

WATER BOARD OF TRUSTEES
Regular Meeting
June 20, 2016
3:00 PM
Location: 1208 South St.

Agenda

1. Approve agenda.
2. Approve minutes of the May 23, 2016 regular meeting.
3. Approve invoices and financial statements.
4. Customer forum.
5. Discussion of wastewater operations.
 - A. Update on 28E agreement.
6. Modify OMWD Rules and Regulations, Billing and Collections Section 2.400.
7. Consideration and discussion of July meeting date.
8. Consideration and discussion of annual cost of living adjustment.
9. General Manager's Update.
10. Miscellaneous.
11. Adjourn.

INFORMATION CONCERNING AGENDA ITEMS:

Agenda Item #4

Chair – Please read this statement to the audience.

“This is the item reserved to receive comments from the community, our customers, for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Water Board of Trustees and asked to keep statements brief. Any questions are to be asked of the Water Department staff and Board of Trustee members prior to speaking to the full Board of Trustees so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Board of Trustees only.”

There are no items at the time the agenda was prepared.

Agenda Item #5

- Work has taken place on the digester cell #1 dome at the southwest plant.
- In looking at plant operations and talking with staff it is apparent that there is a need to work to install some automation and operator notification abilities at the plants.
- Staff are working to complete the list of jetting and televising that needs done for Garden.

28E Update; Attached to the agenda you should the spreadsheet that has been previously discussed. It has been reworked. Please review it and we can discuss it at the meeting.

Agenda Item #6

There needs to be a modification made to OMWD Rules and Regs code section 2.400. This is one of the sections that was approved last month by the Board. This is the current wording; ‘An account with a balance that is more than forty dollars (\$40) and that is not paid within ten days of the due date will be subject to discontinuance.’ The amount needs to be \$30 to match section 2.401. This error was noticed after the last Board meeting. It is suggested to modify OMWD Rules and Regulations Section 2.400 to read “An account with a balance that is more than thirty dollars (\$30) and that is not paid within ten days of the due date will be subject to discontinuance.”

Agenda Item #7

At the scheduled time of the next Board of Trustees meeting I will not be available. The Board needs to discuss what alternatives it would like to look at, if any, for rescheduling the monthly meeting.

Agenda Item #8

I have the following information:

City of Oskaloosa—3%

Mahaska County—2% for union

Oskaloosa Community Schools—4.33% for teachers (3.25% for wage and 0.88% for insurance)

Ottumwa Water Works—5.3% (staff must start paying 10% of insurance premium)

Knoxville Water Works—3%

City of Pella—2.5% for non-union \$0.53/hr. for labor

Osceola Water Works—2% (then using a merit based system as well).

Grinnell—3% non union

We budgeted a 4% increase in January when we were going through our budget. It is my recommendation to approve a 3% increase. I would like to discuss moving to a merit based increase system beginning next year. I know that this has been discussed briefly in the past, but items have been put in motion to start this next year for staff. More information on this at the meeting.

Agenda Item #9

We have been working to confirm data breach indemnification and secure insurance coverage. Once all of that is in place we should be able to go live with online bill payment. We have gathered the first month of meter readings and we are preparing to process and send those out. There is still a need to sit down with local media and get the story out about the switch to monthly billing.

Agenda Item #10

There was one leak this last month just east of South on Avenue East. 4" shear break

