

WATER BOARD OF TRUSTEES

Regular Meeting

July 10, 2017

4:00 PM

Location: 1208 South 7th St.

Agenda

1. Approve agenda.
2. Reorganization of the Board of Trustees.
3. Approve minutes of the June 19, 2017 regular meeting.
4. Approve invoices and financial statements.
5. Customer forum.
6. Discussion of wastewater operations.
7. Consideration and discussion of future stop box and curb stop repairs.
8. General Manager's Update.
9. Updates from members of the Board of Trustees.
10. Closed Session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa Code § 21.5(1) (i) (2012).
11. Consideration and discussion of possible action on the General Manager's employment contract with Oskaloosa Municipal Water Department.
12. Adjourn.

INFORMATION CONCERNING AGENDA ITEMS:

Agenda Item #3

This is the item that will determine who will be Chair and who will be Secretary. There will need to be nominations for these two positions and then a vote for each as well. Mike Vore is the current Chair and Kevin Tacke is the current Secretary.

Agenda Item #5

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 #6

The contractor working on the sanitary and storm sewers is concentrating on Projects 1 & 5. Which are the storm and sanitary along South M/South L. The sanitary sewer is up to 1st Avenue West and the storm sewer is working to catch up to them. This portion of the project is moving smoother and requiring less assistance from staff than the first two projects that were completed. The dry weather means that staff have been able to televise and jet. They have gotten approximately 7000 feet of sanitary done since the last meeting. This is outside of any special requests that come in from the City Engineering Department or Garden & Associates for upcoming projects. We have found at least three manholes that were not identified on any of the city maps while out jetting and televising. Once found these are then added to our GIS mapping with our equipment. Staff have been working with contractors to get estimates for repair of a sinkhole on 5th Avenue West. Lift stations and the plants have been getting mowed as needed with the weather. To that end, two seasonal positions have been hired for waste water. There is money budgeted for this expense and these two will be working to keep up with any mowing and light maintenance needs. With the dry weather plant flows are down. Staff have been working to keep internal flows stabilized at the north plant to help with operations. They have also been working to replace some of the equipment that needed attention at both plants, like the grit pump and an air exchange system. The south plant has been pumping a fair amount of their effluent up to the pond at Edmundson Golf for irrigation purposes.

Agenda Item #7

As requested last month, I have reached out to other area water departments to see how they deal with non-operational stop boxes.

Knoxville; Once aware of the problem, will send out a notice to the property owner to make the needed repairs. They are usually lenient on the timeline, but if repairs are not made, they will make the repairs themselves and shut off the water until the repairs are paid for. They do not lien the property, they will send an unpaid bill to collections or the State of Iowa’s Income Offset Program.

Ottumwa; Sends out a letter once they know about the problem. They are lenient on the timeline as long as the water bills remain current. If the water bill becomes delinquent again, the water department will take their hydro-excavator and expose the stop box so that staff are then able to shut off the water supply at the curb stop. They charge \$600 for this action. The water will remain off until the needed repairs have been made and the \$600 fee is paid. They do not repair the stop box. It is up to the property owner to hire a contractor.

Pella; Sends a notice giving the owners time to fix the problem. If the owner doesn't comply then City staff will go out and complete the work and the City bills out the work and will lien the property if needed. Pella noted that their labor and machine rates are typically higher than local contractors which deters property owners from waiting for the City to take action.

Grinnell; I am still waiting to hear back from their Water Resources Director.

Oskaloosa; We will send out a notice and have historically tried to work with the property owners on a reasonable timeline. If there is no action from the property owners we have hired a contractor to complete the work and billed the owner, setting up payment arrangements as needed or liening if necessary. We have not historically performed the work ourselves.

I am open to your suggestions if you feel there is a better way to accomplish this work and continue to keep our customers' needs in mind.

Agenda Item #8

Staff have continued to work on installing water main on South F as work flow allows. We had Mahaska Rural Water in last week to bore under the driveway of the pool and get us across all of the utilities in that area. There have been water main breaks since the last meeting. One thing that we are aware of is a leak on MCRF's private service main. There has been high usage even when MCRF is not irrigating. Staff is working with MCRF staff to help isolate the problem so that it can be repaired. This is problematic as it is on plastic and quite a bit harder to find than if it were on cast or ductile.

Crystal is working on end of the year reports as well as preparing for our annual audit. Hunt and Associates will be here the week of the 10th to start the auditing process. Shut-offs jumped back up this month. They had been trending downward for the last few months but we had 75 make the list on Wednesday. We are currently working to identify trucks that will need to be approved for purchase in the coming months. One is a split cost with the City and the other is an OMWD vehicle solely. Chevrolet, Dodge and Ford are all on State of Iowa bid and are being considered. We will work with the local dealers as well for pricing.

Plant production remains low for this time of year especially when considering the recent lack of rainfall. We are averaging around 1.2 million gallons per day which is something we would typically see in early spring or late fall. When discussing this with office staff, we are hearing about the rate increases from our customers, and believe that the decline is directly tied to the increases that have happened in recent years and people finding ways to conserve water to help reduce their bills.

Agenda Item #9

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

Agenda Item #10

With regard to General Manager's contract, it is time for the annual performance review. The Board Chair has collected information from each individual Trustee and compiled it for this occasion. Any action must be taken in open session. The closed session is for discussion only.

Agenda Item #11

Depending upon the outcome of the closed session discussion, should the Board wish to take action on the employment agreement, this is the time for that action.