

WATER BOARD OF TRUSTEES
Regular Meeting
October 9, 2017
2:30 PM
Location: 1208 South St.

Agenda

1. Approve agenda.
2. Approve minutes of the September 11, 2017 regular meeting and September 12, 2017 special meeting.
3. Approve invoices and financial statements.
4. Customer forum.
5. Consideration and discussion of Delta Dental policy renewal.
6. Discussion of waste water operations.
7. General Manager's Update.
8. Updates from members of the Board of Trustees.
9. 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 to present at this time.

Agenda Item #5

The renewal from Delta Dental is in and rates have increased approximately 3.6%. Which amounts to \$42.68 increase per month or \$512.16 per year. We are still paying less than we were two years ago since we were able to switch back to a 4 tiered plan last fall. It is staff’s recommendation to approve the renewal.

Agenda Item #6

Collection system operations:

We have started to assist Garden staff with televising for upcoming projects. The amount of televising that is done outside of our current quadrant will not be counted towards our goal. This televising must be done to get the engineering started for I&I projects, but does deter us from being able to complete our regular televising. This needs to continue to be a point of discussion with regard to the 28E agreement and meeting goals established in the document.

Assisted contractors locate old service taps that had not been properly disconnected and ensured that the contractor disconnected them.

We worked on getting pricing for upcoming equipment purchases and CIP budgeting.

The Rovver sewer camera had maintenance problems and was taken to Minnesota for repairs so staff could return and get straight back to televising.

Met with contractors to review manholes for CIP work.

Received new pole camera for manhole and pipeline inspection and received training on the unit.

Looked into several sewer complaint calls for customers.

Televised 3576 feet of main in the current quadrant.

Root cut 1780 feet of main in the current quadrant and 750 feet in a different quadrant as a result of a customer complaint.

Jetted 200 feet of main in the current quadrant.

Used 20,500 gallons of water for jetting, root cutting and cleaning.

Treatment plant operations:

Performed vehicle maintenance.

Hauled sludge from the north plant and Oskaloosa Foods.

Checked lift stations.

Performed various maintenance on a variety of pumps at both plants and lift stations.
Cleaned the trickling filter at the north plant.
Performed normal daily operations including lab work.
Had to deal with filaments at the south plant that were affecting aeration basin performance.

We have also started negotiations with Oskaloosa Foods about their pre-treatment agreement again. We have a deadline of November 12, 2017 to file part of this agreement with the Iowa DNR. The initial portion of this agreement has been provided by OFPC. City Council action will be required for City approval, and there is a tentative date for a work session that was scheduled by the City Manager for further discussion between the affected parties..

CIP and operational budgeting has consumed most of the last month. The budget has been entered into the City's InCode software and meetings will be happening over the course of the next several weeks to work to finalize a draft for the City Council and the City's financial management firm for sewer rate analysis.

There will also be an updated 28E spreadsheet in your packet. The colors have been updated as requested last month with **RED** representing an item that was required but had not been done within the original terms of the agreement, **YELLOW** representing an item that had been required, was not yet done but was being worked on, and **GREEN** representing an item that was required and was done during a particular time frame. There are also blocks that do not have any color. Those items are identified in the 28E but are only done during certain times of the year, or we haven't had any work on them yet. Lining of sanitary, or root foaming would be examples of items that will only have color when we perform that type of work as they are not required by any deadline but will be accomplished as needed and available. Another example of this would be vector control that only happens in the fall when we haul off the digester bio-solids and land apply them.

Agenda Item #7

We have had one water main break in the last month. The 1500 block of High Avenue West on a 4" water main.

Our shut-offs were down this month to 58.

The water main project on South F is nearing completion. All of the water main is installed. Staff are working to finish installing fire hydrants and pressure test and sanitize the main. Once that work is done staff will start connecting water services over to the new water main and finish with water main interconnections to large diameter services and other water mains.

A brief comment about this work; Staff and I have discussed the length of this project and what it has done to our other work flow. I believe that this will be the last larger scale project that we will complete in-house. We simply are not able to focus on everything that we need to and still work to complete this project. Any future projects that we try to complete in house will be smaller projects on the order of one or two blocks, but nothing of this magnitude again, we simply cannot sustain the level of work that we need while completing a project this large.

Fire hydrant flushing starts the week of October . Depending on how work progresses, it is believed that the entire community may be flushed in one week.

