

**WATER BOARD OF TRUSTEES**

**Regular Meeting**

**December 11, 2017**

**4:00 PM**

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

**Agenda**

1. Approve agenda.
2. Approve minutes of the November 13, 2017 regular meeting.
3. Approve invoices and financial statements.
4. Customer forum.
5. Consideration and discussion of updating Employee Manual Section 5, Insurance Benefits, A. Health Insurance.
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**

As a result of the Board vote in November to have employees start paying 2.5% of elected health insurance coverage, the OMWD Employee Manual needs to be updated. The update is in Section 5 Insurance Benefits, A. Health Insurance. Removed was language that stated that insurance was provided at no cost to the employee and the new language is; Effective January 1, 2018, all employees will contribute 2.5% towards their elected health insurance coverage per month. This amount will be deducted from the first paycheck of each month. (Updated December 11, 2017).

Staff recommends approval of this policy change to align the employee manual with the Board of Trustees’ decision at the November meeting.

### **Agenda Item #6**

*Collection System Operations:*

Televised in Quadrant – 2248’

Televised outside of Quadrant – 800’

Jetted in Quadrant – 700’

Water used – 24,000 gallons

Staff were able to locate some manholes that had not found and identified in any of our maps. Those manholes were then GPS’d and added to our database. Staff also continue to add video to our GIS database whenever time allows. They met with staff from Garden & Associates to discuss upcoming work for Phase 1 of 3 phases that will be done to address Inflow and Infiltration (I & I) work on the collection system. They oversaw the installation of a new manhole for a small development on South 11<sup>th</sup> Street, verified tap locations for the sewer lining project on South L Street, met with contractors to gather quotes for additional lining work in the future, cleaned out the wet wells for the Armory and West End lift stations and performed maintenance on those facilities. The West End lift station had a concrete pad poured for the generator that will be set there in the near future for back-up power. Worked with Joe Meland on repairing a sinkhole on C Avenue West between North Market and North A Street, and repaired a section of sewer main on South F that was damaged. They also were asked to stop and discuss work on the storm and sanitary sewers at the old community stadium.

### *Waste Water Plant Operations;*

Staff have continued to haul bio-solids from the EQ basin to fields for land application. Staff have removed in excess of 2,000,000 gallons at this point, but given the weather turning colder, it is unknown how much longer we will be able to stay in the fields. We will run as long as we can and remove as much as we can this season. Staff repaired bearings on one of the blowers at south plant and performed various maintenance on the other units. The generators at both plants were fueled for the winter and the oil for the clarifier motors at the south plant was changed. New security lighting was added at the south plant. This was something that had already been identified and planned as part of capital improvement work previously but an emphasis was placed on completing it after the break-in last month.

Chad Coon and Mike Schrock met with officials from Oskaloosa Food Products to continue discussions on the pretreatment agreement for waste water.

### **Agenda Item #7**

This last month there have been four leaks and they all involved valves. 3 of them were a result of the work being done on the old water main for South F Street and the Edmundson Park area. The other one was on 6<sup>th</sup> Avenue West and South B Street. As far as the water main on South F, there are only three service lines that still need to be connected. Two of those will be bored across the street early the week of the 11<sup>th</sup> and the other needs a new line from the box into the house and the plumber is scheduled to complete that next week as well. Then only two interconnections remain and the project is essentially complete minus ground prep next spring.

We have had problems with drag flights in one of the settling basins at the treatment plant. There were several link breakages that were occurring over a short period of time and staff found that most of the links on this particular chain were fractured. The basin has been shut down and staff are working with vendors to find and order the replacement parts for this basin. At this point, we are being told that it will cost \$10,000 - \$15,000 for the parts. We need this unit back up and running. Staff can complete the repairs once we receive the replacements. We will also look at the budget to ensure that we are within budgeted resources.

Crystal has been working to gather information for the upcoming budget and also to send that information to PFM for analysis. We will be working throughout the month of December to put together any needed amendment as well as the budget for FY18-19. We will be sure to share this with you in advance to provide ample opportunity for review and answering your questions before we get to budget meetings in the month of January.

Crystal has also been in contact with PFM to start the process of looking at a comprehensive rate analysis for water and sewer. Information has been sent so that PFM can start the process of looking at different account codes and consumption patterns to help determine if it is possible to initiate a declining block rate plan for large consumers. More on this as it progresses.

There were only 50 shut-offs this month for non-payment, a considerable decrease.

### **Agenda Item #11**

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