Division of Responsibilities: 28E Agreement

Task or Project Description with Reference	Reference	Task or Project Completed				Notes or Measurements
		Q1	Q2	Q3	Q4	
Standard Operating Procedures documented	Section 1.2					Initiate October 1, 2015
Preventative maintenance process control programs initiated	Section 1.2					Due April 01, 2016
Analysis of condition for all equipment completed	Section 1.2					Due April 01, 2016
Operations maintained within established budget parameters	Section 1.3					Note deviations or exceptions
Staffing adequate to meet 24/7 operations in place	Section 1.3					Note deviations or exceptions
Procurement policy is followed	Section 1.4					Note deviations or exceptions
Best practices perf. measures, resource sharing developed	Section 1.5					
NPDES permit maintained and required reports completed	Section 2.1(c)					
Monthly compensation for services reviewed	Section 4.2					Due quarterly
Personnel necessary to operate/maintain systems provided	Exhibit B-1					
Lift station maintenance		0	0	0	0	
Utility locates		0	0	0	0	
Plant Operations		0	0	0	0	
Lift Station Operations		0	0	0	0	
Personnel necessary to operate/maintain SBR provided	Exhibit B-2					If needed
Sampling and testing pursuant to NPDES permits completed	Exhibit B-4					
Serve as liaison between city, DNR and EPA	Exhibit B-5					
Sludge transfer and disposal completed	Exhibit B-6	0	0	0	0	
Vector control		0	0	0	0	
Preventative maintenance program implemented	Exhibit B-7					
Repairs to the collection system are coordinated	Exhibit B-8					
Manhole adjustment		0	0	0	0	
Non-structure line sealing and point repair		0	0	0	0	
Manhole rehabilitation		0	0	0	0	
Structural line repairs		0	0	0	0	
Line replacements		0	0	0	0	
Utility locates completed for sewer and stormwater	Exhibit B-9	0	0	0	0	
Sewer taps inspected for interceptor line	Exhibit B-9					
Sanitary sewer inspection and cleaning program developed	Exhibit B-10					
Line cleaning		X	0	0	0	
Root cutting		0	0	X	0	
TV inspection		0	0	0	0	
Compilation of TV reports and rehabilitation projects		0	0	0	0	
Root foaming		0	0	0	0	
Respond to customer calls for blocked sanitary sewer lines	Exhibit B-10					
Emergency response		1	0	0	0	
Overflow and complaint response investigation and reporting		0	0	0	0	
Cross connection investigation and response		0	0	0	0	
Root foaming		0	0	0	0	
Structural line repairs		0	0	0	0	

Line replacements		0	0	0	0	
Stormwater inspection and cleaning program developed	Exhibit B-11					Due October 01, 2020
Line cleaning		0	0	0	0	
Root cutting		0	0	0	0	
Catch basin cleaning		0	0	0	0	
Structural line repairs		0	0	0	0	
Line replacements		0	0	0	0	
Respond to customer calls for blocked stormwater lines	Exhibit B-11					
Storm and emergency response						
Complaint response investigation and reporting						
Implement manhole inspection and mapping program	Exhibit B-12					Due October 01, 2017
Manhole maintenance		0	0	0	0	
TV inspection		0	0	0	0	
Compilation of TV reports and system evaluation		0	0	0	0	
Maintain cleanliness of facilities and equipment	Exhibit B-13					
Mow grass and remove snow from all wastewater facilities	Exhibit B-13					
Detention pond maintenance		0	0	0	0	
Fat Oils and Grease (FOG) inspection program	Exhibit B-14	0	0	0	0	
Land application of sludge and reporting	Exhibit B-15					Annual task
Report septage discharge report	Exhibit B-16					
Present septage discharge requests to city for approval	Exhibit B-16					
Secure and properly protect wastewater facilities	Exhibit B-17					
Provide monthly and annual performance reports to city	Exhibit B-18					
Comply with all city, state and federal rules and regs.	Exhibit B-19					
Maintain professionalism with community groups	Exhibit B-20					
Coordinate with the city engineer and contractors on projects	Exhibit B-21					
I & I abatement and system rehabilitation projects		0	0	0	0	
Structural line repairs		0	0	0	0	
Development process (development review, plan review)		0	0	0	0	
Inspection of developer projects		0	0	0	0	
Inspection of sanitary sewer (city projects)		0	0	0	0	
Inspection of storm water (city projects)		0	0	0	0	
Installation of lift station projects		0	0	0	0	
Create and maintain GIS information		0	0	0	0	
Create and maintain system mapping		0	0	0	0	
Serve as liaison with industries, new or existing	Exhibit B-22					
Provide assistance with 5-year CIP and O&M budgeting	Exhibit B-23					
I & I abatement and system rehabilitation projects		0	0	0	0	
Structural line repairs		0	0	0	0	
Accounting		0	0	0	0	
Preparing and revising sanitary sewer master plans		0	0	0	0	
Preparing and revising storm water master plans		0	0	0	0	
Provide assistance with inflow and infiltration analysis and reduction	Exhibit B-23					
I & I abatement and system rehabilitation projects		0	0	0	0	