We have discussed having an in-depth rate analysis performed to look at a declining block rate as well as analyzing the effect of changing the rate structure for customers outside of city limits. After last month's meeting Mike Schrock reached out to Fox Engineering to see if they could perform this work, as they historically have been able to do, and he was informed that the laws have changed and they are no longer performing that work. This work must now be done by a certified financial planner. PFM is recognized in this arena as being able to complete this work. I would like to move forward with securing PFM to complete this in-depth detailed analysis to give us recommendations for future rate types and structures. I am looking for your input on this matter before proceeding.

I am waiting to hear back from Garden as to the scheduling of the tower painting. It is my understanding that Garden has recently received the signed contracts back from Maguire Iron. As we continue to look forward for CIP projects on the water side, we are scheduled to start work this spring on South D Street with completion in the following fiscal year. Next fiscal year we have scheduled water main replacement on North L Street from D to High and then following A Avenue West out to Highway 439 (the old Pella Highway) and back up to D. We need to start getting that engineered this year. I would like your input on what you would like to do for the engineering and which firms we should contact for quotes.

Finally, I will update the pending litigation at Monday's meeting.

Agenda Item #8

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

28E Agreement Year Two Tracking

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	0	X	X	X	SOPs have been documented and forwarded to City Hall
Preventative maintenance process control programs initiated	Section 1.2	0	X	X	X	This was done as part of the condition assessment and staff continue to address deficiencies in equipment as part of operations and maintenance
Analysis of condition for all equipment completed	Section 1.2	0	X	X	X	Condition assessments are done for equipment in the collection system as well as plant equipment.
Operations maintained within established budget parameters	Section 1.3	X	X	X	X	Overall budget was maintained and expenses were lower than budgeted.
Staffing adequate to meet 24/7 operations in place	Section 1.3	X	X	X	X	Note deviations or exceptions
Procurement policy is followed	Section 1.4	X	X	X	X	OMWD staff continue to work within the framework of the City's purchasing policy while on occasion needing to be refocused.
Best practices perf. measures, resource sharing developed	Section 1.5	0	1	X	X	This item continues to move forward, albeit slowly at times. Resource sharing is still occurring at an improved rate with Water Sewer and Streets on equipment as well as personnel. The Best Practices is an area that will need continued assessment to ensure that we are working towards where we need to be with this goal.
NPDES permit maintained and required reports completed	Section 2.1(c)	X	X	X	X	Any necessary compliance and reports are completed as needed.
Monthly compensation for services reviewed	Section 4.2	X	X	X	X	Due quarterly
Personnel necessary to operate/maintain systems provided	Exhibit B-1	X	X	X	X	This is done on a daily basis.
Lift station maintenance		X	X	X	X	This work is done in conjunction between City and OMWD staff as well as a contractor for pump maintenance and repair.
Utility locates		X	X	X	X	Locates are completed on a daily basis by staff.
Plant Operations		X	X	X	X	Staff complete plant operations on a daily basis.
Lift Station Operations		X	X	X	X	Staff complete plant operations on a daily basis.
Personnel necessary to operate/maintain SBR provided	Exhibit B-2					Not needed at this time. OFPC is currently operating this plant with their own personnel.

OMWD started operational management in Q2 of FY15-16,
so Q1 is actually in FY16-17

28E Agreement Year Two Tracking

Sampling and testing pursuant to NPDES permits completed	Exhibit B-4	X	X	X	X	This is performed every week as necessary to meet the NPDES permit.
Serve as liaison between city, DNR and EPA	Exhibit B-5	X	X	X	X	This is done as needed.
Sludge transfer and disposal completed	Exhibit B-6	X	X	X	X	Sludge hauling is done on a weekly basis from the NE plant, and as needed from OFPC.
Vector control		X				This is done when land application of bio-solids happens in the fall, but staff are aware always on top of this issue.
Preventative maintenance program implemented	Exhibit B-7	0	1	X	X	Condition assessments are complete and staff have gathered manufacturer's recommendations for maintenance. No software has been purchased, but staff are following recommendations from the manufacturers.
Repairs to the collection system are coordinated	Exhibit B-8	X	X	X	X	This is an item that is done on a continual basis. As needs arise staff will determine the best means of repair and solicit the needed bids/quotes or perform the repairs in-house.
Manhole adjustment			X	X		Contract as Needed, staff respond to complaints for individual manholes as they arise.
Non-structure line sealing and point repair						Contract as Needed
Manhole rehabilitation				X	X	Contract as Needed
Structural line repairs		X	X	X	X	Contract as Needed
Line replacements		X		X	X	Contract as Needed
Utility locates completed for sewer and stormwater	Exhibit B-9	X	X	X	X	Locates are completed on a daily basis by staff.
Sewer taps inspected for interceptor line	Exhibit B-9	X	X	X	X	All taps are inspected and records are taken and shared with engineering staff.
Sanitary sewer inspection and cleaning program developed	Exhibit B-10	0	1	X	X	Staff have been working on jetting and televising the sanitary sewer on the NW quadrant of town this year. Even though they are no longer performing nuisance mowing, there is still not the level of completion that we had hoped for. It may be that we need to reevaluate the possibility of getting the entire community done within the timeframe of this agreement without the need to expand our staffing levels
Line cleaning		X	X	X	X	Staff are working on this item year around as time and staffing levels allow.
Root cutting		X	X	X	X	Staff are completing this work as it is identified through televising or when found through a complaint basis.

