduction to Trash Metering" video.



Greenhouse Gas Emission Estimates from Simple Recycling Curbside Textile Collection Program

Increase in GHGs from textile collection

Residential Street Miles in the City	58
Collection Cycles/Year	26 [enter 52 if weekly recycling collection]
Ford Transit T150 Wagon mileage	16 mpg
GHG for Transit T150 Van	552 g CO2/mile
Total GHG grams CO2/year	832,416.00
Total metric tons CO2/year	0.83

Decrease in GHGs from textile collection

GHG avoided from 1 ton textile diversion in kg	(3,376.0000) kgCO2e	(See source below)
GHG avoided from textile diversion in metric tons	(3.3760) MTCO2e	
GHG avoided per pound (divide by 2204.62 pounds/MT)	(0.001531) MTCO2e	
Collected pounds	6621	
Total metric tons CO2/year	(10.14)	

Net decline in GHGs/year 10.97 Metric tons CO2 equivalent

Equivalent: Number of passenger vehicles off road/year 2.35

Source: David A. Turner, Ian D. Williams, Simon Kemp. Greenhouse gas emission factors for recycling of source-segregated waste materials. Resources, Conservation & Recycling, Vol. 105, Part A, December 2015, pp. 186-197. <https://www.sciencedirect.com/science/article/pii/S0921344915301245#tbl0030>
Viewed 8 Feb 2018

Source: U.S. Department of Energy, Office of Energy Efficiency & Renewable Energy, <http://fueleconomy.gov>

Source: U.S. Environmental Protection Agency, Greenhouse Gas Equivalencies Calculator <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>
(2015 weighted vehicle average of 22.0 mpg @ average annual mileage of 11,443)