Structural line repairs		0	0	0	0	
Flow monitoring		0	0	0	0	
Provide assistance with Industrial Pre-treatment investigation	Exhibit B-23					

Division of Responsibilities: Baseline

Sanitary Sewer	City	OMWD	N/A	Task or Project Completed				Notes or Measurements
				Q1	Q2	Q3	Q4	
Line cleaning		X		X				Contract as Needed
Root cutting		X				X		Contract as Needed
Emergency response		X		1				
Overflow and complaint response investigation and reporting		X						
Cross connection investigation and response		X						
Manhole adjustment		X						Contract as Needed
Non-structure line sealing and point repair		X						Contract as Needed
Manhole rehabilitation		X						Contract as Needed
TV inspection		X						
Compilation of TV reports and rehabilitation projects		X						
I & I abatement and system rehabilitation projects		X						
Root foaming		X						Contract as Needed
Structural line repairs		X						Contract as Needed
Line replacements		X						Contract as Needed
Lift station maintenance		X						Contract as Needed
Vector control		X						
Fat, oil and grease program		X						
Easement and access road maintenance		X						
Utility locates		X						
Sludge Hauling		X						
Plant Operations		X						
Lift Station Operations		X						

Storm Water	City	OMWD	N/A	Task or Project Completed				Notes or Measurements
				Q1	Q2	Q3	Q4	
Line cleaning		X						Contract as Needed
Root cutting		X						Contract as Needed
Catch basin cleaning		X						
Manhole maintenance		X						Contract as Needed
Storm and emergency response		X						
Complaint response investigation and reporting		X						
Maintenance of public streams/creeks/open channels		X						Contract as Needed
Processing and disposal of sweeper, catch basin and storm line material (excluding leaves)	X	X						
Structural line repairs		X						Contract as Needed
Line replacements		X						Contract as Needed
Roadside ditches and piping system in County roads		X						By Request of Agreement
TV inspection		X						
Compilation of TV reports and system evaluation		X						
Nuisance complaint mowing		X						
Detention pond maintenance		X						
Proactive leaf management program	X	X						
Utility locates		X						

Engineering, Inspection and Support Services	City	OMWD	N/A	Task or Project Completed				Notes or Measurements
				Q1	Q2	Q3	Q4	
Development process (development review, plan review)	X	X						
Sanitary sewer connection permit issuance	X							
Stormwater connection permit issuance	X							
Billing and collection of monthly service charges		X						
Inspection of developer projects	X	X						
Inspection of sanitary sewer (city projects)	X	X						
Inspection of storm water (city projects)	X	X						
Installation of lift station projects	X	X						
Erosion control permit issuance XXXXXXXXXXXXX	X							
Erosion control inspection XXXXXXXXXXXXX	X	X						
Accounting	X	X						
Industrial waste program XXXXXXXXXXXXX		X						
Create and maintain GIS information	X	X						
Create and maintain system mapping	X	X						
Maintaining engineering records of systems	X							
Preparing and revising sanitary sewer master plans	X	X						
Preparing and revising storm water master plans	X	X						
Response to customer billing inquiries		X						
Public information, newsletters, etc. for sanitary sewer and storm		X						
Flow monitoring		X						
Inspection of private facilities		X						
Utility Locates		X						
Fixture counting		X						WHAT IS THIS FOR???
Vehicle maintenance	X	X						
Field yard general maintenance		X						