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28E Agreement Year Two Tracking

TV inspection		X	X	X	X	Staff are working on this item year around as time and staffing levels allow.
Compilation of TV reports and rehabilitation projects		X	X	X	X	Staff are compiling reports are they are done televising differencnt sections of pipe.
Root foaming						There is curently a PO issued for this work and it is scheduled to occur in October
Respond to customer calls for blocked sanitary sewer lines	Exhibit B-10	X	X	X	X	This item is handled as calls come in to City Hall, the Street Department office, or OMWD offices.
Emergency response		X	X	X	X	This is handled as calls come in to City Hall, the Street Department office, or OMWD offices.
Overflow and complaint response investigation and reporting		X	X	X	X	This is an as needed item. Staff respond to customer calls as they come in.
Cross connection investigation and response		X	X	X	X	Staff have worked on this issue as part of the I&I investigation with Garden & Associates and continue to work to identify areas that need repair.
Structural line repairs		X	X	X	X	Contract as Needed
Line replacements		X		X	X	Contract as Needed
Stormwater inspection and cleaning program developed	Exhibit B-11	0	1	X	X	Staff have been working on jetting and televising the sanitary sewer on the NW quadrant of town this year. Even though they are no longer performing nuisance mowing, there is still not the level of completion that we had hoped for. It may be that we need to reevaluate the possibility of getting the entire community done within the timeframe of this agreement without the need to expand our staffing levels. Storm sewers are not yet regularly jetted and televised as staff are focusing on the sanitary. Storm sewers are jetted as needed when complaints arise.
Line cleaning		X	X	X	X	Staff at this time are responding to complaints for storm sewer as sanitary sewer is the priority for cleaning.
Root cutting						Staff have been completing this on either a complaint driven basis or as identified through televising efforts in the system.
Catch basin cleaning		X	X	X	X	This item is done more in the fall on a regular basis and other times throughout the year on a complaint basis.
Structural line repairs				X	X	Contract as Needed
Line replacements				X	X	Contract as Needed

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28E Agreement Year Two Tracking

Respond to customer calls for blocked stormwater lines	Exhibit B-11	X	X	X	X	This item is done as needed per customer calls.
Storm and emergency response		X	X	X	X	This item is done as needed with respect to storm and other emergency needs.
Complaint response investigation and reporting		X	X	X	X	This item is done as needed per customer calls.
Implement manhole inspection and mapping program	Exhibit B-12	X	X	X	X	Hr Green has completed most of the mapping and inspection of the sanitary sewers and a large percentage of the storm sewer system. There are still areas that will need to be mapped and inspected, but most of these have been identified. While working through budgeting we will try to identify funds to complete this work.
Manhole maintenance		X	X	X	X	OMWD and City staff are working to identify manholes that need to be repaired and lining up contractors to complete the repairs.
TV inspection		X	X	X	X	Staff are working on this item year around as time and staffing levels allow.
Compilation of TV reports and system evaluation		X	X	X	X	Staff are compiling reports are they are done televising differencnt sections of pipe.
Maintain cleanliness of facilities and equipment	Exhibit B-13	X	X	X	X	Staff work on this item on an ongoing basis.
Mow grass and remove snow from all wastewater facilities	Exhibit B-13	X	X	X	X	Staff work on this item on an ongoing basis.
Detention pond maintenance		X	X	X	X	Staff work on this on an as needed basis.
Fat Oils and Grease (FOG) inspection program	Exhibit B-14		X			This work is completed in the winter as time allows, but staff continue to monitor it the remainder of the year.
Land application of sludge and reporting	Exhibit B-15	X				Annual task
Report septage discharge report	Exhibit B-16	X	X	X	X	This is completed on a monthly basis with the completion of the DNR's discharge monitoring reports.
Present septage discharge requests to city for approval	Exhibit B-16	X	X	X	X	This is an as needed item. When an expansion or new industry comes to Oskaloosa, staff communicate with City Hall as to how to proceed.
Secure and properly protect wastewater facilities	Exhibit B-17	X	X	X	X	This is done on a daily basis.
Provide monthly and annual performance reports to city	Exhibit B-18	X	X	X	X	The City is provided with copies of the Discharge Monitoring Report and Industrial Cost Recovery as part of normal operations. In the past the City Manager has requested a more formal operations report from OMWD. That is an item that still needs to be worked on as it is not done on a regular basis.

