

**TO: Mayor and City Council**

**FROM: Jed Petersen, Public Works Director**

**SUBJECT: Lead Water Service Identification Grant**

**MEETING DATE: Tuesday, April 16, 2024**

**BACKGROUND**

Over the next several months the City of Cannon Falls will be developing a plan to comply with new lead and copper rules issued by the US Environmental Protection Agency (EPA). The City will be required to identify the service line materials of all service connections in our distribution system regardless of ownership status. To aid in this requirement, the MN Department of Health (MDH) has established a program to pay for City Engineers to complete the plan. The MDH will be contracting directly with our City Engineers (WHKS & CO.) for this work. Public works staff have been compiling water service line information for the last two years as meters have needed to be replaced or repaired. The work includes review of existing records, customer surveys, visual inspections, and other similar activities. A copy of the WHKS scope of work is attached.

**REQUESTED COMMISSION ACTION**

No action needed, informational only. The project completion date is July 15, 2024.

2905 South Broadway  
Rochester, MN 55904-5515  
Phone: 507.288.3923  
Email: rochester@whks.com  
Website: www.whks.com



April 8, 2024

Ms. Sabrina Sutter  
Lead Service Line Contract Coordinator  
Minnesota Department of Health  
PO Box 64975  
St. Paul, MN 55164

RE: City of Cannon Falls  
Lead Service Line Inventory  
**Engagement Request – Master Contract T-Number 2312A**

Dear Ms. Sutter:

WHKS is pleased to accept the assignment to complete the Lead Service Line Inventory for the City of Cannon Falls, MN. As requested, please find our work plan to complete the project and City approval of the Engagement Request. Detailed costs can be found in Exhibit A and are summarized below.

- a. Number of staff – 6
- b. Job Type of Staff – Administrative Assistant, Communications Specialist, Engineer 1, Field Technician, GIS Technician, and Project Manager.
- c. Estimate of hours to complete the project – 527
- d. Estimate of any travel expenses – \$850
- e. Additional costs associated with the project – \$2,050
- f. Total costs - \$74,940

Sincerely,

**WHKS & co.**

A handwritten signature in blue ink, appearing to read 'Timothy A. Hruska', is written over a light blue horizontal line.

Timothy A. Hruska, P.E., L.S.  
Vice President

TAH/bk

Enclosure

cc: Neil Jensen, City of Cannon Falls  
Jed Peterson, City of Cannon Falls  
Daren Sikkink, WHKS  
Bill Angerman, WHKS

# City of Cannon Falls Lead Service Line Inventory Work Plan

## A. Project Description

WHKS proposes using both Category A, Records Review, and Category B, Visual Inspections, to complete Lead Service Inventory for the City of Cannon Falls, MN as required by the Lead and Copper Rule Revisions. Records Review, Category A, will be completed with the aid of GIS using existing as-builts, utility records, and staff interviews. After the Records Review, the Visual Inspections, Category B, will be split between two different tasks - surveys and inspections. First, a survey will be mailed to property owners to provide service line materials to the City and WHKS. Following the survey, Visual Inspections by WHKS staff will be completed to fill in gaps after the records review and survey.

To track surveys and visual inspections described above, WHKS will develop and maintain a project website with an integrated customer database. Water customers will be able to respond to surveys and/or schedule a visual inspection via the website. Notifications can be generated with the aid of the integrated database to alert water customers to complete any outstanding surveys and/or inspections. The website will also provide basic project information and links to regulatory websites for more detailed information such as the Minnesota Department of Health Lead Service Inventory website.

Additional details and tasks are shown below.

## B. Scope of Services:

### 1. **Project Management and Meetings**

- Perform general project administrative duties including supervision and coordination of the project team, review of project costs and billings, prepare invoices using Consultant's standard forms, preparation of status reports, and general administrative activities.
- Hold kick-off meeting with Client to discuss the project and review the scope.
- Attend three (3) meetings for the project.

### 2. **Records Review (Category A)**

- Perform a desktop GIS analysis to collect water service age and material throughout the City. Areas of the City can be classified as non-lead based on construction age.
- Analysis will use existing as-built information and any other relevant information.
- Assist the City in publishing the inspection results to the public as required.
- Complete interviews with water system staff to collect institutional knowledge of the age and material of water services.
- Use results from Items 3 and 4 to refine analysis.

