

**WATER BOARD OF TRUSTEES  
Regular Meeting**

**June 19, 2017**

**3:00 PM**

**Location: 1208 South 7<sup>th</sup> St.**

**Agenda**

1. Approve Agenda.
2. Approve minutes of the May 15, 2017 regular meeting.
3. Approve invoices and Financial Statements.
4. Customer Forum.
5. Consideration and discussion of curb stop at 1124 High Avenue East.
6. Discussion of wastewater operations.
7. Consideration and discussion of annual cost of living adjustment.
8. General Manager's Update.
9. Updates from member of the Board of Trustees.
10. 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.”

### **Agenda Item #5**

Mr. Doug Hedlund was sent a letter to repair the stop box for his residence, 1124 High Avenue East. Mr. Hedlund stopped in the office on Wednesday, June 14<sup>th</sup>, to discuss the repair matter with Chad Coon. Mr. Hedlund indicated that he is on a fixed income and the repair costs would constitute a hardship for him. As the Board has recently directed the GM to push forward with ensuring that service line repairs are done in a timely manner, Mr. Hedlund would like to discuss what options are available to him with the Board of Trustees.

### **Agenda Item #6**

North 6<sup>th</sup> Street’s sanitary sewer work is done, the street has been repaved and it is open to traffic again. As of this writing, the work on the Penn Boulevard project is wrapping up. The sewer main on the west side of Penn is done and operational and the contractor was working on hooking up the last service tap between Penn and North Market to complete that section. The contractor is scheduled to fill the old sewer line under Penn Boulevard with flowable mortar on Friday the 16<sup>th</sup>. This section will then be significantly complete. There is also work being done on the sanitary on South L Street. They started at the south end between 3<sup>rd</sup> Avenue West and Arbor Trace installing new sewer and they are working north. They have crossed 3<sup>rd</sup> Avenue West and are continuing to work towards 1<sup>st</sup> Avenue West, hooking up services as they go. From talking with the contractor it sounds like one crew is pulling off for a couple of weeks to finish other outstanding work and then will come back around the first of July and start on the storm sewer south of 3<sup>rd</sup> Avenue West. Most of the manhole work that was being discussed last month is complete. The only outstanding work is the manhole on South 7<sup>th</sup> and 9<sup>th</sup> Avenue East. The contractor is working to button up things so the curb and gutter work can get started on the street rehab. Staff continue to spend a considerable amount of time with the contracted projects either answering questions or helping in some other fashion. It seems most of this has been centered on the Penn Boulevard project so as that one closes out it is hoped that staff can start to spend more time on the collection system. To that end, a seasonal position will be hired for Waste Water. We utilized this last summer to assist with maintenance and mowing. There is money budgeted within our agreement for this service. Depending on staffing, it may be necessary to add one additional position to assist with operations beyond this initial position.

While completing work on a demolition for the City on A Avenue East staff needed to jet and televise a section of sanitary main east of North 6<sup>th</sup> Street. They found a section of main that is collapsing and creating a large sinkhole under the highway. Staff have contacted local contractors to get pricing lined up for the repairs. Staff have also contacted contractors to get pricing for new backup generators for the lift stations around town. There is money budgeted for this work and we are trying to determine how best to proceed as the quotes are coming in higher than our budget. The GIS/GPS system is online and operational. There are manholes both sanitary and storm that have yet to be inventoried, but for the most part they have been found and the locations were shot. I will try to have a quick demo at the meeting on Monday. Staff have also been working with suppliers to look at equipment that is scheduled for purchase this year. They are comparing different models on items like a manhole pole camera and lighting system and headsets that allow for continuous communication while jetting and televising the storm and sanitary systems. Staff were able to jet and televise Glendale, Caldwell and McMullin and tried to get Todd and Cowan but those two need to be jetted again before we can televise. Staff are also working on the list of work identified in the Garden report that can be done internally. On to plant operations. The new blower control system has been installed at the south plant and is operational. Staff have already commented on several occasions about how well it is working to automatically make adjustments to the number of blowers running to control the dissolved oxygen in the aeration tanks. The control screen for the digester building has failed and we are working on getting pricing so it can be replaced. This unit has had a history of failure and staff are working with the controls company to identify the base reason and make a reasonable remedy. Staff are working to pull down all of the equalization basins to normal operating range and have the one at the north plant done as well as the storm basin at the south plant. The one EQ basin closest to the plant is still being pulled down but also needs to have the remainder of the sludge removed at some point. Staff have started pumping effluent back up the golf course for their irrigation needs. The pump that performs that work is leaking by and staff are working with a supplier to try and find the appropriate gaskets and o-rings to seal it up to increase the pumping capacity to the golf course pond. The bar rakes that were causing issues last month have been repaired and are operational again.