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28E Agreement Year Two Tracking

Comply with all city, state and federal rules and regs.	Exhibit B-19	X	X	X	X	This is completed on an ongoing basis with operations.
Maintain professionalism with community groups	Exhibit B-20	X	X	X	X	This is completed as needed within the community.
Coordinate with the city engineer and contractors on projects	Exhibit B-21	X	X	X	X	This is completed on an ongoing basis.
I & I abatement and system rehabilitation projects		X	X	X	X	These are being worked on with Garden & Associates as part of the contract for services for I&I abatement per the Iowa DNR request in 2014.
Structural line repairs		X	X	X	X	Contract as Needed
Development process (development review, plan review)		X	X	X	X	Staff work with Engineering when plans come in to review before building permits are issued.
Inspection of developer projects		X	X	X	X	Staff work with Engineering staff to coordinate inspection of developments as needed.
Inspection of sanitary sewer (city projects)		X	X	X	X	This is done as needed by staff.
Inspection of storm water (city projects)		X	X	X	X	This is done as needed by staff.
Installation of lift station projects						Staff work with contractors for any repairs or retrofits of lift stations as needed.
Create and maintain GIS information		X	X	X	X	Work has been completed within the contract amount. There is additional work needed, but funding needs to be in place first.
Create and maintain system mapping		X	X	X	X	Staff maintain the old maps and update them as needed as well as keep records for inspections that have occurred since OMWD took over operations.
Serve as liaison with industries, new or existing	Exhibit B-22	X	X	X	X	This is completed on an ongoing basis.
Provide assistance with 5-year CIP and O&M budgeting	Exhibit B-23	X	X	X	X	This is completed as needed throughout the year.
Accounting		X	X	X	X	Staff complete this on a daily, weekly, and monthly basis.
Preparing and revising sanitary sewer master plans						Done as needed
Preparing and revising storm water master plans						Done as needed
Provide assistance with inflow and infiltration analysis and reduction	Exhibit B-23	X	X	X	X	Staff continues to work with Garden & Associates on the I&I study and help provide video data of the collection system.
I & I abatement and system rehabilitation projects		X	X	X	X	As Garden identifies projects, staff are working to incorporate that into the CIP budget.
Flow monitoring		X	X	X	X	This is done daily at both treatment plants

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28E Agreement Year Two Tracking

Provide assistance with Industrial Pre-treatment investigation	Exhibit B-23	X	X	X	X	For the last year we have been working on pre-treatment agreements and any necessary investigations for potential customers as they arise.
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so Q1 is actually in FY16-17

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	X	X	X	Staff are working on this item year around as time and staffing levels allow.
Root cutting		X		X	X	X	X	Staff are completing this work as it is identified through televising or when found through a complaint basis.
Emergency response		X		X	X	X	X	This is handled as calls come in to City Hall, the Street Department office, or OMWD offices.
Overflow and complaint response investigation and reporting		X		X	X	X	X	This is an as needed item. Staff respond to customer calls as they come in.
Cross connection investigation and response		X		X	X	X	X	Staff have worked on this issue as part of the I&I investigation with Garden & Associates and continue to work to identify areas that need repair.
Manhole adjustment		X			X	X		Contract as Needed, staff respond to complaints for individual manholes as they arise.
Non-structure line sealing and point repair		X						Contract as Needed
Manhole rehabilitation		X				X	X	Contract as Needed
TV inspection		X		X	X	X	X	Staff are working on this item year around as time and staffing levels allow.
Compilation of TV reports and rehabilitation projects		X		X	X	X	X	Staff are compiling reports as they are done televising different sections of pipe.
I & I abatement and system rehabilitation projects		X		X	X	X	X	These are being worked on with Garden & Associates as part of the contract for services for I&I abatement per the Iowa DNR request in 2014.
Root foaming		X						There is currently a PO issued for this work and it is scheduled to occur in October
Structural line repairs		X		X	X	X	X	Contract as Needed
Line replacements		X		X		X	X	Contract as Needed
Lift station maintenance		X		X	X	X	X	This work is done in conjunction between City and OMWD staff as well as a contractor for pump maintenance and repair.
Vector control		X		X				This is done when land application of bio-solids happens in the fall, but staff are aware always on top of this issue.
Fat, oil and grease program		X			X			This work is completed in the winter as time allows, but staff continue to monitor it the remainder of the year.
Easement and access road maintenance		X		1	1	1	1	This work is done as needed by staff.
Utility locates		X		X	X	X	X	Locates are completed on a daily basis by staff.
Sludge Hauling		X		X	X	X	X	Sludge hauling is done on a weekly basis from the NE plant, and as needed from OFPC.
Plant Operations		X		X	X	X	X	Staff complete plant operations on a daily basis.
Lift Station Operations		X		X	X	X	X	Staff complete plant operations on a daily basis.