**3. Survey Administration (Category B)**

- The survey will take place after the initial records review.
- Letters will be sent to property owners to collect service line material information. Letters will include instructions on how to identify water service materials.
- Letters will direct property owners to record their survey via web application, phone, or mail.
- WHKS will record all survey results.
- WHKS assumes there will be approximately 800 properties in the survey and up to two (2) letters will be sent to each property.
- If a property owner's survey response is lead or galvanized requiring replacement, WHKS will confirm the result with the property owner through a phone call and/or visual inspection.

**4. Water Service Line Visual Inspection (Category B)**

- Based on the results of the records review and survey, there will be some locations where a visual inspection will be required.
- WHKS will provide letters/notifications to homeowners to setup inspection times.
- WHKS will track inspection results with the use of a database, a website, and/or GIS.
- WHKS will schedule all inspections. It is assumed there will be 200 properties. Up to two (2) notification letters per property for notifications are included in this scope.
- WHKS will aid in scheduling the inspections.
- Inspections will be conducted for all remaining properties in which the service line material could not be identified during the record review or survey. Inspections will be completed between the hours of 7:00 am and 7:00 pm, Monday through Friday. WHKS will not provide corrective plumbing services.

## Bryan Kaemingk

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**From:** Neil Jensen <njensen@cannonfallsmn.gov>  
**Sent:** Thursday, March 14, 2024 2:06 PM  
**To:** Daren Sikkink  
**Cc:** pw director; Bill Angerman; Bryan Kaemingk; Kevin Graves  
**Subject:** [EXTERNAL] RE: Lead service inventory, Cannon Falls, MN

Good Afternoon,  
I confirm and approve the engagement letter for lead service line inventory.  
Let me know if you have any additional questions.  
Thanks,

**Neil L. Jensen**  
Cannon Falls City Administrator  
918 River Road  
Cannon Falls, MN 55009  
507-263-9304

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**From:** Daren Sikkink <DSikkink@Whks.com>  
**Sent:** Thursday, March 14, 2024 1:41 PM  
**To:** Neil Jensen <njensen@cannonfallsmn.gov>  
**Cc:** pw director <pwdirector@cannonfallsmn.gov>; Bill Angerman <bangerman@whks.com>; Bryan Kaemingk <BKaemingk@Whks.com>; Kevin Graves <KGraves@Whks.com>  
**Subject:** Lead service inventory, Cannon Falls, MN

Neil-

Attached is the engagement request form from the Minnesota Department of Health (MDH). This is for the lead service line inventory project. MDH is requiring the City of Cannon Falls to confirm and approve the engagement request letter as the first step in the process. Please review the attached form and reply to all if the City approves the request.

The MDH is paying for all the engineering, but they want the City's concurrence on the project.

Please contact us with any questions.

Thanks,  
Daren D. Sikkink, P.E.  
2905 South Broadway | Rochester, MN 55904-5515  
Office: 507.288.3923  
[www.whks.com](http://www.whks.com)



Click [here](#) to subscribe to our newsletter.

## Exhibit A - Budget

City of Cannon Falls  
WHKS & Co.

<b>Staff:</b>	Hourly Rate	Hours	Total
Administrative Assistant	\$ 115	30	\$ 3,450.00
Communications Specialist	\$ 140	18	\$ 2,520.00
Engineer 1	\$ 140	140	\$ 19,600.00
Field Technician	\$ 130	147	\$ 19,110.00
GIS Technician	\$ 140	184	\$ 25,760.00
Project manager	\$ 200	8	\$ 1,600.00
	<b>Total Staffing Expenses:</b>		<b>\$ 72,040.00</b>

<b>Travel expenses:</b>	Total
Mileage (Rate @ \$0.67)	\$ 850.00
Meals*	
Hotels**	
	<b>Total Travel Expenses: \$ 850.00</b>

<b>Other operating costs:</b>	Total
Website for public education and result tracking	\$ 400.00
Mailing/copies	\$ 1,650.00
	<b>Total Other Operating Expenses: \$ 2,050.00</b>

**Grand total** **\$ 74,940.00**

\*the maximum reimbursement for meals including tax and gratuity shall not exceed the totals as included in the Commissioner's Plan.

\*\*Hotel and motel accommodations provided that Contractor exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.