

## Monthly Report Summary



**Date:** June 27, 2006

**To:** Mel Odens, Director of Public Works

**Copy:** Brian Bollig, Assistant City Engineer  
Colleen Thompson, WWTP Superintendent  
Sam Lahanis, Program Manager  
File

**From:** **Craig Holmes, Program Manager**

**Prepared by:** Craig Holmes, Program Manager

**Re:** **June Monthly Report Summary**

These notes summarize the activities related to the Wastewater Treatment Plant Relocation and Conveyance System Improvements for the month of June 2006.

### **Summary of Planning Phase Activities**

Don Roecker submitted an application to drawdown EPA Stag Allocation for 2005 Award, \$500,000. Monies should be available for use by the end of August

On June 6 Donohue presented to the Kandiyohi Board of Commissioners to discuss the Willmar WWTP Project. The presentation went very well. A public hearing for Hawk Creek will be scheduled later this summer when more information is available and a more specific effluent discharge location has been identified.

Mike Gerbitz met with MPCA on June 6 to discuss Facilities Plan submittal. On June 14 MPCA issued its letter granting its preliminary approval of the Facilities Plan.

Donohue completed the Comprehensive Collection System Plan and delivered its draft to the City. Sandy Kimmler conducted a workshop regarding the Plan with City staff on June 12.

### **Design Phase**

Design project accounts were opened and design phase file systems are being established. We are establishing detailed design phase schedules and project management systems.

We presented to Drainage Authority of Kandiyohi, Chippewa and Renville Counties on June 13 to discuss Willmar's WWTP Relocation Project. The presentation went very well and there were no significant issues raised

Donohue prepared draft construction plans for the Waterview Park segment of the new interceptor sewer. Preliminary interceptor sewer plans were submitted to the City for review and comment. Donohue staff began preparation of specifications and contract documents.

We met with City staff, Dunnink and Bolton & Menk staff on June 13 to coordinate activities in Waterview Park. The purpose of the meeting was to coordinate design efforts between this project's interceptor sewer and other

underground utilities planned in Waterview Park. We established construction contract division and construction timing for the interceptor sewer and remaining underground utilities.

City and Donohue staff toured existing wastewater treatment plants in Marshfield, Stevens Point, Plover and Ripon, Wisconsin. These facilities include equipment and processes similar to those planned for Willmar. Willmar staff had the opportunity to see these processes in operation and spoke with each treatment plants' operating and management staff.

The Environmental Assessment Worksheet, including a Phase I Archeological Assessment, the Waterview Business Park interceptor sewer was completed and sent to MPCA.

Aerial photography was completed for the new and old WWTP sites and for the prospective interceptor sewer and forcemain routes.

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**Financial  
Information**

**Planning Phase**

**Year to Date Cost Summary**

Beginning Balance May 16, 2005  
\$1,015,939  
- Invoices to Date  
\$909,089  
- Sanitary, Stormwater Structure Inventory  
Adjustment to Agreement  
\$100,000  
Remaining Balance  
\$6,850

**Remaining Balance**

Monthly Beginning Balance  
\$30,562  
June Invoice  
\$23,712  
Remaining Balance  
\$6,850

**Design Phase**

**Year to Date Cost Summary**

Beginning Balance May 15, 2006  
\$4,359,172  
-Invoices to date  
\$76,020  
Remaining Balance  
\$4,283,152

**Remaining Balance**

Monthly Beginning Balance  
\$4,359,172  
June Invoice  
\$76,020  
Remaining Balance  
\$4,283,152

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