Storm Water	City	OMWD	N/A	Task or Project Completed				Notes or Measurements
				Q1	Q2	Q3	Q4	
Line cleaning		X		X	X	X	X	Staff at this time are responding to complaints for storm sewer as sanitary sewer is the priority for cleaning.
Root cutting		X						Staff have been completing this on either a complaint driven basis or as identified through televising efforts in the system.
Catch basin cleaning		X		X	X	X	X	This item is done more in the fall on a regular basis and other times throughout the year on a complaint basis.
Manhole maintenance		X		X	X	X	X	Contract as Needed
Storm and emergency response		X		X	X	X	X	
Complaint response investigation and reporting		X		X	X	X	X	
Maintenance of public streams/creeks/open channels		X		X	X	X	X	Contract as Needed
Processing and disposal of sweeper, catch basin and storm line material (excluding leaves)	X	X		X	X	X	X	
Structural line repairs		X				X	X	Contract as Needed
Line replacements		X				X	X	Contract as Needed
Roadside ditches and piping system in County roads		X						By Request or Agreement
TV inspection		X		X	X	X	X	Staff are working on this item year around as time and staffing levels allow.
Compilation of TV reports and system evaluation		X		X	X	X	X	Staff are compiling reports as they are done televising different sections of pipe.
Nuisance complaint mowing	X			X				Fire Department handles this work now.
Detention pond maintenance		X		X	X	X	X	
Proactive leaf management program	X	X						
Utility locates		X		X	X	X	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		X	X	X	X	Staff work with Engineering when plans come in to review before building permits are issued.
Sanitary sewer connection permit issuance	X							
Stormwater connection permit issuance	X							
Billing and collection of monthly service charges		X		X	X	X	X	Billing has moved to monthly and collection happens on a daily basis.
Inspection of developer projects	X	X		X	X	X	X	Staff work with Engineering staff to coordinate inspection of developments as needed.
Inspection of sanitary sewer (city projects)	X	X		X	X	X	X	This is done as needed by staff.
Inspection of storm water (city projects)	X	X		X	X	X	X	This is done as needed by staff.
Installation of lift station projects	X	X						Staff work with contractors for any repairs or retrofits of lift stations as needed.
Erosion control permit issuance XXXXXXXXXXXXXXX	X							
Erosion control inspection XXXXXXXXXXXXXXX	X	X						Staff work with Engineering and any contractors as needed for this item.
Accounting	X	X		X	X	X	X	Staff complete this on a daily, weekly, and monthly basis.
Industrial waste program XXXXXXXXXXXXXXX	X	X		X	X	X	X	Staff work with current industries as well as any planning an expansion or new facility on the industrial waste program
Create and maintain GIS information	X	X		X	X	X	X	Work has been completed within the contract amount. There is additional work needed, but funding needs to be in place first.
Create and maintain system mapping	X	X		X	X	X	X	Staff maintain the old maps and update them as needed as well as keep records for inspections that have occurred since OMWD took over operations.
Maintaining engineering records of systems	X							
Preparing and revising sanitary sewer master plans	X	X						Done as needed
Preparing and revising storm water master plans	X	X						Done as needed
Response to customer billing inquiries		X		X	X	X	X	This happens on a daily basis.
Public information, newsletters, etc. for sanitary sewer and storm	X							This is not an item that is an ongoing practice at OMWD for water. To move forward for sewer and storm water, additional guidance and items showing past practices should be shared with OMWD.
Flow monitoring	X			X	X	X	X	This is done daily at both treatment plants
Inspection of private facilities	X			X	X	X	X	This item is done as needed when customers call in.
Utility Locates		X		X	X	X	X	This item is done on a daily basis as a matter of operations.
Fixture counting		X						WHAT IS THIS FOR???
Vehicle maintenance	X	X		X	X	X	X	This is done as needed by staff.
Field yard general maintenance		X		X	X	X	X	This is done as needed by staff.