#### **Agenda Item #7**

The following is what other government organizations and water utilities are doing for cost of living increases for the upcoming fiscal year;

City of Oskaloosa – 2.9%

Mahaska County – 2%

Oskaloosa Community Schools – \$0.30/hr. across the board

Ottumwa Water Works – 2% for union, 2.5% for management

Knoxville – 3%

City of Pella – 2.5% for non-union, \$0.52/hr. for union

Grinnell – 3%

Osceola – still waiting to hear back.

Last year it was discussed to move to a merit system for employees using annual reviews as the basis

for the increase. I have not found a suitable system yet to institute this change. The closest one found is what Newton Water Works uses and there is more research needed before determining if that model is what we need. This is one of those items that I have not had the needed time to be able to dedicate to completing the research necessary in order to move forward with implementation. At this time I feel it is best to stay with what has been done previously for cost of living increases. During budget time there was a 5% increase budgeted. It is my recommendation that a 3% increase be approved and I will continue to work towards developing the merit increase system.

### **Agenda Item #8**

There have been no water main breaks this last month. Staff have been able to get back to South F Street to continue installing new water main. At this point they are just north of the entrance for the swimming pool and then we will have Mahaska Rural Water come in and bore about 150' of main in under the drive to avoid disturbing everything through the entrance. Staff have gone out and been working on continued test reading of radio read meters. We are currently using a demo unit for the radio reads that will help us speed up the collection process. This month staff went out and read all of the radio read meters in the system, over 1300 of them. This helped OMWD save around \$1200 from what we would normally pay the contractor. These reads were then brought in to the billing clerk and downloaded into our billing system to generate water and sewer bills. This seems to be working well and any kinks are being worked out as we go. We will continue to read our own radio read meters moving forward.

In the office, we are continuing our downward trend with shutoffs performed on a monthly basis. This month we were again around 50-55 accounts. As Crystal has sent out her monthly reports you have probably seen the billed consumption is down below our budgeted targets. This also means that our revenue is below our target. To help compensate we are working to keep our expenses below budget as well. We have been experiencing issues with our server over the last couple of weeks. Access Systems has been in to work on the drives and we are getting prices for a replacement should that be the best course of action. Last month there was a question about waiving the deposit for veterans relocating to Oskaloosa under the Home Base Iowa Initiative. Legal counsel has provided the opinion that the Board has the ability to waive the deposit for veterans, but that it means the rules and regulations will need to be amended and Board action will also be necessary. If the Board would like to proceed with that action (the City did move forward with approving Oskaloosa as a Home Base Iowa community), then let me know and I will have legal do the appropriate work to the rules and regulations and the Board can take the necessary action at a future meeting. OMWD received communication from lawyers representing one of the two manufactured home complexes in town this last month. A pdf of this letter was emailed to you after we received it. We have also been in contact with David Dixon as a copy was forwarded to him as well. Mr. Dixon is working on our reply. More on this as it progresses. OMWD has also been contacted by some of our customers outside of city limits that are wanting to switch to Mahaska Rural Water. More on this at the meeting.

At the plant, we have had some programmed logic controller (PLC) issues in the last month. We have had Automatic System come in a couple of times to help us identify the problems and get them fixed. Staff are working on developing a list of equipment that will need to be either upgraded or replaced in the upcoming years. As the problems arise with equipment staff are trying to work

through to ensure that we continue to meet our operating standards and there are no issues with the water quality or quantity. All of the work in the wellfield is complete and wells 34 and 35 have been airburst, disinfected and returned to service. Airbursting is a new technique that we have used and it is showing great sustainability for our wells. Well 29 was airburst in January of 2016 and we are still seeing the same pumpage today as we did right after treatment, no drop off in flow.

**Agenda Item #9**

This is an item for members of the Board to provide updates or request future agenda items.